

The Old School Henstead

HEALTH AND SAFETY POLICY

Policy Statement

The governing body notes the provisions of the Health and Safety at Work, etc Act 1974 (sections 2(1) and 3 (1)) which state that an employer's duty is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of employees and that persons not who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils , staff and others using the school premises or participating in school-sponsored activities.

The school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

The school must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

The aims of the policy are:

1. to provide a safe, secure and healthy working environment for staff and children
2. to encourage everyone to take responsibility for being vigilant and to be aware of possible risks, whilst also feeling confident and comfortable within their environment.

The objectives of the policy are to:

1. be vigilant around the school premises for intruders, finding a balance between challenge and confrontational behaviour
2. maintain electrical equipment to an appropriate standard
3. administer appropriate procedures according to fire regulations
4. have procedures in place for the safe administration of medicines and for dealing with accidents and illness
5. have a procedure in place for reporting faulty equipment
6. maintain regular checks of the building and safety and security
7. be aware of the pressures on teaching staff and the possible effects that stress may have
8. give guidance on lone working and personal safety
9. give guidance on the use of images
10. inform about what should be done in a case of emergency.

Procedure

1. Responsibilities of Individuals

Individuals have the following personal responsibilities:

1. know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
2. observe standards of dress consistent with safety and/or hygiene

The Old School Henstead

3. keep good standards of hygiene and cleanliness
4. know and apply the procedures in respect of emergencies
5. co-operate with other employees and the safety representative in promoting health and safety measures
6. report any hazard or breakage
7. follow health and safety instructions and use appropriate safety equipment and protective clothing
8. maintain safety tools and equipment
9. report any incidents, assaults or "near misses"
10. set a good example to the children in their care
11. supervise pupils and ensure that they know about emergency procedures and safety measures
12. ensure that pupils' bags, coats and belongings are safely stowed away
13. include all relevant aspects of safety in the curriculum according to the science and PHSE curriculum
14. make parents/volunteers aware of safety procedures in the classroom/work area
15. give clear instruction and warning as often as necessary.

2. Responsibilities of Post-holders

Those responsible for others should ensure that:

1. members of their team are complying with health and safety regulations
2. supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
3. the Head or school site supervisor is informed if any difficulties occur
4. they set a good example to members of their team and children
5. they keep an overview of the parts of the premises for which they are responsible
6. they keep up-to-date with new pieces of advice relating to health and safety
7. they keep an overview of equipment and substances kept in their areas
8. all donated equipment is safe for use, if necessary seeking specialist advice
9. to complete necessary risk assessments and check that members of their team complete them when necessary.

3. Responsibilities of the Head and the Governing Body

The responsibilities of the Head and the governing body are:

1. to regularly review the safety and security of the school building during the governors' sites and buildings sub-committee meetings
2. to undertake risk assessments as and when required
3. to put into practice the procedures described in associated policies, ie first aid, emergency, fire, reporting of defects
4. to act upon referrals from employees
5. to record and inform relevant external agencies as and when appropriate
6. to ensure access to this policy and other health and safety information as legally required
7. to ensure that appropriate logs and records of incidents are completed and acted upon
8. to ensure there are adequate first aid facilities
9. to ensure adequate fire precautions and procedures in the event of a fire
10. to ensure policies and employees are updated as to new legislation and guidance.

The Old School Henstead

4. Defects

The governing body and Head have agreed that the following procedures/Codes of Practice shall be followed within the school with regards to defects:

1. any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the school secretary or Head
2. the school secretary, in consultation with the Head will, if necessary, take steps to have the defect rectified,
3. any member of staff discarding a faulty item or electrical item must also remove this item from the electrical appliance register.
4. Health and Safety issues is a standing agenda item at all staff meetings and governors' meetings.

3. Electricity

The governing body and Head have agreed that the following procedures/codes of practice shall be followed within the school with regard to electricity.

PAT testing is carried out annually. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the school secretary.

Staff should be vigilant for:

1. damage to plugs and switches
2. damage to leads
3. correctly fitted connectors
4. coloured insulation of the internal wires not showing at plug or appliance
5. damage to outer case of equipment
6. signs of overheating
7. signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
8. the appliance being used for the purpose it was designed for.

4. Lone Working and Personal Security

The Old School as a responsible employer does not expect any employee to go into a dangerous situation for which he or she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

5. First Aid & Storage & Administration of Medicines

See Policy Number 15 - *Medical Needs and Medicines* and Policy Number 16 - *First Aid*

6. Smoking

The Old School Henstead

To help ensure that we offer pupils , staff and visitors a safe, secure and healthy environment and to comply with No Smoking legislation our school has adopted a no smoking policy, which covers the school , playgrounds and playing fields.

7. Health and Safety During Science Experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

1. be sensible during the experiment
2. follow instructions immediately
3. only touch equipment when you are told to
4. carry equipment with care and always walk
5. make sure any equipment used is returned carefully
6. inform your teacher of any breakages
7. if you're not sure — ask!

All experiments should be carefully planned and prepared for. Preparation should include:

8. consideration of staffing levels
9. consideration of group mix and children with special needs
10. room dynamics
11. a risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the science coordinator should be consulted.

8. Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents will be asked for permission for the taking of photographs by the media.

Parents will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.

Parents will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school parents will be informed of school policy and permission requested for use of pictures within the establishment.

Should the situation arise parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

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