

Astmoor Primary School

Health and Safety Policy

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| Recommended by: | Mrs Aldridge/Mr Brown |
| Approved by: | Curriculum Committee |
| Approval Date: | 20.11.19 |
| Review Date: | November 2020 |
| Updated: | September 2020 |

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## SCHOOL HEALTH AND SAFETY POLICY

Astmoor Primary School is committed to providing a safe and healthy environment for the school community. The school will ensure that:

* All legal requirements are met under both health and safety and fire legislation
* All advice and guidance provided by the LA in relation to health, safety and welfare is implemented or that systems equally or if not more effective are in place.
* The school is proactive in identifying hazards and managing risks relating to the pupils, employees, parents, contractors , members of the public, premises, equipment and both curriculum and extra-curriculum activities.

To establish a robust system for managing health, safety and welfare in school, the following responsibilities have been allocated:

### Governors

* + The Governing Body will ensure that the school implements a health and safety management system based upon the advice and guidance provided by the LA or a competent health and safety practitioner.
  + In their decision-making capacity, governors will show due diligence by ensuring that where significant health and safety concerns arise, appropriate resources (human, financial, time) will be made available.
  + The Governing Body will be kept informed of:
* Health and safety related advice and guidance provided by the LEA.
* The findings and actions arising from premises, fire, stress, occupational and curriculum-related risk assessments.
* Any hazards identified outside of the risk assessment process.
* Significant accidents and their causes and any actions taken or recommended to prevent future incidents.
* The findings of the LEA health and safety review and any recommendations translated into a school action plan.
* Changes in circumstance to the schools Covid-19 status.
* Health and safety issues arising from the annual maintenance review carried out by Property Services, the Site Services Manager and related contractors.[[1]](#footnote-1)

**Head teacher:**

The Head teacher has responsibility for the daily management of health and safety. These responsibilities include:

* + - As required by the Management of Health, Safety and Welfare at Work Regulations, 1999, ensuring that all categories of risk assessment are carried out at recommended intervals.[[2]](#footnote-2)
    - Ensuring that any actions arising from risk assessments are put into a time-bound action plan.
    - Monitoring the implementation of action plans arising from both risk assessments and the health and safety review process.
    - Delegating clear roles and responsibilities.

for health and safety functions

* Identifying and supporting the provision of relevant health and safety training for school employees.
* Attending any training for Head teachers that is recommended by the LA.
* Ensuring that contractors have sight of the school’s asbestos register before commencing work.
* Providing a safe environment.
* Ensuring that all activities are carried out safely.
* Communicating health and safety information.
* Investigating and recording accidents.
* Managing fire safety and safe escape routes.
* To provide health and safety information to new employees upon induction.
* Provision of comprehensive Risk Assessments to cover the Covid-19 Pandemic.

**Local Authority**

The LA is responsible for:

* Providing advice and guidance to support schools in meeting the requirements of health and safety legislation.
* Providing support in the investigation of significant accidents.
* Ensuring that schools are provided with up to date information on legislative changes.
* Providing health and safety training and where necessary identifying specialist course providers.
* Monitoring the implementation of the LA guidance.

**Teachers**

Teachers are responsible for ensuring that

* Activities within their curriculum area are carried out safely.
* Any significant risks are identified and adequately controlled.
* Where appropriate, specialist guidance is followed e.g. BAALPE for Physical Education and CLEAPSS for science and design and technology.
* All support staff are aware of safe practices and procedures.
* Thorough accident investigations are carried out for all curriculum related accidents
* Accidents are reported according to the requirements of the LA
* Current guidelines for the management of Covid-19 are followed by pupils at all times.

**All Employees**

Employees

* Are responsible for their own health and safety and that of pupils, colleagues and any others who may be affected by their work.
* Have a duty to report any identified hazards.
* Should co-operate with the employer by following the health and safety guidance.
* Should be familiar with relevant sections of the Health and Safety Guidance provided by either the LA or the school’s “competent advisor.”
* Current guidelines for the management of Covid-19 are followed by pupils and visitors to site at all times.
* The Site Manager will oversee contractor management on site.

**School Security**

We do all we can to ensure that the school is a safe environment for all who work, visit or learn here. We review security measures regularly and draw on the advice of experts such as LA officers, police, fire officers and building consultants.

Visitors that arrive at school are required to sign the visitor’s book in the main entrance and to wear a visitors badge at all times whilst on the premises. When leaving, visitors are required to sign out in the visitor’s book and leave their badge at reception.

Gates are kept locked around the school premises until the end of the school day when the Site Manager opens them.

The building has a layout which supports easy flow around school without busy congestion points.

All classes have different exit points to the outdoor areas and playtimes and lunchtimes have been carefully staggered to avoid congestion. These measures have been introduced to minimise the risk of Covid-19 infection.

**First Aid**

If an accident does happen and results in an injury to a child, the teacher will do all s/he can to aid the child concerned. First aid boxes are kept in the First Aid room, KS1 bay area, KS2 bay area and Nursery classroom. The following staff at the school have been trained in First Aid:

* Louisa Aldridge (Head Teacher)
* Suzanne Armstrong (Deputy Head)
* Carole Broster (Business Manager)
* Rebecca Bowles (Teacher)
* Holly Doran (Teacher)
* Lindsey Davies (Teacher)
* Andrew Guy (Teacher)
* Kelly Langley (Teacher)
* Rianne Newitt (Teacher)
* Rita Saunders (Teacher)
* Karen Sims (Teaching Assistant)
* Sandra Gobin (Teaching Assistant)
* Sarah Keoghan (Teaching Assistant)
* Liz Hughes (Family Support Worker)

First Aiders should be called upon to assist and if necessary a decision may be made to phone emergency services. In these cases, parents will also be contacted using emergency contact details and a member of the SLT (Senior Leadership Team) would be involved.

All accidents resulting in injury are recorded in the school accident book. In the case of head injuries, parents are informed through a written note home, providing advice on what to look out for should the condition deteriorate.

**Fire and Emergency Procedures**

Fire and emergency evacuation procedures are displayed prominently in all rooms. Fire drills are held each term. Arrangements are made to monitor the condition of all fire equipment regularly. This includes the testing of the fire alarm system. The fire alarm system is tested weekly by the site manager and on a six monthly basis by an external contractor.

**Medicines**

Medication can only be given to children if a medicine form has been filled in by the parent or carer, these forms can be obtained from the office. Medicine is administered by a trained member of staff (see below) and is kept safely in appropriate storage out of reach of children. Detailed records are kept of all medication administered to children in line with the schools policy ‘Supporting Pupils at school with medical conditions’ (A copy of this new policy can be obtained from the school office).

The following members of staff are medicines trained:

* Carole Broster (Business Manager)
* Liz Hughes (Family Support Worker)

**Internet Safety**

In order to reduce the risk of children coming across unsuitable material when using the internet, we provide constant supervision and use a filtered service. An internet agreement form is signed by all children and parents.

**The Health and Welfare of Staff**

At Astmoor Primary School we take very seriously the need to safeguard the health and welfare of all our staff. We pay particular attention to the assessment and prevention of work related stress. If a member of staff is experiencing stress at school, s/he should inform the head teacher immediately.

We will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously and take action in line with the LA’s protocol on school and the police.

**Monitoring and Review**

The Resources committee of the governing body monitor health and safety matters within the school. Matter will be brought to the attention of the committee by the Site manager who monitors all areas of Health and safety on a daily basis. This policy can be reviewed at any time upon request from the Resources committee, or at least once every two years.

**Consultation and Communication**

The Head teacher and governing body will ensure that there is a two-way communication system for all health and safety matters by having health and safety as a standing item on the agenda of staff and departmental meetings. Trade Union representatives and employees are invited to take an active role in the management of health and safety in school.

The governors will also be informed of health and safety issues as required by the LA during the meeting of the full governing body.

**Effective control of contractors**

In ensuring the effective control of contractors undertaking any works in and around the school building/grounds and implementing suitable risk control measures.

Expecting the following requirements and asking the correct questions of contractors including

* Having an independent assessment of their competences
* Are they a member of a Trade associated Body
* Ensuring they provide a method statement for the job
* Making sure the contractor has a valid Employers Liability Compulsory Insurance.
* Ensuring that the Asbestos register is read and signed by all contractors.
* Contractors are required to use own PPE. (Checked and managed by Site Manger). This is in line with the current guidelines and policy for managing the risk of covid-19 infection.

**Covid-19 Management.**

* The school has a comprehensive Covid-19 Risk Assessment copies of which can be provided by the school office manager.
* Track and trace details are to be taken for visitors and contractors in the event of a covd-19 outbreak.
* Hand washing and sanitising is available to all visitors. All visitors must sanitise hands on entering the building, (instruction and signage available at dedicated points).
* Areas used by visitors such as meeting rooms/staff room or offices to be cleaned and disinfected after use.
* Appropriate social distancing is to be maintained at all times in line with the latest guidance from Public Health England.
* Access is restricted to contractors and officials that are required to help the school function.

1. Health and safety issues in the annual maintenance reports are identified by the yellow hazard triangle and require prompt attention. [↑](#footnote-ref-1)
2. Risk assessments are required for: The premises, fire, occupational, stress, educational visits, curriculum activities e.g. Science – refer to Section 2 of Health and Safety Guidance for Schools (Health and Safety Guidance Bulletin No: 2018 21) <https://haltonschoolshealthandsafety.co.uk/h/> [↑](#footnote-ref-2)