

Health, Safety and Welfare Policy

1 General

- 1.1** The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff and visitors.

All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated Stephen McGrath to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

2 The school curriculum

- 2.1** We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, how to handle equipment safely and to undertake a risk assessment during the planning stage of an AT1 investigation.
- 2.2** We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move, play and safely set up equipment or apparatus in PE lessons.
- 2.3** Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)
- 2.4** Our school promotes the spiritual growth and welfare of the children through the RE curriculum, by organising special events such as harvest festivals, and also through the act of collective worship, prayer and reflection.

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- 2.5** Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

3 School meals

- 3.1** Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 3.2** If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- 3.3** Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we positively encourage the children to eat a healthy snack at morning break.

4 Child protection

- 4.1** There is a named person responsible for child protection in the school. This is normally the head teacher, but s/he may delegate this responsibility in some circumstances. A child protection file is kept in the head teachers office.
- 4.2** If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns and continue to keep a detailed log including dates and details of conversations. It is the responsibility of the teacher to make sure up to date information is passed onto the child protection officer / head teacher.
- 4.3** The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 4.4** We require all adults employed in school or who work in school on a voluntary basis to have their application or background vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

5 School security

- 5.1** While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- 5.2** We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area on entry and exit and to wear an identification badge at all times whilst on the school premises.
- 5.3** Evacuation procedures in case of fire are clearly visible around the building. A fire drill is carried out each term. Students and supply staff are briefed on the evacuation procedure. Fire exits are clearly marked. Fire extinguishers are checked regularly.

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- 5.4** Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 5.5** If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the head teacher immediately. The head teacher will ask any intruder to leave the school site straight away. If the head teacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

6 Safety of children

- 6.1** It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the head teacher before the activity takes place. Equipment including the PE apparatus is checked annually.
- 6.2** We do not take any child off the school site without the prior permission of the parent. (see educational visits & activities policy)
- 6.3** If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep first aid boxes in each classroom and the school office by the staff bookshelves. The names of the staff who are trained & qualified first aiders are displayed by each green first aid box.
- 6.4** Should any incident involving injury to a child take place, one of the designated members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 6.5** We record all incidents involving injury in the school accident book, which is kept on the administration corridor, and we inform parents in all cases either verbally, by letter or telephone. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on a school file.

7 Seat belts

- 7.1** We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

8 Theft or other criminal acts

- 8.1** The teacher or head teacher will investigate any incidents of theft.
- 8.2** If there are serious incidents of theft from the school site, the head teacher will inform the police and record the incident in the pastoral book.
- 8.3** Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

9 Risk Assessment

- 9.1** The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, Heads of

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Departments and line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

10 Training and Information

- 10.1** Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained in the appropriate files. The School Health and Safety Manual is located in the school office and is available to any member of staff, governor, parent or authorised person for review.

11 Monitoring and review

- 11.1** The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.
- 11.2** The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
Appendix 1
- 11.3** The head teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- 11.4** The head teacher reports to governors regularly on health and safety issues.
- 11.5** This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Agreed by governors:

Signed:

Date:

Review:

Appendix 1 Cyclical maintenance outline

Appendix 2 Evacuation procedure

06/01/10