

**Banister Primary School
Health & Safety Policy**

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. This Policy gives the framework for health and safety provision at Banister Primary School. It concurs with the Local Authority's health and safety policy for schools and seeks to make clear how health and safety will be managed locally.

The Policy will be reviewed every two years by the school's Governing Body.

Responsibilities

The governing body shares with the local education authority overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

When contractors are on site they are expected to follow school safety procedure. The Site Manager, School Business Manager or Headteacher will liaise with contractors as appropriate.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. The Site Manager should be informed immediately in order that arrangements for repairs or replacement can be made swiftly. No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested annually as a minimum. Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

Training

Relevant and appropriate health and safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and workplace trainees will be given specific induction in health and safety matters relevant to the school.

Offsite Activities

All such visits are to be planned well in advance. Visit leaders are responsible for recording risk assessments for each visit. A register of attendees with contact numbers and relevant medical information is provided for each group leader. At least one mobile phone is taken on each visit and more if groups separate during the

activities. Where road transport is used, only companies that provide seat belts to all seats will be hired.

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the main entrance in Archers Road. The gates are locked at 8.55 a.m. and after this time visitors or late arrivals should enter via the Reception desk. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an intercom.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety – see separate Fire Safety Policy.

Evacuation Procedures

Evacuation procedures are practised each term and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan.

First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained first aiders and all support staff receive regular first aid training.

First aid and medical treatment is available in the medical room

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the medical room, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

Medication Policy

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge in the school office.

Contractors

The school uses Local Authority approved contractors or its own appointed contractors for works to the school site. The Headteacher will ensure that contractors maintain adequate arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site. Contractors will be required to sign to indicate they have read the asbestos register and seen the asbestos plan of the school before carrying out any work.

Visitors

Appropriate signage directing visitors to the school office will be maintained. Visitors are required to sign in and wear a visitor's badge whilst on site.

Control of Hazardous Substances

The site manager/caretaker and cleaning staff follow the guidelines laid down in the Local Authority's Caretaking/Site Management Training Manual. Cleaning products are purchased through Hampshire County Supplies.

There is a COSHH file for the products/substances used in the school office or classrooms.

Plant Maintenance

The school has a service level agreement with the Local Authority to maintain and service plant and equipment. Any plant or equipment that the school purchase themselves will also be subject to a regular maintenance contract.

On Site vehicle movements

There is separate vehicular and pedestrian access to the school site and these are clearly marked. When vehicles have to enter or cross areas of the school site that are frequented by pupils and other pedestrians (e.g. grounds maintenance, contractors) drivers have to report beforehand to the school office. Staff oversees such movements where there is the likelihood of pedestrian presence (e.g. break times, outside sports activities).

Pupils are taught what to do when vehicles are moving around the school site.

Emergency Contacts

A list of contacts within the Local Authority in case of disaster or emergency is on display in the school office. Staff members are reminded of emergency procedures at least once a year.

Resources

The Governors and Headteacher will commit suitable financial resources to the achievement of a safe working environment. School Leaders recognise that a pro-active approach to health and safety is cost effective.

Related School Policies and Procedures

The following school policies and procedures are related to this policy and should be read in conjunction with it:

- Special Needs policy
- Individual subject curriculum policies
- Procedure for giving medicines in school
- Offsite Activities policy
- Fire Safety Policy

Reviewed at General Purposes Committee meeting 27 June 2016

Next due for Review by July 2018