

# ALEXANDRA INFANTS' SCHOOL

## HEALTH AND SAFETY POLICY

### ALL LEARNING AND WORKING TOGETHER

We aim to create a happy, secure, inclusive and challenging environment in which all members of the school can grow in self-esteem, developing their potential as healthy human beings.

The school is dedicated to:-

- High quality educational provision for all its children and the pursuit of the development of children who are confident communicators, committed and reflective learners and thoughtful in their care of others.
- The development of a safe environment which encourages a sense of community and partnership amongst children, parents, staff and governors.
- The establishment of effective provision for Inset and staff development for all staff.

We are committed to equal opportunities and will stand firm in the rejection of all prejudice irrespective of race, creed, colour or gender.

The Health and Safety of all employees and all other persons who use the School premises is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

The School will:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements.
- maintain the cleanliness and state of repair of the building.
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils.
- provide safe plant and equipment.
- manage and maintain the use of personal protective equipment.
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures, e.g. Health and Safety notices will be displayed at the following points within the School: Foyer, Hall, Office, Notice boards, Entrance areas, Staff/Community toilets.

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- provide safe storage for dangerous materials and substances.
- provide adequate statutory first aid facilities.
- establish, practice and maintain effective emergency evacuation procedures. The fire warning signal is a continuous **ringing** of the bell.
- provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- liaise with the City Council, LA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

### 1. RESPONSIBILITIES

The Governing Body accepts the responsibilities stated in the LA Health and Safety Policy for:

- a). **The Governing Body** is responsible for ensuring that information is disseminated and monitoring and reviewing the School's Health and Safety policy. The Governing Body acknowledges its legal duty to notify the LA and the Health and Safety Executive of major accidents and dangerous occurrences. These responsibilities are delegated to a sub-committee of the Governing Body. The Governing Body must ensure that a high standard of Health and Safety is maintained in the school - this implies financial commitment. The Governor with special responsibility for health and safety is: Mrs Donaldson.
- b). **The Headteacher** is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing Body. The Headteacher retains an overall responsibility for the implementation of the School's health and safety policy and is also the School's Health and Safety Co-ordinator.
  - c). **The Health and Safety Co-ordinator** is Mrs Botham and she is responsible for the day to day co-ordination of the School's Health and Safety Policy to include:
    - regular inspections and risk assessments.
    - liaising with contractors.
    - initiating action on reported hazards and accidents.
    - fire and emergency procedures.
    - maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy **prior** to the commencement of their duties.

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e). The School's **First Aid Cover** is provided by **Mrs Botham** who has a First Aid At Work Certificate. All staff have received training in administering First Aid. Mrs Degg, Mrs Gifford, Mrs Adams and Miss Thomson have Paediatric First Aid certificates.

f). **All staff** have a responsibility to:

- check that areas and equipment are safe before commencing activity.
- ensure safe procedures are followed and use protective equipment as required.
- report hazards to the Headteacher as described in the staff handbook.
- encourage pupils and visitors to comply with the Health and Safety policy.

### 2. RISK ASSESSMENT

There are several aspects to risk assessment:

- annual Health and Safety Audit to be undertaken by the Headteacher, and Governor responsible for Health and Safety.
- termly Health and Safety Inspection of school premises to be undertaken by the Headteacher.
- continuous identification of hazards and risks on a daily basis.
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations.
- assessment of any new activity or procedure introduced into the School.  
Testing of electrical equipment will take place annually or as appropriate.

The Governing Body will enable officers of the City Council, or their agents, to carry out risk assessments.

### 3. PUPIL SUPERVISION

#### a) Duty Supervision

- at break times 2 members of staff will be on duty.
- lunch time supervision is managed by Mrs Copeland, Senior Mid-day Supervisor.

b) **Pupils taking medicines** - the guidance provided by the LA and NHS will be followed.

#### c) **Illness**

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital.

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### d) **School visits and 'off site' activities**

The Governing Body complies with the guidance the LA has issued on educational visits out of school. The Educational Visits Co-ordinator is Mrs Degg. Risk assessments are carried out prior to any visits off the school site, signed by the Headteacher and kept online using the LA system.

The risk assessments follow LA guidelines and detail:

- the transport arrangements
- the arrangements for supervision of pupils (including the staff/adult : pupil ratio)
- the arrangement for first aid cover
- the level of qualified instruction and supervision that will be available for activities of special risk.

### 4. **REPORTING, MONITORING AND REVIEWING SAFETY**

The Health and Safety Committee meet each term. Any person on these premises has a duty to report, in the agreed manner, to the Headteacher or the appointed representative any item of concern relating to Health and Safety. The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA. This policy has immediate effect from the date shown below.

Linda Pennington

Reviewed December 2014

Next review date: December 2016

