



# **Health and Safety Policy**

## **General Statement**

This policy has been drafted with regard to the Department for Education's advice on legal duties and powers for local authorities, head teachers, staff and governing bodies 2014.

Our policy is to maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We aim to keep a safe environment for all pupils whilst they are under our care and supervision. We accept responsibility for the health and safety of other people who may be affected by our activities.

We will take all steps within our power to meet our responsibilities paying particular attention to the provision and maintenance of proper: -

- a) Systems of work and risk assessments
- b) Arrangements for the use, handling, storage and transport of articles and substances and for the regular servicing of plant and equipment
- c) Information, instruction, training and supervision
- d) Places of work with safe access and egress
- e) Environments for safe and healthy working and adequate welfare facilities

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up to date, particularly if changes occur within the school, or in its size. To ensure this, the policy and the way it operates will be reviewed each year.

We will ensure that due regard will be made to our policies when selecting contractors and that they will be fully informed of school policies prior to entering the school premises.

## **Overall responsibility**

The Headmaster, Garth Evans, has overall responsibility for compliance with the school's health and safety policy and for the school's legal responsibilities in regard to health and safety. All staff have a duty to advise the Headmaster of any planned, new or newly identified significant hazards on the school premises, or any breach of the safety arrangements.

## **Accidents**

The first aid equipment is situated in the school office, as is the medicines cabinet which is kept locked. We have a qualified nurse on the premises: Bee Evans RGN. She is responsible for tendering professional advice, the checking and giving of medicines and for preparing accident reports. Medicines may only be given with parental permission or at a doctor's request.

All staff have a responsibility to attend an injured child and to report accidents accordingly. The accident report book is also in the school office and an accident is recorded in it immediately following an incident. All information is confidential.

In the event of an emergency, the Headmaster will be informed immediately and assistance requested from the emergency services.

## **General Fire Safety**

All staff shall be aware of the Fire safety Guidance information, risk assessment emergency action plan (see Fire Policy and Information folder). Fire practice drills take place at least two times a year. All fire fighting equipment is checked, maintained and tested on a regular basis by our maintenance company Banham's. Arthur Goldberg is responsible for checking the alarm system weekly. Jos Cunningham is responsible for checking electrical plugs and cables, and for the safety of all scientific equipment on the premises.

We maintain regular maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.

Fire risk assessments are completed every year.

### **General Premises**

Each member of staff shall be responsible for the safety in the classroom in which he or she teaches. Each member of staff on lunch duty shall be responsible for the cleanliness of the area and for dealing with waste. Each member of staff on playground duty shall be responsible for the observation and safety of children. Each member of staff shall be aware of the whole school risk assessment including dangerous substances (COSHH). This whole school risk assessment is undertaken every year and is kept in the School office.

By recognising the hazards, steps can be taken to control and minimise the risks to themselves and others.

Guidelines for "Safety during Science Lessons" shall be followed.

### **Responsibility of staff and pupils**

All staff have a duty to report all accidents, fires, dangerous occurrences and near misses to the Headmaster.

All staff and pupils are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors should ensure that the visitors adhere to the requirements of the school health and safety policy where appropriate.

All staff and pupils should; -

- a) Make sure that all work is carried out in the approved way and in accordance with school policy.
- b) Obey all instructions in respect of health and safety
- c) Warn the Headmaster, or if a pupil, a member of staff who will then warn the Headmaster, of any new hazards to be introduced or newly identified risks found in present procedures
- d) Report all fires, incidents and accidents immediately to the Headmaster
- e) Familiarise him/herself with the location of fire fighting equipment, alarm points and escape routes, together with fire procedures.
- f) Offer any advice and suggestions that may improve health and safety.

### **Security**

The security of the site is regularly reviewed to ensure that the site and all persons on it are secure.

***COVID 19***

During the current COVID Pandemic all staff should also refer to the COVID 19 policy.

**If in any doubt about a matter of health and safety, consult the Headmaster**

Reviewed and updated by Andrew Sandars

July 2020