

## Southill Primary School



### **Health and Safety Policy**

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Southill School.

#### **General guidelines**

It is the policy of the governing body, so far as is reasonably practicable, to

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and pupils
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- Maintain all areas under the control of the governors and headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in case of accident
- Teach safety as part of pupils' duties where appropriate

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#### **Responsibilities of the governors and the headteacher**

The governors and headteacher are responsible for implementing this policy within the school. In particular they will

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded
- Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed
- Ensure that regular safety inspections are undertaken

- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy
  - Report to the Authority any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. (Note: the governing body will deal with all aspects of maintenance which are under its control)
  - Report to the Director of Education/Director Children's Services or proper officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them
  - Monitor, within the limits of their expertise, the activities of contractors (in liaison with the Authority), hirers and other organisations present on site, as far as is reasonably practicable
  - Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.
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### **Duties of the person delegated to assist in the management of health and safety**

Note: this role must not be confused with that of the Health and Safety Representative, which is a trade union appointment to enable the representation of staff interests in health and safety matters. The delegated person shall

- Assist the headteacher in the implementation, monitoring and development of the safety policy within the school
  - Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school
  - Co-ordinate arrangements for the design and implementation of safe working practices within the school
  - Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
  - Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the governors and headteacher
  - Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
  - Ensure that staff with control of resources (both financial and other) give due regard to safety
  - Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained
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### **Responsibilities of staff towards pupils and others in their care**

All staff are responsible for health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to

- Exercise effective supervision over all those for whom they are responsible
- Be aware of and implement safe working practices and to set a good example personally

- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the headteacher.

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### **Responsibilities of all employees**

All employees have a responsibility under the Act to

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- Co-operate with the Director of Education/Children's Services Director and others in meeting statutory requirements
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the headteacher
- Ensure that tools and equipment are in good condition and report any defects to the headteacher
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that offices, general accommodation and vehicles are kept tidy
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the headteacher

Whenever an employee is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the headteacher.

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## **Additional notes**

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
  - While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
  - All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.
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## **Responsibilities of pupils**

All pupils are expected, within their expertise and ability, to

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives, and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes
- Note: The governors and headteacher will make pupils (and, where appropriate, parents) aware of these responsibilities through direct instruction, notices and the school handbook

## **Visitors**

Regular visitors and other users of the premises (e.g., contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school.

## **Lettings**

The governors and headteacher must ensure that

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the headteacher knows of any hazard, s/he should take action to make hirers aware of it
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

## **Fire and emergency evacuation procedures**

- The evacuation/emergency procedures will be updated as appropriate - emergency procedures are located throughout the school and on display for visitors to read next to the visitors signing in book.
- The log book for the recording of practice and evacuation drills is available in the drawer in the admin office.
- Arrangements are made regularly to monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and the fire alarm system.
- Fire practices will be held on a half termly basis and results recorded by headteacher and filed in the admin office in the log book.

## **First aid and accident reporting procedures**

- First aid is available from any member of staff and first aid boxes are located in each unit, the hall, staffroom and admin office.
- The person responsible for administering the first aid accident reporting procedure must be notified of serious accidents causing death or major injury and dangerous occurrences
- The accident reporting booklet is located in the staffroom next to staff pigeon holes. This should be completed by the member of staff administering the first aid and a copy is sent home via the pupils' book bag for parent/carers.
- Accident/incident report forms which need to be sent to County Hall and guidance for pupils and staff are to be found in the admin office. These forms are to be completed by the member of staff who administers the first aid in duplicate and given to headteacher.
- Information is retained in the accident book and report forms kept in the admin office about arrangements if the person injured is unable to complete an accident report form or is not an employee of the Authority or pupil at the school
- The person administering first aid must then make sure an accident form and an entry into the first aid book is completed. The Health and Safety Executive (HSE) must be notified of any fractures or major injury or accidents causing death
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff

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This policy was updated and adopted by Southill School Governing Body in October 2015 and is due for review in the Autumn Term 2016.

A copy of this Policy was issued by email to all current staff and posted on the school website.

A copy will be placed in Induction packs for all new staff.

Last updated – Paul Mason October 2015