



# **Milecastle Primary School**

## **Health and Safety Policy**



## **MILECASTLE PRIMARY SCHOOL**

### **HEALTH AND SAFETY POLICY**

#### **INTRODUCTION**

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;
- formulate effective procedures in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- arrange the teaching of safety as part of pupils' duties where appropriate.

Governors are committed to working within the framework provided by the Local Authority outlined in the 'Management of health & safety in Schools - General risk assessment & guidance' (Available in the headteacher's office and also on Extranet).

Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted appropriate time off to carry out his/her duties.

Governors will review this policy at finance and resources sub-committee meetings and this will then go to full Governing Body for approval during the autumn term.

#### **ROLES AND RESPONSIBILITIES**

##### **GOVERNORS**

The Governing Body is responsible for:

- ensuring that appropriate documentation is in place.
- monitoring its implementation.
- reviewing it on an annual basis.

This will be achieved:

- by the appointment of a named governor for health and safety.
- through the finance and resources sub-committee.

- by governors receiving termly reports from the headteacher as part of the headteacher's report to governors.

## **HEADTEACHER**

The headteacher is responsible for:

- the day to day management of health and safety.
- the implementation of the policy.
- ensuring that all staff are aware of the information contained in the policy.
- ensuring that staff comply with procedures laid down in this policy.
- reporting termly to governors on health and safety matters.
- liaising with contractors to ensure an adequate exchange of health and safety information.
- other responsibilities outlined in the 'Management of health & safety in Schools - General risk assessment & guidance'

## **CARETAKER**

The caretaker will be responsible for:

- ensuring that all defects in the buildings and grounds are dealt with promptly.
- ensuring that a weekly check of the fire alarm and periodic checks on associated fire precautions e.g fire extinguishers, emergency lighting, etc. takes place and that results are recorded in the Fire Log Book.
- carrying out a weekly safety check of the school grounds.

## **ALL STAFF**

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

A copy of this policy will be made available on the school network and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they should be prepared to take appropriate action themselves to remove hazards. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the headteacher.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly when handling equipment and materials.

## **PUPILS**

All pupils are expected to:

- exercise personal responsibility for the safety of themselves and their fellow pupils.
- observe standards of dress consistent with safety.
- 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.

## **PRACTICAL ARRANGEMENTS**

### **FIRST AID**

- The main First Aid box is kept in the MI room and in the Technology room.
- A portable First Aid kit is available to take out on educational visits.
- The School Business Manager and First Aiders are responsible for ensuring that the First Aid box and other materials are stocked in accordance with the health and safety manual.
- Only items listed in the health and safety manual will be used in administering First Aid.
- Named First Aiders have completed a First Aid qualification. In addition there are members of staff who have a qualification in Paediatric First Aid.
- Treatment is recorded in the First Aid log in the MI room and in a log in Reception class for Reception children.

### **ACCIDENT REPORTING, RECORDING AND INVESTIGATING**

- All accidents to children will be recorded using accident forms from the school office.
- Serious accidents must be brought to the attention of the headteacher or deputy head who will decide on appropriate further action including the completion of an 'Accident Report Form'. These forms are downloaded from the Extranet. Completed forms are returned to the LA Health and Safety Officer and a copy is kept in school.
- Copies of the Accident forms are kept in the accident folder in the headteacher's room.
- Accidents involving adults will be recorded in the Employee Accident Book in the headteacher's office.
- The person completing the accident report/record will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

### **ADMINISTRATION OF MEDICINES**

Unless there are exceptional circumstances, only designated school staff may administer essential prescribed medication.

Please refer to the Policy for Managing Medication in Schools.

### **FIRE SAFETY**

- There will be a termly evacuation practice, the outcome of which will be recorded in the "Fire Precautions File". The time of the practices will vary to cover different times of the school day.
- Evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.
- Designated LA personnel regularly visit school to check the alarm systems, recording the outcome in the "Fire Precautions File".

- Firefighting equipment is inspected and serviced annually and the date recorded in the "Fire Precautions File" and on the maintenance record on the equipment itself.
- In the event that we are unable to reoccupy the building immediately, staff and pupils will be evacuated to the school field.

## **HAZARD AND DEFECT REPORTING**

- All defects and hazards relating to the building or grounds should be reported immediately to the headteacher.
- The Admin and Finance Officers should also be verbally informed in order that immediate action is taken, including organising repairs to minimise risk.
- The headteacher is responsible for monitoring the progress on all items reported.

## **HEALTH AND SAFETY AUDITS**

- A safety audit of the school will be carried out each term by the headteacher, caretaker and governor with responsibility for health and safety. .
- The outcome and any action taken will be reported to Governors through the headteacher's report and/or governor's report.
- Periodic formal health & safety audits are also carried out by a health & safety officer from the local authority with report submitted to the head teacher.

## **RISK ASSESSMENTS**

- The result of the audit will help to determine the areas for which a formal Risk Assessment needs to be carried out.
- Areas not related to the building or site will be identified when new materials, equipment or procedures are to be used.
- The headteacher is responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The responsibility for carrying out COSHH assessments will rest with the headteacher and/or the caretaker depending on the substance concerned.

## **SITE SECURITY/VISITORS TO THE SITE**

- The school aims to provide a safe and secure environment for the pupils, staff and visitors and resources, without overly restricting school life.
- All visitors are expected to report to the school office where they will be asked to sign in using Inventory and to wear an identification sticker or badge.
- Staff all wear ID badges.
- Staff are encouraged to politely challenge anyone in school they do not recognise who is not wearing a visitor badge or an alternative form of identification.
- Visitors should also sign out when leaving the site.

- Doors in school have security locks with keys issued to staff. Some sensitive areas have key pad entry (e.g. main entrances, staffroom, office and HT's room, MI room).

To achieve a safe and secure environment we:

- have a Health and Safety Policy and carry out Risk Assessments.
- Periodic monitoring of risk controls is carried out
- direct visitors to the reception area outside the Admin and Finance Office.
- accompany visitors.
- have a signing in and out procedure.
- provide badges for visitors to wear.
- report visitors in unusual places to the headteacher.
- secure doors and windows.
- keep an inventory of equipment.
- keep gates and fencing in good order.
- carry out termly evacuation procedures.
- attend relevant health and safety training.
- encourage vigilance by all those in and around school.
- have safes for cash and valuables.
- keep database and other confidential records secure.
- advise staff and pupils not to bring valuables onto the premises.
- buy into the Local Authority Service Level Agreement which covers the testing and maintenance of health and safety equipment.
- instruct a company to carry out annual Portable Appliance Testing.

## **OTHER POLICIES LINKED TO THIS POLICY**

**Educational Visits**

**Administration of Medicines**

**Fire Safety Policy**

**Corporate Health and Safety at Work Policy**

**School Security Strategy**

Policy updated: November 2023

**NAMED GOVERNOR FOR HEALTH AND SAFETY - MRS C. DILLON**