



**The Federation of  
St Peter's Elwick  
Church of England  
Voluntary Aided  
and  
Hart Primary Schools**



# **Health and Safety Policy**

**Prepared by: J. Heaton**

**Discussed with: Governing Body**

**Agreed on: June 2017**

**Signed by the Chair of Governors:**

A handwritten signature in black ink, appearing to be 'J. Heaton', is written over a faint, light-colored rectangular box.

**Date: 24.6.17**

## ***Our Shared Values***

We respect and care for all members of the community, nurturing talents and creating opportunities for all in a supportive environment.

We enable all members of the school community to experience success, grow in confidence, and develop skills, attitudes and talents in personal, spiritual, social and academic fields.

We believe through the nurturing of the children, they will become equipped to develop the beginnings of their own faith.

We share a common set of values that underpin all that we do in our work at St Peter's Elwick and Hart Primary Schools. These values are:

- ***Thankfulness***
- ***Compassion***
- ***Friendship & Trust***
- ***Service (Always our Best)***

## **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 head teacher in a condition that is safe and without risk to health;
- 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;
- provide and maintain adequate welfare facilities and to make recommendations to the authority as appropriate.

## **Responsibility of the Governors and Head Teacher**

The Governors and head teacher 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 (normally at least once a half-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 issued by the authority;
- 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 (a Health and Safety team will inspect all school premises and property once a year);
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- 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;
- The Governing Body will deal with all aspects of maintenance which are under their control. report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.

### **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The delegated person, Jo Heaton & Katy Hill, shall:

- assist the head teacher 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 that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and head teacher;
- 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, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

### **Responsibilities of Staff Towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, 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, including pupils;
- 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 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;
- 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.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEAD TEACHER.***

Please note the following:

1. 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;
2. Whilst 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.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

**Responsibilities of Pupils**

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

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene;
- 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 safety purposes.

**Visitors**

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

**Lettings**

The Governors and head teacher must ensure that:

- the means of access/exit are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe. If the head teacher knows of any hazard associated with the above, she/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 firefighting 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 staff.

### **Fire and Emergency Evacuation Procedures**

- The log book for the recording and evaluation of practice and evacuation drills is available.
- The school has regular fire training.
- Fire Wardens/Assembly Point Co-ordinators: Jo Heaton (Headteacher), Katy Hill (Head of Schools), Class teachers in both schools.

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

### **First Aid and Accident Reporting Procedures (please refer to First Aid and Medication Policy)**

### **Internal Security**

In order to ensure that unauthorised persons do not enter the building during school sessions, the main entrance is locked at all times. All other doors should be bolted from the inside once the children are in school. Visitors will be required to sign in. The site manager will operate a sensible and efficient locking system for the building and the security system will be kept regularly maintained and checked.

### **Electrical Equipment**

Electrical equipment will be maintained under the cyclic maintenance agreement and termly visual checks of minor equipment will be operated and logged by the Site Supervisor and he will ensure that it is sent for repair. Staff must note that the use of personal electrical equipment brought from home is prohibited.

### **Control of Substances Hazardous to Health (COSHH)**

It is required of all employees, that they carry out assessment of any risk due to substances hazardous to health in so far as it might affect pupils and staff. Assessment, in this respect, has two phases: evaluating risks to health and establishing what must be done to meet COSHH requirements.

This requires the following five stages to be carried out:

1. Gathering information about substances being used in the school;
2. Evaluating risks to health;
3. Deciding on precautions required to control risks;
4. Recording the assessment;
5. Deciding when review is necessary.

The head teacher will undertake these tasks, in conjunction with the Site Manager.

### **Manual Handling**

Staff are requested not to undertake any manual handling activity which might conceivably cause them harm, or ask children to do the same.

## **Policies**

The school abides by the Local Authority Corporate Health and Safety Policy, September 2015.