



HEALTH & SAFETY POLICY

- **General statement of policy**

This document seeks to clarify procedures and responsibilities. It explains the systems that are in place and who is responsible for the health and safety of school staff, pupils and others on school premises or when engaged on educational activities elsewhere including visits.

- **Delegation of duties as allocated tasks**

Health and safety inspections – local inspectors, Mutuar, school administrator and headteacher.

General care and welfare of pupils – headteacher, teaching staff, non-teaching staff, administration staff, ancillary staff.

Medical issues – head teacher, administration staff, teaching and non-teaching staff, local doctor's clinic.

First aid – headteacher and all staff (specifically first aid trained)

Maintenance and safety of buildings and outside areas – cleaning staff, maintenance team.

- **Arrangements in place – including those to monitor and review measures necessary to maintain satisfactory health and safety standards**

Regular inspections by local health authority.

Regular inspections by school administrator and headteacher.

Regular inspections by maintenance team.

Regular assessment of fire extinguishers.

Regular evacuation exercises.

Manuals from Mutuar.

Training of staff in health and safety including competence in risk assessment

In-service training sessions led by personnel from Mutuar.

Written instructions presented to staff and signed by them.

First Aid training and refresher courses for staff.

First Aid Kit monitoring and re-stocking.

- **Off-site visits including school-led adventure activities**

Initial visit to site to assess viability of visit. Feedback to headteacher; to include plan of site, facilities and amenities available at site (or not), list of on-site personnel.

Application for off-site visit sought through completion of specified form available from Administration or copy in staff handbook; includes number of adults, details of emergency contacts, timings of visits, transport arrangements.

Once all arrangements are agreed visit booked and lead person identified.

At the time of the visit numbers of people attending reported to headteacher. The number of people leaving the building is recorded in the book designated for this purpose. First aid kit (and any medication required by specific pupils) is collected by lead person (or group leaders if appropriate). Mobile phone numbers are given to the headteacher and Administration as emergency contact.

All trips off school premises are accompanied by at least one adult with transportation in case of emergency.

- **First-Aid and supporting pupils' medical needs**

All parents have the responsibility to notify school of any medical condition (short or long term).

Medical conditions recorded on pupil information sheets, which are kept in Admin and in classroom records.

Lists of pupils with medical conditions are posted in Admin, headteacher's office, staffroom and on the inside of first-aid boxes.

School personnel can administer medicine orally if a doctor's prescription or medical report is supplied, specifying the need for the medicine, the dose and frequency.

First aid boxes are located in the staffroom, room 21 and outside room 18. One hand held kit is kept in Admin and one in the PE store.

School staff, in consultation with the headteacher or first aider if appropriate, carries out general first aid. Accidents to pupils, and a note of any first aid administered, are recorded in pen in the 'accident book' located in the staffroom. Parents are notified immediately of any accidents of a serious nature and school may make arrangements to transport pupils to the hospital by ambulance or in a private car in the case of grave danger to the child's health or immediate risk to his/her life.

- **School Security**

The school is locked and alarmed out of school hours. Designated key holders only have the authority to open school. Keys to the general rooms are kept in a locked room, only accessible by key holders.

Pupils are admitted to school through the side gate, which is monitored by an adult, until 8.55 am when the gate is padlocked. Pupils arriving after this time are admitted through Administration only.

During the school day, gates and doors having access to the street are kept locked. The exit door to the Administration block is kept closed except at lunchtimes. The door is opened from the exterior by keypad.

At 3.00pm the school side gate is opened to allow parents to collect their children. Adults monitor the gate until 3.30pm. At this time the gate is locked and the pupils are brought indoors to await collection. They continue to be accompanied by an adult who has the responsibility for ensuring the pupils leave the premises safely. Secondary aged pupils leave the school via the front door; a member of staff maintains an overview of their collection.

Parents are asked to inform school if pupils are being collected by someone not known to the school staff or are going home with another family.

Road safety is of paramount importance at the end of the school day. Parents are issued with clear guidelines that they must park and collect their children. Staff are issued with instructions not to let children leave the premises to join cars that are 'cruising' along the road. If parents wish their children to walk to a designated spot for collection written permission is sought and the responsibility is that of the parents.

- **Consultation arrangements with employees**

Any matters should be raised with the school administrator and headteacher in the first instance.

- **Slips and trips**

Any areas identified as being a potential hazard are identified with yellow warning signs. The cleaning team are alerted. If response from them cannot be immediate it is the responsibility of all staff to deal with the area of hazard and make it safe.

- **On site vehicle movements**

Vehicle movements on site are limited by the access and space available. Movement during the day is limited to the car park outside Administration. All other movement occurs when there are no pupils on the premises.

The roadway around the school operates on a one-way system to minimise hazards.

- **Control of hazardous substances**

Reviewed by:

School administrator and headteacher;

Maintenance staff;

Cleaning staff;

General inspections by outside agencies;

Science teacher and Science Technician.

- **Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure**

systems, gas appliances etc

Monitored by school administration and headteacher.

Regular inspections from outside agencies e.g. fire extinguishers.

Outside specialist contractors employed.

- **Selecting and controlling contractors**

Liaison between inspectors, administration, head teacher, maintenance team as appropriate.

- **Recording and reporting accidents to staff, pupils and visitors**

Records kept in the 'accident' book'.

Parents informed immediately if appropriate or at the end of the school day.

- **Fire safety, including testing of alarms and evacuation procedures**

Outside contractors regularly inspect alarms and equipment, which is replaced when necessary.

Instructions for use displayed with equipment.

Evacuation procedures established and displayed in each room.

Emergency evacuation procedures are formulated in conjunction with "PREVIS" and evaluated by outside agencies. The procedures are practised at least once per term. Reports of the drills are maintained and recommendations put into place.

- **Dealing with health and safety emergencies – procedures and contacts**

In the event of an emergency the school will be notified by local inspection officers or school will notify them.

If necessary the school will be evacuated using the fire safety procedures.

If the pupils need to be evacuated from the school site immediately, they will leave through the side or front gate or through the front or Admin door and congregate on the wasteland opposite the front door.

If pupils need to be evacuated from school, but there is no immediate danger, parents will be informed to collect their children.

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