

Crosslee Community Primary School



Health and Safety Policy

March 2022

Review Date: Spring 2023

This document is statement of the aims, principles and strategies for ensuring Health and Safety at Crosslee Community Primary School.

LA Health and Safety guidelines/policy have been taken into consideration in the formulation of this policy.

Aims

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a healthy and safe environment is an essential pre-requisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all stakeholders, both children and adults.

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Headteacher/Business Manager/ Deputy Headteacher/Site Manager without delay.

Health and Safety Leads (Governors, Headteacher, Site Manager, Business Manager, Deputy Headteacher)

Share responsibility to work towards the school's aims by:

- Ensuring the Health and Safety Policy / Guidance from the LA is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Maintaining a record of accidents which are investigated appropriately.
- Ensure all members of the school community are aware of their own responsibilities, understand the policy and are kept up to date with Health and Safety issues through regular training.
- Produce and review regularly, a Health and Safety Policy, ensuring its implementation.
- Taking active steps to ensure that equipment, building and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Facilitating safety training for staff.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.
- Permit Safety representatives to fulfil their functions as per the requirements of the Safety Representatives and Safety Committees Regulations 1977.

Headteacher

The Headteacher takes responsibility for the day to day operations of the Health and Safety Policy.

Teachers and other staff

Teachers will support the school aims by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand what is good behaviour and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking decisive action to ensure that all children and other staff are kept safe at all times.
- Providing opportunities for children to discuss appropriate health and safety issues in PSHE and throughout the curriculum.
- Ensuring appropriate risk assessments are completed before activities are carried out including off site visits.
- Completing class risk assessments.
- Ensure that any equipment or tools used are appropriate to use and meet accepted safety standards. Provide safety equipment and clothing as appropriate.
- Ensure that all resources are stored in a safe manner.
- Ensure classroom areas and store rooms are kept in a tidy and presentable state at all times.

Pupils

Pupils will be encouraged to support the schools aims by:

- Developing a growing understanding of Health and Safety issues.
- Contributing to the development of Behaviour and Anti Bullying and other safety related policies.
- Conducting themselves in an orderly manner in line with the Behaviour and Anti Bullying Policy.
- Taking a growing responsibility for maintaining a safe, orderly and healthy environment and for their own safe conduct within it.
- Conduct themselves appropriately during term fire drills/Invacuation drills.

The Site Manager is responsible for the Headteacher for:

- Ensuring that Health and Safety principles and procedures are adhered to by contractors completing works at the school.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.
- Ensuring all waste materials from the school are disposed of correctly.
- Maintaining a clean and uncluttered boiler area.
- Maintaining a high standard of housekeeping.
- Reporting any problem or imminent danger associated with his responsibilities, to the Headteacher, Deputy Headteacher as appropriate and as soon as practicable.
- Liaising with the Headteacher and Health and Safety representatives to carry out regular inspections of school premises.
- Recording all Health and Safety checks as requested and when required.

Procedures

For ensuring involvement of a range of stakeholders we have:

- Half termly Governors meeting where Health and Safety issues are raised and discussed.
- Termly Health and Safety Audits inspecting across the school for any issues arising.

To provide children with the opportunity to discuss Health and Safety issues we have:

- A programme of Personal, Social and Health Education designed to promote mutual respect, the importance of health, the consideration of risk and social responsibility.
- A school Council who discuss issues as they arise.
- Pupil voice activities on Health and Safety.

For accident and prevention, reporting and investigation we have:

- Risk assessments in place.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Headteacher, Deputy Headteacher or SBM as appropriate with response as soon as is possible.
- All incidents are reported in line with LA guidelines and the Accident book is completed.
- Prompt investigation of all incidents by the Headteacher, Deputy Headteacher or SBM in order to establish the cause and adopt remedial measures.

For First Aid provision we have:

- Recognised First Aiders in school.
- Provision of fully stocked First Aid boxes in each Phase and in the School Office.
- Notification to parents of any head injury or minor injuries on appropriate form.
- Calling of an ambulance where necessary by any responsible adult and arranging for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- A list of first aiders is kept in the school office, along with their training dates. Names and locations are also displayed around the school.

For fire precautions we have:

- A set of regulations for emergency evacuations.
- A termly fire drill which is monitored in accordance with LA guidelines.
- Regular checks of equipment and exits by the Site Manager, procedures by the Headteacher and equipment monitored yearly by a designated company.
- All fire exits are clearly signed.
- Regular maintenance of the fire alarm and sprinklers.
- Annual staff training
- Designated fire marshals

For the use and control of substances hazardous to health we have:

- Storage of such substances clearly labelled, locked in the Site Manager's and cleaning cupboards, which is not accessed by children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets are stored in the Site Manager's office.

For electric safety we have:

- Careful positioning of equipment to avoid trailing leads.
- Annual PAT testing contractors on all portable electrical equipment.
- Electricity and its dangers are studied by the children as part of the Science curriculum. Reminders about safety issues when using electrical equipment are given regularly.

- 5 year fixed wire testing.

For managing special medical conditions we have:

- Information given to teaching / non teaching staff as appropriate about any special medical conditions of identified children. Training is provided for specific conditions and individual care plans kept. Copies of these are found in the classroom and the school office.
- Liaison with the school nurse and health visitors as appropriate.
- A requirement that all medicines brought to school must be clearly labelled with the child's name, appropriate dosage and frequency of dosage. A form must be completed by the parent / carer for administration to take place. Medicines will only be permitted in school if the frequency of dosage is more than 3 times per day unless prescribed at a specific time.
- For administering of medication, please see the Schools Supporting Pupils with Medical Conditions Policy.

For ensuring road safety we have:

- Road safety training in both Key Stage 1 and 2 including cycling proficiency.
- A School Travel Plan in place.

For ensuring personal hygiene we have:

- Encouragement for all children to have a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- A programme of health education throughout the school including support from the school nurse and the Healthy Schools team.
- Hand wash gel available for use before eating lunch and regular intervals throughout the day.
- Hand sanitising stations.
- Hand washing signage.
- Catch it, bin it, kill it reminders.
- Visits from the Health team on keeping teeth healthy etc., including attendance at Parents Evening.
- Early Years Brush Bus.

For ensuring playground safety we have:

- School rules about playground behaviour to promote safe play.
- Regular inspections and maintenance of playgrounds.
- Adult supervision at all times. At lunchtime, Lunchtime Organisers and Teaching Assistants are on duty outside.

For ensuring safety during physical education we have:

- An observer at every swimming lesson.
- Asthma sufferers take inhalers with them to swimming.
- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

For safety on school trips, farm visits and outdoor pursuit activities we have:

- Educational Visits Policy
- Manchester LA guidelines.

- Risk assessment are completed for each school trip, including staff / pupil ratios, first aiders, contacts and all groups having support from a member of school staff.
- High visibility vests, car booster seats and wrist bands are available as needed.

Mental Health

The mental health of children and adults in school, parents and carers and the wider whole school community will impact on all areas of development, learning, achievement and experiences. All children have the right to be educated in an environment that supports and promotes positive mental health for everybody. All adults have the right to work in an environment that supports and promotes positive mental health for everybody.

Crosslee offers a learning environment that promotes and enhances positive mental health. A consistent approach means that the school environment and school ethos all promote the mental health of the whole school community.