



## **Wibsey Primary School**

### **Health and Safety Policy**

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

#### **Rationale**

The Governing Body of Wibsey Primary School recognise their statutory requirement to provide a safe and healthy environment for all personnel (children and adults) based upon sound management, vigilance and co-operation.

#### **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.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.
- To review annually, and amend where necessary, to reflect any changes in legislation.

#### **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 personnel (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 Business Manager or in her absence the Headteacher without delay.

**The Management Team** (Governors, Headteacher, Senior Leadership Team and Caretaker) work towards the school's aims by:-

Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school.

Ensuring that safe work practices and procedures are applied within the school.

- Making daily/weekly/monthly/termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a school Health and Safety Policy.
- Monitoring and reviewing this Policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety Policy of the school and the LA and any other relevant codes of practice and legislation.
- Facilitating safety training for staff.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- 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.

**The Head Teacher** works towards the school's aims by:-

- Taking responsibility for the day-to-day operations of the Health and Safety Policy.

**All staff** work towards the school's aims by:-

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice 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 quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessment are carried out before any off-site visits.

**Pupils** work towards the school's aims by:-

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

**Parents** work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt telephone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.

- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

**The Caretaker is responsible to the Business Manager for:-**

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- 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 that all waste materials from the school are disposed of in accordance with the LA policy.
- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- Maintaining a high standard of housekeeping.
- Reporting to the Business Manager any problem, or imminent danger associated with her responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representative to carry out regular inspections of school premises.
- Ensuring that the external school gates are locked and unlocked at the designated time.
- Ensuring the school grounds are checked daily for any dangerous or offending objects and if necessary report to the Business Manager.

**Procedures**

**1. For ensuring involvement of all members of the school community we have:**

- Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues.

**2. For providing children with opportunities to discuss health and safety issues we have:**

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility and a programme of health education.

**3. For accident prevention, reporting and investigation we have:-**

- Risk assessments formulated and regularly reviewed.
- 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 Business Manager and immediate response to such reports.
- A note made in the school accident book in accordance with LA regulations, a note sent home to parents and if necessary the Business Manager informed.
- Prompt investigation of all accidents by the Business Manager in order to establish cause and adopt remedial measures.

**4. For First Aid provision we have:**

- Recognised First Aiders in school.

- Provision of fully stocked first aid boxes in the First Aid room in the main building and also in Reception and Nursery.
- Notification to parents of any head injury or minor injuries on appropriate slip.
- Summoning of an ambulance where necessary by any responsible adult and arrange 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 administration office, along with their training dates, a copy is also kept in the Safeguarding file.

**5. 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, procedures and exits by the Caretaker and Business Manager. The Fire alarm and equipment are monitored yearly by the LA.
- All fire exits clearly signed and kept clear of hazards.

**6. For the use and control of substances hazardous to health we have:-**

- Storage of such substances clearly labelled, locked in the Caretaker's store, which is not accessible to children.
- The issue, use and care of personal protection equipment (eg rubber gloves) when necessary.
- COSHH data sheets are available for all chemical substances.

**7. For electrical safety we have:-**

- Careful siting of equipment to avoid trailing leads.
- Annual PAT testing electrical contractors on all portable electrical equipment.
- A code of practice for pupils using electrical equipment.
- Reminders to staff not to leave items plugged in over night.

**8. For coping with special medical conditions we have:-**

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Regular liaison with school nurse.
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the Headteacher/Office.
- For administering of medication, please see the school's Medicine Policy and Administering Medicine Form.
- Sent a letter home requesting that products containing nuts are not brought into school.

**9. For ensuring road safety we have:-**

- Parking restrictions in the road outside school which parents are regularly urged to obey.
- Cycling proficiency sessions for year 6 children.
- Visits by Bradford Council Road Safety Team.
- No child is allowed to cross Northfield Road during school time unsupervised.

**10. For ensuring personal hygiene we have:-**

- Encouragement of 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 for senior pupils.

**11. Visitors and Contractors**

- All visitors and contractors must enter the school at the Main Entrance and sign in and receive and wear a visitors badge.
- Visitors who are not identified by a visitors badge will be escorted back to the Main Entrance.
- Contractors must discuss health and safety implications of their work with the Business Manager/Caretaker before work commences, whenever possible work will take place when the children are not in.
- Contractors can not use school equipment.

**12. For ensuring playground safety we have:-**

- School rules about playground behaviour designed to maximise playground safety and conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds.

The school has a “No Smoking” policy and a “No Dogs” policy - except guide dogs.

Agreed by Governors	Full Governors	
	Finance and General Purposes	X
Date:	Teaching and Learning	
Chair of Committee	Dominic Whowell	
Written	February 2017	
Review	February 2019	