



Rowde C of E Academy

**Health and Safety
Policy**

Date agreed: February 2021
Review Date: February 2022

Aims and Objectives

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Rowde C of E Primary Academy.

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 prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the cooperation of all personnel (children and adults).

Roles and Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and Academy Councillors) 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 without delay

The Management Team

Acorn Education Trust, Academy Councillors, the Headteacher and the School Business Manager are responsible for meeting Rowde C of E Primary Academy's Health and Safety Commitments by: □ Recognising their corporate responsibility for ensuring that the Health and Safety Policy 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 □ 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 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 Acorn Education Trust

Through the work of James Evans and the Site Team, ensuring that all aspects of Health and Safety are overseen at a level which enables day-to-day concerns to be managed by the Head Teacher, as below. AET retains overall responsibility for all site maintenance, repair, improvement and alteration.

The Headteacher

The Headteacher is responsible for meeting Rowde C of E Primary Academy's Health and Safety Commitments by: □ Taking responsibility for the day-to-day operations of the Health and Safety policy

The School Business Manager

The School Business Manager is responsible to the Headteacher for meeting Health and Safety Commitments by:

- 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 is disposed of in accordance with legislation
- Maintaining a high standard of housekeeping
- Reporting to the Headteacher any problem, or imminent danger associated with his/her responsibilities, as soon as it is practicable to do so
- Liaising with Premises Committee to carry out regular inspections of school premises

Teaching / Non-Teaching Staff

Teaching and non-teaching staff are responsible for meeting Health and Safety Commitments 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, in line with the school Educational Visits Policy

Pupils

Pupils help to work towards meeting Health and Safety Commitments 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

Parents help to work towards the school's aim by:

- Ensuring that children attend school in good health
- Providing prompt notes/phone 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

Health and Safety Procedures

The following procedures are in place to ensure the Health and Safety in our school:

Involving the School Community

- Regular meetings of representatives of teaching and non-teaching staff to review Health and Safety issues

Involving Pupils

- Provide children with opportunities to discuss Health and Safety issues
- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility
- A programme of health education

Accident Prevention, Reporting and Investigation

- 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 or Head Teacher and immediate response to such reports
- Reporting all accidents to the Business Manager and a note made in the school Accident Book
- Prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures

First Aid Provision

- Recognised First Aiders in school
- Provision of fully stocked first aid boxes in classrooms and in the School Hall, corridor and medical room
- 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 School Office, along with their training dates

Fire Precautions

- A set of regulations for emergency evacuations
- A termly fire drill which is monitored in accordance with legislation
- Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored and tested regularly
- All fire exits clearly signed and lighting tested

Control of Substances Hazardous to Health (COSHH)

- Storage of such substances clearly labelled, locked in the Cleaners Cupboard, which is not accessible to children
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary
- COSHH data sheets are held for all chemical substances, in the School Office

Electric Safety

- 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

Provisions for Special Medical Conditions

- 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 and doctor
- 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 Office to be stored securely in the medical room

Ensuring Road Safety

- Parking restrictions in school which parents are regularly urged to obey
- Clearly designated bus zones
- Bikeability Sessions for Year 5 and 6 children, Scootability for Yr 1 upwards
- Regular visits from the Community Police Officer and Truck Safety Team

Ensuring personal hygiene

☐ Encouragement of a high standard of personal hygiene amongst children and staff ☐ 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

Ensuring Playground Safety

☐ School rules about playground behaviour are designed to maximise playground safety ☐ Conscientious supervision of playgrounds ☐ Regular inspection and maintenance of playgrounds and equipment

Safety during Physical Education / Sporting Activities – overseen by Acorn PE

☐ All PE equipment regularly checked and recorded ☐ Close supervision and appropriate rules in place ☐ Emergency drills carried out regularly at the swimming pool ☐ Two observers at every swimming lesson ☐ Asthma sufferers to take their inhalers with them and wear red hats when swimming

Safety on School Trips / Farm Visits / Outdoor Pursuit Activities

☐ Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone ☐ Every group supported by a member of school staff ☐ For further details, see the School Educational Visits Policy

Equality, Diversity and Inclusion

At Rowde C of E Primary Academy, we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs. We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

Policy Review: This policy will be regularly reviewed by the Academy Council and updated annually

Policy agreed February 2019 Policy review Feb 2020, February 2021