

Stroud Green Primary School

Health and Safety Policy

2010

Health and Safety Policy

This document is a statement of the aims, principles and strategies for ensuring the health and safety of Stroud Green Primary School and Children's Centre.

This policy is to be used in conjunction with the local authority's Health and Safety folder for CFYP Service.

Aims

Our aims for health and safety are to :-

- provide a safe and healthy environment for the children, teaching and non- teaching staff and all visitors to 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 on sound management, vigilant supervision and the cooperation of the entire school community.

Responsibilities

All members of the school and Children's Centre community will work toward 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 for safety within the school
- using common sense at all times in order to maintain their own safety and that of others
- reporting any unidentified hazards to the Head Teacher/Head of Children's Centre, or their Deputies, without delay

The Governing Body is responsible for:-

- ensuring that the appropriate documentation is in place
- monitoring its implementation
- reviewing it annually
- ensuring that sufficient funds are set aside with which to operate safe systems of work
- appointing a health and safety governor

The Head Teacher and Head of Children's Centre will be responsible for:-

- the day to day management of health and safety
- the implementation of the policy
- ensuring that all staff are aware of health and safety procedures and of their own responsibility to comply with them
- reporting to governors on health and safety matters
- liaising with contractors to ensure an adequate exchange of health and safety information

The Site Manager is responsible to the Head Teacher and Head/Deputy of Children's Centre for:-

- ensuring, so far as is reasonably practicable, that the health and safety provisions and procedures affecting the cleaning staff and outside contractors are adhered to
- ensuring that all defects in the buildings and grounds are notified to the head promptly
- undertaking regular checks of the fire alarm system and recording the result in the Fire Log Book
- carrying out regular safety checks of the school grounds, including outdoor play equipment
- ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and stored securely when not in use
- maintaining a high standard of housekeeping
- any other duties identified by the Head and Governors

Staff work towards the school's aims by:-

- promoting a spirit of safety consciousness amongst children, ensuring that they understand the needs 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
- making sure that risk assessments 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
- conducting themselves in an orderly manner in line with the school behaviour policy
- taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

Parents work towards the school's aims by:-

- ensuring 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 the school to discuss matters concerning the health and safety of their children and of others
- accepting responsibility for the conduct of their children at all times
- ensuring the school has up-to-date contact addresses and telephone numbers in order that parents may be contacted easily in an emergency

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
- H & S as a standing item on all staff business meetings

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

- a programme of personal and social education (SEAL) designed to promote mutual respect, self-discipline and social responsibility
- 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 in recognising potential hazards and to take action in order to prevent accidents where possible
- reporting potential hazards to the Head Teacher promptly, and an immediate response to such reports
- a note made of all minor injuries in the book in the medical room
- reporting of major injuries to the Head Teacher immediately, with Haringey guidelines being followed (appropriate accident form completed and distributed as in guidance C/10)
- prompt investigation of all accidents by the Head Teacher in order to establish the cause and adopt remedial measures

4. For first aid provision we have:

- recognised first aiders in school,
- a list of their names and training dates kept in the medical room
- provision of fully stocked first aid boxes in the medical room and staff room
- notification to parents of any head injury on the appropriate slip
- summoning 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 policy for the administration of medication following guidance C/12

5. For fire precautions we have:

- written procedures for emergency evacuations (copies displayed at each call point and included in supply teacher handbooks)
- a termly fire drill monitored, timed and noted in the Fire File by the SMT
- regular checks of equipment and signage by the Site Manager and annual checks of equipment
- all fire exits clearly signed

6. For the use and control of substances hazardous to health (COSHH) we have:

- storage of such substances in locked cupboards on each floor
- the issue, use and care of personal protection equipment (eg rubber gloves) as necessary
- COSHH data sheets updated annually and kept in the H & S Checks File

7. For electrical safety we have:

- careful siting of equipment to avoid trailing leads
- annual PAT testing of portable equipment by contractors
- five yearly checks of electrical installation by contractors
- a code of practice for pupils using electrical equipment

8. For coping with medical conditions we have:

- a list of all children with special medical conditions on display in each classroom
- a health care plan drawn up for each child with a special medical condition, copies on display in the medical room, staffroom and relevant classroom
- regular liaison with the school nurse
- a requirement that all prescription medicines brought into school must be clearly labelled with the child's name and appropriate dosage
- these prescription medicines will be stored securely in the medical room

9. For ensuring road safety we have:

- parking restrictions in the roads outside the school which parents are regularly urged to obey

10. For ensuring personal hygiene we have:

- welfare facilities on site are maintained in a clean and hygienic state and are available for use by all members of the school community. These facilities include toilets, hand-washing facilities with warm water, soap and towels or a hot air drier
- the encouragement of a high standard of personal hygiene. This includes teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this
- health education delivered within the PSHE and science curriculum
- all children to change into appropriate clothing for PE lessons

11. For ensuring safety during food preparation we have:

- a dedicated food preparation and cookery room
- school rules about the safe and hygienic use of the room
- a risk assessment for cookery lessons displayed in the cookery room and reviewed annually

12. For ensuring playground safety we have:

- school rules about playground behaviour designed to maximise the safe use of the playgrounds and their equipment
- at least two adults on supervision duty in each playground at any break time
- regular inspection of the playgrounds and annual maintenance of the playground equipment by contractors

13. For ensuring safety during physical education we have:

- annual checks of all PE equipment by contractors
- a risk assessment for PE lessons and out of hours sessions is on display in each in hall
- close supervision and appropriate rules in place during lessons and changing time
- asthma sufferers' inhalers to be taken to swimming lessons by an appropriate adult
- two adults to accompany each group to the swimming pool

14. For safety on school trips and educational visits:

- refer to the Haringey guidelines found in the Educational Visits Folder
- a risk assessment to be completed for each aspect of the trip or visit
- seek advice and permission from the school's Educational Visits Co-ordinator and Head Teacher
- refer to, and use, the tick list step by step guide found in the year group Educational Visits folder, when planning a trip

15. For the safety of all pupils:

- parents are requested not to leave Infant children unaccompanied in the playground before school
- parents are requested to indicate at the beginning of the school year whether Junior children are allowed to travel home unaccompanied
- any remaining children who have not been collected by a designated adult by 3:25 are to be taken to the reception office by a class teacher. The adult on duty will then contact the parents or a responsible adult by phone. At 3.45 any remaining children are handed over to the senior manager on duty, who will contact social services as necessary
- if a child goes missing during the course of the school day a senior manager must be notified immediately, who will put into place the search procedures

16. For the comfort, health and safety of all adults working within the school we have:

- dedicated adult toilets and hand washing facilities
- a staff room with facilities for making a drink and eating lunch
- Display Screen Equipment testing - risk assessments to be carried out by staff members who use a workstation for more than two hours each day, reviewed annually (following guidance C04 of the Haringey H & S Policy and Guidance)
- guidance for adults when working alone, both on the premises and when making home visits, to ensure that another adult knows of their whereabouts and that they have phone contact (following guidance C12)
- maternity risk assessments are carried out by the centre manager with the individual staff member as necessary (following guidance C11)

July 2010 JW

Signed _____ Headteacher Date _____

Signed _____ Chair of Governors Date _____