



## Health, Safety and Welfare Policy

### **Purpose**

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents/carers need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community. Other aspects of safeguarding children are addressed in additional policies.

### **Equality impact**

This policy will help to ensure that all children are provided with equal and safe access to the whole curriculum.

### **Rôles and Responsibilities**

The Headteacher is responsible for ensuring that all health and safety procedures are followed. He/she will ensure that:

- all members of staff understand and fulfil their responsibilities to ensure a safe learning environment, prevent accidents and cases of work-related ill health, and provide adequate control of health and safety risks arising from work activities
- a designated teacher to be responsible for all child protection matters is appointed and ensure that all staff know who this is and what their role is
- provide adequate training to ensure employees are competent to do their work and are aware of their responsibilities to promote safe practice and conduct risk assessments on and off the school site
- engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- LA and DfE guidance is followed for all school trips and visits
- sufficient resources are provided; plant, equipment and machinery are maintained; and storage and use of substances are safe
- termly health and safety inspections take place in consultation with health and safety representative(s) and governors
- all defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- specialist advice is sought as and when necessary
- termly fire drills are held
- the fire equipment undergoes regular inspection, including weekly testing of the fire alarm
- there are a sufficient number of staff trained as first aiders and that their qualifications are renewed as required
- a log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

The governing body will:

- promote high standards of health and safety within the school

- monitor the allocation of funds based on effective and comprehensive risk assessments
- carry out regular health and safety monitoring (following guidance from the LA where appropriate)
- ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities
- provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- ensure that staff receive supervision, instruction and training appropriate to their duties and responsibilities
- evaluate the measures taken to minimise or eliminate risks and hazards
- take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)

All staff will:

- be familiar with the health and safety policy and all safety regulations laid down by the governing body
- take reasonable care for their own health and safety and that of others who may be affected by their actions
- make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not
- only use equipment that they are competent to use
- follow instructions when using any machinery, equipment, dangerous substance or safety device
- take an active interest in promoting health and safety and suggest ways of reducing risks.

All pupils and visitors to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

### **Pupils' Health, Safety and Welfare**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers will take every opportunity to educate children in this regard within the normal school curriculum. In particular:

- children will be taught respect for their bodies and how to look after themselves notably in PSHE lessons, but also in design technology, where children learn about healthy eating and food hygiene and in PE where they are shown how to move and play safely
- health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter
- pupils are expected to be suitably dressed for school and, for PE and games lessons, they should wear T-shirt or polo shirt and shorts and plimsolls or trainers. A non-hooded tracksuit may be worn in cooler weather
- on the grounds of health and safety, children are not permitted to wear jewellery in school, with the exception of small stud earrings in pierced ears, which are to be removed for PE and swimming lessons

- it is the responsibility of each teacher to ensure that all curriculum activities are safe and that any concerns about pupil safety are brought to the attention of the Headteacher before the activity takes place
- if an accident happens resulting in injury to a child, a member of staff who has been trained in first aid will be called to assist and all incidents will be recorded in the accident log-book.

### **School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive during normal school hours to report to the office and sign in and out.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away and if the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, he/she will contact the police.

### **Arrangements for Monitoring**

The Headteacher and/or designated Health and Safety governor will report on a termly basis to the governing body. The report will address hazards and risks that were identified during school and out-of-school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider whether any further action should be recommended.