



Health and Safety Policy

March 2012 (Update)
Reviewed February 2016- Health and Safety/Premises Governors Committee

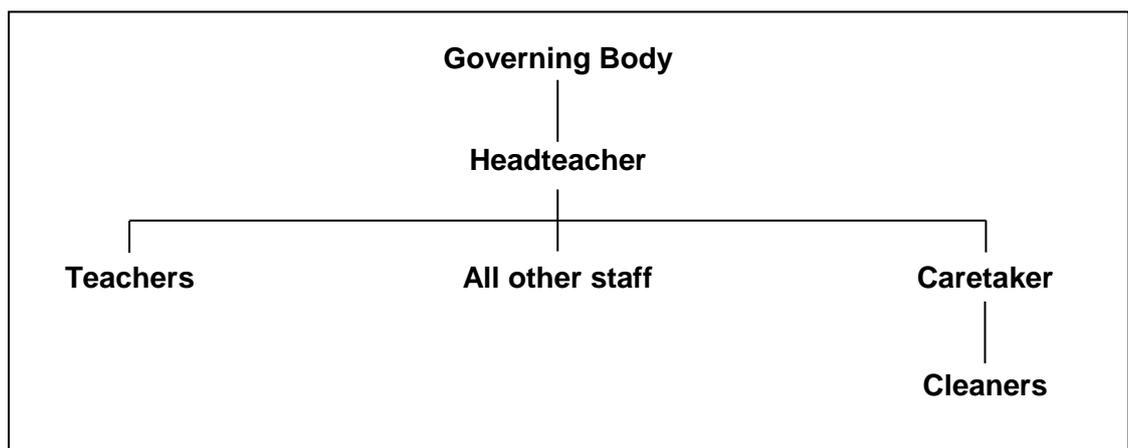
1 Policy Statement

We, the Governors of Girton Glebe Primary School, recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety Management System. We shall ensure, so far as is reasonably practicable, the Health, Safety and Welfare of our staff, pupils (students) and any visitors to our premises, and will adopt and incorporate the Health and Safety Policies and Procedures of the County Council and of the LA. (*out of date link removed*)

To this end we have prepared this written Policy Statement and Organisation and Arrangements which sets out clearly the Health and Safety rules and procedure applicable to everyone in the school which are necessary if we are to discharge our responsibilities effectively. Responsibilities for the day-to-day implementation and monitoring of this Health and Safety Policy rests with the Headteacher who will work in collaboration with staff and the recognised appointed safety representative(s) to ensure compliance. The Governors will, guided by advice from the school's **Premises/ Health and Safety** Committee, update and revise this Policy as is considered necessary **and in any case, every four years.**

2 Organisation

2.1 Health and safety management chain



2.2 Responsibilities

All teaching, non-teaching, supervisory and ancillary staff have day-to-day responsibility for ensuring that safe methods of work exist, and are implemented. They should also ensure that Health and Safety rules and procedures are applied effectively, to give personal leadership and to impart to their colleagues and to pupils an understanding that all accidents can be prevented.

2.3 Premises Committee

The school's **Premises** Committee will meet at least termly to discuss Health and Safety issues affecting the staff, pupils or visitors to the school. These include an inspection report, accident reports, security and other agenda items as appropriate. Committee minutes are circulated to Governors. The governing body is responsible for setting appropriate terms of reference and an appropriate remit. However the committee should consist of:

- Headteacher

- Business Manager
- One or more governors

3 Arrangements and Procedures

3.1 Inspection and Audit

The Safety Inspection Team comprising at least one governors and one member of staff from the Health and Safety/Premises committee will carry out termly assessments of all risks to the Health and Safety of employees and others, taking into account the vulnerability of the young age of children in the school. **The scope of these inspections is planned such that all areas of Health & Safety are inspected each year.** They will report to the Headteacher any unsatisfactory conditions found and recommend solutions. These risk assessments and measures taken to reduce all significant risk are documented and reviewed periodically to ensure they are kept up to date. Subsequent actions will be monitored by the Health and Safety/**Premises** Committee.

3.2 Safety Training

All staff will receive Health and Safety Training as part of their induction. Training courses run by the LA will be made available to relevant members of staff.

4 Overview of Key Areas

4.1 Accident Reporting

It is a legal requirement to record accidents/injuries that occur in the work place to employees, non-employees, and visitors.

- **All first aid should be logged using the normal first aid procedures**
- **All staff and visitor injuries or accidents should be additionally logged in the main school office, as should any significant pupil injury**
- **All incidents which lead to time off work or medical attention (including dentists), or near misses which could have led to the above must be reported to the local authority within five days.**

Information on incidents or accidents occurring may be collected using form IRF(96) obtainable from the school office. These incidents are then reported online using the county council website. Reportable incidents are monitored by the Health and Safety/Premises Committee.

4.2 Computer Equipment

All computer equipment, including screens, must satisfy legal requirements regarding the screen itself, keyboard, desk and chair and working environment. Staff should be advised as to the safe use of data projectors for themselves and pupils.

4.3 Contractors on Site

When contractors arrive on-site it is important that they first report to the school office and sign the log which includes information about the site and any possible hazards.

Safe working practices must be maintained at all times and tools never left unattended.

4.4 Control of Substances Hazardous to Health (COSHH)

An assessment must be made of the use at work of substances that are hazardous to health and steps must be taken to prevent, or where this is not reasonably practicable, adequately control exposure to such substances. All reasonable steps must be taken to ensure that control measures are complied with. Primary substances hazardous to health in schools are cleaning materials and swimming pool chemicals. These should be used only for the purposes described on their container labels and in accordance with the manufacturers' directions. All such substances must be locked in the cleaners' cupboard or in the chemical store. Substances with a warning cross e.g. Tipp-ex must not be used in school.

4.5 Dealing with Violence to Staff

The school will actively support members of staff who have been subject to violence. The school has a commitment to investigate all reported incidents of violence towards staff and report incidents to the police. Formal warning letters will be sent to people making threats or verbally abusing employees. Formal reports should be made using form IRF(96) obtainable from the school office.

4.6 Fire Prevention and Control

The school has a full fire risk assessment detailing the measures taken to prevent fire and the procedures required during a fire.

On hearing the Fire Alarm you must evacuate the premises immediately via the safest and most direct door marked 'Fire Exit'.

All staff and pupils must assemble in an orderly fashion at the assembly point for a roll call.

Fire drill evacuations are held termly, logged and evaluated. Fire fighting equipment, the fire alarm system and emergency lighting are checked regularly.

Teachers must ensure that fire exits are clear at all times.

Smoking is not allowed on the premises.

4.7 First Aid

The school has a separate first aid policy.

4.8 Ladders and steps

Steps or step stools, not chairs or tables, should be used to reach above normal height. Only trained employees may use ladders.

4.9 Planned Maintenance

Arrangements need to be made for regular inspection and testing of plant and equipment. Some equipment requires checking at specific intervals. These tests are

arranged in conjunction with the school's property management service and are monitored regularly for compliance.

4.10 Playground Safety

Equipment must be provided that conforms to approved design standards and it must be constructed and installed in accordance to those standards. The equipment is subject to regular inspection as part of the school's property management service.

4.11 Security

Visitor access to the entrance hall during school hours will be controlled from the office. Visitors will be asked to sign in, and will be expected to wear the identification badge provided. Parents collecting children during school hours will also be expected to remain in the entrance area while their child is brought from the classroom. At the end of lunchtime parents returning their children should wait under the covered area outside the entrance area until the children are collected.

4.12 Vehicle Access

The front drive is closed to vehicular movements between the hours of 8.30 and 9am and 3pm and 3.45pm. Contractor vehicles should be parked away from children's play areas.

5 Additional Documentation

This policy should be read in conjunction with the following:

- The school's **Fire Risk Assessment** and **Fire Procedures**
- A separate document **Swimming Pool Procedures** contains the Normal Operating Plan, Emergency Action Plan, Swimming Guidelines and a map of the swimming area. This document is reviewed annually.
- The **Health & Safety in PE** document outlines guidance in safe practise in PE.
- The **Educational Visits Policy** covers all safety aspects of visits outside the school grounds and includes risk assessments for the class and for children with Additional Needs.
- The school's **First Aid Policy**.