



Health and Safety Policy

March 2012 (Update)
Reviewed February 2016- Health and Safety/Premises Governors Committee
Reviewed January 2019- Resources Committee (incorporating Premises/H&S)

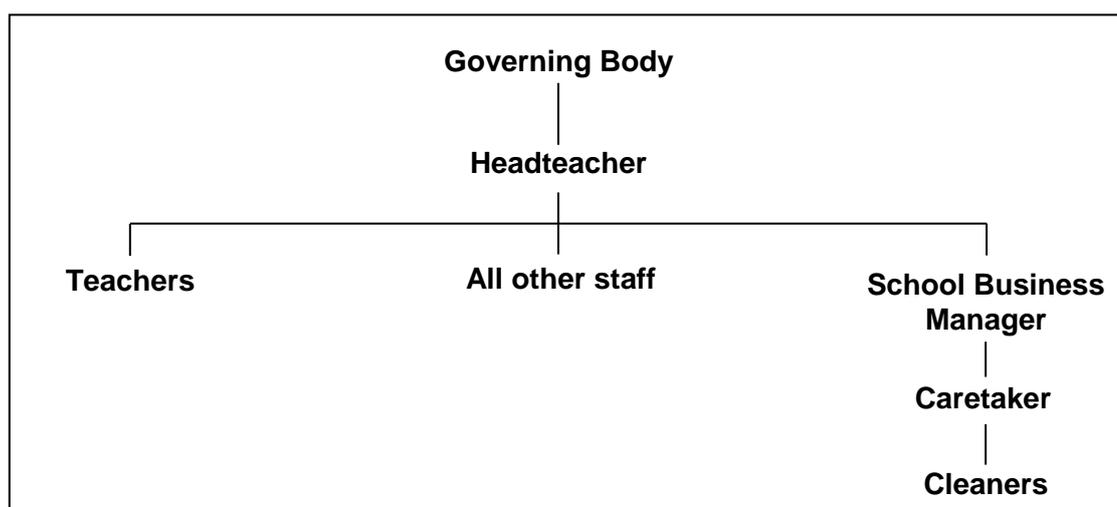
1 Policy Statement

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.

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 **Resources Committee**, update and revise this Policy as is considered necessary **and in any case, every two 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 **Resources 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

A team comprised of at least one governor and one member of staff from the Resources 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 so 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 Resources 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.

3.3 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 are recorded in the First Aid books, located in the Office area or Key Stage 1 entrance area**
- **All incidents which lead to a pupil requiring further medical treatment post-incident, or result in 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, using the online recording system.**

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. Incidents are monitored by the Senior Leadership Team (SLT) for any recurring incidents. Reportable incidents are monitored by the Resources Committee.

3.4 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. All staff who regularly use a desktop computer have undertaken Display Screen Equipment training and risk assessed their work area.

3.5 Contractors on Site

When contractors arrive on-site it is important that they first report to the school office and sign the log that includes information about the site and any possible hazards. Safe working practices must be maintained at all times and tools never left unattended.

3.6 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.

3.7 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; reporting of the incident is carried out by the Headteacher.

3.8 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.

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

Lock-downs are held annually, logged and evaluated. The lockdown process is documented in Appendix 9 of the Critical Incident Plan.

Smoking is not allowed on the premises.

3.9 First Aid

The school has a separate first aid policy.

3.10 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.

3.11 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 Business Manager and the school's property management service, PCM, and are monitored regularly for compliance.

3.12 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.

3.13 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 lanyard (yellow denotes DBS checked for school, red lanyard denotes not DBS checked for school) or visitor label 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.

3.14 Vehicle Access

The front drive is restricted to Staff and Deliveries vehicular movements between the hours of 8.30 and 9am and 3pm and 5pm. Parents are frequently reminded not to use the school driveway for late drop-offs or collections.

4 Additional Documentation

This policy should be read in conjunction with the following:

- The school's **Fire Risk Assessment** and **Fire Plan**
- A separate document **Swimming Pool Procedures** contains the Normal Operating Plan (NOP), Emergency Action Plan (EAP) and Swimming Guidelines. This document is reviewed annually by the SBM.
- The **Health & Safety in PE** document outlines guidance in safe practise in PE and is reviewed annually by the PE Coordinator.
- The **Learning Outside the Classroom 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**.