



Health & Safety Policy Policy for Health & Safety

Statement of Health and Safety at Work Policy

- The Governors of St Wilfrids Primary School recognise and accept their responsibility for providing a safe and healthy work place and working environment for all members of staff, pupils, students, visitors and contractors at the school.
- The Governors are committed to the provision of adequate and appropriate safety training for staff.

Roles and Responsibilities

The Governors responsibilities are:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing regularly

This will be achieved by working with the Premises Working Group and through termly reports from the Headteacher.

The Headteacher's responsibilities are:

- day-to-day management of Health and Safety
- implementation of policy
- making sure staff are aware of information on Health and Safety Policy, and that is carried out
- reporting to the Governors termly
- other responsibilities as detailed in 'Health and Safety: Policy and Guidance'

The Site Manager's responsibilities are:

- dealing promptly with defects in buildings and grounds
- testing the fire alarm system weekly and recording the result in the Fire Log Book
- checking the playground area daily (seating, play equipment)
- checking the school grounds weekly
- any other duties outlined by the Headteacher/Governors

The Staff:

- all staff will be given a Health and Safety Policy and should be familiar with Health and Safety arrangements of the school, and comply with them

- all staff have a responsibility towards themselves and others for Health and Safety, and should report any problems immediately
- staff should ensure that pupils in their care behave in a safe and proper manner particularly in the handling of equipment or materials.
- Staff should be aware of the ICT policies and ensure the safety of their equipment in class (including e-safety and ensuring safety of charging cables etc)

First Aid

First Aid boxes are kept in the School Office and the Year 1 Class, which are available for use by the teaching Assistants, during the lunchtime break. An additional First Aid box is kept to take on school outings. The first aiders are responsible for replenishing first aid stocks. No drugs or antiseptic creams or liquids should be given to children or staff. Plastic gloves should be used when dealing with injuries. Hands must be washed before and after treatment. Plastic disposal bags should be provided. All staff are regularly trained as Emergency Aiders.

In the event of injury out of school hours and when no qualified first aider is on the premises, the following action should be taken:

- One person to stay with the patient
- Ambulance contacted if necessary
- Parents contacted (addresses are in the box in the School Office).

Head injuries need to be treated with particular care. Evidence of loss of balance, disorientation, double vision, or slurred speech may indicate serious injury and medical advice should be sought without delay.

Accident Recording and Reporting

All accidents will be recorded in the "Accident Book" which is kept in the School Office and Year 1 Class.

More serious accidents must be reported to the Headteacher or Deputy, who will then decide on further action needed, i.e. parent contacted/hospital treatment required. An

Issuing Medicines (Please consult administration of medicine policy)

Fire Safety

Fire Drills will take place once a term – these will occur at varied times to cover the different activities of the school day.

The evacuation procedures are displayed in all rooms and staff must ensure familiarisation with them.

The Site Manager is responsible for checking the fire alarm system and recording the result in the Fire Log Book.

Fire fighting equipment is serviced annually by FPS.

Hazard and Defect Reporting

All defects and hazards relating to the building and grounds should be reported immediately. The Headteacher and Site Manager are responsible for monitoring the progress on all reported items.

Risk Assessment

The results of the audit will help to identify areas for which Risk Assessment needs to be carried out.

Staff Meetings will identify an additional Risk Assessment to be carried out on new equipment, material or procedures.

The Headteacher will be responsible for allocating the task of Risk Assessment to the person/persons best placed to make the assessment.

Control of substances Hazardous to Health

The Headteacher and the Site Manager will carry out COSHH assessments on required substances.

The COSHH data sheets will be obtained from County Supplies and, after assessment, will be kept in the Site Manager's office.

The Site Manager's Room is locked when unattended.

Security/Visitors to the School

All visitors will be expected to sign the Visitors' Book and report to the office in order to collect and wear a visitor's badge.

Staff and children are encouraged to politely challenge anyone in school they do not recognise who is not wearing a visitor's or staff badge

The main entrance will be locked – visitors will be asked to ring the door bell to gain attention/access.

All classroom doors will be bolted after all children have entered.

Additional Aspects

Dogs on Site

· For safety reasons, dogs are not permitted on the School site at any time.

Visits and Journeys

· Children on visits and school journeys will be well supervised and the leaders shall exercise every reasonable care. Risk Assessments will be carried out using Manchester Council Guidelines

Cars on Site/Parking

· The car park at the front of the school is for staff and visitors use only
· Parents are requested not to park/wait in this area to avoid limitation of access for deliveries/emergency services as well as the safety of their children.

Collection of Children

- All children are to be collected at the end of the school day from the playgrounds in KS1 and KS2.
- Children are not allowed to leave the school premises during school hours unless collected and accompanied by parents or other designated adults (i.e. for hospital appointment).

Uncollected Children

- All children are informed not to leave the school grounds at the end of school on their own if they are usually collected. These children should wait in Reception until collected.
- The School would like to be informed if a different person is going to collect children, or if parents are unavoidably delayed, so that the children can be informed and that they do not go off on their own.

Wet Playtimes/Lunchtimes

- The teacher on duty and classroom assistant supervise wet playtimes with the help of Year 6 children – two per class
- Teaching Assistants, with the help of Year 6 children, supervise children during wet lunchtimes
- The main toilet blocks and classrooms should be checked regularly.

Jewellery

In order to avoid difficulties involved in removing and replacing items of jewellery before and after lessons (particularly earrings), the Governors have agreed, in accordance with Manchester guidelines, that the school dress code states that no jewellery should be worn to school. However, watches may be worn but removed for physical activities, including playtimes. (see sample letter Appendix 7). If children are wearing stud earrings, these must be covered for all physical activities.

Curriculum Advice

Electrical

- All electrical equipment should be checked in line with Manchester Guidelines
- Care should be taken that plugs are not loose or broken and wires are secured. A contact breaker should be used when apparatus is being used.
- Children should not plug in apparatus.
- Trailing electrical wires should be avoided.

PE/Equipment

- An adult should always be present when children are erecting or dismantling apparatus.
- Teachers should check the apparatus regularly. Any damaged or hazardous items should be removed and reported to the Headteacher.
- An Annual Health and Safety check will be carried out
- Watches must be removed for all PE activities and playtimes

- Long hair must be tied back for all PE activities to avoid unnecessary accidents
- Earrings must be covered for all PE activities to avoid unnecessary accidents

Classrooms

- Teachers should be in the classroom before the children, and should not leave rooms at the end of session before all the children have left
- Children should never be left alone in rooms during break times/lunchtimes