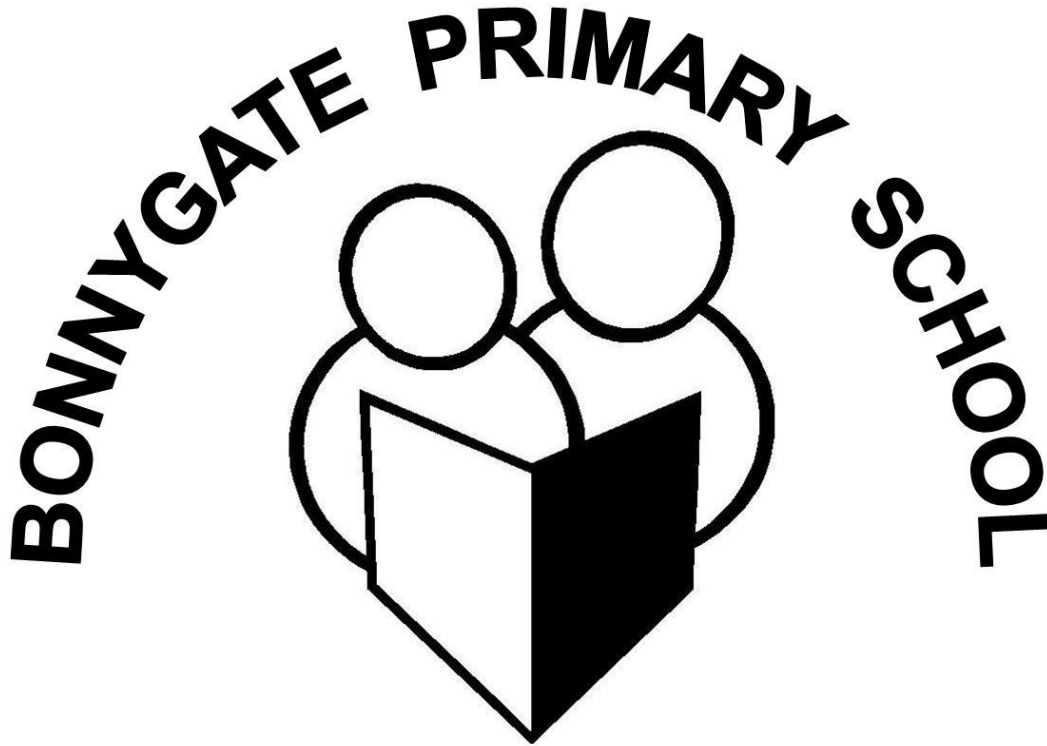


BONNYGATE PRIMARY SCHOOL



Learning together • Growing together

HEALTH & SAFETY POLICY

(Incorporating guidance for staff on personal safety)

Signed: _____
Chair of Governors

Date reviewed: _____

Date of next review: 2012

Bonnygate Primary School

HEALTH AND SAFETY POLICY

STATUTORY

Aims of the policy – statement of intent

The Governing Body of the school has a responsibility to ensure a healthy and safe environment.

The Governing body of the school is committed to providing a healthy and safe environment for all staff, pupils and visitors. The main strategies to achieving this are:

- compliance with all health and safety legislation,
- appropriate information and advice for staff, pupils and visitors,
- an annual review of policies, advice and procedures,
- regular inspection of equipment and facilities,
- appropriate training for responsible staff,
- ensuring risk assessments are carried out,
- to create an ethos in which health and safety matters are given a high priority.

This policy should be read and used in conjunction with the following policies/guidance:

- Thurrock Council Health and Safety Policy,
- Local Authority Health and Safety Policy,
- Legislation including the Health & Safety at work Act 1974, and RIDDOR Regulations
- Schools Health and Safety Manual
- Offsite Activities Manual
- Staff guidance on personal safety & Lone working
- Hire & Lease of School premises
- First Aid & Medicines in Schools
- Fire & Evacuation procedures

The policy should be available to the whole school community including, staff, governors, pupils, parents and visitors.

Organisation

Governing Body

- Ensure the school has a Health and Safety Policy, formally approve it and ensure it is reviewed annually.
- Designate a named governor for health and safety matters to liaise with the staff representative responsible for health & safety and report back to the governing body.
- Ensure the named governor attends regular training to be aware of changes in practice.
- Consider health and safety implications of any work it develops.
- Carry out regular risk assessments and consider the recommendations.
- Ensure health and safety matters are given appropriate priority in setting the budget.
- Ensure appropriate first aid arrangements are in place.

- Monitor the effectiveness of the school policy and consider any health and safety matters raised.

Headteacher

- develop the school's Health and Safety Policy and guidelines.
- implement the policy and guidelines.
- designate a staff health and safety representative and ensure appropriate training provided
- provide appropriate information to staff, pupils and visitors.
- report to the governors any health and safety concerns that require action from it.
- act quickly to address health and safety concerns brought to his/her attention.
- encourage a climate in which health and safety is given a high priority.
- nominate a staff member to be responsible for first aid
- ensure participation in appropriate training opportunities.

Staff Health and Safety Representative

- support the headteacher and governors in developing and reviewing the policy.
- act as the first point of referral for staff with health and safety concerns.
- report concerns to the headteacher.
- undertake appropriate training when provided.
- carry out, with the headteacher, routine health and safety checks.
- help create a climate in which health and safety is given a high priority.
- provide new staff with basic health and safety training.
- keep a health and safety log of incidents, drills, concerns and action taken.

Staff

All staff have a responsibility for their own health and safety and any other persons who may be affected by their acts or omissions and equally share the following duties.

- familiarise themselves with the Health and Safety Policy and guidance,
- follow the Health and Safety Policy and guidelines,
- undertake appropriate training offered,
- give due regard to their own health and safety and that of others,
- report any concerns over health and safety to either the staff representative or the headteacher,
- provide appropriate guidance and model for pupils,
- to take particular responsibility in areas relating to their own management roles (e.g. team leader, PE/ICT co-ordinator),
- All staff receive Fire and Health and Safety training on an annual basis

If a member of staff has any questions or concerns, or are carrying out a new task and are uncertain about health and safety implications, they must seek advice from the headteacher, staff representative or line manager.

Site Manager

To ensure that school policies are followed and that all duties and activities are undertaken in a safe manner following school guidance. Site staff has responsibility to report any issues arising or brought to their attention. Equipment should be suitably maintained and fit for purpose.

Pupils

All pupils have a duty to follow any instruction, policy or control put in place by the school for the benefit of their health and safety.

Visitors

All visitors are expected to:

- be made aware of the health and safety summary in reception,
- act with due regard to their health and safety and that of others,
- follow health and safety instructions given by staff members,
- report any health and safety concerns to a staff member or reception.

Contractors

In addition to the general responsibilities for all visitors, contractors have a duty to:

- have current insurance that complies with the LA minimum requirements,
- follow health and safety regulations and guidance relevant to their field of work (e.g. electrical, construction, cleaning, chemicals, etc.),
- carry out any work with due regard for their own safety and that of pupils, staff and visitors,
- raise any health and safety concerns with reception or the caretaker.
- provide the school with relevant health & safety documentation eg; risk assessments or safe working procedures.
- responsibility to inform and communicate with the school over issues where the school may be affected by their acts or omissions
- All contractors carrying out work on the premises MUST sign the Asbestos register to show they have read and understood the asbestos register.

Arrangements

The core elements of our health and safety procedures are:

- items already outlined in the 'Responsibilities' section above,
- all staff have a copy of the school's Health and Safety Policy
- all new staff are given basic induction health and safety training by the staff representative,
- basic safety checks such as fire alarms, fire equipment, electrical equipment, etc. are carried out in accordance with recommended guidelines,

- the staff representative and headteacher to do a termly inspection of the site with regard to health and safety,
- the school will develop guidelines and carry out risk assessment on any area of work that staff feel has particular risks above normal 'common sense',
- advice in the Thurrock Council Offsite Activities Manual (Code of Practice 28) will be followed wherever appropriate.
- ensure appropriate arrangements are made for the provision of first aid including the administration of medicines.

Healthy schools initiative

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and achieved Healthy School Status in July 2006. Bonnygate Primary School reviewed its Healthy School status and gained re-accreditation. We are now working towards our Bronze Award in the Food for Life scheme. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living; with focus weeks such as 'Looking After Me'
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parent/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.
- ensuring water is available for all children at all times

The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives.

- Teachers take every opportunity to educate children in this regard as part of the normal school curriculum, for example, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

- Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education.
- We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time or the worry box to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.
- The school is currently embedding SEAL across the school, this is led by the leadership with a whole school SEAL assembly every week, this promotes a feeling of togetherness and team work.

School meals

Our school provides the opportunity for children to have a meal at lunchtimes. If parent/carers are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

- If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- Our school promotes a healthy lifestyle. We encourage all children to bring a healthy snack and packed lunch.

School uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parent/carers, and we review these requirements regularly.

- We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.
- It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- We ask parent/carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will

inform parent/carers and request that they make sure their child leaves home with the proper uniform on. If a parent/carer is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent/carer. We ask parent/carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

- On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

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 review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

- We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 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. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.
- All visitors during the school day will need to use the intercom at the main gate in order to gain access to the site. All visitors are advised at this point where to proceed to.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a member of staff has any concerns about pupil safety, they will not carry out the activity and bring them to the attention of the head teacher before that particular activity next takes place.

- We do not take any child off the school site without the prior permission of the parent/carer. As part of the induction pack to parent/carers there is a consent form to sign that enables staff to take children out in the immediate local area around School without seeking individual consent. This is always done in accordance with all the Health and Safety procedures normally in place for trips or visits.
- If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep first aid boxes in various locations

around the school and a midday first aid point for minor injuries at lunchtimes. There are many staff at the school who have been trained in first aid. There will always be a member of staff on site who has been trained in first aid during school hours and for after school clubs.

- Should any incident involving injury to a child take place, they will be taken or sent to the Office. If it is a more serious injury a first aider will be sent for and emergency first aid administered in situ. If necessary, a member of staff will be instructed to telephone for emergency assistance. Parents are informed immediately of all serious accidents and emergencies.
- We record in the school injuries log book all incidents involving injury, the First Aider assesses the children and informs the parent/carers accordingly. Should a child be quite seriously hurt, we contact the parent/carers through the emergency telephone number that we keep on file. We update these numbers regularly, but it is essential that parent/carers inform us when contact details change.
- There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. This will then be recorded.
- In the event of a member of staff being taken ill or suffering an injury during class time another adult (LSA or teacher in a joining class) will be notified first and the office will be notified.

Risk Assessments

The headteacher will ensure that risk assessments of the premises and activities are carried out on a regular basis, communicated to staff and reviewed annually and the results of the assessments and recommendations are reported to the Governing Body.

Emergency Plans

Emergency plans should be prepared to cover all foreseeable major incidents, which may put the occupants of the school at risk. The school has developed its own Major Incident Plan, due to the LA not having one in place. The headteacher has informed the LA of this document.

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.