Belfield Community School Health and Safety Policy

1.0 Statement of Intent

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Belfield Primary School for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of Rochdale LA have been taken in to account.

An annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

2.0 Responsibilities

2.1. The LA

The LA is responsible for setting LA policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

2.2. The Governing Body

Through the health and safety/buildings and premises committee, the Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The health and safety committee considers reports of inspections, assists in safe work systems and discusses new regulations received from the LA or the HSE. Health and Safety issues are discussed at every termly Governors Meeting. A governor reports regularly at meetings of the full Governing Body. Health and Safety is always an agenda item for governors’, Staff, and Team meetings. The Governing Body is responsible for making recommendations relating to safety.

2.3. The Headteacher

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and in their absence with the designated team leader in charge. It is the Headteacher’s responsibility to ensure compliance with the LA policy for health and safety, however, the DHT (Chris Gibson) monitors the implementation of the H&S Policy and is the named person staff should go to with concerns.

2.4. Safety Representative

Health and Safety representative (Chris Gibson) carries out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition the Site Manager does weekly checks.

2.5. Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Safety Representative or Headteacher immediately who will record it in the incident log.

3.0 Procedures

3.1. Fire Safety

All exits are marked and kept free of obstructions. The location of fire extinguishers and blankets are marked and accessible from each room. Fire safety equipment is checked regularly by the LA and records of their visit are kept. The alarm is checked on a regular basis. Fire practices are held termly and recorded in the fire practice log.

In the event of a fire, all staff and children congregate on the playground, facing towards the school. Named staff are responsible for checking toilets. Class teachers will take the fire registers (and ipads where possible) out to roll-call and ensure all children are out of the building.

3.2. Accidents

Each class has a basic first aid box, but main first aid equipment can be found in the first aid room (porta-cabins).

All accidents are recorded and monitored. 10 members of staff hold an emergency first aid certificate. Regular reminders about first aid treatment are held for all staff. Notifiable accidents and incidents are recorded and passed to the LA as appropriate (RIDDOR). These forms are checked each half term for trends of accidents.

Letters to parents informing them of accidents to their children are recorded on a dual-copy form in the first-aid room. Letters are always sent to parents when children have a bump on the head along with a text or phone-call home.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non emergency situation, staff can transport a child with permission from parents.

3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the H&S Representative and Headteacher’s responsibility to follow up this report. The health and safety governor monitors the action taken to remedy hazards.

4.0 Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying “Fault Do Not Use”.

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

5.0 Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and the key kept in the Caretaker’s office.

6.0 Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the H&S Rep, with a note saying Fault Do Not Use. The following points about equipment should be noted:

* Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.
* DT Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools (see separate Risk Assessment)
* Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
* PE Equipment PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

7.0 Health and Hygiene

7.1. Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in school.

7.2. Medicines

Parents may ask staff to administer medicines such as Calpol or eye-drops. Written permission must be gained from parents and kept with the medication. Students/volunteers are not expected to administer medication. If any member of staff would prefer not to administer Medication, other arrangements (such as parent coming into school) should be made.

7.3. Smoking

There is a no smoking policy within the school building and grounds.

7.4. Hygiene

It is the responsibility of the Caretaker, H&S Rep and Head to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing, using anti-bacterial handwashes, particularly before eating.

8.0 Animals in School

Fish may be kept in school

No dogs or other pets are allowed in the school grounds.

Guidance on handling animals is found in the “Handling animals” Risk Assessment

9.0 Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher wherever possible. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought, unless it is for a local walk/visit in the immediate vicinity, where a letter is signed by parents at the beginning of the year. Risk assessments for outdoor visits are completed by the trip organiser and checked by Chris Gibson (DHT). Evolve forms are also checked by the head-teacher.

When residential visits are organised parents are invited in to school to discuss the visit in detail, ensuring school caters for all children’s needs. Staff should be aware of the LA guide-lines for educational visits and an EVOLVE submitted for verification by LA.

10. Security

All staff and pupils are encouraged to be aware of strangers on the premises. All staff and visitors should wear an ID badge. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door, where they will be admitted by a member of office staff, once they have been identified and must sign in using online system (Inventry). Members of the office staff can clearly see visitors as the enter school.

Outside doors of the school are closed once children have left the premises. Pushpads and keypads on doors prevent entry – children are taught not to press the green buttons. Shutters can be released in an emergency.

Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.

11. Contractors

All contractors are expected to report their arrival and departure to the office staff before commencing work. Risk assessments and identification checked by Business manager or caretaker. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Additional advice is available from Property Services.

11.1. Lettings

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They are also informed of fire alarm procedures.