

# Abbey School

## Health & Safety Policy

### ADMINISTRATION

**Review Frequency:** (Proprietor free to determine) Every three years.

**Decision:** Review: Every three years, or with new legislation. New review due September 2019.  
Monitor: annually

**Approval:** Employer free to determine how to implement

**Decision:** Implementation by Principal, Mrs S J Greinig, assisted by Senior Management Team:-  
Acting Head - Miss Fleur Greinig  
Health and Safety Representative and Head of Pastoral Care– Miss Fleur Greinig  
Foundation Head – Mrs Sue Viney  
Assistant Foundation Head- Mrs Karen Hunt

**Legislation:** The Health and Safety at Work Act 1974: Section 2(3), 3 and 4.  
<http://www.legislation.gov.uk/ukpga/1974/37/section/3>

**Risk Assessments:** The Management of Health and Safety at Work Regulations 1999: SI 1999/3242.  
(The 1999 regulations impose a duty on employers to produce a risk assessment)  
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

### STATEMENT OF GENERAL POLICY

Our policy deals with those aspects over which the Headteacher, assisted by members of the Senior Management Team (SMT), has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

### HEALTH AND SAFETY POLICY

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Abbey School. The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 have been taken into consideration in the formulation of this policy.

### AIMS

Our aims for Health and Safety are to:-

- Provide a safe and healthy environment for children, teaching and nonteaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

## PRINCIPLES

The establishment of a health and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all (children, employees and visitors).

## RESPONSIBILITIES

All members of the school community (teaching and non-teaching staff, parents and pupils) work towards the school's aims by:-

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Using common sense at all times to take responsible care for their personal safety and that of others.
- Reporting any unidentified hazards to a member of the SMT without delay.

**The Senior Management Team** work towards the school's aims by:-

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a school Health and Safety policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school any other relevant codes of practice and legislation.
- Facilitating safety training for staff.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

**The Head Teacher** works towards the school's aims by:-

- Taking responsibility for the day-to-day operations of the Health and Safety policy.

**Teachers** work towards the school's aims by:-

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessment are carried out before any off-site visits.

**Pupils** work towards the school's aims by:-

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

**Parents** work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be contacted swiftly in emergencies.

**THE SMT is responsible to the HEADTEACHER for:-**

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school is disposed of appropriately
- Maintaining a clean and effective boiler area.
- Maintaining a high standard of housekeeping.
- Reporting to the Head Teacher any problem or imminent danger associated with her responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representative to carry out regular inspections of school premises.

## **HEALTH and SAFETY PROCEDURES**

**1. For ensuring involvement of all members of the school community we have:**

- Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues.

**2. For providing children with opportunities to discuss health and safety issues we have:**

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education.

**3. For accident prevention, reporting and investigation we have:-**

- Risk assessments formulated and reviewed annually and after any incident.
- Regular inspections of indoor and external spaces.

- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Headteacher and immediate response to such reports.
- Reporting all accidents to the Headteacher (not including such as minor playground bumps and grazes) and a note made in the school accident book and on PASS programme.
- Prompt investigation of all accidents in order to establish cause, note any trends and adopt remedial measures.

#### **4. For First Aid provision we have:**

- The St John Ambulance Schools Charter Mark in recognition of our commitment and dedication to the learning, teaching and delivery of first aid.
- A qualified and experienced First Aid Trainer.
- A team of regionally and nationally recognised First Aiders.
- Recognised First Aiders in school (First Aid at Work and Paediatric First Aid).
- Provision of fully stocked first aid boxes at designated places both inside and outside.
- Notices in all classrooms indicating the nearest first aider and first aid box.
- Provision of 'minor injury' packs to all classrooms.
- Notification to parents of any head injury or minor injuries on appropriate slip.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- A list of first aiders is kept in the school office, along with training dates and certificates.

#### **5. For fire precautions we have:**

- A qualified and experienced Fire Marshal.
- Appropriate staff training.
- A set of regulations for emergency evacuations.
- Regular half termly alarm sounding tests which are logged.
- Regular termly fire drill which monitored, timed and logged.
- Regular half termly checks of equipment, procedures and exits by the SMT and equipment monitored yearly by Torbay Fire Service.
- All fire exits clearly signed.

#### **6. For the use and control of substances hazardous to health we have:-**

- A qualified and experienced Health and Safety Trainer.
- Appropriate staff training.
- Storage of such substances clearly labelled, locked in the chemical store, which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets are displayed for all chemical substances. These are displayed in the chemical store.

#### **7. For electric safety we have:-**

- Careful siting of equipment to avoid trailing leads.
- Bi-Annual PAT testing electrical contractors on portable electrical equipment.
- A code of practice for pupils using electrical equipment.

**8. For coping with special medical conditions we have:-**

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency (e.g. epipen training).
- Appropriate liaison with parents.
- A requirement that all medicines brought to school must be clearly labelled with the child's name, appropriate dosage and frequency of dosage and lodged with the School Office.
- For administering of medication, please see the school's Medicine Administration Policy.

**9. For ensuring road safety we have:-**

- Arrangements with the local council for parking in the adjacent car park (parking slips available from School Office).
- Cycling proficiency sessions for year 6 children.
- Road Safety quiz with the junior children **and** discussions and role play on the bio garden road track with the younger children.

**10. For ensuring personal hygiene we have:-**

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- We demonstrate the correct way to wash hands, using ultraviolet light to assist.
- If lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class and treat the condition. All parents in the class are notified.

**11. For ensuring playground safety we have:-**

- School rules about playground behaviour designed to maximise playground safety.
- Conscientious supervision of play.
- Hard and grass play areas.
- Separated ball games from general play.
- Daily inspection of external spaces.
- Regular maintenance of external spaces and external equipment.
- Annual survey of trees.

**12. For ensuring safety in our Bio Garden we have:-**

- A separate Health & Safety in the Bio Garden policy

**13. For ensuring safety during physical education we have:-**

- Two observers at every swimming lesson.
- Emergency drills and alarm sounding carried out regularly at the swimming pool.
- Asthma sufferers to take their inhalers with them.
- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

**14. For safety on school trips, farm visits and outdoor pursuit activities:-**

- Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, wrist bands and high visibility vests where appropriate, and mobile phone. Every group supported by a member of school staff.
- Request a copy of the venue risk assessment prior to visit. END