



LORDSWOOD
SCHOOL

Lordswood School Health and Safety Policy

Reviewed: Annually

Last Review Date: **January 2018**

Health and Safety Policy

Introduction

The Griffin Schools Trust as the employer has a duty under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors).

1.1 All school employees are required to:

- Know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied,
- Observe standards of dress consistent with safety and/or hygiene,
- Exercise good standards of housekeeping and cleanliness,
- Know and apply the emergency procedures in respect of fire and first aid,
- Use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- Co-operate with other employees in promoting improved safety measures in their school.

1.2 Health and safety law and “what you need to know” statements are displayed on the wall at appropriate locations in the school.

1.3 The prime purpose of the Health and safety at Work Act 1974 is to reduce accidents and improve health and safety in places of work. It is important for all staff employed in our school to be on the lookout for hazards to health and safety. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put at risk the health and safety of themselves and other people.

1.4 The objectives of health and safety are to ensure as far as is reasonably practicable:

- Equipment and systems of work are safe and without risks to health;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety and health;
- A safe and healthy place of work, including safe access to and safe egress from it
- A healthy working environment in line with current legislation identifying, eliminating and controlling risks
- Adequate welfare facilities

1.5 Regular inspections are undertaken and written reports with actions and advice are given.

Day-to-day management and operation

2.1 The Head of School and senior leadership team (SLT) are responsible for the day-to-day management of health and safety matters in the school.

2.2 The class teacher is responsible for the safety of pupils in classrooms. Class teachers are expected to:

- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- Give clear instructions and warning as often as necessary.
- Follow safe working procedures personally. It is the teacher's duty to see that no child who is obviously unfit for taking part in PE or in a game does so. Proper clothing and footwear are essential in all PE lessons and games. In certain circumstances, it may be proper for gymnastics – particularly dancing – to be taken in bare feet. Children should be calm, controlled and quiet during PE.

2.3 Pupils are expected to:

- Exercise personal responsibility for the safety of self and classmates,
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous),
- Observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency,
- Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

2.4 All visitors, including contractors, must report to the reception office where a signing in system is in operation. Visitors will be provided with a visitor's badge which includes a brief Health & Safety guidance. The office staff will carry verification check to confirm the visitor's validity to be on site in the school building. The headteacher will be responsible for managing health and safety risk of a contractors' activities to staff, pupils, visitors etc.

2.5 The school has staff trained in providing first aid. The names of the first aiders are displayed at appropriate locations in the school. Medication will be administered as required by the appropriate members of staff and recorded in the office. First aid boxes are located in all areas of the school. All accidents must be reported to the school office and the headteacher and the appropriate accident form completed. Accident forms are held in the school office. If the patient needs to be taken to hospital, then an ambulance should always be called. In cases of emergency the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so. Relevant forms are completed and sent to the local authority for any child who attends hospital following an incident in school.

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2.6 The school has a separate fire safety policy and emergency evacuation plan. Fire action and evacuation notices are displayed in all rooms in the school. Fire drills are carried out each term and a record log held.

2.7 All portable appliances are tested annually (PAT tested). A copy of the inventory tested is held by the school. Any defects in electrical equipment identified by staff must be reported to the school office. Staff are reminded not to use personal electrical equipment in school unless it has been PAT tested.

2.8 The purchase of all electrical equipment must be through reputable companies and be CE marked.

2.9 Risk assessment is a legal requirement. The assessment considers consequences and implements control measures to reduce the level of risk of harm. The Head of School will ensure that a risk assessment of the premises, methods of work and all school activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.