



St John's C of E Primary Academy
Health & Safety Policy

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Date of issue: February 2023

Review date: February 2024

Key personnel

Executive Principal: Laura Hopley

Chair of Governors: Michael Ward

St John's CofE Primary Academy

Health & Safety Policy

This document is a statement of the aims, principles and strategies of ensuring health and safety at St John's CofE Primary Academy. Sandwell LA Health & Safety Policies have been taken into consideration in the formulation of this policy.

Purpose of the Policy

This Health & Safety Policy should be read in conjunction with the LA statement of policy and intent, which sets out the Authority's policy and attitude towards health and safety. The school operates within this framework and follows all instructions and advice issued.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit for all members of the school community, to allow each to understand the policy of the academy and their own responsibilities within this.

Aims

Our aims for health and safety are to:

- Provide a safe and healthy environment for children, teaching, non-teaching staff and all other visitors who come onto the premises during school hours and extended day activities;
- To ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Responsibilities

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

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment;
- Ensuring that risk assessments are undertaken, followed, monitored and reviewed;
- Being familiar with all instructions and guidance on safety within the school;
- Using common sense at all times to take reasonable care for their own safety and that of others;
- Reporting any identified hazards to the Principal without delay

The Management Team (Governors, Principal, Deputy Head Teacher and senior staff members) work towards the academy's aims by:

- Taking responsibility for devising and implementing a school Health and Safety Policy;
- Monitoring and reviewing the policy;
- Ensuring that all staff are familiar with the Health and Safety Policy and required procedures;

- Ensuring that all new staff, as part of their induction, receive a copy of the Staff Handbook, detailing Health and Safety procedures and responsibilities as well as other documents relating to health and safety issues;
- Ensuring that office personnel provide visitors with an information sheet on health and safety requirements and informing them of evacuation procedures and providing supply teachers with a copy of the “Health and Safety Information for Supply Teachers” document;
- Facilitating safety training for staff when necessary;
- Ensuring that safe working practices and procedures are applied within the academy;
- Ensuring that all members of the school community are aware of their own responsibilities;
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied;
- 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.

The Principal works towards the academy’s aims by:

- Taking responsibility for the day-to-day operation of the Health and Safety Policy;
- Liaising closely with the academy’s health and safety representative.

Teachers work towards the academy’s aims by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are aware of their responsibilities in taking reasonable care for their own safety and that of others;
- Being good role models;
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others;
- Providing opportunities to discuss appropriate health and safety issues;
- Displaying, and adhering to the “Golden Rules for Keeping us Safe in the Classroom” document (as well as associated document for use in the school hall).

Children work towards the aims of the academy 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 those codes of practice
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the aims of the academy by:

- Ensuring that children attend school in good health (see Attendance Policy);
- Providing prompt messages (text message/telephone message) to explain all absences;
- Providing support for the discipline within the academy and for the teachers’ role;
- Ensuring early contact with the academy to discuss matters concerning the health and safety of their children and others;

- Allowing children to take increasing personal and social responsibility as they progress throughout the academy;
- Accepting responsibility for the conduct of their children at all times;
- Ensuring the academy has up to date contact addresses and telephone numbers so that parents can be contacted quickly in emergencies.

Procedures

We endeavour to ensure involvement in all members of the school community by:

- Offers of training for all members of the academy;
- Governor training;
- Frank and open debate about health and safety issues at staff meetings and Governors meetings.

For providing children with opportunities to discuss health and safety issues we will arrange:

- A programme of Personal, Health and Social Education designed to promote mutual respect, self discipline and social responsibility (see PHSE Policy statement);
- The compilation of sets of rules and codes of conduct which are reinforced at regular intervals (see “Golden Rules for Keeping us Safe in the Classroom (Hall)”).

For accident prevention, reporting and investigation we will ensure:

- Vigilance by all staff and children to spot potential causes of accidents and taking action to prevent these where possible;
- Promptness in reporting any potential hazards to the Principal;
- Immediate response to such reports involving investigation and rectification of the hazard;
- Reporting all accidents to the Principal;
- Recording all accidents in the accident book, which is located in the disabled toilet area;
- Any major accidents to be recorded on the child’s personal file on the database;
- Prompt investigation of all accidents by the Principal in order to establish cause and adopt remedial measures;
- Any near misses to be reported to the Principal, who will contact the appropriate departments as necessary.

For reporting infectious diseases (section 15)

- Any infectious diseases (or suspected) are to be reported to the Principal
- The person responsible for notifying the Multi Academy Trust of any notifiable disease is the Principal.

First Aid provision includes:

- The use of hygienic first aid practices by all staff, reinforced at a staff meeting early in each new school year, and through other relevant training;
- The presence of a trained first aid officer in the academy. Four members of our current staff are certified first aiders;
- Basic paediatric first aid training offered to all school staff;

- Provision of a fully stocked first aid cupboard, located in the disabled toilet area. This cupboard is maintained by the trained first aiders, and a list of its contents are displayed alongside it;
- Lunchtime supervisors have first aid bags with them at all times whilst on duty;
- Parents are to be informed of any injury by telephone or letter at the end of the school day;
- All head injuries to be reported to the parent and Principal;
- Summoning an ambulance when necessary by a responsible adult. If the academy is unable to contact a parent or an alternative nominated responsible person, a member of staff will accompany the child to hospital.

For coping with special medical conditions we will provide for, and include: (with reference to LA guidance)

- The use of hygienic first aid practices by all staff;
- Regular liaison with school nurse agencies;
- Informing all staff about any special medical conditions of all children in the academy and about what response may be required in an emergency – displayed on the SEN notice board in the staffroom;
- A Policy on administering medicines to pupils and statement in the school prospectus outlining the academy's policy on administering medicines to pupils;
- A statement on medicines in school which outlines their storage and accessibility.

In order to ensure safety within the curriculum we will include:

- A statement about health and safety within each curriculum policy (when appropriate) which identifies potential problems specific to that subject;
- Adherence to the school's practices and procedures when taking children out of school on trips and visits – monitored by the Educational Visits Coordinator;
- Training children to use tools and other equipment safely;
- Regulations on what to wear for school including a statement on the wearing of jewellery during any physical activity.

For ensuring personal hygiene we include:

- Encouragement of a high standard of personal hygiene for all staff and children;
- Hand gel dispensers around the school, and tissues provided in each classroom;
- Children encouraged to wash their hands after using the toilet, before eating food and before cooking/baking activities;
- Coverage of menstruation in the programme of PHSE for Year 6 children;
- Maintenance of a stock of sanitary towels by the First Aiders;
- Provision of sanitary disposal equipment in the ladies' bathroom and the upper junior girls' toilet which is regularly serviced by an external contractor.

For ensuring food and drink hygiene we will include:

- Regular inspections of water fountains;
- Anti bacterial gel dispensers in Dining area for children to use before eating;
- A rigidly enforced code of practice for hygiene in the school kitchen.

We endeavour to provide healthy food choices by the inclusion of:

- A school meals service which offers a carefully balanced diet;
- Participation in the KS1 free fruit into school scheme (when available);
- Encouragement that parents of children who bring a packed lunch try to make it healthy and well balanced;
- Topics within the Science and PHSE/Citizenship programmes which include the study of diet.

Fire precautions include:

- A set of written regulations for emergency evacuations including the Fire Service “Call Challenge” procedures;
- All classes to display fire drill notice;
- A termly fire drill reported in the fire safety log book;
- Weekly checks of fire alarms on a rolling basis (carried out and logged by the Site Manager);
- Periodic checks of equipment, procedures and exits by the local fire brigade and maintenance officers.

The use and control of substances hazardous to health includes:

- All substances in school comply with COSHH regulations;
- Storage of such substances, clearly labelled, in the Site Manager’s office, which is not accessible to children or parents;
- No member of staff to bring in any substance which may be considered hazardous without first checking with the Site Manager that it complies with COSHH;
- The wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

Electrical safety includes:

- Careful siting of equipment to avoid trailing leads or other hazards;
- Regular checks by an approved electrical safety provider on all electrical installations and equipment;
- All children are taught safe handling of electrical equipment through lessons in ICT and Science;
- Switching off appliances at the end of each day (double checked by the Site Manager) – unless instructed otherwise, e.g. some computer appliances.

Staff should never use their privately owned equipment in school. Staff must not, under any circumstances, carry out repairs or alterations.

For ensuring road safety we include:

- Regular reminders in assemblies and in class time about road safety;
- Regular items in the Newsletter about parking and road safety.

For ensuring safety within the playground we include:

- Conscientious supervision of the playground involving two members of Teaching staff at each playtime and ensuring an appropriate ratio of Lunchtime Supervisors to children on duty at dinner times;

- School rules about playground behaviour designed to maximise playground safety.

We will endeavour to promote a safe physical environment by:

- The completion of risk assessments concerning all visitors to school such as contractors, who will be made aware of expected safe practices by the Site Manager;
- The provision of furniture of the appropriate height for each year group and storage of items in suitable containers at a height appropriate to the user;
- A No Dogs Policy in all areas of the school grounds, advertised by the use of suitable notices, guide dogs excepted;
- Teaching children to dispose of rubbish appropriately;
- The involvement of children, parents and Governors in developments to the school environment;
- A variety of security measures including burglar and fire alarm systems;
- The controlled use of CCTV equipment.

Appendices

The following are filed in the Health and Safety folder, which is kept in the Site Manager's office:-

- Organisation & Arrangements for Health & Safety at Work;
- Asbestos Management Policy;
- First Aid Box Contents;
- Guidelines for work with contractors;
- Implementation Procedures for the Safe Handling, Treatment and Disposal of Body Fluids.

Housekeeping/Safe Classrooms

Individuals shall be responsible for ensuring good housekeeping and safe practices in their own work areas (see appropriate risk assessment form/"Golden Rules for Keeping us Safe").

Risk Assessment

The person responsible for coordination and recording of risk assessment procedures will be the Principal.

Risk assessments should be reviewed and carried out according to the Risk Assessment programme.

Completed risk assessments are kept in the Premises Log Book/Health and Safety file in the Site Manager's office. Where possible these forms are completed electronically and sent to the relevant department at Sandwell LA on request.

COVID-19

A national pandemic was declared by the government on Monday 16th March 2020. During this time school was only open to key worker/ venerable children.

The government announced that children in reception, year 1 and year 6 will be returning from Monday 1st June 2020. A separate school risk assessment has been carried out and submitted to all staff and LAC.

Offsite visits and Onsite activities

- All visits and journeys will comply with the Educational Visits Policy, ensuring that all aspects relating to the safety of staff and pupils are evaluated;
- Completed risk assessments for Educational Visits and Offsite activities are filed in year group folders located in the staffroom;
- Risk assessments for onsite activities, such as after school clubs, are held by the Extended Day Coordinator;
- Copies of the Breakfast Club and After School Club risk assessments are held by the Admin staff.

Monitoring and Evaluation

The above policy and practices will be reviewed regularly by a representative group of members of the academy in the light of the changing needs of the academy and health and safety issues raised.

Inspections will be carried out twice-yearly by the Governing Body's Health and Safety committee, with the Site Manager.

They will report their findings and recommendations to the Governing Body.