



## Health and Safety Policy

### Introduction

The purpose of this policy is to further our aim to provide a secure, safe, healthy and pleasant working environment for all pupils, staff and visitors to the school. The Governing Body, together with the LA, take responsibility for protecting the health and safety for everyone in school and we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community. All staff and governors have contributed to this policy, which is based on the LA's model. The content has also been influenced by guidance from the DCSF and the Health and Safety Executive.

This policy should be read in conjunction with the curriculum policy, subject policies, and the policies for lettings, nutritional standards, drugs, child protection, behaviour and discipline and school visits.

### Roles and responsibilities

The **Headteacher** is responsible for ensuring that all health and safety procedures are followed. They will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- Staff, pupils and others are encouraged to promote health and safety
- Risk assessments are carried out for activities on and off the school site
- LA and DCSF guidance is followed for all school trips and visits, through the Evolve system
- All defects and/or hazards are made safe in a time scale commensurate with the risk they pose
- Specialist advice is sought as and when necessary
- A log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

The **Governing Body** will:

- Promote high standards of health and safety within the school



- Assign responsibilities, including designating a governor for health and safety
- Establish a link governor for health and safety
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities
- Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- Evaluate the measures taken to minimise or eliminate risks or hazards
- Ensure that there is a designated space for medical treatment and for caring for sick or injured pupils during the school day (medical room)
- Ensure that contractors are aware of their duty to arrange insurance cover for their activities
- Take all reasonable steps to ensure that the principal person in charge of contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)
- Review this policy and update it annually.

All **staff** will:

- Be familiar with the health and safety policy and all safety regulations laid down by the Governing Body
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not
- Only use equipment that they are competent to use
- Follow instructions when using any machinery, equipment, dangerous substance or safety device
- Take an active interest in promoting health and safety and suggest ways of reducing risks

All **pupils and visitors** to the school will be expected to take reasonable care of their own health and safety and that of others who may be affected by their actions.

## Health and the Curriculum



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We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum, e.g. handling equipment safely and avoiding accidents.

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 design technology, where children learn about healthy eating and hygiene. We also teach them how to move and play safely in PE lessons.

Our school promotes a healthy lifestyle. As sweets damage children's teeth, we do not allow sweets to be eaten in school. Fruit is available through the 5-a-day scheme and Milk in School is available for sale to children at break-time. Fresh water is freely available for staff and drinking fountains available in the cloakroom areas for children as well as water bottles in the classrooms.

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We ensure that all menus provided meet the required nutritional standards. If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

### **Safety of Children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, staff will do all they can to aid the child concerned. We keep a first aid box in the staff room in addition to a mobile box for use at break-times. Where possible, all staff are trained in first aid and listed in the staffroom. Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, a member of staff will telephone for emergency assistance.

We record all incidents involving injury in the school log, and we inform parents where necessary. Should a child be quite seriously hurt, or we consider it necessary to seek the views of parents, contact is made through the details they have provided.



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Information is sought from parents about any medical needs on admission to school. Medicines are not usually administered during the school day, other than asthma preventative treatment. Exceptions may be applicable in exceptional circumstances. All medicines must be booked in to school via the school office. Only prescribed medicines, labelled with correct administration details may be administered in school.

### **Safety on the Premises**

While it is difficult to make the school site totally secure, we do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors / contractors to the school 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, s/he will contact the police. It is the responsibility of all staff to question the presence of unknown adults in school.

The school undertakes a termly fire drill to monitor procedures in the event of a fire. A critical incident management plan has been put in place by the Governing Body for a serious emergency. It is the responsibility of all staff to report hazards relating to the building to the Headteacher. Safety inspections are carried out regularly in accordance with the advice provided by the LA. A record of statutory safety inspections and tests is kept in the school office.

Deliveries to school will usually be moved by the site officer who has portering duties assigned.

All litter generated by the pupils is deposited in the bin or recycling bin as appropriate. Litter blown onto the site is generally collected and disposed of by the caretaker, or by staff using appropriate safety equipment. Waste management is the responsibility of the site officer together with the Headteacher and company employed for waste disposal in our school.

### **Smoking**

The school building and site is a no-smoking area. Appropriate signs are displayed throughout the site.



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## **Seat belts**

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

## **Theft or Violent Incident**

The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident log file located in the Headteacher office.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

## **Arrangements for Monitoring and Evaluation**

The Governing Body has a named governor with responsibility for health and safety matters. It is this governor's responsibility where possible to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The Governing Body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment. In addition, full risk assessments are made by staff for school activities, including off-site visits. The Evolve system used to log and receive LA permission to travel.

Training in risk assessment is carried out as part of staff induction and by external agencies when possible. The Headteacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Headteacher conducts weekly site and building assessments with the caretaker and a report is generated that it used to inform Governors on a termly basis. The report addresses hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The Governing Body evaluates those outcomes and considers whether any further action should be recommended.

## **Appendices (available in school):**



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- Risk Assessments
- Evolve Documentation
- Health and Safety Risk Assessment form

Risk assessments are collated and held in the school office. Copies of risk assessments for school visits are kept in the main office in the Evolve File.



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## Appendix 1:

### Risk Assessment

To measure risk in school we use the Croners system for risk assessment. This is based on realistic management of safety using the 4Cs, as follows:

- Competence - experience, education
- Control - control measures, who is responsible for control measures
- Communication - why, what, when, who, where
- Co-operation - who needs to be involved to ensure the venture is a success

Training in risk assessment is provided for all staff as required. Risk assessments are carried out as required by the appropriate person for each area or activity.

The stages of risk assessment and risk management in school:

1. Consider all tasks, activities and situations.
2. Identify the hazards that are, or may be, involved.
3. Identify those who may be exposed to the hazards, including those particularly at risk.
4. Analyse the severity and likelihood of exposure and loss from hazards.
5. Determine whether existing measures adequately control the hazard.
6. Assess the risks and decide on the risk levels.
7. Consider appropriate and suitable measures that may eliminate or reduce risk in line with the basic principles of risk control.
8. Implement the risk control measures.
9. Ensure control measures are communicated fully to staff.
10. Monitor the measures for suitability and effectiveness.
11. Review and introduce any corrective actions.
12. The completed forms are filed in the office in the risk assessment file.

On educational visits the LA Educational Visits guidance is followed and Evolve documentation completed. Prior to each visit a relevant risk assessment is made. Previous risk assessments are filed in the office in the risk assessment file. Where

a visit is made regularly (e.g. weekly swimming) the teacher in charge will ensure there is a risk assessment in place and will review it annually or as required.



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## Health & Safety Risk Assessment

Site/ Date

Area Risk Assessment

Task / Activity

Hazards Associated with the Task/Activity

Hazardous Events (worst case scenario)

*Li Se Ra Control Measures And Actions*

*Likelihood - 1 = very unlikely, 2 = unlikely, 4 = may happen, 6 = likely, 8 = very likely, 10 = certain or imminent.*

*Severity - 1 = delay only, 2 = minor injury, minor damage, 4 = lost time injury, illness, damage, 6 = major injury, disabling illness, major damage, 8 = single death, 10 = multiple death.*

*When A Risk Ranking Attains/Exceeds 16 A Further Specific Risk Assessment Or Safe System Of Work/Safety Procedure Becomes Necessary!*

*SIGNATURE OF ASSESSOR*

*HEADTEACHER'S SIGNATURE*

*REVIEW DATE*

*key Li = likelihood of risk . Se = Severity . Ra = Risk ranking.  
The risk ranking is the likelihood multiplied by the severity*

*Notes:*



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