

Arden Primary School

Arden is a safe and creative environment: a happy, positive, vibrant and forward-thinking community where each child and adult is valued and able to learn play and achieve.

Health and Safety Policy

SECTION 1.

General

The Governing Body of Arden Primary School notes the provisions of the Health and Safety at Work Act 1974. It accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It will do this by identifying and reducing hazards to a minimum but all staff, pupils and visitors must appreciate that they contribute to their own health and safety by their actions whilst on school premises or participating in school-sponsored activities.

The aim of the governing body is to provide a healthy and safe working and learning environment for staff, pupils and visitors.

The Duties of the Governing Body

The Governing Body, in consultation with the Head, will:

- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy
- Carry out risk assessment procedures as appropriate.
- Monitor the standard of health and safety throughout the school by undertaking health and safety inspections.
- Select the most appropriate means of minimising risk to staff, pupils and others.
- Encourage staff, pupils and others to promote health and safety.

In particular the Governing Body undertakes to provide:

- A safe place for staff and pupils to work.
- Resources, equipment and systems of work, which are safe.
- Appropriate arrangements for the safe handling of equipment.

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- Healthy and safe working conditions
- Adequate and relevant training and supervision for staff and pupils.
- Appropriate first aid and welfare provision.

The Duties of all Members of Staff

All staff should:

- Take reasonable care of their own health and safety whilst at work.
- Be familiar with the Health and Safety Policy as laid down by the Governing Body.
- Wear their personal identity badge.
- **See that equipment is in good and safe working order.**
- Ensure that both staff and pupils are applying all health and safety regulations, rules, routines and procedures.
- Use the correct equipment and tools for the job in hand.
- Ensure that any toxic or hazardous substances are correctly used, stored and labelled.
- **Report any possible hazards**, which they may see around the school site.
- Take an interest in promoting health and safety and suggest ways of reducing risks.

When putting up displays that require a member of to leave ground level, all staff **MUST:**

- **Use a kick stool or stepladder, NOT A CHAIR, THE TABLE OR A WORK SURFACE.**
- **Get a partner (another adult) to assist you.**
- **Put the display up when no children are in class/school.**
- **Use a staple remover (not scissors or a knife), a staple gun/drawing pins/blue tac.**
- **Notify the Head teacher, the Health and Safety representative or the BSS if you feel it is unsafe for you to dress a display board.**

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When lifting and carrying/transporting equipment, all staff **MUST** take the utmost care, and make sure:

- You have been trained on how to lift items correctly.
- Boxes are not overloaded
- A trolley is used when you feel it is necessary.
- The lift is used when you feel it is necessary. (Keys in the office).
- You summon help to lift/move and transport heavy items
- Children are not asked to lift or carry heavy items anywhere in school.

Although all electrical items owned and used by the school is checked on an annual basis, when using electrical items in school you must:

- Report any suspect/defective wiring to the ICT Coordinator.
- Make sure that electrical goods brought from home have been checked before use.
- Extension leads and wires are not in a position so as to create a hazard.
- Children are supervised when using electrical equipment.
- Children are supervised when asked to plug and unplug electrical equipment.

In addition to the above, **members of staff with areas of responsibility** will be directly responsible to the Head or person nominated by the Head **for the implementation and operation of the school's health and safety policy within their given area. Reference to health and safety routines and procedures must be included in curriculum school policies where applicable. If in doubt, please speak to the Head teacher.**

(For further advice about the safe use of ICT/AVA hardware, and safe practice in other curriculum areas, see the relevant section in the red folder 'Safe Practice, Risk Assessment', in the head teacher's office).

SECTION 2.

Routines and Procedures

First Aid

If in doubt treat any injuries and accidents as serious and send to the office for help or advice. Do not try to move the casualty.

In the case of an emergency where a child is being sent to summon help, the child should be sent with the **Orange Emergency Cards** that are located in all classes, working and public areas of the school.

If there is an accident at playtime, send child to first aid station. Either the teacher organising the playtime or Helen Ryan (office) will supervise (Senior Dinner Supervisor if dinnertime). There are also Yr.6/5 children who act as first aid monitors. All injuries, however minor they may seem, should be recorded in the school accident book.

If there is an accident in the classroom please send child to first aid station with a partner to notify the office.

If a child is so unwell during lesson time that you feel they need some attention or need to go home please contact the office. As a general rule we try to avoid sending children home if we possible can.

If a child bumps their head whether in class, during playtime or lunchtime a 'bumped head' letter is always necessary. It will be signed and given either to the child or to the class teacher to give to parents or whoever collects the child.

If an accident requires hospital treatment then a yellow form (LCA 104) must be completed as well as being logged in the school accident book. Forms are in the school office.

Any injuries to members of staff should be logged in the accident book (B1 510) kept in the office.

Fire Drills

Fire practices generally take place every half term. The aim is obviously to minimise loss, injury and danger to life in the event of a major incident.

In the event of the bells sounding class teachers should take their class immediately to the appropriate mark in the playground. The children should move calmly and quietly. The registers will then be called.

Safety Inspections

Safety inspections involve a tour of the school site by Head, teacher representative and B.S.S. The aim is to highlight any possible hazards or dangers around the school and to discuss any action that may be needed to eliminate or reduce the danger.

These generally take place once a term.

Risk Assessment

There are three main areas to risk assessment. They are:

- a) General risk assessment- this will be covered during the termly health and safety tour.
- b) Risk assessment of manual handling.
- c) Risk assessment of equipment.

(b) and (c) above will be included in the safety inspection reports as will a record of any action taken.

VISITORS

All visitors to school must be signed in and given a badge which they should be asked to wear at all times. Staff who see an unfamiliar person not wearing a visitor's badge have the right to challenge that person. (See Visitors Policy).

Children leaving school premises

Children can only be allowed to leave school premises during school hours if a responsible adult collects them, and the necessary authorisation slip has been completed. A child must only be allowed to leave class on production of this slip by the adult. If a parent or other adult comes straight to class please direct them to the office to get authorisation.

School Visits

All proposed visits outside school must be confirmed with the Head teacher.

When planning a visit please use the school's checklist and pay particular attention to the numbers of adults needed in order to have a safe and successful trip. (Forms in the school office/See EVC).

Supervision

During the school day teachers are 'in loco parentis'. The law interprets this as acting as a caring parent.

Please bear in mind the following points:

- No child should be allowed to stay in at playtimes unsupervised.
- No child should be put outside a classroom unsupervised as a punishment.
- Children should not be kept back as a punishment after 3.30pm.
- Classes should not be left unsupervised even for the shortest of times. In an emergency always inform another teacher and ask them to be responsible until you return.
- Do not send a child to sit outside the Head teacher's room unless the Head knows they are there. Get the child to report to the office first.

Child Protection

If any member of staff has any suspicions regarding non-accidental injury or abuse of any kind they must report this to the Head teacher.

SECTION 3.

Health and Safety procedures during lunchtime

The Catering Supervisor

The catering supervisor is responsible for ensuring:

- That both staff and pupils are applying all health and safety regulations, rules, routines and procedures stipulated by Cityserve Health and Safety Training Manual (Birmingham City Council) and the school.

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- That the Deputy cook and the general assistants receive the required health and safety training.
- That the Senior Lunchtime Supervisor, and other supervising staff receive training regarding 'Safe System of Work' (cleaning dining rooms/dealing with spillages).
- Absences are reported to the school office and/or Head teacher as soon as possible.

The Senior Lunchtime Supervisor

The senior lunchtime supervisor is responsible for:

- Ensuring the safe supervision of all lunchtime supervisors and pupils.
- All health and safety regulations, rules, routines and procedures are clearly understood and followed.
- That an updated copy of the 'Dinner Supervisors' Handbook' is disseminated to all supervisors.
- Induction and training regarding 'Safe System of Work' (cleaning dining rooms/dealing with spillages) is given to all new supervisors.
- Absences are reported to the school office and/or Head teacher as soon as possible.

SECTION 4.

Safety Checklist

Daily:

Survey of site	BSS
Staff absence/early am duty	Head
Any change in playground duty	Organiser
Any dangers in classrooms	Class teacher

September

Fire extinguishers/safety notices	BSS
First aid stock for teachers	Office cupboard
Stocks of all safety letters etc.	Office
All staff have updated medical details of new class and details of those children who must only be collected by certain people.	Senco/office staff.
Training of first aid monitors	Assistant Head (PSHE coordinator).

Termly

P.E equipment checked	Post holder
Science equipment checked	Post holder
DT equipment checked	Post holder

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IT/AVA equipment checked	Post holder
Duty rotas organised	S.M Team
Health and Safety Inspection	Head/BSS/Rep (S.M. Fox)

Annually

Fire extinguisher	Walker
Fire alarm	ADT
Burglar alarm	ADT
Electrical equipment	S. Read

RELATED POLICIES/LITERATURE: Related school policies/literature-

P.E.POLICY
SCIENCE POLICY
ICT POLICY
MEDICINE POLICY
VISITORS POLICY
NO SMOKING POLICY
ED VISIT POLICY
ANTI-BULLYING POLICY
PSHE POLICY
CHILD PROTECTION POLICY
BEHAVIOUR POLICY
Lunchtime Supervisor Hand Book