



HEALTH AND SAFETY POLICY

Who is this policy for?	All members of staff, cover staff and volunteers
Date of this review:	November 2022
Date of next review:	November 2024
Who is responsible for monitoring and evaluating this policy?	Head teacher
Signed of Date: Governing Body	October 2022

This policy should be read in conjunction with: Behaviour Management Policy, Capability policy and Procedure, Complaints Procedure, Exclusion Policy, Food Hygiene Policy, Fire Safety Policy, Late Arrival and Early Leaving Policy, Managing the Administration of Medication and PEG/Gastronomy Feeds, Manual Handling Policy, Physical Contact Policy and Intimate Care Policy and Procedure, Risk Assessment Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, Safety of children and adults on educational visits, Security and Lockdown Policy, Sleeping Children Policy and Procedure, Sickness, First aid and Emergency Procedures and Whistleblowing Policy and uncollected child policy.

Health and safety is a vital consideration for ensuring the safety of our working practices. We will take all reasonable steps to provide a safe and caring environment for pupils, staff and visitors

Our aims for Health and Safety are to:

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

Principles

The establishment of a healthy and safe environment is an essential pre-requisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the cooperation of all pupils and adults.

Responsibilities of all staff



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

The governors and Head Teacher work towards promoting a safe environment by:

- Ensuring that safe work practices and procedures are applied within the school
- Regular review 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 and other relevant codes of practice and legislation
- Facilitating safety training for all 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 firefighting equipment is available and maintained

The Deputy Head works towards our health and safety aims by:

- Taking responsibility for the day-to-day operations of the Health and Safety policy – Pupil related areas

The Site Manager works towards our health and safety aims by:

- Taking responsibility for the day-to-day operations of the Health and Safety policy – Building related areas

Teachers and TAs work towards our health and safety aims by:

- Promoting a spirit of safety consciousness amongst pupils, 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 pupils are not allowed to jeopardise their own safety or that of others



- Providing opportunities for pupils to discuss appropriate health and safety issues
- To make sure that risk assessments are carried out before any off-site visits

Pupils work towards our health and safety aims by:

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

Parents work towards our health and safety aims by:

- Ensuring that their children attend school in good health
- Providing prompt notes/phone calls to explain all absences
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others
- Allowing their children to take increased personal and social responsibility as they progress throughout school
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies

The Deputy Head is responsible to the Head Teacher for:

- 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.
- Maintaining a high standard of housekeeping.
- Reporting to the site manager any problem with faulty equipment, or imminent danger associated with her responsibilities, as soon as it is practicable to do so.
- Carrying out daily risk assessments, and ensuring that each class teacher risk assesses her class daily.
- Carrying out termly 'what if' risk assessments of the school and playgrounds.

The site manager will ensure that:

- Ensuring, so far as is reasonably practicable, that health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that all waste materials from the school are disposed of appropriately.
- Maintaining a clean and effective boiler.

Procedures:

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



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

- A PHSE curriculum throughout the school.
- Kodesh and secular topic cycles throughout the school, which cover health and safety issues such as safety around cleaning materials used for Pesach cleaning.
- In addition, our 14-19 curriculum contains a life skills programme designed to promote self-discipline and health and safety at home, school and in the work place.

For accident prevention, reporting and investigation we have:

- Risk assessments formulated and regularly reviewed
- Vigilance by all staff and pupils to recognise potential causes of accidents and to take action to prevent these where possible
- Promptness in reporting potential hazards to the Deputy Head and immediate response to such reports. (See Appendix 1 for example of a Health and Safety Reporting Form. These should be obtained from the front office.)
- Reporting all accidents to the Deputy Head and a note made in the accident book
- Prompt investigation of all accidents by the Deputy Head in order to establish cause and adopt remedial measures

Accident and Incident Books

All accidents/incidents should be reported to the Deputy Head immediately. Adult accidents have their own reporting form. Accidents that happen to pupils should be reported in our own form and then, depending on the event; a copy of the form will be sent back to parents for their signature, parent will be phoned at home or incident will be recorded internally. When a signed form is returned, a sheet is then stapled to the original sheet. Accident books are kept with the Deputy Head.

RIDDOR (see Sickness, 1st aid Emergency Health Procedure)

For First Aid provision we have:

- Recognised first aiders and Paediatric first aiders in school
- Provision of fully stocked first aid boxes in the Deputy Head's Office and in the medical room
- Notification to parents on the appropriate form
- Appropriate recording forms of any accident sustained by a member of staff or volunteer
- Summoning of an ambulance where necessary by any responsible adult and arrangements for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a senior member of staff will accompany the pupil to hospital.



- A list of first aiders is kept in each classroom, the main kitchen, mechina and reception block.
- When a pupil has an 'Emergency procedures' protocol, these will be found in their classroom, main office, manager's office, gym and OT room.

For fire precautions we have:

See our Fire Policy.

For the use and control of substances hazardous to health we have:

- Storage of such substances clearly labelled, locked and not accessible to pupils
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary
- CoSHH on each item is collected.

For electrical safety we have:

- Careful siting of equipment to avoid trailing leads
- Annual PAT testing on all portable electrical equipment by liaison at Head Office.
- Annual fixed electrical equipment testing by approved contractor.

For coping with special medical conditions we have:

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of pupils in school and about what response may be required in an emergency
- A risk assessment/emergency procedure for each pupil
- A requirement that all medicines brought into school must be clearly labelled with the pupil's name and appropriate dosage and frequency of dosage and kept in the locked cupboard in the Deputy Head's office and signed consent.
- For administering medication, please see Managing Administration of Medication Policy
- Controlled drugs are kept in a controlled drugs safe.

For ensuring safety during cooking we have:

Please also see Food Hygiene Policy

- A rule that cookers should not be used without essential fire precautions being immediately available, for example, fire blankets, fire extinguishers
- Staff ensuring that pupils receive instructions and on the job training to enable them to be safe during a cooking activity
- Suitable staff/pupil ratios maintained when cooking
- No over-crowding in kitchen areas



For ensuring personal hygiene we have:

- Encouragement of a high standard of personal hygiene. This involves teaching all pupils to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this

For ensuring playground safety we have:

- School rules about playground behaviour designed to maximise playground safety and conscientious supervision of playgrounds
- Regular inspection and maintenance of playgrounds

For pregnant members of staff and nursing mothers we have:

- Risk assessments to ensure that staff members are not exposed to any significant risk

For safe stacking and storage, we ensure:

- That equipment be stored at an appropriate level and position relative to its height, weight and bulk.
- That items are not left in corridors
- That items are not stacked on top of cupboards or radiators
- That floor areas should be kept clear

For preventing slips, trips and falls we have:

- A reporting procedure where any conditions considered hazardous are reported immediately to the Deputy Head, e.g. uneven surfaces, holes, wet, slippery surfaces.

For supervision of pupils we have:

Please see Behaviour Management Policy and Uncollected Child Policy

- A stipulation that no pupil should be left alone in a classroom, therapy room, or left alone when they are off-site.