



St Saviour's School

Health and Safety Policy



Updated September 2018

General Statement of Policy

The school accepts delegated responsibility for arrangements to secure the health, safety and welfare of people at work from the Department for Children, Young People, Education and Skills (CYPES) , and to provide all necessary information, instruction, training and supervision required for this purpose.

We also accept responsibility for the health and safety of other people who may be affected by our activities, and aim to ensure that staff and pupils work together to secure an environment which is safe and without risks to health.

In order to ensure that the policy is effective, it will be monitored and reviewed annually by the HT and Health and Safety Committee. This will be done using the following information:-

- feedback from the visiting advisor for Health and Safety who will review risk assessment with the Health and Safety committee, including the Headteacher,
- feedback from the Health and Safety committee,
- review of classroom checklists,
- review of visiting contractors checklists,
- review of Accident/near miss log,
- reports from JPH and safety inspections.

Responsibilities

Headteacher:

The Headteacher has a duty to protect people at work, contractors, visitors and members of the public who work in or visit the school area.

The Headteacher is responsible:-

- for ensuring that the policies are understood by all staff and that appropriate training takes place at regular intervals
- for ensuring that the policy is monitored and reviewed
- for ensuring that all equipment, apparatus and materials are safe for use and that the Health and Safety staff at the Department for Children, Young People, Education and Skills (CYPES) have their attention drawn to any matter that cannot be dealt with locally
- for ensuring that any potential hazards are brought to the attention of JPH or the Department for Children, Young People, Education and Skills (CYPES) .
- for ensuring that only approved contractors are used to carry out repairs to the school premises,

Individual Staff Members

Each person has a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts at work, to use properly any equipment or materials provided for use, and to co-operate fully to enable the discharge of employer's duties under the Health and Safety at Work Act.

Individual Teaching Staff

Each teacher is responsible for ensuring that their area of control and responsibility conforms to the necessary health and safety rules, thus ensuring their own safety and that of all who come into contact, including pupils, colleagues, visitors and contractors.

School Secretary and Caretaker

The school secretary and caretaker are responsible:

- For maintaining a summary of the maintenance contracts that the school are involved in and monitoring the progress of these. (Red File)
- for ensuring that all visitors are identified and sign in/out
- for ensuring that workstation assessment is completed for the admin computer staff

Contract Cleaners

The responsibility of training and maintaining health and safety standards with contract cleaners lies with the company employing them. The caretaker regularly liaises with the company representative.

Rules and Regulations

Each person must ensure:-

- codes of practice or statutory requirements are observed and practised within their area of responsibility, and that statutory notices are displayed
- that regular risk assessments are carried out using the checklist available, and any problems brought to the immediate attention of a member of the Health and Safety Committee)

Equipment and Materials

Each person must ensure that all equipment and materials used in their areas of responsibility are safe to use and marked when appropriate with warning signs, used in accordance with manufacturers' instructions and any other instructions issued by the Department for Children, Young People, Education and Skills (CYPES) .

Any shortcomings in the provisions made for the storage and use of inherently dangerous materials are to be brought to the attention of the Headteacher. All COSHH materials are stored in a labelled COSHH store cupboard.

Refer to CLEAPS for specific Science and DT based Health and Safety advice.

Protective Clothing and Equipment

Each person must ensure that there is an adequate supply of protective clothing and equipment available for themselves, others working with them and pupils. Any shortcomings should be brought to the attention of the Headteacher. Refer to CLEAPS for specific Science and DT based Health and Safety advice.

Risk Assessment

Each person should be constantly aware of hazards. Risk assessment is an ongoing process and everyone identified is responsible for ensuring that new hazards are identified and actions taken to eliminate or control them. **The aim is to ensure that no one is hurt or made ill by coming to our school. There are a number of generic risk assessments for the site which are reviewed regularly and updated annually by the Health and Safety Committee.**

Risk Assessments for school visits are required to be submitted to the Headteacher at least one week prior to the scheduled trip. Any necessary adjustments can then be made prior to the visit taking place. Additional risk assessments from activities or places visited are to be attached to the school RA. Upon returning from the visit an evaluation is completed and the RA given to the Headteacher for filing.

Training

Opportunities will be provided for specific training for health and safety within the school's overall development plan priorities. New staff, including supply and temporary staff will be

given appropriate training and records will be kept to assist with monitoring and identification of staff training needs. The use of online training through Virtual College and the logging of training on this supports an up to date accurate record of staff training.

Support

We will ensure that advice and support is obtained from the Department for Children, Young People, Education and Skills (CYPES) .

Information

The Headteacher maintains and will keep updated files which are available to all staff consisting of all policy documents and forms. These files are accessible in the main school office. Any member of staff has the right to take up an issue on health and safety with his/her immediate line manager or with the Headteacher / Deputy Headteacher.

Arrangements/Procedures

First Aid

The nominated members of staff are responsible for first aid to ensure that:-

- first aid boxes are equipped with the approved contents, checked and replenished as often as required, but not less than once a term (Class teachers are responsible for class boxes, playground and visits medical kits will be checked by the Lead First Aider)
- revalidation of qualifications, ie. certificates of resuscitation or first aid certificates takes place as required

Accidents

Staff should report all accidents and near misses. The detailed procedure to be followed is available in the Health and Safety policies file in the school office. In addition, details are to be recorded in the accident/near miss log in order to assist with risk assessment and accident prevention. The accident/near miss log is stored digitally on the Teacher's Sensitive Shared drive. Accident forms for pupils and staff are kept on their SIMS individual file. Reports can be run from SIMS to monitor accidents by pupil or type. Serious accidents are reported to the Department for Children, Young People, Education and Skills (CYPES) via an online reporting system.

Parents MUST always be informed when a child has received first aid by a first aider.

Administration of medicines

Staff are not obliged to dispense medicines and the full school and Department for Children, Young People, Education and Skills (CYPES) policy on this should be referred to.

Staff administering medicine should be aware of the requirements and use the appropriate forms in the school office – this will normally be covered by the School Secretary.

Appropriate storage facilities are to be used and training given regarding children with particular conditions. The school nurse or child's GP can assist in these cases. Staff responsible are to be given information about children with particular medical needs and training to assist them in dealing supporting these pupils. Any pupil requiring any additional support for medical needs must have a care plan formulated by the school nurse/GP/Paediatrician, any other involved medical professionals, parents, the Headteacher and class teacher.

Fire and other Emergencies

All staff must ensure that they fully understand the procedures in the emergency evacuation plan and are aware of their own individual roles.

The Caretaker is responsible is to ensure:

- that notices detailing information regarding the fire or other emergency alarms and drills are recorded in the H+S file monthly.
- that all fire-fighting equipment is inspected annually and appropriate entries are made in the log book

Contractors

When contractors are engaged to work in the school the Headteacher/Caretaker will liaise with the contractor or his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards that might be present (for example dangerous chemicals, asbestos, corrosive materials) and of any temporary rules that will apply during the contractor's presence on the premises.

The Headteacher must ensure that any temporary rules, such as exclusion from premises, are made known to all staff, pupils and students, parents, and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor in consultation with the Headteacher. The Headteacher will consult the Department for Children, Young People, Education and Skills (CYPES) and Jersey Property Holdings, for any additional guidance on these matters.

All contractors must report to the Headteacher before any work takes place, and the Caretaker prior to each working session.

Smoking

In the interests of the health and safety of all staff and pupils a No Smoking policy is in operation throughout the school and it's grounds.

Lone Working

Please ensure that someone knows where you are if you plan on working in school alone and keep your mobile phone with you at all times. Refer to Department for Children, Young People, Education and Skills (CYPES) Lone Worker Policy. **All staff are required to sign in and out when working in the building outside of usual working hours.**

Waste Disposal

At the end of the day all waste paper bins are emptied into refuse sacks and placed in the wheelie bin. Broken glass is disposed of in the glass bin.

Road Safety/Traffic problems at arrival and departure times

The parents park in the vicinity surrounding the school at the start and end of the day and are not permitted to access the school carpark or playground with their vehicles.

Parents come to the main door or playground to collect their children where they are dismissed by the member of staff on duty (except in EYFS where they are collected from the classroom).

Staff cars are parked in spaces in the carpark or in the surrounding area near to the school. Staff are asked not to try to enter or leave the carpark during the 15mins before or after the school day to maintain safety for the children.

Staff cars are occasionally used to transport children to a different location, but only staff with full relevant insurance and parental permission use their cars in this way.

A major health and safety concern is that of parents parking their cars on the 'z' lines outside school to drop off and pick up children. This not only causes a hazard to those children walking past but also obstructs the view of both passing vehicles and the crossing patrol person. To alleviate this concern, regular letters are sent home to parents and a parish parking control officer supports this process.

COSHH.

Please refer to the Department for Children, Young People, Education and Skills (CYPES) policy. File stored with H and S files in school office.

Emergency Evacuation Procedure

Each person is to ensure that they are aware of their own individual responsibilities in the event of a fire or other emergency that requires evacuation of the school.

A copy of the emergency evacuation procedure is to be displayed prominently in each area of the school and is on the teachers sensitive shared area of the school network.

Manual Handling

All staff should make themselves aware of the Manual Handling Policy stored in the Health and Safety files and should identify any risks and report them promptly to the Headteacher.

**PLEASE SEE HEALTH AND SAFETY FILES IN THE SCHOOL OFFICE FOR FURTHER
DETAILED POLICIES UNDER THE HEADINGS ABOVE**

Review: September 2019

Related Policies:

Safeguarding and Child Protection

Critical Incident Management Plan

Department for Children, Young People, Education and Skills (CYPES) Health and Safety Policies