



Christchurch Infant School

HEALTH AND SAFETY AND WELFARE POLICY

Adopted by the Governing Body:	September 2022
To Be Reviewed:	September 2023

This policy is specific to Christchurch Infant School and is written for the benefit of the teaching and non-teaching staff, pupils and visitors. It should be used alongside other information located in the school office and the Dorset County Council Health and Safety Guidance. It should be read in conjunction with the following statement of general policy regarding the Health and Safety at Work Act 1974.

STATEMENT OF GENERAL POLICY

We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work. • Pupils and members of the public including parents, visitors, hirers and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.*
- No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of risk are made and necessary measures to prevent or control the risk have been introduced.*
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.*

The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chairperson will ensure that the requirements of all health and safety legislation are established. The Headteacher is responsible for implementation of this policy within school. Matters that cannot be resolved at this level must be referred to the governing body.

The school's objectives are:

- 1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.*
- 2. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.*
- 3. To provide means of access and egress that are safe and without risks to health.*
- 4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.*
- 5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.*
- 6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.*
- 7. To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.*

This policy is largely dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:

- 1. Take reasonable precautions in safeguarding the health and safety of themselves and others.*
- 2. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.*
- 3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.*

4. *Ensure that people using machinery such as floor cleaners, laminators etc are instructed on how to do so. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine such as a wood lathe. (Not applicable at Christchurch Infants)*

STAFF CONSULTATION

Any issues relating to health and safety should be brought to the attention of staff at staff/business meetings and staff are required to inform the caretaker and/or headteacher of their health and safety concerns as soon as possible.

The school is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment. Reference should therefore also be made to the Safeguarding Policy and procedures

Statement of School Policy

- 1.1 It is the intention of the Governors of Christchurch Infant School to provide in so far as is reasonably practicable a safe and healthy working environment for all staff, pupils and visitors to the school.
- 1.2 In order to achieve this, the Governors will seek to establish and maintain safe working procedures based on regular health and safety inspections and Assessments of Risks within the school environment. The Governors will:-
- 1.3 Endorse and support the 'DCC Statement of General Policy for Health, Safety and Well-being at Work' (Appendix 8) promoted and produced by the Dorset Education Partnership (a copy is also available in the school office) and recognise that their functions and that of the Authority are intimately linked as regard health and safety related issues.
- 1.4 Seek improvements to working conditions based on priorities identified by sound assessment of risk and within available resources.
- 1.5 Ensure that written arrangements are in place to plan, organise, control, monitor and review any measures needed to deal with the significant findings relating from the risk assessments undertaken.
- 1.6 The Governing Body is responsible for monitoring the health and safety performance of the School.
- 1.7 Seek when necessary, the advice of competent persons to assist them in fulfilling their health, safety and welfare obligations.
- 1.8 Ensure that Emergency Action Procedures are in place to deal with serious and imminent danger should the need arise.
- 1.9 The provision of appropriate information, instruction and training for its employees in the identification and control of health, safety and welfare risks with particular attention being given to new employees as part of the induction process.
- 1.10 Ensure the provision of suitable personal protective clothing and equipment where the identified risk cannot be controlled by other means which are equally effective.
- 1.11 The Governors recognise that a safe and healthy working environment is for the benefit of all and will therefore encourage and support staff and parents who raise health and safety related issues with them via the Headteacher.

Responsibilities and Duties

Governors

The Governing Body determines matters of policy on Health and Safety. matters of detail are examined by the Resources Committee. Responsibilities for day to day enactment of the Governor's Policy is delegated to the Headteacher, School Business Manager and Caretaker .

The Governing Body is responsible for Health and Safety within the school acting on behalf of the governors, it shall:-

1. Be the focal point of reference on safety.
2. Give advice or indicate sources of advice.
3. Maintain contact with outside agencies able to offer advice.
4. Co-ordinate the implementation of approved safety procedures in school.
5. Report all known hazards immediately to the appropriate authority.
6. Stop any practices or use of plant or equipment considered unsafe until satisfied as to safety.
7. Make recommendations to the relevant authority for additions or improvements to plant or equipment etc which are dangerous or potentially so.
8. Arrange systems or risk assessment to allow the prompt identification of potential hazards, including 'near misses'.
9. Ensure that regular safety inspections of the premises, plant and equipment by caretaker or contractors
10. Ensure that the selection and purchase of equipment, that is suitable for the use that will be made of it and account is taken of the working conditions and any hazards in the workplace.
11. Review regularly the dissemination of safety information.
12. When appropriate review accident and incident information and, when necessary, carry out accident and incident investigation.
13. Ensure that health and safety matters form part of the induction programme for new members of staff.
14. Ensure parents are aware of health and safety information through the school prospectus and newsletters.
15. Ensure that all signs conform to statutory requirements, and comply with the school procedures regarding safe movement around the school.
16. Inform the full governing body about health and safety matters.
17. Encourage staff, pupils and others to promote health and safety.
18. Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive appropriate and adequate training in health and safety matters.

Employees

Employees will be required:

- 2.1** To comply with local health, safety and welfare rules and co-operate with instructions given by persons implementing the school Health and Safety Policy/Procedures.
- 2.2** To report to their managers serious dangers or health, safety and welfare shortcomings (which a trained employee would reasonable consider to be so)
- 2.3** All employees who knowingly contravene the Health and Safety Policies and procedures of the school, or disobey or cause others to disobey safety instructions issued by authorised persons, will be liable to disciplinary action which may in serious cases result in dismissal.

Other Authorised Persons, including visitors, hirers and contractors:

- 3.1** Will observe the schools health, safety and welfare rules and follow instructions given by persons implementing the school's Health, Safety and Welfare Policy.
- 3.2** Will comply with all related health and safety obligations, recognised codes of safe working practice and local safety rules while working on the school premises or undertaking work on behalf of the school.
- 3.3** Where necessary and appropriate they must be informed of these rules by the caretaker or office staff and sign to indicate that they have read and understood them.
- 3.4** Hirers will be given a copy of the letting policy, Child Protection policy and Health and Safety policy (inc appendices) and are required to give evidence of any risk assessments and

insurance cover. Contractors will be given a copy of The Contractors Code of Conduct and relevant risk assessments and policies. A checklist for contractors is completed prior to them being on site.

Organisation for Implementing the Policy

- 4.1** Health and Safety communication will be received in the first instance by the Headteacher, School Business Manager or caretaker who will recommend any necessary action by the governors.
- 4.2** The governors believe that issues of health and safety are best dealt with through the school's existing management structure, and recognise that the aim of this policy require the cooperation of all persons who comprise the school. Accordingly persons who hold responsibilities under the management structure also hold safety related functions.
- 4.3** The Headteacher, School Business Manager and caretaker are responsible for overseeing staff compliance with policies and arrange appropriate training, provision of personal protective equipment is available, where necessary, ensuring equipment is properly installed and maintained and ensuring that, in the event of hazardous chemicals, a COSHH assessment is made and followed.
- 4.4** The governors recognise the importance of staff being competent and possessing the necessary skills, knowledge and qualifications to deliver specialist parts of the curriculum. They will ensure that staff are able to receive the necessary training and certification particularly after recruitment, transfer or change of responsibilities or work method.
- 4.5** The governors will monitor health and safety performance.
- 4.6** Appropriate records will be kept of:-
Any risk assessments carried out – in Headteacher's office & on display
Fire Appliance testing – at caretaker's office
Emergency Lighting tests – at caretaker's office
Fire Alarm testing – at caretaker's office
Accident book – at school office
First Aid / Records of Minor Accidents – at first aid stations
Administration of Medicines record – at medical cupboard near office
Hazard Log – Caretaker's file outside school office
Record of checks on outdoor play equipment –at caretaker's office
Key Register and log of entrance code dates– at caretaker's office
Ladder Register – at caretaker's office
COSHH Register Data sheets – caretaker's office
Electrical Appliance Testing Record – Caretaker's office
- 4.7** The following areas are under special supervision because they are potentially more hazardous in use than others
Boiler room/Playground – Caretaker
Hall – PE Co-ordinators
- 4.8** Governing Body members carry out Monitoring of Health and Safety Policies and Procedures. An extensive health and safety audit is carried out and recorded annually by the caretaker, School Business Manager and Headteacher. They use the General Safety Inspection Check List for schools (Appendix 1). This is then followed by an inspection of the site by Governors. The findings of both inspections help guide future decisions. In addition to the regular checks carried out there are additional audits carried out.

Arrangements for Implementing the Policy

Supervision of Pupils

Details of the school's policy for care and supervision of pupils are to be found in relevant risk assessments and in the Teaching Assistant's Information Pack. Staff are given regular updates on Health and Safety and new staff are fully briefed on their responsibilities when they begin working at the school. In addition to this staff are required to read and sign a Code of Conduct that includes Health and Safety policy and procedures.

Property and Equipment Maintenance

Defects in the condition of buildings or equipment should be reported to the caretaker immediately using the record book situated outside the school office.

Fire Prevention and Regulations

The primary duty of staff, in the event of fire, is to ensure the safe evacuation of the building and the registration of pupils in their charge.

Staff must make themselves familiar with the procedure to be followed should the fire alarm sound. These are set out on signs around the school.

Staff have a duty to ensure that the pupils are familiar with and understand the instructions. Staff must bear in mind that these procedures cannot cover every eventuality and in consequence, that flexibility, resourcefulness and co-operation are essential.

Staff must know the location of fire fighting equipment in their work areas. However, they must only use the equipment where they feel confident and do not place themselves or those in their charge in undue danger.

Fire drills will be carried out as appropriate, normally once a term. The drills are organised by the Headteacher.

All persons shall take precautions to prevent outbreaks of fire. No items shall be placed near potential sources of heat or fire hazards, such as cookers.

Main taps/switches for cookers and other appliances should be off when the appliance is not in use, unless otherwise instructed. All exits must be cleared of obstructions.

Fire doors within the building should be closed at all times unless they can close automatically when alarm sounds.

Fire notices must be displayed in classroom and near fire exits.

Procedures for Fire Drills and Evacuations are summarised in [Appendix 2](#).

Training

Appropriate CPD / training opportunities are provided whenever necessary and a record is kept (including copies of certification when appropriate).

School Security Policy

Details of procedures in place to ensure security on the school site are to be found in [Appendix 3](#).

Sun Safety

Details of measures taken to help protect the children from the dangers of over exposure to the sun are to be found in [Appendix 4](#).

First Aid

See First Aid Policy.

Supporting Pupils with Medical Needs

See Supporting Children with Medical Conditions and Managing Medicines

Risk Assessment Procedures

When staff or pupils are engaged in an activity or in an area where potential hazards are evident, then a risk assessment has to be carried out and any necessary action must be taken to ensure appropriate measures are put in place to address any concerns.

The pro-forma used at the school is to be found in Appendix 7. Further information on risk assessment procedures can be found in the school office

Support for the Mental Health of Staff and Pupils

The Governing Body and Senior Leadership Team are aware of the impact of mental health difficulties on the well-being of staff and pupils. The school can signpost staff to free counselling and have a pastoral support worker on site to support families and individual pupils encountering difficulties.

Review

Suggestions to improve standards of health and safety are welcomed by the Governing Body. The measures taken to ensure the health, safety and welfare of the school's employees, pupils and authorised visitors will be kept under review by the Governors on an annual basis.

Any changes in the Policy and related safety procedures will be conveyed to all concerned, including parents where appropriate.

Other related documentation:

The governors make reference to the following LA policies and guidelines

- Accident Reporting Policy & Procedure
- Lone Working Policy & Procedure (DCC)
- Manual Handling Policy & Procedure (DCC)
- Risk Assessment Policy & procedure
- Violence at Work Policy
- Temperature & Climate
- Fire & Fire Risk Assessments
- Control of Substances Hazardous to Health
- First Aid Code of Practice
- Practical Guidance for Schools & educational Establishments on Working at Height
- New & expectant Mothers Risk Assessment
- Work Equipment & the Provision & Use of Work Equipment Regulations
- Health and Safety Guidelines for DT
- Safety in Physical Education published by BAALPE
- Playground Safety guidelines

The following school policies should also be referred to:

- Guidelines on the Use of Reasonable Force
- Policy for Educational Trips and Visits
- Child Protection Policy and Procedures
- Online Safety
- Lettings Policy
- Missing Child Policy
- Supporting Children with Medical Conditions and Managing Medicines

This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

