

CLIFFORD CHURCH OF ENGLAND
INFANT SCHOOL

POLICY STATEMENT FOR HEALTH AND SAFETY

To be Reviewed : February 2017

Reviewed by : S. Preston

This is the Health and Safety Policy of Clifford Church of England Infant School. The governors and staff at this school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which pupils enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To regularly monitor and review safety procedures throughout the school.

- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To ensure the dissemination of all relevant information from the LA and other bodies to the correct user(s).
- To create and update a central file containing relevant health and safety information.

Responsibilities

The overall responsibility for the management of health and safety in the school is that of the headteacher, Mrs Preston.

All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.

We will ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working.

General Responsibilities

The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the headteacher, staff or parents, through termly meetings or any emergency meetings which may be called due to unforeseen circumstances.

The Headteacher will:

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk.
- Ensure the provision of adequate training, instruction and supervision.
- Provide necessary information to staff members and their representatives on health and safety matters.

- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.

All staff members will:

- Ensure that safe working practices are adopted at all times whether in school or on educational visits.
- Ensure that they are fully aware of their responsibilities and follow any Codes of Practice produced by the school or LA.
- Bring to the attention of the headteacher any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the headteacher any problems which they feel they cannot deal with themselves.

Accidents

Even in a well run school, accidents may still occur. This is how we deal with them.

All accidents to our staff or pupils will be investigated to find out what happened and how any similar incident can be avoided.

All accidents will be recorded by Mrs Hudson on our SCC accident form which is kept in the school office. Any accident reports will be examined by the headteacher to see what lessons can be learnt and how similar incidents can be avoided. The LA Code of Practice will be adhered to following an accident.

Risk Assessment

Risk Assessments are a legal requirement. Some are recorded in the LA's Generic Risk Assessment booklets or on the LA's standard forms, and must be kept on the school premises. Risks should be assessed periodically and also any new process or change in circumstances will require an updated assessment. Educational visits also require a written risk assessment, which again follow the LA's format. (See Policy Statement on Health and Safety of Pupils on Educational Visits).

Fire

An outbreak of fire in a school can be extremely serious. In order to prevent this all sources of heat with the potential to cause fire, eg. gas boilers, cookers etc. will be carefully monitored so as not to inadvertently come into contact with combustible materials.

Fire drills are carried out once every half term and are recorded in the Fire Precautions Log Book.

Various other fire precautions will also be recorded in the log book, eg. fire alarm and emergency lighting maintenance, fire extinguisher maintenance.

The Fire Precautions Log Book is kept in the school office, and the responsibility for ensuring that this book is kept up to date and that fire drills are carried out is with the Building Supervisor.

When the school requires painting, only paints providing a flame retardant surface will be used.

Electricity and Gas

Electricity and gas have the potential to cause serious harm, or even death and must be treated as a priority with regard to maintenance and repair. The maintenance and repair of electrical equipment, gas installations and fixed installations are the responsibility of the school.

Fixed installations, ie. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. The last inspection took place in March 2009. Portable electrical equipment and fixed installations will be regularly maintained in accordance with LA advice. The PAT testing is done once a year in July by a recognised PAT testing firm when the whole school is out for the day.

Any personal electrical equipment brought in by staff will be classed as school equipment and should be tested.

Responsibility for arranging maintenance and annual testing of electrical equipment and gas appliances is with Kier, who are contracted to service the systems.

Legionnaires

The water system is checked for legionella every month by the building supervisor. The results are logged and the log book kept in the school office.

Health & Safety Poster

This is displayed in the corridor outside the school office.

Health & Safety Walk

The building supervisor and the headteacher regularly do a health and safety walk, often accompanied by governors from the Estates committee.

Asbestos

The asbestos register is kept in the school office. All contractors must sign it when doing any work on the school building. The school has had all asbestos removed (as far as they are aware).

Water

The temperature of the water is checked monthly in all taps in the school to ensure the water is at a suitable temperature for children to access.

Any Health & Safety issue brought to the attention of the headteacher is dealt with promptly.