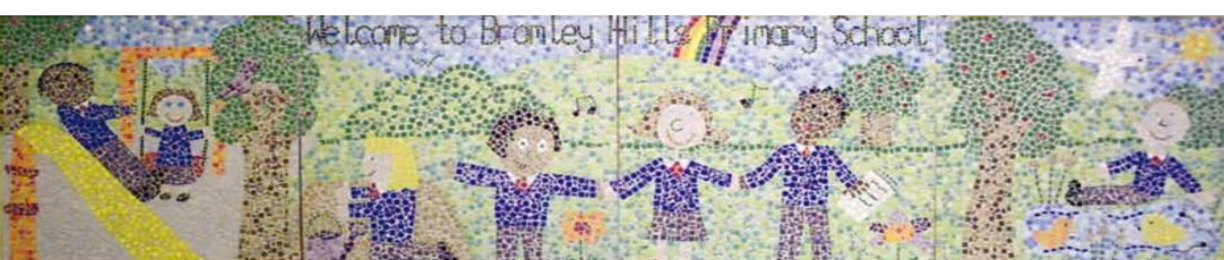


# Bromley Hills Primary School

## Health & Safety Policy

Draft Document:	November 2015
Draft Document to staff:	02.12.15
Draft Document to Governors:	02.12.15
Policy adopted by Governors:	02.12.15
Review 1:	
Review 2:	
Review 3:	



## **Health and Safety Policy**

### **Introduction**

The health, safety and welfare of all the people who learn at, work at or visit our school are of fundamental importance. We aim to provide a safe, secure and pleasant work environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff. This policy is available in the Headteacher's Office or on the school's website.

### **Aims**

- To provide a safe, clean and attractive environment for children, parents, staff and visitors to the School.
- To operate rigorous health and safety procedures which identify potential hazards and risks and take immediate action to remedy issues that may cause potential hazards.

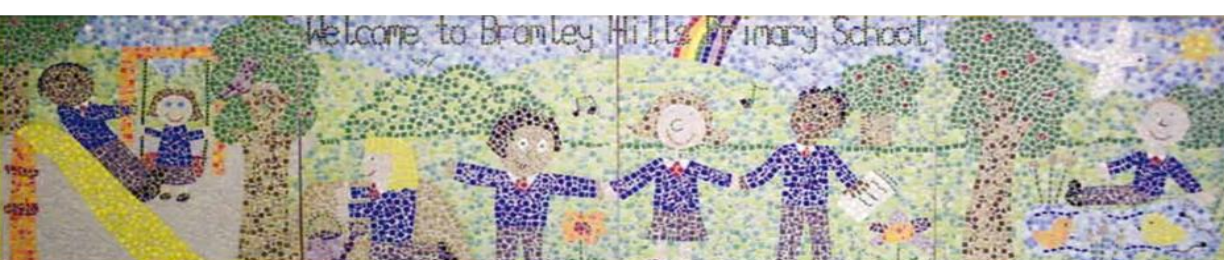
### **Governors' Responsibilities**

At Bromley Hills individual members of the Governing Body cannot be held to be personally liable for accidents and injuries at the School, when they have acted on collective decisions taken in good faith.

The Governors will ensure that all practical steps have been taken to meet the aims and objectives of the Health and Safety policy and to reduce the possibility of accident or injury to staff children or visitors.

The Governors has overall responsibility for ensuring the health and safety of children, parents, staff and visitors at the School. The Governors will:

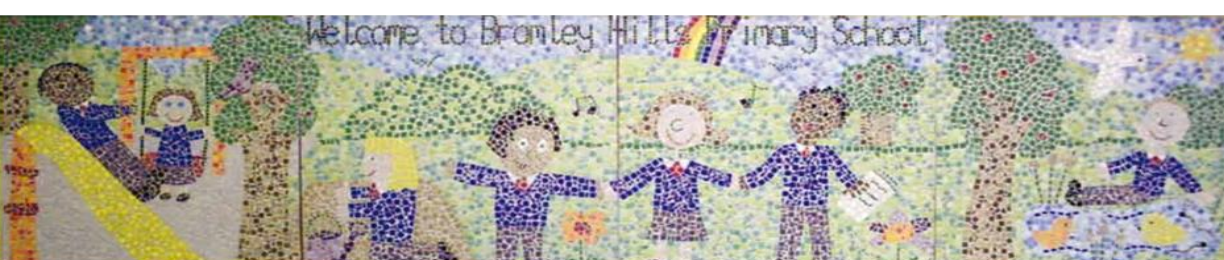
- Be familiar with the general requirements of the health and safety legislation;
- Be aware of the Dudley LA policy;
- Receive and act upon (if necessary) the termly report;
- Take all measures to safeguard the health and safety of all staff, pupils and visitors to the school and those on offsite activities.



## **Headteacher responsibilities**

The Headteacher will:

- Implement the school health and safety policy on a day-to-day basis;
- Ensure that children, parents, staff and visitors to the School are aware of the health and safety procedures and responsibilities. Ensure that all staff are aware of the details of the policy as it applies to them;
- Arrange for risk assessments to be carried out;
- Ensure that there are termly fire drills;
- Report to governors termly on health and safety issues;
- Ensure that all practical steps are taken to reduce the potential hazards and dangers at the School to the lowest level possible;
- Ensure that health and safety records are maintained thoroughly and made available to professionals and the Governor Body if appropriate;
- Ensure that the regulatory testing and inspections of premises and equipment are undertaken and records kept of the assessments and actions taken;
- Ensure that members of staff receive adequate training and communication concerning health and safety policies and procedures at the School;
- Ensure that all accidents and injuries are recorded and investigated to identify the cause of the problem and take any remedial action if required to prevent further harm;
- Ensure First Aid provision is excellent with the appointment of highly trained and competent members of staff and ensure that First Aid boxes are well labelled and stocked with contents meeting current guidance;
- Ensure that evacuation procedures are clearly displayed and explained to all School users and that practise evacuations and drills are carried out regularly and recorded to identify issues and concerns;
- Monitor and review the Health and Safety Policy and Procedures and recommending any modifications or amendments as appropriate;
- Ensure financial resources are available to implement the policy and procedures and ensure that the School adequately protects the health and safety of all stakeholders;
- Ensure that trained and competent members of staff carry out regular health and safety checks and inspections and take any action promptly to rectify any potential hazard.



## **Employee's responsibilities**

Employee's will:

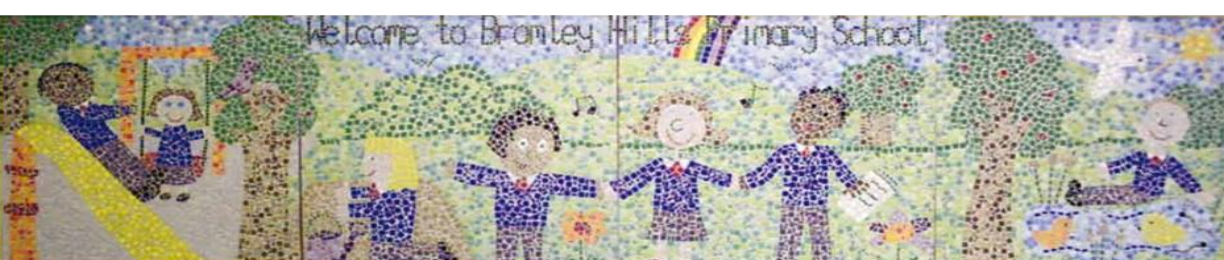
- Take responsibilities in relation to ensuring the health and safety of School users and to assist with the effective implementation of the policy and procedures;
- Take reasonable care of their own health and safety and that of others that may be affected by their acts;
- Co-operate and comply with the relevant statutory provisions and school policy and procedures;
- Carry out relevant risk assessments;
- Report health and safety issues or concerns to the Headteacher immediately;
- Listen to and act upon health and safety practice and updates issued by the Headteacher;
- Take all reasonable and practical steps to ensure their own health and safety at work and for those under their direct care or supervision;
- Record accidents, injuries or health and safety related incidents according to the School procedures;
- Participate in professional development opportunities and relevant training when required to do so by the Headteacher, and adhere to current health and safety legislation and guidance.

## **The School Curriculum**

Within the curriculum we teach the children the school's rules and procedures, explaining their purpose in relation to the health, safety and general welfare of everyone using the site or attending offsite activities.

The school curriculum also teaches children about:

- personal safety;
- the safe use of drugs and substances;
- healthy eating and hygiene;
- sex and relationships education;
- the need for fitness and the maintenance of a healthy lifestyle.



### **Health and safety during lessons**

An orderly school classroom is a safe environment with few lessons involving any potentially hazardous activities. Curriculum guidelines for each subject area make reference to any specific health and safety issues arising from undertaking particular activities.

### **School Meals**

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt or income support, they may claim free school meals for their children.

School meals are provided by school and cooked on the premises. Health and Safety with regard to preparation and serving of food is the joint responsibility of The Brier School & Bromley Hills Primary School, overseen by Catering Management Consultants (CMC).

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. We are part of the Free Fruit for Schools Initiative and consequently all children in Key Stage 1 receive a piece of fruit each day at break times. We have also adopted the LA 'Healthy Breaks' policy where children are only allowed to eat toast, fruit or vegetables at morning break time (see Healthy Break policy).

### **Child protection**

There is a named person responsible for child protection in the school. This is the Headteacher, but he may delegate this responsibility in some circumstances. (See Child Protection Policy.)

We require all adults employed in school to have suitable criminal clearance as vetted through police records before undertaking activities with our children.

### **School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

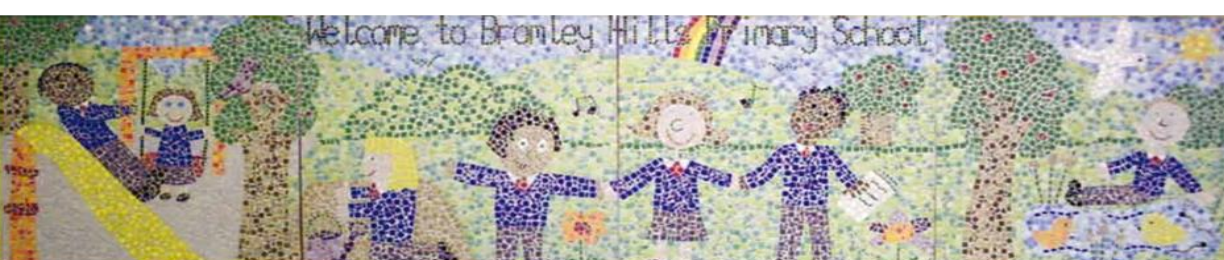
We require all adult visitors to the school who arrive in normal school hours to sign the visitor's book in the reception area and to wear a visitor's pass.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher or those acting on his behalf immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

### **Safety of children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

We do allow pupils to wear earring studs in pierced ears but on grounds of health and safety we do not allow children to wear jewellery during PE and games lessons.



### **Taking children off-site**

We do not take any child off the school site without the prior permission of the parents/carers, given through the annual general consent form. A risk assessment is completed for all activities involving activities off-site. (See Educational Visits Policy.)

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. The school has child seats available for use if children need to be transported by car.

If children are walking within the local area, a risk assessment is completed to ensure that all hazards have been identified and addressed.

### **Accidents**

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We have qualified first aiders on site who will assist as necessary, however, most classroom assistants have basic first aid training. (See First Aid Policy for all information relating to the management and reporting of accidents.)

We record all incidents involving injury in the school logbook. Accidents involving members of staff and other adults are recorded according to Health and Safety Executive legislation.

### **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

### **Monitoring and review**

This policy will be reviewed annually by the Governing Body.