

HEALTH AND SAFETY POLICY/ RISK ASSESSMENT POLICY

STATEMENT OF INTENT

The Governors of Madani Primary School are committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school site. The school will follow guidance given by the DfES Health and Safety: Responsibilities and Powers (DfES 0803/2001).

Governors are committed to the provision of adequate and appropriate safety training for staff.

ROLES AND RESPONSIBILITIES

GOVERNING BODY

The governing body is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing it on an annual basis.

This will be achieved by:

- monitoring by the Building Committee
- receiving reports from the Headteacher.

HEADTEACHER

The Head Teacher will be responsible for:

- the day to day management of health and safety
- the implementation of the policy
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- reporting to governors on health and safety matters
- liaising with contractors to ensure an adequate exchange of health and safety information.

CARETAKER

The Caretaker will be responsible for:

- ensuring that all defects in the buildings and grounds are notified to the head promptly
- undertaking regular checks of the fire alarm system and emergency lighting and recording the result in the Fire Log Book
- carrying out regular safety check of the school grounds
- any other duties identified by the Head and Governors.

ALL STAFF

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore have access to this document and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

SUBJECT CO-ORDINATORS

Each subject co-ordinator is responsible for ensuring that the storage of curriculum resources in their subject is safe. They should inform all staff of any potential hazards in the use of equipment or materials.

OTHER SCHOOL USERS

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- School Secretary
- Voluntary workers
- Parents
- Pupils

PRACTICAL ARRANGEMENTS

FIRST AID

A separate first aid policy has now been produced.

ACCIDENT RECORDING, REPORTING AND INVESTIGATION

Any accident needing routine treatment in school is deemed a Minor Accident, and should be recorded on the medical form. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed this should also be noted.

As a general rule, the child should not be moved. An adult should stay with the injured child, and send a sensible child to find a First Aider to deal with the accident. All staff who have received first aid training should follow the guidelines provided at their training.

When a child has injured their head, a Head Injury Form needs to be filled out (and not the minor accident book). One copy of this goes to the class teacher to give to the child's parents, and another copy goes into the child's file.

Medical books need to be signed off by the parent at the end of the day if a child has received treatment and once this has been entered in the medical book. Each class has their own medical book located in the administration office.

When dealing with an accident, it is not helpful for other children or adults to crowd round.

The school will adhere to the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (Appendix 1)

The school carry out risk assessment for staff based on Health Questioners.

FIRE SAFETY

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Drill Log Book. The times of the practices will be varied to cover all times of the school day.

Fire evacuation procedures are displayed around the building. All staff must ensure that they are familiar with them.

The Caretaker and Headteacher are responsible for checking the alarm system and recording the result in the Fire Log Book.

Fire fighting equipment is serviced annually.

Combustible items must not be stored in the boiler room. The boiler must be inspected regularly.

Smoking is not permitted anywhere in the school building.

At large gatherings, for example school plays, all relevant emergency exits must be made known and be accessible, and a telephone available for emergency calls. Ensure all pc's and electrical equipment are switched off at the power points.

HAZARD & DEFECT REPORTING

All defects and hazards relating to the building or grounds should be reported immediately to the Headteacher. The Head will be responsible for monitoring the progress on all items reported.

ANNUAL AUDITS

A safety audit of the school will be carried out each year by the Headteacher, caretaker and Chair of Building Committee. The outcome and actions taken will subsequently be reported to the Governing Body.

RISK ASSESSMENT

The results of the audit will help to determine the areas and/or activities for which a formal Risk Assessment needs to be carried out.

Areas related to teaching and learning will be identified at staff meetings or when new materials, equipment or procedures are to be used.

The Head will be responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

(COSHH) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The responsibility for carrying out COSHH assessments will rest with the Head, the caretaker or the secretary, depending on the substance concerned.

ELECTRICAL SAFETY

Any faults must be reported immediately. All appliances must be tested on an annual basis.

SECURITY/VISITORS TO THE SITE

During the school day, all visitors will be expected to report to the school office, where they will be asked to sign the visitors' book. All visitors are given a visitors badge which must be worn whilst on school premises. During the breaks administration staff will attend to visitors at the gate and not allow them inside the school property until all children have returned indoors. The intercom system will also be used to communicate with visitors during the breaks and when necessary.

SUPERVISION BEFORE AND AFTER SCHOOL

The school accepts no responsibility for children who arrive on the premises before 8.30am.

Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session at 3.40pm. Teachers must ensure that each child is collected by a known and authorized adult. Children are not allowed to go with another parent unless the child's parent has been informed. If any child is not collected straightaway, the class teacher will inform the office. The Headteacher assumes responsibility until the child's parents/carers take the child.

SAFEGUARDING CHILDREN ON THE SCHOOL WEBSITE

At our school we ensure the privacy and safety of our pupils. The following points are adhered to in ensuring their privacy and safety on the website regarding the use of photographs

- Where pupils are named, only their first names are given;
- Where a pupil is named, no photograph of that pupil is displayed;
- Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the school is mindful of the way pupils may appear in them, and will not include images which are in any way inappropriate, such as close-up portrait shots of individual pupils. The school seeks parental permission for photographs. No other private information about pupils is ever published on the website such as surnames or contact details.

MONITORING AND REVIEWING

It is the responsibility of our governing body to monitor the effectiveness of this policy. The policy must be reviewed at least every two years.

Signed:

Date: 2nd September 2016