



HEALTH AND SAFETY POLICY

This policy is applicable to all staff, volunteers and parents of children within the school. This document is available in written format upon request and a copy can also be located on the school's website.

This policy consists of three parts:

Part 1 Organisation of Health and Safety - Responsibilities of the Committee

Part 2 Organisation of Health and Safety - Responsibilities of Others

Part 3 Specific Arrangements for Health and Safety

PART 1: ORGANISATION OF HEALTH AND SAFETY – RESPONSIBILITIES OF THE COMMITTEE

The school's priority is to ensure that all the operations within the school environment are delivered in a manner that is safe and healthy for all. The Committee is committed to promoting the welfare of all in the school community so that effective learning can take place in a safe and secure environment.

The Committee has overall responsibility for implementing the school's health and safety. The Committee will:

- ensure that all people comply with their obligations listed in this Health and Safety Policy.
- promote a healthy and safe culture within the school.
- be the focal point for day-to-day references on health and safety and provide advice where appropriate.
- seek specialist advice on health and safety matters when necessary.
- ensure that risks are assessed and that safe working practices are put in place to minimise those risks.
- ensure that any hazards are rectified immediately and that any misuse of equipment is immediately stopped.
- ensure that the school complies with its reporting requirements and obligations for incidents record keeping.

PART 2: ORGANISATION OF HEALTH AND SAFETY RESPONSIBILITIES OF OTHERS

Although key responsibilities for specific health and safety related duties are listed below, it should be noted that all staff at the school have a duty under the common law to take care of children in the same way that any prudent parent would do, are aware of their responsibilities to promote high standards of health and safety and that they take reasonable care of their own safety, that of children, visitors, temporary staff, volunteers and contractors.

RESPONSIBILITIES OF THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is comprised of the (President, Secretary, and others) members of the school's Committee.



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The Health and Safety Committee will meet once per term.

Responsibilities include:

- monitoring the effectiveness of health and safety in the school.
- assisting the Committee in the development of safety rules and safe systems of work.
- monitoring the effectiveness of staff communication and educational materials relating to health and safety in the workplace.
- encouraging suggestions and reporting of hazards, accidents and defects by all members of staff.
- updating the Health and Safety Policy, as required by changes to regulations, practice and procedures.
- reviewing accidents and incidents and agreeing preventative measures and recommending actions to the Committee.
- updating risk assessments.
- reviewing staff training requirements, including first aid training, security, the outcome of fire evacuation practices, and all new or revised policies.
- assessing and monitoring communication relating to health and safety in the Workplace.

RESPONSIBILITIES OF TEACHERS

All teachers must:

- exercise effective supervision of children, be aware of emergency procedures and carry them out when necessary.
- be aware of safe systems of work to be adopted in their area and apply them as necessary.
- give clear instructions and warning of hazards and safety measures as and when necessary.
- ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons and activities and ensure that appropriate control measures are deployed.
- exercise careful control of products and materials during practical lessons/activities and where appropriate, with reference to the relevant risk assessment.
- check, as far as is reasonably practicable, that the work area and equipment is safe before use.
- inform the head teacher of any concerns they may have about the safety of a particular task/activity in order that they may assess and if appropriate, modify the method of work.

RESPONSIBILITIES OF ALL STAFF

All staff should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, including children, parents and visitors.



- cooperate with the Committee in all matters of health and safety, so as to enable the law to be complied with.
- not intentionally or recklessly interfere with, or misuse equipment or fittings provided in the interests of health, safety or welfare.
- report to the Committee any serious or immediate danger to health and safety, any shortcomings in the arrangements for health and safety, damage to or defective furniture or wear and tear of the premises, which may constitute a hazard.
- ensure that all corridors, passageways and fire exits are kept clear of rubbish and obstructions.
- know the school's [Fire Evacuation Plan](#) and any special safety measures used in their area of work.

RESPONSIBILITIES OF CHILDREN

Children will be instructed, in an age-appropriate way, to follow the guidance given to them to help them be healthy and safe in school and will be taught to understand their responsibilities for the safety of themselves and others with whom they play/work.

They must observe all the health and safety rules of the school and follow the instructions given to them by staff. Children must not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

During an emergency, children must listen to and follow the instructions given to them by any member of staff.

PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

This part of the policy is concerned with the arrangements that the school has put in place to minimise potential risks along with the person(s) accountable for managing the risk.

ACCIDENTS

An accident is any occurrence which may/may not cause injury to people or property. Any 'near misses' should be reported to the Committee. If necessary, the event should be reported to the School Safety Officer and logged in the [Accidents](#) and [Incidents](#) Forms. The Committee will decide if an investigation is required and ensure that this is undertaken and any remedial action taken.

Accident Requiring Emergency Services

When an accident occurs, which requires emergency medical support, the Committee will telephone the emergency contact and emergency services. First aid will be provided immediately until the emergency services arrive at school. The Committee will provide to the emergency contact the details and inform them of the accident and the name of the hospital where the pupil/staff member will be taken to if they didn't arrive before emergency services.



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Accident Requiring Hospital Visit

If the accident does not warrant an ambulance but which needs hospital attention, then the child or staff member will be treated by a first aider while the Committee will contact the parent or person named on the emergency contact details and inform them to take them to the hospital.

FIRE PREVENTION

All staff are responsible for ensuring that fire routes and exits are kept clear.

Annual fire practices, combined with a programme of inducting new staff and children with emergency escape procedures and the presence of fire security volunteers.

FIRST AID

Paediatric first aid training is provided to some of the staff who may be called upon to provide first aid during the performance of their role. On expiry of their certificates, the Committee is responsible for organising refresher training.

First Aid trained staff are: Elena Ramos

Maintenance of first aid boxes is the responsibility of the President.

HAZARD AND ACCIDENT REPORTING

Most hazards are created by poor 'housekeeping'. Therefore, all staff must take reasonable care for the health and safety of themselves and others they work with.

All staff are responsible for reporting hazards of which they become aware during the course of their work. They should inform the Committee. They will ensure that the hazard is isolated and ensure that the necessary modifications/repairs are made.

Any person who witnesses an accident or dangerous incident, including a 'violent' incident should report this immediately to any members of the Committee. They are responsible for ensuring that the accident or incident is logged in the Accidents and Incidents File. If the accident or incident is found to be caused by faulty plant, equipment, premises or unsafe systems of work, the Committee will instruct the appropriate person to remove or isolate the hazard until the necessary modifications or repairs are made.

RIDDOR

The Committee will be responsible for reporting all staff, child, parent and visitor accidents at work that fall under RIDDOR.

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995](#) (RIDDOR), places a legal duty on employers to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss



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accidents). The easiest way to do this is by calling the Incident Contact Centre (ICC) on **0845 300 99 23 (opening hours Monday to Friday 8.30 am to 5 pm)** . You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.

SAFETY AND SECURITY

For the purpose of ensuring the safety of visitors, all visitors must report to the assigned person on arrival in the school building. They will be required to sign in the visitors' book and wear a visitor's badge. Visitors must wait in the Reception area until collected by a member of staff and will be accompanied by a member of staff whilst in school. Staff are responsible for their visitors' safety whilst on-site and, in the event of a fire alarm, must ensure the visitor evacuates the building. Visitors will be required to sign out when leaving the building and must return their visitor badge.

TRAINING

Responsibility for organising and maintaining records of training is as follows:

Briefing new children on emergency fire procedures – Teachers

Training new staff on emergency fire procedures - Elena Ramos

Inducting new staff in health and safety – Elena Ramos

Identifying specific health and safety training needs of staff – any person of the Committee.

First aid training - Done at the MKPA

Checking latest England DEF advice for emergencies,

<https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings>

Agreed on behalf of the Management Committee

Signed:

Date:

Date implemented	Future reviews dates						
	2019	2020	2021	2022	2023	2024	2025
Date reviewed	02/07	11/07 15/07	29/08	30/07			

Reviewed by Maria on 11th of July 2020.

Reviewed by Rocío on 15th of July 2020.

Reviewed by Elena on 29th of August 2021.

Reviewed by Elena on 30th of July 2022.