|  |  |
| --- | --- |
| logo 3 | |
| Policy Title: | Health and Safety Policy |
| Author: | Victoria Poole-Birrell |
| Next Reviewed: | September 2020 |

**Policy Statement**

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Head Teacher discharges their duties under the Health and Safety at Work etc Act 1974.

The Head teacher of the School and the members of school staff are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

* Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants on school trips.
* Establish and maintain safe working procedures for staff and pupils.
* To provide and maintain safe school buildings and safe equipment for use in school
* Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
* Formulate and implement effective procedures for use in the event of fire and other emergencies.
* Investigate accidents and take steps to prevent a re-occurrence.

**Signed** Victoria Poole

**Head Teacher**

**Roles and Responsibilities**

The head of centre will:

* Decide policy.
* Give strategic guidance.
* Monitor and review health and safety issues.
* Ensure adequate resources for health and safety are available.
* Take steps to ensure plant, equipment and systems of work are safe.
* Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
* Maintain the premises in a condition that is safe and without significant risk.
* Provide a working environment that is safe and healthy.
* Provide adequate welfare facilities for staff & pupils.
* In their critical friend role, maintain an interest in all the health and safety matters.
* Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

* Promote a positive, open health and safety culture in school
* Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
* Ensure that all staff co-operate with the policy
* Devise and implement safety procedures
* Ensure that risk assessments are reviewed on an annual basis
* Ensure relevant staff have access to appropriate training

**The head teacher** will support school staff members in their roles. They will:

* Ensure risk assessments are accurate, suitable and reviewed annually
* Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
* Provide a good example, guidance and support to staff on health and safety issues
* Keep up to date with new developments in Health and Safety issues for schools
* Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise

The **head teacher on the school’s premises** is responsible for day to day maintenance and other buildings / grounds issues. They will:

* Ensure that any work that has health and safety implications is prioritised
* Report any concerns regarding unresolved hazards in school immediately
* Ensure that all work under their control is undertaken in a safe manner
* Carry a regular check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
* Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
* Carry out a test of the fire alarm once a month
* Fully co-operate with health and safety arrangements during larger building projects

**All School Staff** will:

* Read the Health and Safety Policy
* Comply with the School’s health and safety arrangements
* Take reasonable care of their own and other people’s health and safety
* Leave the classroom / playground / office in a reasonably tidy and safe condition
* Follow safety instructions when using equipment
* Supervise pupils and advise them on how to useequipment safely
* Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
* Contribute to and highlight any gaps in the school’s risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

* Follow safety and hygiene rules intended to protect the health and safety of themselves and others
* Follow safety instructions of teaching and support staff, especially in an emergency

**Arrangements**

**Accessing the front door**

* Pupils are not permitted to exit out of the front door without supervision from a member of school staff. No pupils must answer the door. Only the receptionist is permitted to open the front door. The front door is to be locked, double locked and chained from the inside.

**Administration of Medicines**

* Medication is only administered to pupils when the parental consent form has been completed. All accepted medicines are kept in a secure filing cabinet in reception area and is only accessible to the receptionist.
* The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
* Medicines are only administered during school time when they have been prescribed by a child’s GP or other relevant medical professional
* Medicines are kept in a locked cupboard in the school office
* The only exceptions to this are asthma medication and ‘epipens’ (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
* The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

**Asbestos**

* All staff have been made aware that there is no asbestos in the school premises

**Control of Hazardous Substances**

* The use of hazardous substances in school will be kept to a minimum
* The Head Teacher (with appropriate support from teaching staff) will complete a COSHH assessment for all hazardous substances used on site which can be located in the colours academy risk assessment
* The associated procedures and control measures will be funded and enforced
* All hazardous substances are kept in a locked cupboard which is kept in the science room

**Educational Visits**

* All off site trips will be subject to risk assessment and the advice of the head teacher and teaching staff will be closely followed
* Pupils must be supervised when walking to the *white box* for a dance or physical activity lesson; this must be done in accordance to the Colours Academy *walking policy.* This level of supervision applies to all educational visits

**Electrical Testing**

* All items of portable electrical equipment in school are inspected and checked annually

**Fire Safety & Evacuation of the Building**

* Fire exits have appropriate signage
* Plans showing exit routes are displayed by the door of eachclassroom
* A fire drill is practised and documented once a term by the landlords /site managers of colours academy’s premises
* Evacuation times and any issues which arise are reported and reproduced from the head teacher
* Fire extinguishers are checked annually by the landlords/ site managers of colours academy. The fire extinguishers are kept in the school reception and are easily accessible and central to the school premises layout
* The Rear/ back door of the school’s premises should be well supervised to ensure that pupils do not exit through it. This door must be left unlocked in case of a fire or emergency fire alarm testing where the landlords must access the school’s fire alarm controls
* The fire door at the rear of the premises has a key contained nearby to ensure easy fire escape in the case of a fire

**First Aid Provision**

* Portable first aid kits are taken on educational visits
* If the risk assessment dictates that it is necessary, a first aider will be present on the trip
* A first aid box can be located in the school Kitchen and is correctly signed
* The qualified first aides are on display with information such as their name and what they look like
* The designated school sick bay is to be located in the staff room, which contains first aid kits. All staff know the procedure in which a pupil has fallen sick and must lay in the sick room until collected by a parent/ guardian.
* The school’s qualified first aiders are Alice Woodings-Hyde and Kate Millington

**The staff room**

* The staff room is only accessible to members of staff and only to pupils during lessons such as home economics and at lunch time. The Staff Room is only accessible to pupils when it acts as a sick bay for sick pupils.
* Dangerous substances such as cleaning products and science equipment are kept under lock and key.
* Pupils who fall sick during the school day should lay on an unfold-able bed that is located in the staff room, and staff must ensure that other pupils or staff members do not enter the room to prevent contamination

**Manual Handling**

* Pupils and staff must only lift equipment and furniture within their own individual capability
* Pupils should not be in a learning space that contains dangerous substances and equipment without supervision from a member of staff, for example in the science room

**Playground Supervision**

* Appropriate levels of supervision will be maintained outdoors
* Outdoor activities at breaks and lunch times must be well supervised by staff
* Staff must ensure that pupils are made clear of the outdoor boundaries during time outside
* Supervising Staff must ensure that the road gate is closed to ensure that no heavy industrial or standard vehicles drive into the outdoor play area
* Supervising outdoor staff must ensure that outdoor slopes and steps are well gritted when the premises is under icy weather
* Pupils must be supervised and informed not go outside of the permitted area of play and into the car park

**Risk Assessment**

* The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and outdoor area
* The head of centre will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
* All risk assessments are reviewed on an annual basis

**Slips Trips and Falls on the Level**

* The potential for slips trips and falls on school has been risk assessed and appropriate controls have been put in place
* This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections
* Pupils are reminded not to run on the school’s premises to ensure prevention of trips and falls

**Snow and Ice**

* The head teacher will postpone school activities and opening of school to the public if an ‘amber’ or ‘red’ weather warning is issued. The school will reopen when the severity of the weather has cleared

**Staff**

* All staff must have enhanced Disclosure barring service checks (DBS Checks) if they are working with children
* Any visiting staff who are teaching pupils without a DBS check, must be supervised by a pre-checked member of teaching staff
* The school proprietor is responsible for making DBS checks on teaching and other school staff

**Stress at Work**

* Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported with extra support amongst their school subjects

**Supervision of Pupils**

* Sensible, safe behaviour will be promoted to pupils by all members of staff
* Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
* Pupils will only be allowed into or stay in classrooms under adult supervision
* Appropriate supervision of toilet access will be in place at busy times

**Windows**

* Pupils must be supervised near windows at all times and must not be permitted to open windows