



Victoria Road Primary School Health and Safety Policy

Policy written by	School
Reviewed	September 2023
Next Review	September 2024
Head teacher	Mrs Emma Roberts
Chair of Governors	Mrs Hilary Moss

Signed:..... Head Teacher

Signed:..... Chair of Governors

Introduction

Victoria Road Primary School recognises its duty to care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the health and safety of pupils, visitors and others who might be affected by its operations.

The provisions in this policy are intended to ensure that health and safety is an integral part of the general process of risk management which the school operates. Thus, health and safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.

Aims/Objectives

- ❑ To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- ❑ To set out duties and responsibilities.
- ❑ To recognise the partnership necessary with the Local Authority to ensure that all statutory duties in this field are met.
- ❑ To emphasise the importance of keeping hazards under control by making an assessment of operation risks.

The Governing Body is committed to securing health, safety and well-being of employees, pupils and others affected by the schools activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is, therefore, expected. For employees, this is not only a matter of common sense, but also a legal duty.

Mr Sydney Broxton is our Governor responsible for Health and Safety.

All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor/senior colleague. Special care should be taken with the health and safety issues of any new venture.

Rationale

The Head Teacher has overall responsibility for the implementation of this policy. To facilitate this, the Head Teacher acts as the Health & Safety Co-ordinator and the Governing Body will appoint a named Health & Safety Governor. Each Line Manager will recognise and accept a personal role in ensuring that arrangements for health and safety are effective within his or her respective area. Collectively, the Governing Body requires health and safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which health and safety can flourish.

Mrs Emma Roberts	Head Teacher	Health & Safety Officer
Mr Jon Moss	Maintenance Officer	Health & Safety Officer
Mrs Emma Roberts	Head teacher	Fire Officer
Mrs Rebecca Shutt	Deputy Head Teacher	Fire Officer

Risk Assessment

The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Head Teacher, KS Co-ordinator and Class Teachers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Local Authority risk assessment process.

Consultation

Employees with concerns should normally raise them with the Head Teacher (Health & Safety Co-ordinator). Governors, however, welcome the support of trade unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed Safety Representative. Requests for external help should be raised initially with the Head Teacher (Health & Safety Co-ordinator), who will seek advice from the Departmental Health & Safety Adviser, or any concerns of employees which cannot be resolved locally.

Contractors and School Partnerships

Contractors carrying out work for the school will be vetted for the health and safety performance. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head Teacher to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

School linked partners and hirers will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standards to the school. In particular, partners will be required to provide school

staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and monitoring

The Head Teacher and Office Manager (Health & Safety Co-ordinators) and the Premises Manager will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Accident/Incident Reporting

Every injury should be reported in the school accident book, located at KS1 and KS2 First Aid Posts. An Injury that needs medical attention or involves time off school must be investigated by the person in charge of the area or activity. Where the accident falls from the Local Authority, accident reporting criteria, the Authority Accident Form (now done on-line) must be completed by the relevant member of staff, signed by the Head Teacher and sent to the Health & Safety Team.

Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the school. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to.

This policy has been implemented to ensure the health and safety of all pupils in the school and to avoid the loss of or damage to pupils' valuable possessions.

The risk of injury from children wearing jewellery in school gets greater every day. The claim culture we live in could potentially cost our school a lot of money which should be spent on your child. Victoria Road Primary School adopts a policy where no jewellery will be permitted to be worn in school. The school will not accept responsibility for any injuries which occur through the wearing of jewellery.

The wearing of jewellery of any type (including stud ear-rings) is strictly forbidden.

- * We ask parents that if they wish their child to have their ears pierced that this is done at the beginning of the summer break.
- * Children are not allowed to wear rings in school.
- * Children are allowed to wear a wrist watch.

The Governing Body stress that their prime concern, and that of the school, is the safety of its pupils and are following guidelines from the Health & safety at Work Act 1974 and guidelines detailed in the Department for Education booklet entitled 'Safe Practice in Physical Education'.

Current First Aiders in School are;

- ☐ Mrs R Shutt
- ☐ Mrs E Roberts
- ☐ Miss L Illidge
- ☐ Mrs D Phillips
- ☐ Mrs D Hayes
- ☐ Mr I Curlett
- ☐ Mrs T Taylor

Educational Visits

Our current EVO is:- Mrs Emma Roberts and Governor responsible for educational visits is Mr Sydney Broxton

All current staff are EVC trained and new staff will be trained upon appointment. Staff are responsible for completing Evolve for all outside visits. This is then checked by the EVO and the Head teacher.

COVID19

School has a separate risk assessment, operational plan and follows Government guidelines. Extra cleaning is in operation throughout the day. Children will operate in bubbles and bubbles will be kept separate as much as possible. School will follow all government guidelines related to Covid19. Parents and staff will be aware of procedures if anyone displays symptoms or contracts the virus.

Policy Review

Issues of Health and safety will be discussed with staff on a termly basis or as required according to urgency.

This policy will be reviewed annually – The Governing Body will receive a summary report covering key issues in the termly Head Teachers report to Governors, and also annually, based on the Annual Risk and Safety Review. Health and safety is a standard agenda item and is recorded in the minutes.