

# HEALTH AND SAFETY POLICY



2019-2020

## School Policy and Guidelines for the Health, Safety and Welfare of Employees and Pupils in School

The Governing Body of Chester-le-Street CE Primary School has adopted the Health & Safety Policies of the Council as the overall statements of their duties and obligations to all school staff, pupils and the people affected by the school's activities. Certain parts of the Policy have been adapted to the individual circumstances of the school.

The Governing Body and the Headteacher implement the Health & Safety Policy in partnership with the council and with reference to the codes of practice stated in the 'Health & Safety at Work Schools' Manual'. In consultation with the Council's Senior Safety Adviser, Governors will keep under review recommended safety measures, instructions and training to ensure the health and safety of all at Chester-le-Street CE Primary School. The Health & Safety policy also adopts the implications of the Equality Act 2010 This Act ensures discriminations (direct and indirect), harassment and victimisation are challenged to ensure equality. This policy is written and reviewed in light of this Act to ensure the school is fulfilling its statutory duty.

This helps the school to maintain the highest standards of safeguarding possible.

Responsibility for the Health, Safety and Welfare of all in the workplace is shared by:

- The Governing Body
- The Headteacher
- Senior Staff
- The School's First Aid Staff
- The Employees themselves
- LA's Safety Advisers
- Child Protection Unit
- Trade Union Safety Representatives

Their specific responsibilities are listed in the following pages.

## **The Implementation of the School Health and Safety Policy.**

### **1. Responsibility.**

The Governing Body has overall responsibility for the Health, Safety and Welfare Policy being implemented in school.

The Headteacher, holds the responsibility for the daily management of the Policy in school and for the safety and welfare of all personnel in school. The Head Teacher has control of the finance to be spent on maintaining essential safety standards required by the Policy.

Reports on Health and Safety issues will be included in the termly Headteacher's Report to the Governing Body.

### **2. Accident Reporting + Illness of Pupils.**

All accidents should be entered in the premises accident books. Separate registers are kept for accidents involving staff and pupils. The pupil register is kept in the First Aid Room, while the staff register is kept in the administration office.

Accidents that are of more than a minor nature must be reported to the Head teacher. A report form will then be sent to the council's Safety Section.

The school's registered First Aid Staff are:

Mrs D Affleck

Mrs C Blanckley

Miss L Gilbert

Miss J Gowland

Mrs L Hall

Mrs J Henderson

Mrs S Lewis

Mrs B Sharp

Mrs E Stephenson

Mrs A Summerell

Mrs L Swann

Mrs S Taylor

Miss D Walton

Miss J Wright

These staff will (normally) attend to all accidents of a serious nature.  
First Aid materials are kept in the first aid room and in a medical box in the office.

### **3. Fire Alarm Procedures.**

The fire alarm is tested weekly by the site manager, using a different activation point each week, and tests recorded in the premises fire register.  
An Emergency Fire Evacuation Drill is carried out each half-term. Classes evacuate by the nearest safety exit and assemble in class lines on the school playground.  
Teachers take the class registers and do a roll call of pupils.

### **4. Health Education.**

Health Education is taught as an integral part of the National Curriculum for Science, Environmental Education and Physical Education.  
Road Safety is also taught with the assistance of the Road Safety Unit and Police. Pupils in Key Stage 2 are taught how to swim and the issues associated with water, as well as being given the opportunity to gain the Cycling Proficiency award.

### **5. Child Protection Procedures.**

Staff are alert to all signs of child abuse, when a child has sustained or is at risk of:

- a) non-accidental injury
- b) unexplained or repeated injury
- c) sexual abuse
- d) parental neglect including emotional neglect

Signs that may be observed include:

- changes in mood or behaviour
- attention seeking behaviour
- scavenging
- inappropriate relationships
- persistent tiredness, sleepiness or running away
- nervousness
- watchfulness

- compulsive stealing

When teachers see signs that cause them concern they should inform the Safeguarding Officer (Named Person) or Headteacher in their absence.

Child Protection procedures are kept in the school's Health & Safety File which is located in the Heads office. These are issued at the start of each term to ALL members of staff via the school weekly diary

**6. Implementation of the Policy**

The Headteacher, holds the responsibility for the daily management of the Policy in school and for the safety and welfare of all personnel in school.

**Safety Manuals in School.**

**Title.**

**Location.**

Health & Safety at Work in Schools (Green File)	Admin Office.
Safety in Physical Education	Head's Office.
C.O.S.H.H. Manual	Admin Office.
Risk Assessment Reports	Admin Office.
Child Protection Procedures (Red File)	Head's Office.
Asbestos file	Admin Office

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