Health and Safety Policy

Policy Review	
Review Schedule	Annually
Implementation Date	Autumn 2026
Date of Next Review	Autumn 2027

Victorious Academies Trust

Success in education

Health and Safety Policy

STATEMENT OF INTENT

The Governors of Aldwyn 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.

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

Governors accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

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:

- the appointment of a health and safety governor
- receiving reports from the Head teacher.

Headteacher

The Headteacher 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.

Site Manager

The Site Manager 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 recording the result in the Fire Log
- carrying out regular safety check of the school grounds, including the outdoor play equipment
- 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 familiarise themselves with 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, 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 coordinator is responsible for ensuring that the storage of curriculum resources in their subject complies with health and safety guidelines. 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 Office/Admin Team
• Contractors
• Voluntary workers / students
• Parents
• Pupils
• Other users of the site

PRACTICAL ARRANGEMENTS

First Aid

In the School, first aid kits are located in the following places: school reception office, all classrooms and the school kitchen. All school employees may treat children for minor ailments and accidents. Children may not give any treatment to other children. A number of school appointed persons are available across the school with the following training:

- **First Aid At Work**
- **Pediatric First Aid**
- **Emergency First Aid**

A member of the office staff is responsible for ensuring that the first aid materials are ordered and stocked.

Accident Recording, Reporting and Investigation

Any accident needing routine treatment in school is deemed a Minor Accident and an accident slip is completed. The person completing the accident slip will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence. The accident slip should be given to the child's parents by the class teacher.

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 and seek medical attention, it is deemed to be a Serious Accident. All serious accidents will be recorded on an accident form stored in the school admin office.

As a general rule, the child should not be moved. An adult should stay with the injured child, and send a sensible child to inform another adult, who will notify a First Aider.

When a child has injured their head an accident slip must always be filled out. One copy of this goes to the class teacher to give to the child's parents. Head injuries must always be taken seriously and reported to the child's parents or carers as soon as possible.

Ice packs should only be used when the injury may cause bruising or swelling. They should not be placed over an open cut.

Issuing Medicines

School staff should not administer any medicines unless the appropriate paperwork has been completed by the parent or carer. As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint and could not otherwise attend school. However, medicines can be given where there is a compelling need to administer short term medication for a serious complaint. Any parent wishing their child to receive medication in school must complete the relevant form at the school office.

Fire Safety

There will be at least a termly evacuation practice, the outcome of which will be recorded on the online system 'i AM Compliant'. The times of the practices will be varied to cover all times of the school day. The Site Manager is responsible for checking the alarm system and recording the result in the Fire Log in 'i AM Compliant'. Fire fighting equipment is serviced annually and the date recorded. 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 or school site. 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.

Hazard and Defect Reporting

All defects and hazards relating to the building or grounds should be reported immediately to the Site Manager or in his absence the School Business Manager, Head teacher or the Deputy. The Head will be responsible for monitoring the progress on all items reported. Those that do not need dealing with urgently should be reported via the 'i AM Compliant' system.

Annual Audits

A safety audit of the school will be carried out each year by Tameside Health and Safety Department. The outcome and actions taken will subsequently be reported to the Governing Body. Audits of accidents and injuries will be provided to the Governing Body annually.

Risk Assessment

The Health and Safety at Work Act 1974 requires the school to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. To meet these duties the school will assess the risks to staff and other affected by school activities in order to identify the health and safety measures that are necessary, and in certain circumstances keep a record of the significant findings of that assessment in order to;

- Introduce measures to manage those risks (risk management);
- Tell our employees about risk measures to be taken to manage the risks;
- Ensure that adequate training is given to employees on health and safety matters.

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. All off site learning (school trips) will be risk assessed prior to the trip taking place.

Control of Substances Hazardous To Health (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Site Manager. COSHH data sheets will be kept in the School Business Manager's room. All staff are responsible for checking substances against the COSHH register.

Electrical Safety

Any faults must be reported immediately. All appliances must be tested on an annual basis. Displays or decorations must not be suspended from light fittings. Only approved contractors will be used in consultation with the authority's property services as appropriate.

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 in using the electronic visitors' log and asked to wear a visitor's badge. Staff and children are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitor's badge.

All contractors are to be made aware of the schools policies and procedures before reporting to the school. They must be made aware of the schools "Asbestos Management Plan" before quoting for any refurbishment/new works to the fabric of the building. All contractors must report to the office on arriving and leaving the school. All contractors will produce a method statement which clearly demonstrates how they will carry out their activities in an appropriate health and safety manner. The Site Manager will be responsible for checking that all work has been carried out in accordance with the contractors agreed method statement. And that the work is of an appropriate standard.

Supervision Before and After School

The school accepts no responsibility for children who arrive on the premises before the morning session begins unless they have been booked into our breakfast club provision. Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session. Parents are asked to complete a collection form on Arbor which states who is allowed to collect their child and in the case of Key Stage 2 children, whether they are allowed to walk home alone. If children are collected by taxi, all taxi drivers must report to the office and show their identification. If any child is not collected straightaway, the class teacher will inform the Head Teacher, who will assume responsibility until the child's parents/carers take the child.

No child will be allowed out of school during the day for an appointment unless a known adult arrives to collect them. Parents must report to the office when they want to collect their child.

For educational visits the school will normally ensure that a ratio of at least one adult per 8 children is provided unless the risk assessment states otherwise. For Early Years this ratio will be reduced. When deciding on child / adult ratios teachers must fully assess the risks involved in the particular activity and the children involved – some pupils may require 1:1.

All adults leading groups of children will need to demonstrate that they have Enhanced DBS Clearance. Parents and volunteers may help out on trips but will not lead groups or be left on their own with children at any time unless it is their own child. Parents and volunteers will be included as part of the risk assessment process.

Cycling To School

We recommend that children are only allowed to cycle to school in the following circumstances:

− with their parents
− after taking and passing the a Young Cyclists' Training Scheme.

In each case, if the bicycle is to be left at school, it must be placed in the designated cycle rack and locked. School takes no responsibility for bikes left on school premises and children do so at their own risk.

Dogs on Site

Support dogs (guide dogs, hearing dogs etc) are allowed onto the school site if fully supervised and on a lead. However, other dogs are not allowed inside the school grounds, except in special circumstances with the permission of the Head teacher and Governors.

Use of Car Park

The school car park is for the use of school staff and nursery staff only. It is not for the use of parents when bringing children to school or collecting them at the end of the day. Notices to this effect are placed at the car park entrance to remind parents of the rule.

Pedestrians are not permitted to use the car park as an entrance to or exit route from the school.

Related Policies

• School Visits
• Lost Child Policy
• Medicines Policy