



## **BARTONS PRIMARY SCHOOL** **HEALTH & SAFETY POLICY**

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Governor Committee	<u>Resources</u>
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### **INTRODUCTION**

The Governing Body of Bartons Primary School has a responsibility to ensure a healthy and safe working environment for all. This policy was developed through consultations with staff and Governors.

### **AIMS / STATEMENT OF INTENT**

The Governing Body will:

- Comply with all Health and Safety legislation and West Sussex County Council requirements
- Provide appropriate information and advice for staff, pupils and visitors
- Complete an annual review of policies, advice and procedures
- Regularly ensure that equipment and facilities are inspected
- Ensure staff are appropriately trained
- Ensure that risk assessments are carried out as necessary
- Ensure that Health & Safety matters are given a high priority

This policy should be read in conjunction with:

WSSC Health & Safety Manual for Educational Establishments, Policy for Offsite Education & Visits, First Aid & Administration of Medicines Policy, Security Policy

### **RESPONSIBILITIES**

#### **Governing Body**

The Governing Body recognises and accepts its responsibility for the maintenance of safe access, maintenance of premises and minimisation of risks to health. The Governing Body will

- ensure that the school has a Health and Safety Policy and that it is reviewed annually
- designate a named Governor to be responsible for Health and Safety
- ensure that risk assessments are carried out
- ensure that health and safety matters are on the agenda for full Governors meetings each term
- ensure that contractors work safely

**The Headteacher will**

- develop the Health and Safety policy and guidelines for use in school
- ensure that the policy is adhered to
- designate a Health and Safety representative
- provide appropriate information for all members of staff including induction for new staff
- report to Governors and carry out routine checks
- nominate First Aiders and ensure that they receive the appropriate training (see First Aid Policy)

**All Staff will**

- familiarise themselves with the Health and Safety policy and guidelines
- follow the Health and Safety procedures outlined in the policy
- give due regard for their own health and safety and that of others
- report any concerns over health and safety to the Headteacher / safety representative
- take particular responsibility in areas relating to their own management roles (e.g. PE, ICT, DT co-ordinator)

**The Premises Manager will**

- adhere to school policies particularly relating to health and safety
- report any concerns over health and safety to the Headteacher / safety representative
- ensure that all cleaning materials, paints, cleaning equipment etc are stored safely

**All pupils will**

- follow any instruction / school rule that is put in place for the benefit of their health and safety.

**All Visitors are expected to**

- be made aware of fire drill procedures
- act with due regard for their own health and safety and that of others
- follow any health and safety instructions given by members of staff
- report any concerns over health and safety to the Headteacher / safety representative

**Contractors**

In addition to the responsibilities for all visitors, contractors have a duty to

- have current insurance that complies with the LA minimum regulations and relevant documentation eg risk assessments
- follow health and safety regulations and guidance relevant to their field of work
- carry out work with due regard for their own safety and that of pupils, staff and visitors
- raise any concerns with the Premises Manager or office staff
- communicate with the school over any issues or concerns they may have

**PROCEDURES**

All new staff will, as part of their induction programme, be advised on safety procedures and emergency plans.

**Equipment**

Any equipment in school should be used only for its intended purpose.

Defective equipment should be taken out of use and stored for repair or discarded. No second-hand equipment should be brought into school without the agreement of the Headteacher.

Electrical equipment will be tested regularly and labelled to indicate that it is safe to use.

Fire fighting equipment and alarm systems are tested annually.

PE equipment is regularly maintained by an outside contractor.

### **Supervision of children**

All children should be appropriately supervised at all times. Further details are in the Staff Handbook – copies in the Staffroom and school office.

### **General Safety**

- All staff should mind their own safety when putting up displays and moving equipment or furniture
- Staff should not climb on chairs or tables but use the small stepladder
- Staff should ask for the help of the Premises Manager to move heavy items

### **Fire Safety**

We will provide a safe and healthy working environment with regard to fire safety.

**Smoking is not permitted anywhere on the school site.**

The Premises Manager will be responsible for:

- checking that all fire doors are free from obstructions and open and close easily
- checking that all escape routes are clear
- checking that no rubbish or waste materials are allowed to accumulate
- ensuring that no materials are stored inappropriately
- ensuring that waste containers are stored externally in a secure compound

### **Evacuation Procedures**

The fire alarm is tested regularly. Copies of fire evacuation plans are posted in all classrooms and the school office. A fire drill is undertaken once each term and records are kept in the school office.

- Staff are not expected to fight fire and should not go back into the building
- Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point

#### On hearing the alarm:

- Children should be directed to the nearest exit and walk quietly in single file to the assembly point on the playground
- Class teachers and TA's will ensure that the classroom is empty before leaving and closing the doors
- The office staff will call the fire brigade and check that the administration area is clear before leaving the building
- The office staff will take out and issue registers for each class and check the signing-in book and signing-in board.
- The Headteacher will have overall responsibility for checking all areas of the school
- A governor may oversee the smooth running of the whole operation if the practice is planned
- The Headteacher will check that all adults and children are accounted for with help from the class teachers and office staff
- All children should wait quietly in their lines until they are allowed to re-enter the building with their teachers

On hearing the alarm at lunchtime:

- Children in the building should be directed by the Midday Supervisors to the nearest exit and walk quietly in single file to the assembly point on the playground
- Any children already outside should line up quietly with their class assisted by the Midday Supervisors
- Everyone on site must leave the building by the nearest exit
- The office staff will call the fire brigade and check that the administration area is clear before leaving the building
- The office staff will take out and issue registers for each class and check the signing-in book and signing-in board.
- The Headteacher will have overall responsibility for checking all areas of the school
- A governor may oversee the smooth running of the whole operation if the practice is planned
- The Headteacher will check that all adults and children are accounted for with the help of the Midday Supervisors
- All children should wait quietly in their lines until they are allowed to re-enter the building or resume their lunchtime play.