



Thornford Church of England Primary School

Health & Safety Policy - March 2019

Review Date: - March 2021

General Guidelines

It is the policy of the governing body, so far as is reasonably practicable, to

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and pupils
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- Maintain all areas under the control of the governors and headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in case of accident
- Teach safety as part of pupils' duties where appropriate

Responsibilities of the governors and the headteacher

The governors and headteacher are responsible for implementing this policy within the school. In particular they will

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis



- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded
- Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed
- Ensure that regular safety inspections are undertaken
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy
- Report to Sherborne Area School's Trust/the Authority / governing body any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed
- Report to the Director of Education/Director Children's Services / Diocese or proper officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with SAST and the Authority) and other organisations present on site, as far as is reasonably practicable
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate

Our Competent Person is Deborah Knapman, who is a chartered member of the Institution of Occupational Safety and Health

Duties of the Competent Person delegated to assist in the management of health and safety:

The delegated person shall



- Assist the headteacher in the implementation, monitoring and development of the safety policy within the school (unless the delegated person is the head teacher)
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school
- Co-ordinate arrangements for the design and implementation of safe working practices within the school
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the governors and headteacher
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- Ensure that staff with control of resources (both financial and other) give due regard to safety
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained

Responsibilities of staff towards pupils and others in their care

All staff are responsible for health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to

- Exercise effective supervision over all those for whom they are responsible
- Be aware of and implement safe working practices and to set good example personally
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required



- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable off site training
- Where private vehicles are used to transport children to and from school functions, it is responsibility of the parent /care to ensure that child restraints and seats appropriate to the age of the children concerned are used and that they are insured to transport school children. If staff are using their own vehicles they also have the same responsibility

Responsibilities of all employees

All employees have a responsibility under the 'Health & Safety at Work Act 1974' to

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- Co-operate with the Director of Education/ Children's Services Director / Governing Body / Diocese and others in meeting statutory requirements
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and where in doubt, seek immediate clarification from the headteacher
- Ensure that tools and equipment are in good condition and report any defects to the headteacher
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that offices and general accommodation are kept tidy



- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the headteacher

Whenever an employee is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the headteacher.

Additional notes

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage (via our Staff Handbook & Induction Policies & procedures)
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
- All volunteer helpers will be expected, as far as reasonable possible, to meet the same standards required of employees

Responsibilities of pupils

All pupils are expected, within their expertise and ability, to

- Exercise personal responsibility for the safety of themselves and their fellow students.
- Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives, and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes



Note: The governors and headteacher will make pupils and where appropriate, parents aware of these responsibilities through direct instruction and notices

Visitors

Regular visitors and other users of the premises (eg contractors and delivery people) are expected, as far as is reasonably possible, to observe the safety rules of the school.

Fire and emergency evacuation procedures

- In the event of an emergency evacuation everyone should leave the building through the nearest fire exit and assemble on the top playground. A copy of the emergency evacuation procedure can be seen in the school office
- These procedure will be updated as appropriate
- The log book for the recording of practice and evacuation drills is available in the school office
- Arrangements are made regularly to monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and the fire alarm system.
- Fire practices will be held at least once a term and the continuous ringing of the alarm bell signifies that everyone should exit the building immediately

First aid and accident reporting procedures

- First aid is available in the school staffroom and additional first aid boxes are held in this area.
- The person responsible for administering the first aid accident reporting procedure must be notified of all injuries occurring during curriculum activities and of serious accidents causing death or major injury and dangerous occurrences.
- The accident book, report forms and guidance for pupils and staff are to be found in the first aid area. The forms are to be completed by the responsible member of staff or injured party (in the case of an adult)



- Information concerning the procedure to be followed if the person injured is unable to complete an accident report form or is not an employee of the Authority or pupil at the school, is kept with the accident book and report forms
- The person administering first aid must then make sure that an accident form and an entry in the first aid book is completed. The Health and Safety Executive (HSE) must be notified of all injuries occurring during curriculum activities and of any fractures or major injury or accidents causing death
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff

Signed: _____ (Chair of Governors)

Signed: _____ (Head teacher)