

HEALTH AND SAFETY POLICY

General Statement:

This statement indicates the organisation and arrangements made within Broomwood Primary School for carrying out the Authority's Policy on Health and Safety at work, as contained in the Preliminary Statement of the Health and Safety Policy. It supersedes the previous Supplementary Statement and will be reviewed periodically in consultation with employee representatives through the Education Department Health and Safety Committee, so as to take account of the requirements of any further legislation, codes of practice or local agreements. A copy of this statement will be brought to the attention of all employees.

The Chief Executive Officer is the officer with overall responsibility for Health and Safety within the Authority, whilst the Director of Education has the responsibility for Health and Safety within the Education Department.

The Headteacher will provide leadership in matters of Health and Safety within the school and will keep the present organisation and arrangements under review, and initiate revision as and when necessary.

The Governors of Broomwood Primary School recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

They will take all reasonably practicable steps within their power to fulfil this responsibility.

It is the intention of the Governors that for health and safety purposes the school will operate within the structure and framework of Trafford Metropolitan Borough Council and will apply all health and safety instructions and advice issued by the Education Department.

The Headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and to circulate this information to all staff and to ourselves, and subsequently to monitor implementation of the arrangements.

Signed: _____

Date: _____

Chair of Governors

HEALTH, SAFETY AND WELFARE POLICY

1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone regardless of race, gender and ability. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

2 The school curriculum

- 2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit or work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 2.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education (See the Drugs Education Policy and the Sex Education Policy).
- 2.4 Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 2.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

3 School Meals

- 3.1 Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 3.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

4 School uniform

- 4.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.
- 4.2 We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.
- 4.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 4.4 We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.
- 4.5 On grounds of health and safety we do not allow children to wear jewellery in our school.

5 Child Protection

- 5.1 There are named people responsible for child protection in the school. These are the Headteacher and Mrs S.Stevenson who is also SENCO.
- 5.2 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- 5.3 The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 5.4 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

6 School security

- 6.1 While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- 6.2 We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

- 6.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 6.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.
- 6.5 Emergency Procedures – The procedures for the evacuation of premises in the event of a fire or bomb warning will be tested regularly by means of drills, any changes found to be necessary in the light of experience, or as a result of change in legislation will be introduced. The procedures for the action to be taken in the event of an emergency are displayed in the premises to which they refer.

7 Safety of children

- 7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.
- 7.2 We do not take any child off the school site without the prior permission of the parent, unless we have been unable to contact any relative in the event of extreme emergency.
- 7.3 If an accident does happen, resulting in an injury to a child, the teacher will do all he/she can to aid the child concerned. We keep a first aid box in designated areas around school. Each classroom has a notice indicating named first aiders and the location of first aid equipment.
- 7.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 7.5 Parents are notified by letter on the day of an incident if a head injury has occurred during the day.
- 7.6 We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

8 Seat belts

- 8.1 We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

9 Theft or other criminal acts

- 9.1 The teacher or headteacher will investigate any incidents of theft involving children.

- 9.2 If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.
- 9.3 Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive and support the member of staff in question if he/she wishes the matter to be reported to the police.

10 First Aid

The provision of first aid equipment and the appointment of trained first aid personnel is carried out in accordance with the statutory requirement. The name and locations of equipment and appointed persons where required are displayed in the Medical Room. See First Aid Policy for full details.

11 Monitoring and review

- 11.1 The governing body has a named governor with responsibility for health and safety matters. (Mr David Hill) It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.
- 11.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 11.3 The Headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- 11.4 The Headteacher reports to governors termly on health and safety issues.
- 11.5 This policy will be reviewed at any time at the request of the governors, or at least once every year.
- 11.6 Training – The provision of adequate training is vital to the Health and Safety of all members of staff. The Headteacher supported by specialist advisory staff will identify needs and secure appropriate training. In addition to the above the Authority employs a Training Officer within the Personnel and Management Services Department who is available to provide any necessary assistance on training matters. Rob Lievers (TMBC) is responsible for Health and Safety.

Reviewed January 2009

Approved by _____ **on behalf of the Governing Body**

Date _____

BROOMWOOD PRIMARY SCHOOL

Mission Statement

We aim for all to achieve their full potential in a caring environment

HEALTH AND SAFETY

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