

Health and Safety Policy Statement

Roxeth Mead School takes its duties for Health and Safety seriously. The arrangements for health and safety have been drawn up having regard to the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999. The school recognises the importance of working within the framework of Every Child Matters and the five outcomes outlined within it:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence inline with relevant legislation.

Responsibilities

The governing body along with the Head teacher have overall responsibility for health and safety. It is the policy of the Governing Body, so far as is reasonably practicable, to:

- Ensure health and safety has a high profile
- Establish and maintain a safe and healthy environment throughout the school
- Monitor and review health and safety
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Prepare an effective emergency evacuation procedure and arrange for regular practice evacuations to take place and for the results of these to be recorded;

The Head teacher and the H&S Officer will

- Develop a health and safety culture throughout the school
- Ensure staff are aware of their responsibilities
- Take daily operational decisions
- Draw up health and safety procedures
- Monitor effectiveness of procedures
- Ensure information is reported to the relevant bodies wherever necessary
- Update governors

All staff will

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Monitor their own work activities and ensure safe practice
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their jobs. If in doubt they must seek immediate clarification from the Head teacher
- Ensure that all equipment is in good condition before use and report any defects to the Head teacher
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Ensure that any accidents and potential hazards, are reported to the Head teacher- whether or not an injury actually occurs.

Employees have a duty to report any risks or deficiencies in Health and Safety matters to the Head teacher or the Health and Safety Officer

General Health and Safety Arrangements

- Smoking is not permitted anywhere on the school site.
- Except in an emergency, all contractors are employed out of school hours. When contractors are on site they are expected to follow school procedures.
- Regular checks of buildings and grounds are carried out by the health and safety officer to monitor the upkeep of buildings and grounds and a thorough annual review is carried out with all aspects monitored.
- Fire systems, electrical items, water purity, gas boilers etc are all maintained annually by professional firms.
- Items recorded in the Maintenance Book will be dealt with as soon as practical.
- All staff are expected to carry out on-going daily monitoring and report shortcomings either verbally if urgent, or via the Maintenance Book for more routine matters. **All** items must be reported in the Maintenance Book and signed and dated.
- The governors agree to appropriate training for staff in relation to health and safety.
- All new staff will be advised on safety procedures and other relevant information as part of their induction programme.

School Building Access

- The students entrance and car park gates are locked at 9.a.m and all access to the school is then only by ringing the bell and via the main entrance.
- The main entrance is kept locked and has a high lock fitted above child access height.
- All visitors are required to sign in and out and a record kept..

Equipment

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly and where practical put in the resources room. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment must be introduced to school without the agreement of the Head teacher. This equipment must be tested and certified as safe prior to use.
- Electrical equipment is tested regularly. Plugs and leads will be visually checked regularly. If staff notice any defects then the equipment must not be used.
- Electrical sockets should be switched off before a plug is removed and safety sockets replaced in the sockets.
- Fire fighting equipment and alarm systems are maintained via annual contract.
- Play equipment is checked regularly and wooden play area maintained via a maintenance contract.
- Hazardous substances, such as cleaning materials, etc., are kept locked in an appropriate storage areas.

Water

- All water systems are professionally monitored and tested.
- All safe drinking water areas are marked, as are non-drinking water taps.
- Water fountains are regularly cleaned with anti-bacterial solution and a record kept.
- Thermal regulating valves are fitted to all hot water taps.

Lone Working

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Where lone working is unavoidable staff should ensure that all outside doors are locked whilst they are on the premises and inform the Head/another staff member that they are working alone.
- Automatic security lighting is sited at the front and the rear of the premises

Climbing and Lifting

- Staff should not climb on chairs or desks. Low ladders or steps are provided on each floor for this purpose.
- Staff should not attempt to lift anything large or heavy out of cupboards or off shelves, on their own. They must enlist the help of another staff member at all times. Large and heavy items should not be stored at height.
- Heavy deliveries of materials should be unpacked in the hallway and carried in small quantities to the relevant office or classroom.
- Staff should not ideally attempt to lift any heavy objects and should always be mindful of the correct procedure and lifting technique to be used at all times.

VDU usage

- Staff using computers on a regular basis should vary their working arrangements and ensure regular eye checks in line with recognised guidelines.

It is the duty of all staff to ensure safe practice for themselves and others when executing their duties