



HEALTH AND SAFETY POLICY

Policy Version			
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This policy will be reviewed every 12 months in light of local and Government legislation.

At Mountwood
Academy we
nurture our young
people through
quality experiences
to never stop
learning and be the
best they can be.

General Statement

Mountwood Academy Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work.
- all pupils and members of the public, including parents, visitors and contractors 'who enter school premises, are not exposed to any health and safety risks during the course of their business.
- no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced;
- all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

Purpose and Aims

This school policy sets out the means by in which it will fulfill the school's requirements for a healthy and safe environment for pupils, staff and visitors.

Mountwood Academy aims to:

- Ensure that everything reasonably practicable will be done to safeguard pupils, staff and visitors.
- Make and keep under review relevant policies and procedures.
- Maintain a list of hazards within the school and keep this under review.
- Take immediate action where hazards are likely to turn into risks.
- Ensure that the school's health, safety and security arrangements are known and implemented.

Members of staff are expected to:

- Take reasonable precautions to safeguard the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.
- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

Health and Safety Management Arrangements:

The school has appointed a Health and Safety Committee to plan, monitor and evaluate the Health and Safety needs of the school. The actions necessary to ensure Health and Safety are recorded.

The Health and Safety Committee is comprised of;

- Chair - Health and Safety Co-ordinator (HSC).
- Member of SLT
- Member of Site Staff
- Coordinators Science/DT/PE
- First Aider
- Educational Visits Co-ordinator
- Chef/Cook

The Health and Safety Committee will meet half-termly – with the following rolling Agenda

Overall responsibility for H & S

- Review of accidents/incidents, near misses
- Quality of risk assessment in school
- Monitor the currency of qualifications
- Review of fire drills and procedures
- Monitoring of H & S activity in school
- Daily checks in EYFS
- Science Lab/PE and Games
- Site manager's H & S tours
- Contractors
- Address items raised in staff meetings
- Policy and Procedure review
- Quality of off-site visit planning

Risk Management

Health and safety will be regularly discussed at staff meetings, and minutes of any discussion and action to be taken, will be kept and passed to the school's Health and Safety Committee via the Health and Safety Co-ordinator (HSC).

The Head Teacher will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform the main office (registrar) of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Head Teacher will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.

All staff will use the school's risk assessment template (which is on the shared area), as a means of assessing risks.

Fire Safety

All members of the School will:

- Familiarise themselves with the school's fire safety procedures;

- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that pupils know the alarm and evacuation procedure and route from their areas to the assembly area;
- Keep a register of pupils present in each teaching period; and report to the Head Teacher /main office any hazards likely to cause a fire.
- All staff have the responsibility for directing any visitors to the school to the assembly area in case of fire. Nevertheless, all staff must be aware that visitors will need to be properly supervised and directed.
- Training in action to be taken on hearing the fire alarm is provided by the school.

Safeguarding Pupils

All staff must be aware of their duty to note and report any suspicions that a pupil might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding pupils and in recognising potential problems. Any suspicions should be reported immediately to the school's Designated Child Protection Officer.

Teaching staff are expected to teach risk management to pupils according to the school's curriculum, and any requirements the school may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to the Head Teacher (or the member of the Leadership Team with responsibility for staff welfare.) Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Lone workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

Records

Appropriate records of risk management events and issues will be kept by the school office and will be periodically inspected by the school Health and Safety Co-ordinator (HSC), who will report on such matters at each Health and Safety Committee meeting.

Accidents

All accidents involving staff and pupils MUST be recorded. Staff who are unsure about the system must seek advice from the main office (Registrar). The Lead First Aider, will monitor the accident book regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid at each Health and Safety Committee meeting.

First Aid Arrangements

Any member of staff who has attended and passed the statutory four-day First Aid course will be regarded as a First Aider.

A list of first aiders will be prominently displayed in the school office and staffroom, along with their training renewal dates.

The Head Teacher will nominate a member of staff to ensure that first aid materials are inspected on a regular basis, not less than once per half term and stocked up. A list of first aid boxes will be prominently displayed in all rooms.

All staff may treat children for minor ailments and accidents. Children may not give any treatment to other children. Before applying adhesive plasters staff must check that children are not allergic to these.

It is vital that staff do not administer any medication however common, unless specifically instructed to do so by the school nurse or Head Teacher. Doing so may constitute a serious disciplinary issue and may endanger the life or health of the child.

A fully stocked first aid bag must be taken on school trips. Any inhalers and medication for specific children must also be taken.

When children are unwell they will be placed in a quiet area which is close to a toilet, drinking water and is easy to supervise. At the direction of a school leader, office staff may contact the pupil's parents to collect them early from school.

Reporting and Recording Accidents

In order to comply with statutory regulations, all accidents and injuries must be recorded in the school's accident record book, kept in the school office. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.

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/carers to be informed, it is deemed to be a Serious Accident.

As a general rule, injured children should not be moved, unless the injury is judged to be minor or leaving the child would place it in greater danger. An adult should stay with the injured child, and an additional member of staff sent to find a qualified First Aider (see above) to deal with the accident.

When a child has injured their head, a Head Injury Form must be filled out and this injury recorded in the accident book. One copy of the Head Injury Form goes to the class teacher to give to the child's parents, and another copy goes to the School Secretary to file. Class teachers will keep a careful note of the child and where there is any lowering of alertness or consciousness this must be immediately communicated to a First Aider via the school office.

Issuing medicines

The school has a separate policy on administering medicines to pupils in line with DfE guidance and the notes below form a summary. School staff should not administer any medicines without the School Nurse or Head Teacher's permission.

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.

All medicines must be clearly labelled in their original container, kept in a secure store (in the school office) and administered in line with the instructions provided by the doctor or pharmacist.

Fire Safety Arrangements

There will be a termly fire practice, which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day.

Fire evacuation procedures will be displayed in every room, with children made aware of the procedures. All staff must ensure that they are familiar with them.

The Site Manager is responsible for testing the Fire Alarm system on a weekly basis and recording the result in the Fire Log Book.

Firefighting equipment is serviced annually and the date noted in the Fire Log Book.

At large gatherings all emergency exits must be well-signed, with clear access to these. A telephone must be available nearby for emergency calls.

Annual Safety Audit

A safety audit of the school will be carried out each year by the Site Manager, nominated governor and school leader.

The results of this audit will be reported to the Proprietor.

Control of Substances Hazardous to Health (COSHH) regulations

All substances affected by these regulations will be clearly labelled and locked securely in a suitable store.

The school will keep minimum amounts of each substance.

The responsibility for carrying out an annual COSHH assessment will rest with the Site Manager

Staff using COSHH materials will be made aware of their safe use and the dangers of each substance.

Electrical Safety

All electrical appliances will be tested annually using the PAT (Portable Appliance Testing) protocol by a qualified electrician, with any deficiencies immediately remedied, or the faulty item removed.

Any faults developing at other times must be reported immediately, with the faulty device removed or disabled until repaired.

Only approved contractors will be employed to carry out electrical work or repairs.

Visitors

All staff must wear their identity badges at all times during the school day.

All visitors must report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge which will be differently coloured from staff badges.

Staff should politely challenge anyone in school they do not recognise who is not wearing either a visitor's or the local authority's staff badge.

Dealing with Bodily Fluids

To protect the health of other children and staff, all body fluids will be immediately and efficiently cleaned up, with the area disinfected. All wastes and soiled cleaning materials will be immediately and safely disposed of. A spillages kit will be procured for such events.

Pupil Behaviour

Pupil misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of pupils and to safeguard their health and safety. Staff must know the school rules that are designed to ensure pupil safety and to participate in ensuring that the rules are obeyed.

Status Review

The School will contribute to the school's annual health and safety status review. This will take place at the Spring Governance meeting.

Development Plan

The development of health, safety and security within the school will be part of the School's Development Plan as appropriate.

Responsibilities:

The Head Teacher in conjunction with other staff members

- Is responsible with the Health and Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility;
- will familiarise him/herself with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- will set up and implement safe methods of work;
- will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- will instruct all staff, pupils and others under her jurisdiction in safe working practices;
- will carry out regular safety inspections of their areas and keep records of those inspections;
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- will make available appropriate protective clothing and equipment, first aid and fire appliances;

- will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- will provide appropriate health and safety information to relevant persons; and
- will report any health and safety concerns to the Health and Safety Coordinator and Health and Safety Committee.

All Members of staff will:

- be responsible to the Head Teacher for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- assist the Head Teacher in ensuring that the school environment and practices are as safe as is reasonably practicable;
- set up and implement safe methods of work;
- apply effectively all relevant health and safety regulations, rules, procedures and codes of practice;
- instruct all staff, pupils and others under their jurisdiction in safe working practices (including fire safety);
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- use appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate health and safety information to relevant persons;
- keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Committee via the Health and Safety Co-ordinator.

Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on non-discrimination and equal opportunities is taken into account. For further information, please refer to separate Equal Opportunities policy.

Policy for management, including identification, of visitors into the school site

Aim

To ensure the safety of pupils, staff and other adults and young people on the premises.

The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, time of arrival and purpose of visit) in the visitors' book located at the main office. The school secretary, as admitting adult, will take responsibility for the visitor when they are on duty. At other times the Head Teacher (or delegated deputy in their absence) is primarily responsible as 'admitting adult'. The Head Teacher will designate a member of staff to act as admitting adult at times when they know that the school office staff are unavailable. At no time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitor's details are recorded in the visitors' book.

Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

Unless the admitting adult recognises the visitor and knows his/her business at the school, he or she will establish:

- i. The identity of the visitor (if appropriate by asking for an identification document);
 - if the visitor is working on site they should provide – evidence of address and official photographic identity (passport, driving licence, work issue card) on or before their first day of work
 - if the visitor is a volunteer previously unknown to the school, who will have supervised access to the children they should provide an acceptable form of identification
- ii. The purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details in the visitors' book and take that visitor to the person they are visiting.

If in any doubt about the visitor, he or she must ask the visitor to wait outside the front door, ensuring it is secured and inform the office, or Head Teacher immediately.

Office staff will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the school. Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

In the event of an emergency evacuation of the premises, a member of the office staff will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site.

It is the duty of any member of staff to report to the Head Teacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The Head Teacher will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to all other schools, the LEA, the police and alerting all staff).

The Head Teacher is responsible for ensuring that the procedures in this policy are followed by all staff. The Proprietor will monitor the carrying out of this policy at least once a year.

Security and Entering the School during School Hours.

Any person arriving at the school for entry will be either;

- i) let in by the secretary having been appropriately identified or
- ii) admitted by a member of staff who will identify the person and escort them to the main office.

All visitors must be directed to the main office.

All visitors must be required to sign the visitors' book, noting date, location, name, time in and out and reason for visit. If arriving by car, details of the registration may be recorded.

Exceptional Procedures

Any suspicious person will be asked to wait outside whilst a second member of staff is called. Should an adult try to force entry into the school the following guidelines should be followed:

- If practical, the door should be closed upon any such person trying to enter.
- Help or assistance should be called for while any children are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.
- Any member of staff not involved in supervising pupils should go to provide assistance.
- Supervising staff of younger classes in proximity to point of entry of the unauthorised person should, if possible and thought necessary, take the children quietly away to a more remote location.

Monitoring and review

The implementation of this policy will be monitored by the Head Teacher, who will make an annual report to the Proprietor.

The HSC will liaise with the Head Teacher and report to the Health and Safety Committee to ensure that it remains in line with school policies.

Approval by Mountwood Academy

Signed: _____

Date: _____
Review date: _____

This policy, signed by the Proprietor on behalf of Mountwood Academy, is held by the Head Teacher.

End of policy statement