



The Keys Academy Trust

Health and Safety Policy

Date: March 2016

Review: March 2018

THE COOMBES C of E PRIMARY SCHOOL

HEALTH AND SAFETY POLICY STATEMENT

(i) Aim

The aim of this policy statement is to

- Indicate to staff, parents, governors, the LA and other interested parties how the school will meet current Health and Safety obligations and responsibilities.

(ii) Introduction

The governors, headteacher and staff endeavour to take all reasonable measures to ensure, as far as reasonably practicable, that the school premises offer a safe environment for all pupils, staff, contractors and visitors. The Governors, the headteacher and staff also endeavour to take all reasonable measures to ensure, as far as reasonably practicable, the safety of pupils and staff when on off-site visits. Ultimate responsibility for health and safety rests with the governors and the headteacher has responsibility for the implementation of policy.

In addition to this document, the school adopts the guidance and procedures outlined in –

- Wokingham Borough Council's Health and Safety Manual
- The Health and Safety at Work etc Act 1974 and regulations including The Management of Health and Safety at Work Regulations 1999

(iii) Key Points and Specific Responsibilities

Governors are expected

- to monitor termly the condition of the premises and record any risks identified accordingly
- to monitor termly the physical security of the school premises and record any risks identified accordingly, including any risks associated with lone working on the school premises
- to ensure the procedures and systems for monitoring both the condition of the premises and the physical security on a day to day basis are in place
- to provide adequate resource and welfare facilities for staff, including support for wellbeing schemes, occupational health and work related stress in line with LA guidance
- to act upon and implement where reasonably practicable the improvements needed through the termly risk assessments, day to day monitoring and/or reported incidents
- to ensure as far as reasonably practicable that contractors commissioned by the Governing Body are competent and carry out their undertakings in a safe manner to ensure, as far as reasonably practicable, the health and safety of pupils, staff and visitors on the school premises
- to ensure that health and safety procedures updated and additional procedures developed from time to time as reasonably required in response to activities carried out and that these updates and additional procedures are

communicated to staff, pupils and visitors as appropriate.

Headteacher is expected

- to advise Governors of any apparent risks or reported incidents and make recommendations for addressing these
- to ensure each employee knows of their responsibility for their own and others' health and safety whilst at work
- to provide information, training, instruction and supervision as appropriate for pupils, staff and visitors
- to ensure procedures for fire and evacuation are practised termly
- to ensure procedures for lockdown are practised termly
- to ensure safe practice and first aid arrangements also extend to sports day, trips and residential visits
- to ensure staff and helpers know and follow LA emergency procedures for off-site visits
- to ensure safe procedures for the administration of medicines in school for pupils
- to communicate to parents the administration of medicines procedures
- to ensure with the site-controller or appropriate staff, the implementation of safe working procedures of visitors, contractors, hirers and other organizations on site
- to ensure appropriate recording procedures, treatments and training for first-aid are in place
- to ensure staff know how to report incidents and who to contact with concerns
- to ensure the school keeps adequate health and safety records for example, fire risk assessment, asbestos file, records of tests and inspections e.g. gas boiler safety checks
- to maintain and implement an emergency procedures plan

Staff are expected

- to advise the headteacher of any apparent health and safety risks or reported incidents
- to take reasonable care of their own health and safety and that of others
- to ensure all classrooms are clean, safe working environments
- to inform and instruct pupils of safe working procedures and themselves to follow safe working procedure including any revised procedures introduced in response to risks identified and any general instructions from the headteacher issued from time to time
- to raise awareness of the pupils through each curriculum subject of health and safety issues
- to ensure parent helpers and visitors are aware of health and safety matters relating to their visits
- to ensure children have clear guidance and expectations of good behaviour for all off-site visits

Site Controller is expected

- to follow LA/DfE guidelines and appropriate regulations, including those relating

to control of substances hazardous to health (COSHH) regarding:

cleaning materials

machinery

floor

windows

fixtures and fittings

furniture

portering

monitor safety of electrical appliances by carrying out visual checks to supplement other checks

display screen equipment (TV Screens, Monitors, Tablets, Projectors, etc)

- to maintain the safety, security, cleanliness of the buildings and grounds
- to advise the Headteacher of any apparent risks or reported incidents, and make recommendations for addressing these

Pupils are expected

- to follow the School "Key Code" in order to keep both themselves and others safe