

Abbey Lane Primary School



Health & Safety Policy

Reviewed: September 2022
M Stafford

Health and Safety Policy

INTRODUCTION

This policy includes our Statement of Intent, our organisational structure of responsibility and the methods by which we will achieve a safe working environment for staff, pupils and visitors.

The LA, Governors and Staff at this school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to:

- Encourage all learners to achieve their full academic and social potential
- Provide learners with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives
- Provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others
- Create an atmosphere in which pupils enjoy and take pride in their achievements

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, head teacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each others duties, functions and responsibilities as well as our own because it is only by the co-operation and team work of everyone involved that health and safety objectives in school can be achieved.

As a school, our Health and Safety aims are as follows:

- To ensure that the school is always a safe and healthy place in which to work
- To regularly monitor and review safety procedures throughout the school
- To raise awareness among all users of the school as to their responsibility for themselves and others
- To ensure the dissemination of all relevant information from the LA and other bodies to the correct user(s)

Everyone working in this school has a responsibility to making this policy work. It is a legal requirement to communicate this policy to all of our employees.

HELP AND ADVICE

Advice on any health and safety matter can be obtained through the Education Department Safety Advisers or other relevant LA staff. Some useful telephone numbers are attached to the policy.

LA Statement of Values and Intent

The Executive Director of Education will provide services in such a way that it:-

- a) prevents harm and loss to employees, service users, members of the public and contractors
- b) promotes the safety, health and welfare of employees, service users, including pupils and students, members of the public and contractors;
- c) does not contravene criminal civil law

The Executive Director of Education will also ensure so far as is reasonably practicable that Head teachers, Managers and Governing Bodies have the resources, advice, information and training to provide:-

- Plant, equipment and systems of work that are safe and without risks to health;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
- A safe place of work and safe access and egress;
- A healthy working environment;
- Adequate welfare facilities;
- Compliance with all relevant Health and Safety Legislation

Statement of Intent- Occupational Health service

To deliver a comprehensive Occupational Health Service (OHS) to meet the needs of the organisation.

The OHS is committed to promoting the physical, mental and social well-being of all employees by providing a holistic approach and liaising, where required, with specialist agencies to further support the employee and the organisation.

The OHS will work inline with the Educational Directorate and Corporate Occupational Health and Safety policies, ensuring the organisation fulfils their legislation responsibilities.

The OHS will contribute toward the review and evaluation of current standards of practice, ensuring that research based evidence is central to improvements.

The OHS will work in partnership with safety representative to ensure that all employees receive an effective OHS.

How the policy will be implemented

Head teachers, Managers and Governors will continue to have responsibility for ensuring safe conditions in their area of work. They are responsible for implementing Local Authority policies, procedures and local policies and procedures to ensure the effective implementation of this Safety Policy.

The Executive Director of Education will ensure:

- That the Safety Policy is updated regularly
- That policies and procedures are provided for Head teachers and Managers by the Occupational Health and Safety Sectioned
- That all risks are assessed and where found to be significant will be eliminated, reduced or controlled by the best possible means
- That all employees are competent to carry out the tasks given to them by means of appropriate training
- That Head teachers and Managers have a procedure for planning, implementing and for monitoring health and safety issues
- That where action has been taken to manage health and safety, Head teachers and managers should be able to provide documentary evidence at a later date

The Executive Director will arrange for competent technical advice to be given by Health and Safety Advisers and Occupational Health Nurses on safety and health matters

Priorities

Targets:- Health and Safety targets for the Directorate are contained within the Organisational Development Service Plan.

Directorate priorities are in line with Corporate Health and Safety Policy for the same period. The priorities are around risk assessment, standards, roles and responsibilities, monitoring and the contribution made by employees and the Trade Unions.

The Children and Young People's Directorate believes that health and safety is an essential element in the provision of high quality services. Implementing the Every Child Matters programme means securing better outcomes for all 0-19 year olds in five areas, two of which have implications regarding health and safety. The Executive Director accepts overall responsibility for the Directorate's health and safety performance and requires all employees to co-operate and contribute towards the achievements and aims of this policy.

Organisation

Health and Safety 'Champion'

Whilst all Managers and Head teachers have responsibilities for health and safety, the Head of Human resources, has been nominated to 'Champion' health and safety issues within the directorate and undertake to ensure that when appropriate, these issues are included on the Directorate Management Team's agenda.

The Senior Organisational Development Manager and the Occupational Health and Safety Manager, will also monitor the day-to-day progress of Occupational Health and Safety initiatives and the Directorate's performance.

Competence Advice

Competence health and safety advice is provided on a day to day basis by:

Sarah Green Health and Safety Adviser

Telephone: 2930911

Health and Safety Responsibilities:

Executive Director of Children and Young People's Directorate

1. The Executive Director has overall responsibility for health and safety within the Directorate and will ensure all aspects of the health and safety policy are complied with
2. She will ensure that there is an up to date health and safety policy prepared and that it is brought to the attention of all employees
3. She will ensure that health and safety issues are identified, considered and properly managed within the Directorate. The Executive Director will set standards and objectives for the Directorate and establish reliable systems to provide her with information on progress towards meeting objectives set
4. She will ensure that adequate resources are allocated to deal with immediate and serious risks to safety or health and that other investment to create and maintain a safe healthy working environment is programmed over a reasonable period of time
5. She will set a good personal example of commitment to safe and healthy working and require similar standards from other managers, Head teachers and employees within the Directorate.

All Managers, Supervisors, Head teachers and Governors should ensure that they:-

1. Are familiar with the Directorates Health and Safety Policy, with statutory requirements and other Local Authority policies and procedures applying to his/her work
2. Have prepared and implemented a site specific policy and document arrangements for their own specific work area. (See appendix)
3. Have attended Health and Safety Training courses provided. It is important that everyone within the Education Directorate is trained and competent to work safely.

Methods of meeting the training needs of employees include:-

- On the job training – Some aspects of health and safety training e.g. fire procedures and first aid arrangements should be carried out at the employee's induction. Other health and safety training i.e. using a particular piece of equipment or machinery can be covered at the same time as showing the person how to use it.
- Off the job training – This is appropriate where the manager/ supervisor does not possess the skills required. Topics may include lifting and handling, first aid at work, woodworking machines training etc.

- Formal Training Programmes – where health and safety is included in the programme e.g. training for qualifications etc.

Particular attention should be given to the health and safety training needs of Head teachers and Managers who may be required to assess risks in their individual areas and monitor health and safety performance. Examples include general health and safety issues, fire assessments and educational visits.

It is important that health and safety training of individual employees is recorded. Employers may be required to provide evidence of employee training to the Health and Safety Executive or if an employee makes a claim for compensation following an accident at work or work related ill health.

The Health and Safety Team can provide training on a wide range of issues. Training is offered to:

Head teachers / managers
 Teachers / NQT
 Governors
 Learning mentors
 Technicians
 Caretakers / Building Supervisors

4. Identify all significant risks. Ensure they have are identified and recorded and that appropriate precautions have been taken. Ensure that risks that cannot be dealt with immediately are not forgotten, but are tackled over a period of time to a written plan.
5. Monitor the implementation of health and safety standards to ensure safe methods and procedures are observed and that plant and equipment is maintained in a safe condition.
6. Investigate health and safety issues, near misses, accidents and work related ill health and take reasonable steps to prevent reoccurrence.
7. Arrange for appropriate training to be available to employees to enable them to carry out their duties competently and consider training needs during employee appraisal.
8. Refer to Health and safety responsibilities when preparing job descriptions
9. Manage of any health and safety issues which are outside the managers/ supervisors scope of responsibility and ensure that they are brought to the attention of a more senior manager.
10. Have adequate first aid facilities and first aid training is available.
11. Have an effective system of accident and violent incident reporting in place.
12. Have any evidence which can be provided at a later date if required by the Health and Safety Executive or in the event of litigation.

13. Have Health and safety arrangements for Educational Visits

In line with DfE requirements, all schools should nominate an Educational Visits Co-ordinator (EVC). At Abbey Lane this is Carole Greaves.

Mrs. Greaves co-ordinates the visits on behalf of the school and ensures that all procedures are followed correctly. All EVC's undergo training to undertake this role.

All members of staff that lead educational visits should carry out a formal risk assessment for that visit. Further detailed guidance is given in the Code of Practice number 14.

14. Have procedures for reporting Accident and Ill Health

The Educational Directorate has a procedure for the reporting of accidents, ill health, and dangerous occurrences. As well as being a legal requirement this provides the Executive Director with useful information for monitoring health and safety performance.

All work related accidents should be reported in the accident book and major injuries, work related diseases and specific dangerous occurrences reported to the Health and Safety Executive and the LA's Senior Safety Advisor. (See relevant Code of Practice).

15. Shared Emergency Plans and Procedures

The school has emergency and critical incidence procedures for dealing with fire and bomb evacuations. Regular emergency evacuation drills are carried out.

The emergency evacuation procedure may be also used for:

- Serious incidents
- Major peacetime emergency
- Others which are service relevant e.g. violent incidents etc.

16. Have First Aid Arrangements

A risk assessment is carried out to determine the number of first aiders required. This will be carried out by the school managers and measures taken to ensure adequate cover. (See relevant Code of Practice).

Consultation

The Directorate has an established Health and Safety Committee, which is made up of representatives of management and Trade Unions. The Health and Safety Advisers and Occupational Health Nurse also attends termly meetings.

Procedures for Introducing new processes and equipment

The health, safety and welfare of the staff needs to be considered before new processes are introduced or before new work equipment is purchased. This will be managed through a process of consultation with employees and if necessary Trade Unions. All staff will receive adequate supervision, training and instruction to ensure they are competent to carry out new processes.

Monitoring and Review Arrangements

The Health and Safety Advisers will carry out regular auditing and monitoring exercises to ensure that relevant standards are being met. In addition to this Trade Unions Representatives carry out LA inspections.

Reports relating to Health and Safety issues are received at termly Governors Sub- Committee meetings. These reports help formulate health and safety priorities for the forthcoming year.

The above is a brief summary. Abbey Lane's own Health and Safety documentation is in line with the above points and details are considered as specific issues arise within the School Improvement Plans and relevant risk assessments made.

Further details of procedures are contained within the relevant Code of Practice.

Abbey Lane School Specific Health and Safety Policy Issues

The Overall Responsibilities:

1. Overall responsibility for the management of Health and Safety in the school is that of:-

The Head teacher and the school governors. Please refer to School Prospectus for up to date list of names.

2. Responsibility for the following areas is that of:
Maxine Stafford - Headteacher - Health and Safety: for teachers and pupils
Michelle Naylor - Building Supervisor /Health and Safety : for the school premises
3. All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.
4. We will ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:
 - Through staff meetings
 - Through termly reports of health and safety issues to governors sub-committees meetings
 - Through regular consultations between building supervisor and the head teacher on health and safety issues related to the school premises
 - Through annual Health and Safety audits (supported by LA audits)
 - School Council members to report any issues affecting pupils
 - All staff to be informed of the Health and Safety Policy

General Responsibilities:

The Governors will:-

- Ensure that the LA's Health and Safety Policy is brought to the attention of all the staff and implemented in school.
- Implement 'site specific' health and safety problems brought to them by the head teacher, staff or parents through the termly meetings or any emergency meetings which may be called due to unforeseen circumstances
- Confirm compliance with LA policies and procedures
- Ensure that appropriate risk assessments have been carried out.
- Ensure that staff receive appropriate training
- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.

The Head teacher will:

- Ensure that health and safety is incorporated into the planning and organisation of all school functions
- Carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk
- Ensure the provision of adequate training, instruction and supervision
- Provide necessary information to staff members and their representatives on health and safety matters
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities
- Investigate any accidents or near misses and bring these along with any other health and safety problems, to the attention of the governors

All employees and teachers will:-

- Follow safe working procedures and practices and adopt these at all times whether in school or on educational visits and seek advice if unsure
- Ensure that they are fully aware of their responsibilities and follow any Code of Practice produced by the school or LA
- Bring to attention of the Head teacher or safety representative any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits
- Use equipment, plant and machinery according to the training and instructions received.
- Familiarise themselves with and observe specific safety rules and ways of working and wear any personal protective equipment provided.
- Report any injury resulting from an accident at work or any ill health, which you believe, is connected with work. Ensure that an accident report form and/or RIDDOR form is completed as appropriate.
- Take reasonable care for the health and safety of themselves and others that may be affected as a result of their actions. This includes colleagues, visitors and pupils/ students.

Accidents

Even in a well run school accidents may still occur. This is how we will deal with them:

All accidents to our staff or pupils will be investigated to find out what happened and how any similar incident can be avoided.

The head teacher along with:

- the teacher health and safety representative
- the school first aider
- the chair of governors

will ensure that accidents are investigated and that major accidents which are reportable to the Health and Safety Executive.

All accidents will be recorded by **the person dealing with the incident** on our accident form which is kept **in the Headteacher's Office- cabinet draw**.

Any accident reports will be examined by **the Head teacher / Educational visit co-ordinator and Health and Safety representative**, to see what lessons can be learnt and how similar accidents can be avoided.

The LA Code of Practice (D2) will be adhered to following an accident.

Risk Assessment

Risk Assessments are a legal requirement. They are the cornerstone to most modern day health and safety legislation. We ensure that a suitable and sufficient, up to date risk assessment is available where there is significant risk within their respective area of responsibility.

When undertaking risk assessment the relevant documentation provided by H and S Service should be used.

This is recorded in the LA's Generic Risk Assessment booklet or on the LA's standard form; they are kept on the school premises. Risks are assessed annually and any new process or change in circumstances requires an updated assessment. Educational visits also require a written assessment.

Shown below are the staff assisting with the assessment process as well as details on when they will be carried out and updating our systems.

- All teachers' taking groups out on educational visits are asked to complete a risk assessment before they have taken the children.
- The staff are advised wherever possible to make a trip to the site before hand.
- Any class teacher who takes a group of children on a residential visit completes a risk assessment form a month before the visit. A copy of this form is sent to Educational Department's Outdoor Education Specialist at least one month before the visit.
- All risk assessment forms for school trips are kept in the General Office with Carole Greaves. Other risk assessment forms are kept in the Head teachers cabinet in the office

Emergency Plans and Procedures

The Directorate has business continuity plans for responding to major incidents and service areas will have their own service specific business continuity plans. See our Critical Incident Policy.

Building and Premises

The Head teacher has a duty to ensure that workplace is safe, healthy and fit for purpose and on a day to day basis this will be achieved by good premises management. The Directorate Assets Team will support the school.

Construction Projects and Schemes

The Construction (Design and Management) Regulations 2007 (CDM) promote, the systematic management of construction projects and schemes from conception to completion. The Head teacher should only employ

competent personnel, and where possible eliminate significant hazards at the design stage of the project or scheme.

The Head teacher will comply with the Directorates Permission to Work Scheme and inform the Assets team of all projects to be undertaken.

Use of Contractors, Service Providers

The procurement of contractors, service providers etc should be carried out in accordance with Purchasing, Tendering and Contracting arrangements. This will ensure that irrespective of the contract sum, health and safety competence, resources and performance are checked prior to, and monitored throughout the undertaking of a contract.

Procurement for Introducing New Processes/ Equipment

The health, safety and welfare of staff need to be considered before new processes are introduced or before new work equipment is purchased. All staff will receive adequate supervision, training and instruction to ensure they are competent to carry out new processes.

Document Control

The Head teacher and respective managers in the work area concerned will hold documents, data and records produced during the ongoing management of health and safety. This will be kept for a period of time predetermined by the requirements of criminal or civil law and where required copied to the respective HR section and employee representative.

Monitoring, Audit and Review Arrangements

The Health and Safety Advisers carry out regular auditing and monitoring exercises to ensure that relevant standards are being met. In addition to this Trade Union Representatives may carry out regular inspections. Health and Safety recommendations will be formulated into an action plan and implemented.

No Smoking

Smoking is a health and safety issue for all adults who use the school, staff and parents. Children need to receive consistent messages and require non-smoking role models within the school.

Smoking, including the use of e-cigarettes is not allowed on the school premises – building and playgrounds.

This no- smoking policy applies to all visitors and staff in school. The following arrangements have been made for informing visitors of the policy's existence.

- Clearly worded signs will be sited to announce the policy
- Staff members will inform visitors where necessary

Electricity

Electricity has the potential to cause serious harm, or even death and must be treated as a priority with regard to maintenance and repair.

The maintenance and repair of electrical equipment and fixed installations is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every 5 years by a competent electrician.

Portable electrical equipment and fixed installations will be annually maintained in accordance with LA advice. This is set out to comply with the Institute of Electrical Engineers Guidance.

Any personal electrical equipment brought in by staff will be classed as school equipment and should be tested.

Responsibility for arranging maintenance of electrical equipment is with:
The Head teacher
Michelle Naylor building supervisor

Fire

An outbreak of fire in a school can be extremely serious. In order to prevent this all sources of heat with the potential to cause fire e.g. gas heaters, cookers etc. will be carefully monitored so as not to inadvertently come into contact with combustible materials.

Fire drills are carried out once per term and are recorded in the Fire Precautions Log Book.

Various other fire precautions will also be recorded in the Log Book e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

The responsibility for ensuring that the book is kept up to date and that fire drills are carried out is with:
The Head teacher

When the school requires painting, only paints providing a flame retardant surface will be used.

Hazardous Substances

All known hazardous substances have been assessed in accordance with COSHH regulations, and the appropriate records are kept in a file with the Building Supervisor.

A yearly clear out of unused and partly used substances is advantageous.

The head teacher and building supervisor should be informed of new substances brought into the school in order that they may be assessed and recorded.

The storage of materials is as follows:

1. Hazardous substances to be kept locked in a cupboard

2. General cleaning substances to be kept in building supervisors store cupboard
3. Adhesives are kept within the school normal storage arrangements. Care needs to be exercised over their use
4. Other substances not covered by the above e.g. tippex, felt tip pens are kept within the schools normal storage arrangements, care needs to be exercised over their use

Additional arrangements for keeping our school safe

Codes of Practice are produced by the LA and cover many aspects of school safety. Copies of these are kept in the Head teacher's office on the shelf or in the filing cabinet.

Staff are made aware of their existence and informed to consult them when carrying out a relevant task e.g. planning an educational visit or setting up portable gas heaters in the event of heating breakdown.

Below is a list of useful telephone numbers.

- Chair of Governors Jemma Taylor: 2745054
- South Yorkshire Fire Service : 2727202
- LA Health and Safety: Sarah Green: 2930911

Appendix 1

The following information is intended as a guide and fulfils Section 2 of the Health and Safety at Work Act. These guidelines are an addendum to the LA's Health and Safety Policy

1. Accidents

1:1 These can be divided into 3 categories:

- a) slight – cuts, small splinters, bruises from what can be termed 'normal' activities and which could be dealt with by the class teacher
- b) moderate – injuries that necessitate dressing, but not severe enough for parental notification, and with which the class teacher is less prepared to deal
- c) Serious – severe bleeding, suspected or actual fracture, suspected or actual concussion which needs parental notification and further treatment

1:2 Chain of action/ information

Accident – ALL accidents must be reported to the Health and Safety Representative – Carole Greaves and the Head teacher if moderate or serious

SLIGHT	MODERATE	SERIOUS
Class teacher First Aider	First Aider Safety Rep	First Aider Head teacher and safety rep
Internal report School clerk to inform parents (if necessary)	LA report form Clerk to contact parents ambulance (if necessary) accompany child	Investigate accident Clerk to contact parents ambulance if necessary accompany child as necessary

1:3

The Safety Rep in conjunction with the Head teacher/ Deputy Head / First Aiders are responsible for ensuring that any recording and logging is carried out. The accident should be investigated if it is of a moderate or serious nature and reported to the Head teacher. In the event of an exceptionally serious accident the Head teacher would inform the LA immediately.

2. First Aid

2:1

At present there are two holders of the First Aid at work Certificates:

Mrs L Mason TA

Mrs C Greaves TA

In addition there are a number of staff with basic 'one day' experience of training. The midday supervisors also are provided with minimal first aid training.

Mrs R Khan, Mr J Uddin and Mrs C Anderson have completed the Early Years Paediatric First Aid training.

2:2

First aid boxes are maintained and checked periodically. The record of maintenance is kept in the medical room.

Location	Type
Medical room	Full
Medical room	Travelling for educational visits x3
Medical room	Lunchtime supervisors bags (each LTS x1)
Classrooms	Full

The first aiders ensure that the boxes are maintained by checking monthly. Ordering is done through Mrs. Penistone.

2:3

Gloves and aprons are provided in the first aid room and each member of staff use these disposal items.

2:4

There is a yellow 'contaminated waste' sack in the medical area which must only be used for soiled dressings, swabs etc which is collected weekly

3. Fire Precautions

3:1

As with all schools in Sheffield we have three practice fire drills per year. One each term.

- a) one 'sound only' drill as soon as is practicable possible after new entry
- b) one 'warned drill'
- c) one drill without warning

We try to vary the time and settings of these drills e.g. during lunch time / assembly times.

3:2

Fire alarms are situated throughout the school. These are maintained by the LA and are used only in real emergencies.

3:3

The school has notices posted in each room to inform of the procedures to be taken in case of fire. These are mounted on card and posted near to the exit of the classrooms as possible. Staff are reminded of the importance of being aware of the procedures.

3:4

Fire extinguishers are also located strategically around the premises. These should not be moved or be used for other purposes other than for emergency fire fighting. The fire extinguishers are maintained by the Fire Service.

3:5

The Head teacher, Deputy Head or safety representative is responsible for carrying out and logging of fire drills. The log book is kept in the school office.

3:6

All corridors, doorways and exits must be kept clear of accumulations of objects that would hinder any emergency evacuation

3:7

Situations other than the discovery of a fire:

The school follows the procedure set down by the LA. The critical incident policy can be referred to but everyone is reminded of the need for vigilance over suspicious persons or packages.

4. The School Environment

It is the concern of everyone to guard against and to report immediately any defects in the environment, such as damaged to the structure, lighting, and plumbing. If the defects are likely to become, or are, hazardous and therefore safety is at risk, then they should be reported to the Head teacher and the building supervisor. If necessary, to minimise risk, a cordon may be erected around the hazard and no-one should enter the area. Action will be then taken, within the constraints of finance, by the building supervisor in the first instance, and by other agencies as required.

Any incidences, defects should be reported in the orange report book in the office.

5. Hazardous substances (as in policy)

General cleaning substances come within the building supervisors normal storage arrangements.

Adhesives are kept within the school's normal storage arrangements but care needs to be exercised over their use.

Other substances not covered by the above e.g. tippex, felt pens are kept within the school's normal storage arrangements but again care needs to be exercised over their usage.

6. Electrical Safety

In order to comply with the safety regulations, all members of staff are asked to assist by visually checking each piece of electrical portable equipment as they use it and to report any defects. 'Portable' is defined as anything with a plug to fit into a wall socket.

6:1

At present, the safety representative as a 'competent person' carries out the checks for defects that have to take place. Each item of electrical equipment has to be checked for defects such as cracked casing to appliances or plug, loose grips, inner wires visible, on/off switches, excessive dirt or grease.

6:2

Checking must be logged and recorded. If any defects noted the equipment must not be used until repaired

6:3

Each portable appliance also has to undergo a yearly PAT test carried out by independent registered agent. This regulation also applies to any portable electrical appliance that is brought into school by a member of staff.

6:4

Electrical appliances that are unserviceable or beyond repair are 'written off' annually by the governing body

7. Safety Inspections

These are carried out by the safety representative and staff are asked for their comments and opinions during the inspection. One copy of the report is given to the Head teacher for discussion; a second copy is kept for discussion with Building Supervisor and governors. Immediate actions are taken as necessary.

An annual safety audit is carried out independently. Recommendations are put on our Premises Action Plan.

8. Smoking Policy

In accordance with LA policy the school has a no smoking policy in the building and on its premises out side.

9. Information

9:1

New staff are informed by the Head teacher about Health and Safety Issues as part of the Induction procedures

9:2

A copy of the Health and Safety Policy is kept in the Head Teacher's office.

9:3

An updated list of notifiable infectious diseases and the procedures connected with these is kept by Mrs. C. Greaves, TA in the medical room. She will notify staff and parents as relevant in consultation with the Head teacher.

This policy will be revised annually and/or in light of subsequent regulations.

Maxine Stafford 2022