

QUEENSWOOD SCHOOL



Strengthening Our Community

Health and Safety Policy

STATUTORY POLICY

Agreed by Governors: Dec 2016

To be reviewed: Dec 2019

This policy is implemented in conjunction with Telford & Wrekin guidelines and the Health and Safety at Work Act, 1974

This policy will be reviewed every three years or sooner if appropriate.

1. Emergency Procedures

Please read this section carefully and ensure that you are aware of its content.

- **Fire and Other Evacuations**

Note the positions of fire alarms in your work area. At the first sign of any fire, or other emergency requiring evacuation to safeguard children and adults in the building, activate the alarm.

Note the positions and types of fire extinguishers in your immediate work area. These are for use on only the smallest fires.

Make yourself familiar with the fire exit procedure instructions that are displayed in your room. On hearing the alarm, leave the building according to the instructions and make your way to the assembly point on the top playground.

Never assume that the sounding of the alarm is a drill.

- **Suspicious Packages**

If you see a suspicious package or object **DO NOT PICK IT UP.**

Alert the head teacher or deputy head teacher immediately.

Clear the area and prevent other persons from coming near.

The alarm should be activated and evacuation procedures followed as above.

- **First Aid**

Qualified first aiders in school are listed on the final page of this policy. Try to find out who they are and how to find them. If you require the assistance of a first aider and cannot find one easily, ask the School Administrator in the school office.

First Aid boxes are kept in all the classrooms and in the school office.

- **Medical Emergencies**

If urgent medical assistance is required call an ambulance by calling 999.

- **Mobile Phones**

On/off switches should not be used on mobile phones if gas or other explosive materials are present or suspected. Mobile phones should be taken away from affected areas as quickly as possible.

The alarm should be activated and evacuation procedures followed as above.

2. To Whom Does This Policy Apply?

This policy applies to all who are on the school site. This includes full and part-time staff, voluntary helpers, contractors on site, and any visitors.

It is the responsibility of the Head teacher to ensure that all members of staff, voluntary helpers and visitors have read the policy and are aware of the contents. This is so as to ensure the safety of all, particularly the children in our care.

The School Administrator will ensure that all contractors will be shown a copy of this policy when they arrive on site.

3. Roles and Responsibilities of Council Personnel

Details of such personnel can be found in the Telford and Wrekin Health and Safety folder, which is kept in the office.

The Health and Safety at Work act places a legal duty on all employees to:

- Take care of themselves and others
- Use all work equipment safely
- Follow instructions
- Co-operate with the school in maintaining a safe and healthy working environment.

4. Annual Audit of Health and Safety

The annual health and safety audit will be completed by the Governors working party for health and safety and submitted annually to Telford and Wrekin.

5. Risk Assessments

Risk assessments are carried out in accordance with the law on various aspects of school life and prior to every educational visit. Relevant staff and visitors are made aware of the contents of these assessments, copies of which are kept in the staff room, alongside the Telford and Wrekin Health and Safety folder.

6. Accidents and Violent Incidents

Accidents and violent incidents will be reported in accordance with Telford and Wrekin guidance.

7. School Procedures

- All visitors to the school, other than parents, are required to sign in and out at the school office and to wear a visitor's badge while they are on the site to identify them as an authorised person.
- Unless authorised to enter by the top doors by school staff, children and parents are respectfully asked to enter the building at the start of the day via the lower entrance. Parents are asked to leave via the same doors. This is so as to avoid congestion on the stairs by the front entrance and to avoid danger caused by adults and / or children crossing the car park at busy times of the day.
- Parents are respectfully asked not to park their cars on the zig-zags on the road outside the school, so as to safeguard parents and children arriving at and leaving the site. Local police officers may prosecute people who disregard this request.
- Children are instructed to walk calmly at all times while they are in the school building.
- Children are asked to walk on the left when going up and coming down the stairs and to hold on to the hand rails.
- An automatic door operates on the top entrance. This can only be opened by a release switch situated in the administrators' office to allow access from outside. All staff have an electronic fob which allows them access.
- Children inside the building are instructed never to open the school doors to anyone without authorisation from a member of staff.
- The lower doors are locked from the inside at the start of the school day.
- The gate to the Foundation Stage outside area is kept locked, except at the end of each day, when staff are in constant vigilance.
- Foundation Stage and Key Stage 1 children are handed to parents and carers "hand to hand".
- Parents and carers are asked to keep the school informed about who will collect their children from school. Children will not be allowed to leave the site with adults who have not been identified in advance by parents or carers.
- Children in Key Stage 2 are instructed to return to teachers if their parents and carers do not come to collect them as expected.
- Staff will not administer medicines to children unless a consent / instruction form to administer prescribed medicines has been completed by parents or carers at the school office. (See Policy for the Administration of Medicines in School)
- Children who use inhalers to treat their asthma will have access to their inhalers within two minutes for the duration of the time they are on the school site. (See Asthma Policy)
- The head teacher will ensure that, if a child has a medical condition that may require a particular course of action, details of any required procedure will be made known to all staff. The head teacher will ensure that staff training will be given as necessary to safeguard the health of that child.
- Supply teachers and other temporary personnel will be informed of relevant potential risks to health and safety.
- All portable electrical appliance testing will be carried out in good time.
- Smoking is not allowed on the school site.
- COSHH (Control of Substances Hazardous to Health). Most employees will come into contact with basic domestic substances only. These must still be used carefully, risk assessments taken into account and user instructions followed.

8. Forest School:

See Forest School Policy

9. Organisation

The Governing Body will:

- oversee the implementation of Telford and Wrekin's Health and Safety Policy in school,
- agree in conjunction with the Head the detailed organisation and arrangements that need to be made to put the policy into effect, including the health and safety functions of individual members of staff,
- develop, monitor and review policy and procedures where necessary,
- make sure, in conjunction with the Head, that the building, equipment and materials are as safe as possible and that risk assessments are completed as required, and
- make adequate financial provision for putting the health and safety policy into effect.

The Head teacher will:

- have overall responsibility for day-to-day health and safety management at the school,
- ensure that any health and safety problems that arise are resolved and information disseminated as necessary,
- arrange regular meetings of the governors' Health and Safety working party at which health and safety issues can be discussed and acted upon as required,
- allocate specific health and safety duties to competent staff and ensure adequate cover in the absence of key personnel (e.g. first aiders),
- ensure risk assessments of the school activities are carried out and measures put in place and maintained to control the risks identified,
- ensure all employees have a copy of the health and safety policy statement and understand their roles and responsibilities,
- ensure that all employees that they are responsible for have sufficient information, instruction, training and supervision to enable them to work safely, minimising the risks to themselves and others,
- ensure that any problems in implementing the health and safety policy are reported to the appropriate officer at Telford and Wrekin Council, and
- ensure that an annual audit is carried out.

10. Positions and Duties

11.

Health and Safety Welfare Advice and Training

Nominated School safety Liaison Officer	Liz Willoughby
Union Representatives: NUT NASUWT ATL COHSE	No current union reps

Fire Control/ Emergency Evacuation

Nominated Premises Fire/Emergency Co-ordinator	Judi Clarke
Deputy Fire/Emergency Co-ordinator	Liz Willoughby

Reporting and Recording of Accidents, etc.

Person nominated for the documentation and reporting of accidents, diseases, dangerous occurrences and incidents of violence	Administrator
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First Aid

Certified First Aiders	Mel Buttery - Paediatric first aid Alison Melville - Paediatric first aid Tina Houlston - Paediatric first aid Lisa Batchelor - Paediatric first aid Tracey Ricketts - Paediatric first aid Trina Lowe - Paediatric first aid Jagjit Sanghera - Paediatric first aid Mandy Growcott - Paediatric first aid
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Educational Visits

Co-ordinator	Liz Willoughby
Assistant co-ordinator	Judi Clarke

Portable Appliance Testing

Co-ordinator for arrangements	Marie Stephens
Assistant Co-ordinator	Judi Clarke

Control of Substances Hazardous to Health

Assessment Co-ordinator (Whole School)	Judi Clarke
Assistant Assessment Co-ordinator (Whole School)	Marie Stephens
Curriculum Area Co-ordinators	Subject leaders

Risk Assessment

Co-ordinator	Judi Clarke
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