



Naunton Park Primary School

Health and Safety Policy

Last review date: February 2024
Next review date: February 2025

Approved by Governors 19.3.24 

INTRODUCTION:

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Naunton Park Primary School.

The health safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Board, along with the Local Authority (LA) takes responsibility for protecting the health and safety of all children and members of staff.

This policy has taken into consideration the LA's Health and Safety guidance, GCC Safety, Health and Welfare Audit and the information contained within other GCC SHE documents. The policy has also been assessed by GCC during its three yearly Safety, Health and Environment (SHE) Health, Safety and Welfare audit.

PURPOSE OF THE POLICY:

This Health and Safety Policy should be read in conjunction with Gloucestershire's Health and Safety Guidance. Naunton Park operates within this framework and follows all instructions and advice issued by the Local Authority.

This document provides a framework for the creation of a safe and healthy environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within it.

AIMS:

Our Aims for Health and Safety at Naunton Park Primary School are to:

- Provide a safe and healthy environment for children, teaching and support staff and all other people who come on to the premises of our school;
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

PRINCIPLES:

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all adults and children.

RESPONSIBILITIES:

All members of the school community (teaching and support staff, pupils, governors and parents) work towards the school's aims by:

- being fully aware of their own responsibilities for maintaining a safe and healthy environment;
- being familiar with all instructions and guidance on safety within the school;
- always using common sense to take reasonable care for their own safety and that of others;
- reporting any identified hazards to the Headteacher without delay.

The Management Team (governors and Headteacher) work towards the school's aims by:

- recognising their corporate responsibility for ensuring that the school's Health and Safety Policy is implemented in conjunction with the Local Authority's guidance;
- ensuring that safe working practices and procedures are applied within the school;

- making regular inspections (Governor's Resources sub-committee) to ensure that a safe and healthy environment is maintained;
- establishing procedures for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
- taking responsibility for devising and implementing a school Health and Safety Policy;
- monitoring and reviewing this policy and ensuring that necessary revisions are undertaken;
- ensuring that all staff are familiar with the Health and Safety Policy and any other relevant codes of practice;
- facilitating safety training for staff;
- taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified;
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained.

The Headteacher works towards the school aims by:

- taking responsibility for the day-to-day operation of the Health and Safety Policy; liaising with -
 - site manager and school business manager
 - cleaning contractors; delegated to Site Manager and School Business Manager (SBM)
 - Governors' Resources committee
 - Health service via the School Nurse

Teaching and Support Staff work towards the school's aims by:

- promoting a spirit of safety consciousness amongst children, ensuring they understand the need for safety rules and are conscious of their responsibilities in taking reasonable care for their own safety and that of others;
- promoting healthy lifestyles;
- being good role models - vigilant and careful;
- taking quick firm action to ensure that children are not allowed to jeopardise their own safety or that of others;
- providing opportunities for children to discuss appropriate health and safety issues;
- ensuring that OPAL Outdoor Play and Learning play is within guidelines and all teachers and support staff are aware of these.

Pupils are encouraged to work towards the school's aims by:

- developing a growing understanding of health and safety issues;
- contributing towards the development of safety rules;
- conducting themselves in an orderly manner in line with the safety rules;
- taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it;

Our School Rules are:

Ready
Respect
Safe

Parents are asked to work towards the school's aims by:

- ensuring that their children attend school in good health and by promptly informing the school of any absences through illness;
- ensuring early contact with the school to discuss matters concerning the health and safety of their children or others;
- ensuring that the school has up to date health, safety and welfare information concerning their children and contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

GENERAL ARRANGEMENTS:

General arrangements for Health and Safety are detailed in the school's Primary School Risk Assessment Toolkit. This is a GCC separate document that Naunton Park has adopted.

PROCEDURES:

Procedures for promoting a safe and healthy environment include:

- regular meetings between the Head, SBM and Site Manager regarding the safe maintenance of the school; These meetings can be delegated to the SBM as line manager of the Site Manager;
- emergency first aid training for teachers, classroom assistants, midday supervisors and the school administrative staff;
- a separate and comprehensive Supporting Children with Medical Needs and Administering Medicines Policy (Responsibility of Katie Turner Inclusion Lead
- specific training for midday supervisors – as required;
- appropriate Governor training;
- frank and open debate about health and safety issues at Governors' meetings;
- a named person for Child Protection (currently DSL, Lara Hudson);
- adherence, by all staff and volunteers, to the school's Child Protection Policy and all other policies relating to the safeguarding and welfare of children;
- a school security system which requires all adult visitors in normal school hours to sign the visitors' book at the main reception hatch and to wear an identification badge at all times;
- utilising the DBS vetting procedure for all necessary adults;
- reporting serious incidents of theft or vandalism to the police;
- recording any acts of physical violence against staff and supporting the person in question should they wish the matter to be reported to the police.

Procedures for raising children's Health and Safety awareness, promoting a healthy lifestyle and providing opportunities to discuss health and safety issues include:

- a school ethos which promotes mutual respect, self-discipline and social responsibility (specifically referred to in the school's vision statement);
- a programme of PSHE which includes drugs education, sex and relationship education, looking after our bodies, healthy eating and road safety;
- an annual visit from the Life Education Bus which provides a structured interactive Health/Drugs Education programme for each year group;
- specific references to safety issues in curriculum schemes of work as appropriate e.g. P.E., Science, DT;
- annual cycling proficiency training for Y6 pupils;
- regular class circle time, a forum for discussion;
- a range of visiting speakers who discuss specific safety issues (e.g. the road safety officer and fire safety officer);
- the provision of school meals, cooked on site, which have a suitable nutritional value in line with the requirements of the Schools Standards Framework;
- promoting a healthy diet & lifestyle through the Cool Milk scheme, participation in the government's Fruit and Vegetables for Schools scheme & offering a range of physical education extra-curricular activities;
- the compilation of a set of rules including safety rules, at the beginning of the school year by each class.

Procedures for accident prevention, reporting and investigation include:

- use of GCC Health and Safety audit and toolkit;
- carrying out relevant risk assessments;
- providing appropriate safety guidance and training regarding the use of equipment;
- displaying health and safety warning and information signs around the premises;

- vigilance by all staff and children to spot potential causes of accidents and to take action to prevent these where possible;
- promptness in reporting any potential hazards to the Headteacher;
- immediate response to such reports involving investigation and rectification of the hazard;
- reporting all accidents to the Headteacher that may raise Health and Safety concerns;
- carrying out premises evacuation drills, arranging annual safety checks on firefighting equipment, the fire alarm system, portable electrical appliances, fixed electrical equipment, PE apparatus and the adventure playground (by qualified personnel, in accordance with Local Authority guidance);
- recording all accidents/injuries in the School Accident Book(s) in keeping with the Medical Needs Policy;
- recording serious accidents, with potential Health and Safety implications via SHE Assure and/or Reporting of injuries, Diseases, Dangerous Occurrences and Regulations. (RIDDOR) as required;
- notifying parents in the case of accidents to children, as per the Supporting Children with Medical Conditions and Administering Medicines Policy;
- prompt investigation by the Headteacher of all accidents reported, to establish the cause and adopt remedial measures;
- organising all off-site visits in accordance with the Educational Visits and School Journeys guidance provided by the LA;
- informing parents of off-site visits and any specific safety arrangements;
- only transporting pupils in coaches which are fitted with seatbelts.

This policy must be read in conjunction with:

Risk Assessment Policy

Risk Assessment Toolkit

Supporting Children with Medical Conditions and Administering Medicines Policy

KCSIE