



SUDLEY INFANT SCHOOL HEALTH AND SAFETY GENERAL STATEMENT

DOCUMENT STATUS

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**SUDLEY INFANT SCHOOL
HEALTH AND SAFETY GENERAL STATEMENT**

**FINANCE, STAFFING AND
PREMISES COMMITTEE**

OVERVIEW

In our school the continued health and safety of our children is of primary importance. The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement.

AIMS

In our school we aim to:

- Provide a healthy and safe environment for children, teaching and teaching support staff and all other children and adults who come onto the school premises
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment

STRATEGIES.

In order to achieve our aims:

PROCEDURES

For ensuring involvement of all members of the school community we have:

- Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues.
- Policies and information shared with parents/carers through newsletters/website.

For providing children with opportunities to discuss health and safety issues we have:

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education.

For prevention of accidents involving animals we:

- Do not allow parents/carers/visitors to bring animals onto the school site – assistance dogs are permitted
- Inform parents if any animals are being brought into school as part of the curriculum and ask them to inform the school if their child has any allergies to these.
- Ensure children are supervised at all times when handling animals or their equipment and wash their hands immediately afterwards.

For Accident Prevention, reporting and investigation we have:-

- Risk assessments formulated and regularly reviewed.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Head Teacher/ Leadership and immediate response to such reports.
- Reporting all accidents to the Head Teacher/Leadership and a note made in the school accident book in accordance with LA regulations.
- Prompt investigation of all accidents by the Head Teacher/Leadership in order to establish cause and adopt remedial measures: includes details of the names of the

child(ren), time, date, location of the injury and the nature of the accident. It also includes details of the circumstances, any witnesses, what subsequent action was taken and by whom.

- Procedures for informing parents/carers promptly
- Suitable levels of insurance and insurance certificates are displayed in a prominent place so that all parents, carers and visitors can see them.

For safety during a Bomb Scare we have[

- Procedures for evacuating the building displayed in all classes and at key points around the school.
- An Emergency Management Policy and Procedure

For safety during cleaning: we have:

- A cleaning routine which includes the use of hygienic and safe cleaning equipment.
- A timetable which ensures that cleaning takes place whilst the children are not on the premises.

For safety in corridors we have:

- Clear and well established rules: Pupils always walk along the corridor on the left hand side.

COSHH: For the use and control of substances hazardous to health we have:-

- Storage of such substances clearly labelled, locked in the Caretaker's chemical store, which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets are filed for all chemical substances. **For safety during Curriculum**

Activities we have:

- Children are trained to use tools and other equipment properly
- Risk Assessments are used to establish a code of practice for safe working.
- Clear expectations that all children follow the instructions of their teacher and conduct themselves in an orderly manner in line with the school's Behaviour Policy.

For safety on Educational Visits: school trips, farm visits and outdoor pursuit activities: we-

- Refer to Liverpool Authority guidelines when considering the suitability of the venue, its location and the length of the journey
- Visit any proposed new venues prior to completing the Risk Assessment,
- Risk assess each school trip – consider staff pupil ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone. Every group supported by a member of school staff.
- Obtain parent and carer's permission in writing before any trip. No child will ever be taken out from the premises without parental permission.
- Ensure staff take a mobile phone, First Aid kit, contact details and any necessary additional medication on all trips.
- For further details, see the school's Educational Visits policy file and policy

For Electric Safety we have:-

- Careful siting of equipment to avoid trailing leads.
- No overloading of wiring systems and sockets.
- Annual PAT testing on all portable electrical equipment.
- At shared understanding that faulty wiring must be reported immediately to the Headteacher or Site Manager

For Fire Precautions we have:

- A set of regulations for emergency evacuations.
- A termly fire drill which is monitored in accordance with LA guidelines.
- Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored yearly by Grainger Fire Service.
- All fire exits clearly signed.

For First Aid provision we have:

- Designated trained First Aiders
- Fully stocked first aid boxes in both sick bay areas
- Procedure to notify parents of any head injury or minor injuries on appropriate slip.
- Procedure for summoning an ambulance where necessary and arrangements for meeting and guiding ambulances.
- Procedure for a member of staff to accompany a child to hospital if the school is unable to contact a parent/nominated contact.

For Food Health and Safety we have:

- A whole school Food Policy.
- Consultants to help ensure the school menus meet the National Nutritional Standards.
- The promotion of a healthy diet through planned and spontaneous discussion, routines, planned science and PSHE activities and topic, poster and notices.
- Water available to all children.
- Well established systems for ensuring that food preparations areas are clean and hygienic and that any adults or children using these areas follow the rules of basic hygiene.
- Supervision for any children entering the food preparation area.
- Clearly defined staff responsibilities and rotas.

For ensuring high levels of Hygiene we:-

- Implement a programme of health education for all pupils which includes planned and spontaneous discussion, routines, planned activities and topics.
- Encourage a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet, handling animals, plants and insects, or playing in messy or dirty areas outdoors and provide and maintain the facilities for this.

For ensuring safety in the Playground we have:

- Regular checks of the state of repair of playground surfaces.

- Well established and clearly understood rules about playground behaviour designed to maximise playground safety.
- Children must have a note from their parents requesting permission, for medical reasons, for them not to go out on to the playground. In these instances children will sit outside the School Office or in the Library with a friend, or other child not going out on to the yard.

For ensuring safety during Physical Education we have:-

- An observer at every swimming lesson.
- Asthma sufferers to take their inhalers with them.
- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

For ensuring Playground Safety we have:-

- School rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds.

For ensuring Road Safety we have:-

- Parking restrictions in the road outside school which parents are regularly urged to follow eg voluntary one-way system.
- A Park away and Walk policy which we remind parents/carers of regularly.

For ensuring safety in the School Environment we have:

- Regular inspection of all parts of the school premises by the Site Manager who rapidly rectifies damage in order to maintain the premises to a high standard.
- Regular control of pests and vermin.
- Annual Fire Risk Assessment completed by a registered company. All identified hazards are recorded and action taken to rectify them.
- A **No Smoking Policy** and a **No Dogs Policy** (except assistance dogs) in all areas of the school buildings and grounds.

Indoor Environment

- Furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- The school ensures that toxic or other dangerous substances are clearly labelled and kept in locked cupboards which are not accessible to children.
- Appropriate Signage to identify potential hazards

Outdoor Environment

- Secure exits and entrances
- Clearly defined zones for pedestrians and vehicles
- Prompt disposal of rubbish
- Use of safe grounds maintenance substances

For supporting Special Medical Conditions we have:-

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Regular liaison with school nurse.
- For administering of medication, please see the school's Medicine Policy and Administering Medicine Form.

For ensuring safety from Contagious Illnesses: we have:

- Clear procedures for parents informing the school if their child is suffering from any illness or disease. Whilst respecting parents and carer's rights to confidentiality, the school will maintain a list of infectious, notifiable and communicable diseases and inform all relevant agencies and other parents if necessary.
- Facilities to isolate children who become sick in school until parents/carers can be contacted and asked to take children home.
- A requirement that children do not return to school until they have been free of symptoms for at least **48 hours after the last sign of any symptoms.**

For ensuring Security we have:

- A variety of security measures including a comprehensive alarm system, controlled access to the school, and digital door locks on all school entrances.
- Gates and boundaries maintained in good repair and checked regularly.
- Clear procedures for visitors signing in, including the use of Identity lanyards.
- Clear procedures for arrival and collection procedures, including early collection procedures and the procedures that are followed if parents are delayed and child(ren) is/are not collected. We require parents to inform staff in advance if another **adult** will be collecting their child. We do not permit children under the age of 14 to collect any child from our school.

For ensuring Sun Safety we:

- Encourage children to wear hats outside during periods of hot and sunny weather
- We encourage parents to apply high factor, long lasting sun block prior to children arriving in school

For ensuring safety when children are supervised we have;

- A rota for Door and playground duties.
- Procedures for arrivals: Upon arrival at school the children are met at the door and, depending on weather conditions, enter either the playground or their classrooms.
- Registers taken morning and afternoon to identify those children who are on the premises.
- Supervision of children in the classrooms and staff are always aware of children who are using the toilets.
- Systems for escorting and supervising younger children in outdoor areas. Systems for supervising children when eating and drinking at Lunch Time.
- Ten dinner staff on a lunch duty to ensure that all areas of the playground and key

access points to the building are supervised.

For ensuring safety during the use of Transport we;

- Only use a registered transport company..
- Only use transport with a seat and seat belt for every child and adult.
- Require that the legal speed limit is adhered to.
- Only permit staff with appropriate insurance and vehicle safety documentation to transport a child(ren) home in an emergency. Staff will always be accompanied by another adult.

For ensuring safety during Wet Play:

- Children gather in the hall for wake up and shake up/DVD.
- When in
classrooms children are encouraged to play quiet games and draw.
- The teacher/LSA team on duty prepares these activities

RESPONSIBILITIES

All members of the school community (teaching and non-teaching staff, parents, carers, pupils and governors) 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 of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Head Teacher/Leadership without delay.

The School Leadership work towards the school's aims by:-

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the LA is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- 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 of the school and the LA and any other relevant codes of practice and legislation.
- 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 fire fighting equipment is available and maintained.

The Head Teacher works towards the school's aims by:-

- Taking responsibility for the day-to-day operations of the Health and Safety policy.

Teachers work towards the school's aims by:-

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- 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.
- To make sure risk assessment are carried out before any off-site visits.

Pupils work towards the school's aims by:-

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe a

Parents/carers work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The Site Manager is responsible to the Head Teacher for:-

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning staff and ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school is safely disposed of ..
- Maintaining a clean and effective boiler area..
- Maintaining a high standard of housekeeping..
- Reporting to the Head Teacher any problem, or imminent danger associated with his

responsibilities, as soon as it is practicable to do so.

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OUTCOMES

The school maintains a healthy and safe environment for children, teaching and teaching support staff and all other children and adults who come onto the school premises.

MONITORING EVALUATION REVIEW

The School Leadership Team and the Governing Body monitor the effectiveness and efficiency and impact of this policy annually.