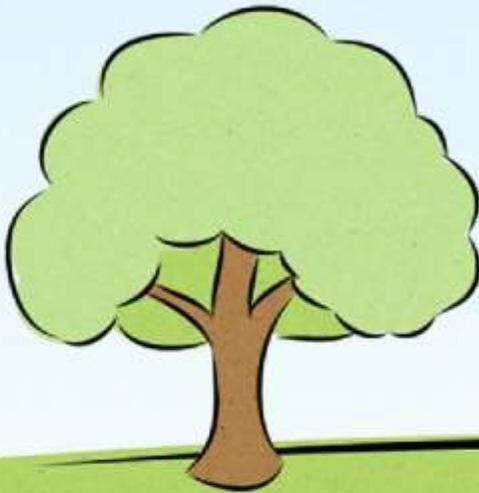




Glenfield Infant School



Glenfield Health & Safety Policy

Revised: Sept 2017

Review date: Sept 2019

Signed: Lois Gennings

Date: Sept 2017

Glenfield Infant School Policy for Health and Safety

General Statement

This policy gives the framework for health and safety provision at Glenfield Infant School. It concurs with the Hamwic Trust health and safety policy and seeks to make clear how health and safety will be managed locally. The policy will be reviewed every year by the school's Governing Body.

Delegation of Duties and Monitoring Arrangements

The Governors and Headteacher recognise and accept their responsibilities to provide and maintain, so far as is reasonably practicable, a safe working environment for all who use the school site. The management team will ensure the Hamwic Trust Policy and safe guidance procedures are adhered to. It will seek professional advice from the Trust to help fulfil its duties. The headteacher will ensure that suitable risk assessments are carried out covering all areas of work within the school and reviewed annually. Health and safety matters will be considered at Governing Body meetings at least once a term.

The Headteacher has the day to day responsibility for implementing the health and safety policy. However, all staff members and visitors have a duty of care in health and safety matters towards each other and will therefore be expected to support the Headteacher in his/her role in identifying hazards and reducing risks.

The Headteacher will work with staff from the Trust when they carry out a programmed safety audit of the school site and implement any recommendations that may be required.

The school will have annual health and safety audits carried out by the Trust Health and Safety Manager.

Each member of staff will have ready access to relevant policies, safe guidance procedures and risk assessments and be given opportunity to discuss and develop them.

Structure	Headteacher/Governors
	Business Manager - Health and safety support
	Site Manager

Training

Relevant and appropriate health and safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and workplace trainees will be given specific induction in health and safety matters relevant to the school.

Offsite Activities

All such visits are to be planned well in advance. Visit leaders are responsible for recording risk assessments for each visit. A register of attendees with contact numbers and relevant medical information is provided for each group leader. At least one mobile phone is taken on each visit and more if groups separate during the activities. Where road transport is used, only companies that provide seat belts to all seats will be hired. Further guidance is available within Hampshire C.C. Offsite Activities File.

Contractors

The school uses Local Authority approved contractors, contractors appointed by GHD (school's maintenance management company) or its own appointed contractors for works to the school site. The Headteacher will ensure that contractors maintain adequate arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site. Contractors will be required to sign to indicate they have read the asbestos register and seen the asbestos plan of the school before carrying out any work.

First Aid

The school has 3 trained first aiders (Julia Clarke, Kim Wood and Clare Honan) 7 members of staff also have a Paediatric First Aid Qualification; a list of names is displayed in the medical room. The school has a medical room. First aid equipment is kept in the front office and in each corridor. A portable first aid kit is taken on all school visits. SEE SEPARATE POLICY

Supporting pupils with Medical Needs

Children's individual medical needs are worked out on an individual basis. The school will administer prescribed medicines. (Please see policy for medicines in school). When children start school parents are requested to complete a questionnaire which covers medical and health condition. All staff have access to this information.

Accidents and Incidents

All major and minor accidents and occurrences of violence or abuse are recorded on current Trust incident forms and returns are made according to the Trust procedures (JH1 and JH2 in medical room).The Governors and Headteacher recognise their responsibilities towards addressing issues arising from work related stress. They will seek advice Hamwic Trust and make staff aware of the relevant sources of support.

General First Aid

All minor incidents are dealt with following the School First Aid Procedures. These are displayed on the cupboard in the main medical room and in each of the three other first aid stations around school.

Visitors

Appropriate signage directing visitors to the school office will be maintained. Visitors are required to sign in, provide evidence of their identity and wear a visitor's badge whilst on site. The school will provide essential health and safety information for visitors in the form of a simple information sheet.

Fire Safety

Fire evacuation practices are carried out every term and procedures revised where necessary. Fire safety equipment is serviced annually and staff members are given annual awareness training in its use. However, the prime responsibility remains to evacuate in the event of a fire not fight it. The School's Site Manager does a weekly fire alarm test. Records are kept of fire safety checks.

Control of Hazardous Substances

The site manager and cleaning staff follow COSHH guidelines and receive annual training. Cleaning products are purchased through Hampshire County Supplies.

[There is a COSHH file for the products/substances used in the Site Manager's office.](#)

Plant Maintenance

The school has a service level agreement with GHD to maintain and service plant and equipment. Any plant or equipment that the school purchases themselves will also be subject to a regular maintenance contract.

On Site vehicle movements

There is separate vehicular and pedestrian access to the school site and these are clearly marked. When vehicles have to enter or cross areas of the school site that are frequented by pupils and other pedestrians (e.g. grounds maintenance, contractors) drivers have to report beforehand to the school office. Staff oversees such movements where there is the likelihood of pedestrian presence (e.g. break times, outside sports activities).

Pupils are taught what to do when vehicles are moving around the school site.

Emergency Contacts

A list of contacts within the Trust in case of disaster or emergency is contained in the Emergency Response Plan. Staff members are reminded of emergency procedures at least once a year.

Resources

The Governors and Headteacher will commit suitable financial resources to the achievement of a safe working environment. School managers recognise that a proactive approach to health and safety is cost effective.

Related School Policies and Procedures

The following school policies and procedures are related to this policy and should be read in conjunction with it:

Hamwic Trust Health and Safety Policy

DT

Science

PSHE/SEAL

Medicinal Support

Sun protection

Emergency Response Plan