HEALTH & SAFETY

POLICY



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1.0 Statement of Intent

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Paramount Academy for all staff, pupils and visitors.

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out in this document. The Policy will be kept under constant review and updated whenever necessary.

2.0 Responsibilities.

2.1. The Governing Body

The Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The Governing Body considers reports of inspections, assists in safe work systems and discusses new regulations received from the Government. The Governing Body is responsible for making recommendations relating to safety.

2.2. The Headteacher

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher, and in their absence with the designated team leader in charge. It is the Headteacher’s responsibility, in conjunction with the site manager, to ensure compliance with our policy for health and safety.

2.3. Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Headteacher immediately, who will record it in the incident book (kept in the office).

3.0 Procedures

3.1. Fire Safety

All exits are kept free of obstructions. There is an extinguisher behind the door of Reception 1 classroom in the main building*.* The Headteacher carries out Emergency Drills on a regular basis. The Fire Drill Procedure is found in Appendix 2.

3.2. Accidents

We have a first aid box in the office. All accidents are recorded and monitored. All staff take part in emergency first aid courses each year. Notifiable accidents and incidents are recorded and passed to the parents as appropriate.

Letters to parents informing them of accidents to their children are recorded in the First Aid Book. Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child will be accompanied by a member of staff. In a non-emergency situation, staff can transport a child in the school car or taxi.

3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the Headteacher’s responsibility to follow up this report. The Governing Body monitors the action taken to remedy hazards.

4.0 Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying “Fault - Do Not Use”.

Staff should note particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

5.0 Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. Teaching staff should note that the use of chemicals in science should be checked with the Headteacher.

6.0 Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

* Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.
* DT Equipment - Children are instructed in the correct use of this equipment and fully supervised when using tools.
* PE Equipment - PE equipment is inspected regularly by the P.E. teacher
* Hotplates – Parents and staff are shown how to operate the cooker. It is essential that an adult remains by the cooker when the rings are still hot.

7.0 Health and Hygiene

7.1. Notifiable and Infectious Diseases

Parents are notified in the school prospectus about the necessity of keeping their children away from school if suffering from an infectious disease.

7.2. Medicines

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up. In general only inhalers are kept in school. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

7.3. Smoking

The Governing Body has adopted a no smoking policy within the school building and grounds.

7.4. Hygiene

It is the responsibility of the Headteacher and Site Manager to monitor the cleanliness of the building.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

8.0 Animals in School

Only the following small mammals can be kept in school – gerbil, mouse, hamster, rabbit and guinea pig.

Fish may be kept in school

No dogs are allowed in the school grounds.

9.0 Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED**. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by the Headteacher.

When residential visits are organised parents are invited in to school to discuss the visit in detail.

10. Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.

11. Contractors

All contractors are expected to report their arrival and departure to the Headteacher or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher.

12. Staff and the Health and Safety Policy

All staff, teaching and non-teaching, are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. Staff are encouraged to attend health and safety courses, as appropriate.

**Appendix 1**

Safety & Security Plan

See separate sheet

**Appendix 2**

Fire Drill Procedure



Health and Safety Policy Check List

Yes/No

1. Have you got a copy of the Schools Health and Safety  
   Policy?
2. Do you know how to report an accident?
3. Do you know where the accident book is kept?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?
8. Are you aware of the safety policy regarding strangers?

Name

Signature

Date