



Health & Safety Policy

Reviewed: 14 August 2023

By: Headteacher & Deputy Headteacher

Review Cycle: Annual

**STATUTORY POLICY
WEBSITE POLICY**

Apple Orchard School

Policy Statement

This policy covers staff, students, visitors and other users of the premises. It aims to show how Polaris and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.

The Senior Leadership Team of the School are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to safeguard the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and students.
- Provide and maintain safe school buildings and safe equipment for use in school and off-site activities.
- Develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Roles and Responsibilities

Polaris have ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & students.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Polaris on key health and safety issues

- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager as required to ensure any building/grounds issues are dealt with in a timely manner

Senior Management within the school will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters.

The **Headteacher** is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the Principal Manager and to Andrew Leaver (Head of Estates – Polaris) immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Ensure fire alarms are checked weekly
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the school facilities in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Students** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Arrangements**Accidents and Incident Reporting**

- The accident reporting procedure and all the associated paperwork can be found on the in the Headteachers office.

Administration of Medicines

- Medication is only administered by trained education staff.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional.
- Medicines are kept in a locked cupboard in the staff room.

Asbestos

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

Educational Visits

- All off site trips will be subject to risk assessment.

Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually.

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Fire Warden
- Evacuation times and any issues which arise are reported to the Proprietors
- Fire extinguishers are checked annually by the fire Warden
- A separate fire safety policy and risk assessment has been produced

First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

Manual Handling

- Students and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift students safely

Outside Equipment

- Outside equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds
- They are all available in the policies folder in the Headteacher's office for staff to view as required.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place.
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.

Supervision of Students

- Sensible, safe behaviour will be promoted to students by all members of staff.
- Dangerous or risky behaviour displayed by students will be addressed and dealt within the school rules.
- Students will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.
- Students will be supervised 1:3 at all times within school.

Training

- Health and Safety Training Needs are assessed as part of individual's annual review.
- Training needs may also be identified as part of a risk assessment process.