



## St Martin's School

### HEALTH AND SAFETY POLICY

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of St. Martin's School.

#### **The Headteacher will:**

- Ensure that St. Martin's maintains a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the school premises.
- Lay down procedures to be followed in case of accident.
- Teach safety as part of pupils' duties where appropriate.

The Headteacher is responsible for implementing this policy within the school. In particular:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information.
- Make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary.
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed.
- Ensure that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy.
- Report to the proprietors any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- Monitor, within the limits of expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.

For trips outside the school premises:

- A risk assessment will be written for every visit and a careful note taken of the risk

- assessment provided by the visit's venue.
- Adequate supervision (adult child ratio is within guidelines), first-aid provision, parental permission and sufficient insurance cover will all be in place. The mode of transport must be appropriate, travel times out and back must be known by parents and teachers, including pick up and drop off points (usually the school), and a contact name and phone number of the visit's venue. There must be a nominated school contact, for whom the group leader has details, and all adult members of the group must have a copy of or know the agreed emergency procedures.
  - All the names of the teachers and pupils must be in possession of the group leader, as well as the contact details of parents.
  - A contingency plan for any delays must be in place.
  - The group leader must: clearly define the role of all supervisors; be aware of child protection issues; ensure that adequate first-aid provision is available; write a risk assessment or ensure that one is provided by the venue being visited; inform all teachers and helpers of their responsibilities; ensure adequate supervision and follow the advice of the Headteacher. During the visit, regular head counting of pupils must take place, particularly before leaving any venue.
  - Teachers should do their best to ensure the health and safety of everyone in the group and act as any responsible parent would in similar circumstances. They must follow the instructions of the group leader, help control and discipline the children and consider stopping the activity if they think it puts children at risk.
  - Adult volunteers must do their best to ensure the health and safety of everyone in their group, follow the instructions of the group leader, speak to the group leader if they are concerned about health and safety issues and they must not be left in sole charge of the children.
  - The pupils must be clearly instructed about their responsibilities and standard of behaviour expected; about rendezvous and emergency procedures. They must follow the instructions of the group leader, dress and behave sensibly and responsibly, and look out for anything that may be a danger to themselves and others.
  - Parents will be given sufficient information about the visit. They will be asked to sign a consent form and provide the group leader with emergency contact numbers. Where necessary, parents will provide the group leader with information about their child's health, which may be relevant to the visit.

**The Deputy Headteachers will:**

- Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school as necessary.
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- Order, where necessary, that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the headteacher.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.

**Responsibilities of staff towards pupils and others in their care**

All staff are responsible for health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible.
- Be aware of and implement safe working practices and to set a good example personally.
- Identify actual and potential hazards and introduce procedures to minimise the possibility

- of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide warning notices as appropriate.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

### **Responsibilities of all staff**

All staff have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the Headteacher.
- Ensure that equipment is in good condition and report any defects to the Headteacher.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that the premises are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

Whenever a member of staff is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the Headteacher.

### **Additional notes**

- It must be realised that newly appointed staff members could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, staff may from time to time find themselves in unfamiliar environments. In such cases, the member of staff concerned should be particularly alert for hazards and, whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of members of the staff.

**Visitors**

Regular visitors and other users of the premises (eg, contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school.

**Fire and emergency evacuation procedures**

- These procedures will be updated as appropriate.
- The log book for the recording of practice and evacuation drills is available in the school office.
- Arrangements are made regularly to monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and the fire alarm system.
- Fire practices will be held once a term at varying times of the day by a whistle signal.

**First aid and accident reporting procedures**

- First aid is available in the cloakroom, in the staff room and an additional first aid box is in the chalet.
- The Headteacher must be notified of serious accidents and dangerous occurrences.
- Accident/incident report forms are to be found with the first aid kit in the cloakroom, which are then kept securely within the school staff room. A log of the accident/incident should be made in the accident/incident log book and initialled by a responsible member of staff.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

To be reviewed on a regular basis