

Oakfield Lodge School



Health and Safety 2020

Written by: CE HR
Reviewed by: SN
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The purpose of this policy is to provide a safe, secure, healthy and stimulating environment for all pupils, staff and visitors to Adelaide School. This will ensure that principles and strategies for ensuring correct procedures are followed when dealing with Health and Safety issues at Oakfield Lodge School.

Aims

Our aims for Health and Safety are to:

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

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the schools aim 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 or Site Manager without delay.

The Management Team (Governors, Head Teacher and Site Manager) work towards the school aims by:

- Recognising the corporate responsibilities for ensuring that the Health and Safety Policy of the Education Department is implemented in school.
- Ensuring that safe work practices and procedures are applied within school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Reporting and recording any accidents, via the accident book, 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 & 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 aims by:

- Taking responsibility for the day-to-day operations of the Health & Safety policy.
- To report any major Health & Safety issues to the local authority.

Teachers work towards the school aims by:

- Ensuring they operate in, and maintain a safe learning environment.
- Adopts a safe code of practice whilst teaching, and that all teaching equipment and materials are safe before use.
- Perform Risk Assessments and regular safety checks of their classroom or learning environment.
- Are fully aware of the evacuation procedures.
- Ensure that pupils are not allowed to jeopardise their own safety or that of others, and are “TeamTeach” trained when dealing with altercations.
- Reporting any hazard immediately to the Site Manager or Headteacher.

Pupils work towards the school aims by:

- Developing a growing understanding of Health & Safety issues.
- The school council helps to develop codes of practice by discussing such issues as behaviour and pressing Health & Safety matters.
- Behave in an acceptable manner during the school day.
- Wearing protective personal equipment when instructed to do so.
- Reporting any safety hazards or accidents to a member of staff or the site manager.
- Study health related topics within the curriculum.

Parents work towards the school aims by:

- Ensuring children attend the school in good health.
- Notifying the school of ill health or any non-county holidays/days of absence.
- Providing support for the discipline within the school and for the teacher’s role.
- Ensuring early contact with the school to discuss matters concerning the health and safety of their children and others.

- Allowing children to take increasing personal and social responsibilities as they progress throughout the school.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be contacted in emergencies.

The Caretaker is responsible to the Head Teacher for:

- Ensuring, so far as is reasonable practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment is 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 disposed of in accordance with the LA policy.
- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- 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.
- Liaising with Health & Safety representatives to carry out regular inspections of school premises.

Procedures

Accident, Prevention, Reporting and Investigation

- Risk assessments are formulated and reviewed for instances when potential accident may occur.
- For staff and pupils to recognise potential causes of accidents and to actively try and prevent them.
- Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports. Reporting all accidents to the Head Teacher and a note made in the school accident book in accordance with the LA.

First Aid Provision

- All recognised First Aiders are known to all staff, pupils and visitors in school, as their identity is on sign throughout school.
- Fully stocked First Aid boxes at potential accident sites throughout school, as well as extensive first aid supplies which are located in the staff room.
- Parents are to be notified, via telephone, when pupils injure themselves within school, especially when pupils experience a head injury (pupils are now also sent home with a head injury letter).

- Oakfield Lodge School are to make arrangements for an ambulance, if one is required. Should an ambulance not be required then a member of staff is to accompany the pupil to hospital.

Fire Precautions

- Oakfield Lodge School adopts a set of regulations for emergency evacuations and ensures they are followed.
- A termly fire drill is conducted, and monitored in accordance with Local Authority guidelines.
- Regular checks of fire equipment, procedures and exits are carried out by the site manager.
- All fire exits are clearly signposted.

Hazardous Substances

- Hazardous substances are clearly labelled, and are located where pupils cannot gain access to them (in the cleaning store or the Science Prep room).
- When handling potentially harmful and hazardous substances, personal protective equipment must be worn.
- COSHH data sheets are displayed for all chemical substances. These are displayed in the chemical store.

Electrical Safety

- Regular Checking of equipment to avoid trailing electrical leads.
- Annual PAT testing electrical contractors on all portable electrical equipment.

Special Medical Conditions

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what responses may be required in an emergency.
- Parents complete a medical needs form before the pupil starts at Oakfield Lodge School or if their needs change.
- Regular liaisons with school nurse. Parents are to be contacted and liaised with when conditions are more serious.
- All medicines brought in to school must be counted by the allocated form member of staff and a confirmation signature must be provided by the parent or carer.
- All medicines brought in to school must be in their original box and clearly labelled.
- Medication is to be kept in a locked box in the staff room, with the key stored in the office.

Ensuring Road Safety

- Parking restrictions on the road outside school which taxis are regularly urged to obey.
- Highlighting how to travel safely in the establishment minibus and car when on school visits.
- Life Skills work to include travel training.

Ensuring safety during Physical Education

- Asthma sufferers to take inhalers with them.
- All P.E. equipment is regularly checked.
- Close supervision and appropriate rules in place.
- Pupils to not engage in Physical Activity without supervision.
- Sports Equipment not to be obtained without a member of staff.

For Safety on School Trips

- Refer to Local Authority guidelines.
- Risk Assessments completed for each school trip, by the staff leading the trip and checked by the Education Visits Coordinator and uploaded to EVOLVE, the monitoring system for Cheshire East school visits where appropriate.