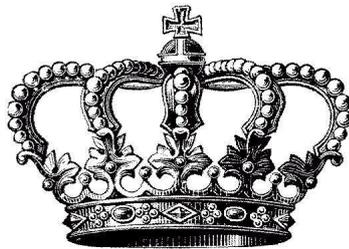


# QUEEN'S DRIVE INFANT SCHOOL



## HEALTH AND SAFETY POLICY

January 2021



## HEALTH AND SAFETY

We the governors of Queen's Drive Infant School recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety System as outlined in the LA's Health and Safety Policy and Procedures Manual.

We shall ensure, so far as is reasonably practicable, the Health, Safety and Welfare of our staff, pupils and any visitors to our premises. We will adopt and incorporate the Health and Safety Policies and Procedures of the City Council and of the LA.

To this end we have produced this written policy, detailing organisation and arrangements, which sets out clearly the Health and Safety rules and procedures applicable to everyone in the school which are necessary if we are to discharge our responsibilities effectively.

Responsibility for the day-to-day implementation and monitoring of this Health and Safety Policy rests with the Headteacher, who will work in collaboration with his/her staff and the recognised appointed safety representative, to ensure compliance.

The governors will, guided by advice from the school's Health and Safety Committee, update and revise this policy as is considered necessary. To be reviewed annually

Signed: *Helen Wade*

Chair of Governors

Signed: *Sarah Skinner*

Headteacher

Signed: *Uzma Riyaz*

Health & Safety Representative

Date: 25 January 2021

*(Please note : no face to face to face meetings due to lock down ~ Minutes from FG meeting held 27 January 2020 confirm acceptance)*

# HEALTH AND SAFETY POLICY

## ORGANISATION

The governing body of Queen's Drive has overall responsibility for ensuring that the Health and Safety Policy of the LA and of Queen's Drive School is adhered to.

On a practical basis, this is discharged by the governors through the headteacher.

The Health and Safety responsibilities of the headteacher and the staff of the school are written into their job descriptions.

In the event of an emergency evacuation of school premises, the Headteacher will be responsible for ensuring emergency procedures are followed. The Health & Safety Governor will review the Health & Safety policy annually.

A member of the school staff will be responsible for reporting Health & Safety concerns to the committee and will be clearly identified on the Staff Room noticeboard.

## MANAGEMENT

All teaching, non-teaching, supervisory and ancillary staff have day to day responsibility for ensuring that safe methods of work exist and are implemented. They should also ensure that Health and Safety rules and procedures are applied effectively; to give personal leadership and to impart to their colleagues and to pupils understanding that all accidents can be prevented.

The school Health and Safety Committee will meet termly and discuss Health and Safety issues affecting the staff, pupils, or visitors to the school who may be affected by the undertaking.

The Schools Health and Safety Committee will consist of a representative group of school staff as follows:-

- Headteacher
- Governor
- Safety Representative
- Caretaker [consultative]
- Office Manager

## ARRANGEMENTS

The Governing Body will set health and safety objectives and performance standards for the school. This will promote a positive safety culture within the school and assist in the identification, control and management of risk.

Governors will ensure that the School Management Team has reviewed and considered the following key areas:

1. **FIRE** - Fire drills will be carried out termly. Procedures are displayed near fire exits, extinguishers and in the staff handbook.  
The fire bell is tested weekly from different call points and serviced by a competent contractor.
  
2. **FIRST AID** - A record is kept of all accidents and head/serious incidents are shown to the Headteacher.  
Any child receiving first aid will take home a letter of explanation for the parent/carer.  
All head bumps / serious injuries will get a letter to read and sign by the parent/carer. If a child sustains a head/facial injury the parent will be notified as soon as possible for them to make their own assessment of the injury.  
First aid treatment should be assessed by a First Aider at the site of the incident then a decision is made where treatment is to take place.  
First aid boxes and equipment are maintained by the first aiders who report any shortfalls to the office.  
The decision to send a child home because of injury or feeling unwell will be made by the Headteacher/SLT.  
Name of staff who hold current qualifications in First Aid will be displayed on the medical room door.  
Medical supply boxes are situated in the First Aid Room and Reception cloakroom. A mobile First Aid station is used outside at play/lunchtimes.  
All First Aiders wear hi-vis arm bands when outside during lunch/playtimes
  
3. **MEDICATION CONTROL**  
ALL medicines are kept at high level and clearly labelled. Care plans are clearly visible.  
  
When medication is given, 2 members of staff must be present and a record made. Designated office staff are responsible for ensuring all medication is in date and re-stocked as necessary.
  
4. **ACCIDENTS** - All accidents are recorded in the first aid book, kept in the medical room. Accidents requiring attention by GP/A&E are reported to PCC Health & Safety Section using the Local Authority 'on line' incident report facility, who will inform the Health & Safety executive if appropriate in accordance with RIDDOR. Incident report forms for staff accidents are located throughout school. This form should be completed immediately following an accident/incident and passed to the Headteacher for action.  
  
Any major / serious accident is reported immediately to the Head/SLT who will notify parents and/or summon an ambulance, or arrange for the injured child to be taken to hospital.
  
5. **SAFETY INSPECTIONS** - These will be carried out termly by the School Health and Safety Committee. In the interim employees should report any defects to the Headteacher or safety representative.  
  
Risk Assessments will be conducted at the start of each term and any potential hazards will be reported to the School Health and Safety Committee who will produce an action plan to rectify all defects identified. Additional Risk Assessments may be created if a new risk is identified.
  
6. **TRAINING** - There will be at least two members of staff who have attended first aid courses. There will also be a member of the lunchtime supervisory team with first aid training. A member of staff will be trained to conduct risk assessments. Training will be given where relevant to ensure a safe working practice. Two members of staff will be trained as Fire Marshalls

7. **MAINTENANCE** - All electrical, P.E. apparatus and outside play areas will be inspected regularly and maintained/serviced by competent contractors.
8. **PLAYGROUND** - Parents will be responsible for their children in the mornings until the doors open at 8.40am.  
During the morning break children are supervised by a teacher, and at least one Teaching Assistant.  
At lunchtime, each class will have its own Midday Supervisor and there will be a Midday Co-ordinator to manage arrangements.
9. **SCHOOL TRIPS** - Parents written permission must be given for all trips/visits. The school will hire coaches with seatbelts. All children will have their own seat. Additional permission is required for coach trips  
Classes will be supervised in accordance with LA guidelines. Risk Assessments are logged on Evolve
10. **VEHICLES** - Staff vehicles must be parked in designated areas.  
Contractors and visitors must also use these areas. Any vehicles needing access to other areas may only do so when the children are safely inside the school building.  
Staff/visitors may NOT enter or leave the carpark between 8.35 ~ 9.05am and 3.10 ~ 3.20pm  
Parents are NOT allowed to use the carpark for drop off/collection purposes.
11. **CONTRACTORS/VISITORS** - All visitors must report to the office on arriving and leaving the building. Visitors will only be allowed on site if **authorised by the Head teacher / Deputy Headteacher** and will be accompanied by school staff if are not DBS cleared.  
All visitors must wear a badge issued by the school. FE students should also wear identity badges. Visitors are to be made aware of the fire evacuation procedure and of any residual risks on site.  
Staff will not bring visitors including family members on site without authorisation from the Headteacher / Deputy Headteacher.  
Out of hours authorised contractors will follow the same procedures as above but where staff are not present, will be accompanied by the property manager.  
During COVID pandemic visitors will be limited in line with the risk assessment that is reviewed regularly and is in line with government guidance Track and Trace details are to be collected by office staff and kept in line with GDPR guidelines.
12. **LETTINGS** - School has a separate policy for this.

## MONITORING

The governors and headteacher will monitor the health and safety arrangements and their overall performance to ensure that;

Physical controls are in place and working satisfactorily.  
Staff are carrying out the functions allocated to them.

Monitoring and checking will include:

Collecting accident data  
Carrying out Health and Safety Inspections  
Examining Health and Safety Tour Minutes  
The effectiveness of follow-up procedures  
Risk assessments

The School Health and Safety Committee will report to the full governing body each term through the Headteachers Report to Governors. They will inform governors about any reports resulting from the Health and Safety Executive [HSE], Fire Authority or Environmental Health Officer visits and any LA or DFE guidance or advice, which may affect local policy.