



HEALTH AND SAFETY POLICY

This policy works in conjunction with both safeguarding and first aid policies. The ultimate responsibility for ensuring a healthy environment within the school rests with the Governing Body; the Headteacher has overall responsibility for applying their policies. They must report to the Department for Education and Skills and/or the Health and Safety Executive any major threat to the health and safety of users of the school.

The Headteacher:-

The Headteacher has overall responsibility for the application of the Health and Safety Policy by

- co-ordinating the school's Health & Safety procedures
- taking prompt and appropriate action when any hazard is reported to her
- recommending to the Governing Body improvements to the safety of plant & equipment
- checking that working practices conform to the Health & Safety Policy
- reporting on safety and welfare matters to the Governing Body.

Health and Safety Governor:-

The Governor has responsibilities to

- be the focal point for references on health & safety and safeguarding and give advice or indicate sources of advice
- assist in carrying out or arranging regular inspections of the school for unsafe equipment.

- ensure that accidents and hazards are recorded, reported to other agencies where appropriate and that remedial action is taken
- review annually the provisions for First Aid, the safety procedures and the emergency regulations

All Employees:-

The Health and Safety at Work Act 1974 states: “It shall be the duty of every employee while at work

- to take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work and
- as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied
- to observe standards of dress consistent with safety and hygiene
- to exercise good standards of housekeeping and cleanliness
- to know and apply the emergency procedures in respect of fire and First Aid
- to use and not wilfully misuse things provided for their own safety and the safety of others
- to co-operate with other employees in promoting improved safety measures in the school
- to co-operate with appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority
- to report to the H&S Governor any health and safety concerns

Staff holding special responsibility defined in their job description;

- Should establish and maintain safe working procedures
- Should resolve any health and safety problem any member of staff or student may raise and refer to the H&S Governor any problem for which there is not a satisfactory solution within the resources available
- Should carry out regular safety inspections of the areas and activities for which they are responsible and submit reports to the Administrator at least each school year
- Should ensure, as far as reasonably practicable, the provision of sufficient information, training or supervision to enable other staff and students to avoid hazards and contribute positively to their own safety and health at work
- Should propose to the H&S Governor or Headteacher any additions to plant or equipment which are necessary for the maintenance of safety
- Ensure all equipment is safe and, where appropriate, seek specialist advice that it is so.

Class teachers and student teachers:- The safety of students in the classrooms and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted the activity cannot take place. A class teacher is expected to

- know the emergency procedures in respect of fire, First Aid and the lockdown procedure and the special safety measures to be adopted in his/her own teaching areas to ensure they are applied
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire, First Aid and the lockdown procedure and the special safety measures of the teaching area
- give clear safety instructions and warnings as often as necessary (notices and posters require frequent emphasis)
- ensure that students' belongings are safely stowed away

- integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety
- follow safe working procedures personally

Pupils:- Pupils are expected to

- accept personal responsibility for the safety of themselves and others
- observe standards of dress which uphold standards of safety and hygiene
- obey the safety rules of the school and safety instructions given by staff, particularly in an emergency
- use and not misuse things provided for safety

Contractors:- The H&S Governor is responsible for ensuring that all contractors comply with current safeguarding regulations and are made aware of;

- their responsibilities for the health and safety of themselves and their employees whilst they are working on the school site
- their responsibility for ensuring that their actions and those of their employees do not create hazardous conditions which may affect their own safety or that of staff, pupils, visitors or other contractors using the school
- the location of the first aid facilities
- the fire alarm system and the actions they are to take on hearing the alarm (v) that, where appropriate or needed, hot permits are applied for

Visitors:- The H&S Governor/Headteacher is responsible for ensuring that all visitors to the school comply with current safeguarding regulations and are made aware of:

- their responsibility for ensuring that they take reasonable care to ensure the health and safety of themselves and others using the school

- the location of the first aid facilities
- the fire alarm system and the actions they are to take on hearing the alarm

The H&S Governor:- is

- not liable in law and have no additional duties other than those of all employees
- do not carry legal liability for either their activities or omissions as a safety representative

The functions of safety representatives are as follows:-

- to investigate potential hazards and dangerous occurrences at the workplace and to examine the cause of accidents at the workplace.
- to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work
- to make representations to the employer on general matters affecting the health, safety and welfare at work of the employees at the workplace
- to represent the employees he/she is appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and any other enforcing body
- to receive information from inspectors in accordance with Section 28 (8) of the 1974 Act
- to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions
- to represent the employees in consultations with the employer.

Emergencies:-

Emergency procedures in the event of fire and the name of first aiders will be posted around the school. All staff will be encouraged to take part in first aid training courses. All pupils will be trained in first aid. Emergency procedures in the event of an accident:-

The First Aid staff and/or the Headteacher should be alerted immediately following any accident in which there is (or may have been) injury.

Parents should be promptly and fully informed about the circumstances and invited to take their child home or to the hospital as appropriate. The decision to call an ambulance may be taken by anyone competent to judge the necessity. A written report on the accident (accident book in staff room) must be produced as soon as possible to maximise accuracy of recall. Those involved in the accident should be treated with concern and sympathy. At no stage should any liability be admitted. No one should speak to the press or media unless specifically authorised to do so.

N.B. There are separate detailed guidelines on dealing with emergencies on Off- site Activities. All group leaders **MUST** be familiar with these arrangements and carry a copy with them on the activity. See off-site learning policy.

Music activities:- Teachers are responsible for the safety of their pupil(s) through out instrumental lessons. They are expected to:

- know the emergency procedures in respect of fire and First Aid and the special safety measures to be adopted in his/her own teaching areas to ensure they are applied
- exercise effective supervision of students
- give clear safety instructions and warnings as often as necessary with regards to their particular instrument: the practice of playing some instruments requires care eg.strings; bows to be kept far away from faces
- ensure that students instruments are safely unpacked and repacked
- integrate all relevant aspects of safety into the teaching process and, if necessary, give tips on safety, especially where concerns might arise, eg.weight of instrument, piano lid on fingers, bow too close to eyes.
- follow safe working procedures
- personally ensure that pupils participating in a music trip adhere to the off site learning policy and that suitable risk assessments are

undertaken. Pupils playing their instruments as part of a wider orchestral/ensemble scheme with professional musicians must always be under the care of a suitable member of Kimichi School staff.

The Music Safeguarding and Safeguarding policies should also be used in conjunction with this policy.

This policy agreed on (date) 25th July 2017 By

(name) Kirstie Berry

(position) Chair of Governors

Review date 25th July 2018