

Health and Safety Policy

“Everyone who works with children should do what is in the best interests of the child.”

Article 3 United Nations Rights of the Child

**General Statement**

The school accepts delegated responsibility for arrangements to secure the health, safety and welfare of people at work from the Department for Education, and to provide all necessary information, instruction, training and supervision required for this purpose.

We also accept responsibility for the health and safety of other people who may be affected by our activities, and aim to ensure that staff and pupils work together to secure an environment which is safe and without risks to health.

In order to ensure that the policy is effective, it will be monitored and reviewed annually by the Leadership Team. This will be done using the following information:-

A yearly audit of Health and Safety at Trinity School

* Termly meetings of the Health and Safety committee to review the audit and action plan
* Feedback from the visiting advisor for Health and Safety who will review risk assessment with the Health and Safety committee, including the Headteacher,
* Review of visiting contractors checklists,
* Review of Accident/near miss book,
* Reports from JPH and safety inspections.

**Responsibilities**

**Headteacher:**

The headteacher has a duty to protect people at work, contractors, visitors and members of the public who work in or visit the school area.

The headteacher is responsible:-

* for ensuring that the policies are understood by all staff and that appropriate training takes place at regular intervals
* for ensuring that the policy is monitored and reviewed
* for ensuring that all equipment, apparatus and materials are safe for use and that the Health and Safety staff at DfESC have their attention drawn to any matter that cannot be dealt with locally
* for ensuring that any potential hazards are brought to the attention of JPH or DfESC.
* for ensuring that approved contractors are used to carry out repairs to the school premises,

**Individual Staff Members**

Each person has a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts at work, to use properly any equipment or materials provided for use, and to co-operate fully to enable the discharge of employers duties under the Health and Safety at Work Act.

**Individual Teaching Staff**

Each teacher is responsible for ensuring that their area of control and responsibility conforms to the necessary health and safety rules, thus ensuring their own safety and that of all who come into contact, including pupils, colleagues, visitors and contractors.

**School Administrator and Caretaker**

The school administrator and caretaker are responsible:

* for maintaining a summary of the maintenance contracts that the school are involved in and
* monitoring the progress of these. (Red File)
* for ensuring that all visitors are identified and sign in/out
* for ensuring that workstation assessment is completed for the admin computer staff

**Rules and Regulations**

Each person must ensure:-

* codes of practice or statutory requirements are observed and practised within their area of responsibility, and that statutory notices are displayed
* that regular risk assessments are carried out using the checklist available, and any problems brought to the immediate attention of a member of the Health and safety Committee

**Equipment and Materials**

Each person must ensure that all equipment and materials used in their areas of responsibility are safe to use and marked when appropriate with warning signs, used in accordance with manufacturers’ instructions and any other instructions issued by the Authority.

Any shortcomings in the provisions made for the storage and use of inherently dangerous materials are to be brought to the attention of the Headteacher. Refer to CLEAPS for specific Science and DT based Health and Safety advice.

**Protective Clothing and Equipment**

Each person must ensure that there is an adequate supply of protective clothing and equipment available for themselves, others working with them and pupils. Any shortcomings should be brought to the attention of the Headteacher. Refer to CLEAPS for specific Science and DT based Health and Safety advice.

**Risk Assessment**

Each person should be constantly aware of hazards. Risk assessment is an ongoing process and everyone identified is responsible for ensuring that new hazards are identified and actions taken to eliminate or control them. The aim is to ensure that no one is hurt or made ill by coming to our school. There are a number of generic risk assessments for the site which are reviewed regularly by the Health and Safety Committee.

**Information**

The Headteacher maintains and will keep updated a file which is available to all staff which consists of all policy documents and forms. They are also available on <https://www.gov.je/Government/Departments/EducationSportCulture/Pages/Policies.aspx> for staff to read. Any member of staff has the right to take up an issue on health and safety with his/her immediate line manager or with the Headteacher / Deputy Headteacher.

**Arrangements**

**First Aid**

The nominated members of staff are responsible for first aid to ensure that:-

* first aid boxes are equipped with the approved contents, checked and replenished as often as required, but not less than once a term
* revalidation of qualifications, i.e. Certificates of resuscitation or first aid certificates takes place as required and that as many staff as possible hold current certificates

**Accidents**

Staff should report all accidents and near misses. The detailed procedure to be followed is available in the Health and safety policies file in the school office. In addition, details are to be recorded in the accident/near miss log in order to assist with risk assessment and accident prevention. The accident/near miss book and accident forms for pupils are kept in the staff room . Parents should always be informed when a child has received treatment.

**Administration of medicines**

Staff are not obliged to dispense medicines and the full school and ESC policy on this should be referred to. The school has a separate policy for the administration of medicines in school. Staff should be aware of the requirements and use the appropriate forms in the school office – this will normally be covered by the School Administrator.

Appropriate storage facilities are to be used and training given regarding children with particular conditions. The school nurse or child's GP can assist in these cases. Staff responsible are to be given information about children with particular problems and training to assist them in dealing with these cases.

**Fire and other Emergencies**

All staff must ensure that they fully understand the procedures in the emergency evacuation plan and are aware of their own individual roles. The Caretaker is responsible is to ensure:

* that notices detailing information regarding the fire or other emergency alarms and drills are recorded in the H+S file.
* that all fire-fighting equipment is inspected annually and appropriate entries are made in the log book

**Contractors**

When contractors are engaged to work in the school the Headteacher / caretaker will liaise with the contractor or his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards that might be present (for example dangerous chemicals, asbestos, corrosive materials) and of any temporary rules that will apply during the contractor's presence on the premises.

The Headteacher must ensure that any temporary rules, such as exclusion from premises, are made known to all staff, pupils and students, parents, and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor in consultation with the Headteacher. The Headteacher will consult the Department for Education and Jersey Property Holdings, for any additional guidance on these matters.

All contractors must report to the Headteacher before any work takes place, and the caretaker prior to each working session.

**Smoking**

In the interests of the health and safety of all staff and children a no smoking policy is in operation throughout the school and grounds.

**Lone Working**

Staff much ensure that someone is aware of where they are if they are working in school alone and keep your mobile phone with you at all times. Refer to ESC Lone Worker Policy.

**Road Safety/Traffic problems at arrival and departure times**

The parents park in The Riley Field at the start and end of the day and are not permitted to access the playground with their vehicles.

Parents come to the playground to collect their children where they are dismissed by the member of staff on duty (except in EYFS where they are collected from the classroom).

Staff cars are occasionally used to transport children to a different location, but only staff with full relevant insurance use their cars in this way.

Parking remains a Health and Safety concern and steps have been taken to reduce the risk of accidents. A yellow line has been painted by the entrance to the Riley Field, children are encouraged to walk up to the RJA and HS. A separate traffic plan is available.

**COSHH.**

Please refer to the DfE policy

**Accident Reporting Procedure**

All accidents, near misses and dangerous occurrences must be reported promptly.

All accidents or near misses are to be recorded on the accident log or near miss log which is stored in the staff room – serious accidents are reported to the Department for Education via an online reporting system.

**Emergency Evacuation Procedure**

Each person is to ensure that they are aware of their own individual responsibilities in the event of a fire or other emergency that requires evacuation of the school.

A copy of the emergency evacuation procedure is to be displayed prominently in each area of the school and is on the teachers shared area of the school network.

**Manual Handling**

All staff should make themselves aware of the Manual Handling Policy of the school and should identify any risks and report them promptly to the Headteacher.

PLEASE SEE HEALTH AND SAFETY FILES IN THE SCHOOL OFFICE FOR FURTHER DETAILED POLICIES UNDER THE HEADINGS ABOVE