

Lansdowne Turney Federation

Health and Safety Policy

This policy is to be read in line with the school health and safety procedures.

Statement of Intent

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety across the school.

The Executive Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Executive Headteacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

The Senior Leadership Team are responsible for ensuring that

safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Executive Head Teacher or governing body.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents, to staff, visitors, and other adults on site are reported to the Executive Headteacher. Minor incidents to pupils are recorded locally in the accident book and major injuries and direct visits to hospital are also reported to RIDOR. The Executive Headteacher is responsible for reporting accidents.

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school. The lead for the administration of medicines is Lesley Page A copy of the policy is available from the school office.

Asbestos

The school holds an asbestos register. All contractors working on the building are made aware of the location of asbestos.

Electricity

All portable electrical equipment within the school is tested

annually and records of these tests are held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 7 yearly check of the fixed electrical installation is completed and records kept. Electrical safety is managed by the Premises Officer.

Staff and pupils must not bring electrical equipment on to the premises.

Emergency lighting is checked once a year.

Lightening conductors are checked once a year.

Fire Safety

The Executive Headteacher works with the Premises Officer to ensure:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- There are regular drills every six weeks, which are monitored and recorded.
- There is an up to date Emergency Fire Plan, which details the procedures to be followed in the event of a fire. The

plan explains the action to take if there is a fire.

The Emergency Fire Plan includes:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment).
- The location of the assembly point for roll call.
- Liaison with emergency services.
- Identification of key escape routes.
- The type and location of fire-fighting equipment provided.
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation).
- Training (in house fire safety awareness training is carried out annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

Details of the school's first aid trained staff are displayed around the school. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

There are 5 qualified first aiders, two of which have specific paediatric first aid training. First aid kits are kept fully stocked and items are within date.

Glazing

All glazing is safety glass. The Premises Officer is responsible

for glazing management and regularly monitors the safety of all glazing throughout the school.

Gas Safety

The Premises Officer ensures that the gas boilers and other gas appliances are serviced and maintained regularly, including the gas catering equipment.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced once a year . P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Premises Officer. The Premises Officer regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises are inspected regularly by the Premises Officer. The school is kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Premises Officer.

Tree care is evaluated and monitored every two years by the Premises Officer.

Health and safety signage is reviewed each year by the Premises Officer.

The Premises Officer will ensure all health and safety signage in place across the school.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises.

New and Expectant Mothers

A risk assessment will be put in place for pregnant staff members, which will be regularly reviewed during the term of the pregnancy.

Off site activities

All off site activities are risk assessed . Collin Jones is the school's Educational Visit Co-ordinator (EVC).

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually, or as deemed necessary.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction and appraisal reviews, or when deemed necessary.

Water quality

An approved contractor is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained, which is checked once a year.

Working at height

Adult should use steps when working at heights.

Reviewed by the Governing Body February 2017

To be reviewed by the Governing Body February 2019

