

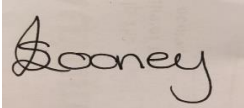


**Rugby Free Primary School Health and Safety Policy**  
**September 2019**

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**POLICY APPROVAL**

Policy Level:	RFPS Local Policy
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Signature:	 Steph Looney Chair of Governors, Local Governing Body
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## 1. Introduction

Rugby Free Primary School is a non-fee paying, non-selective, non-denominational, co-educational school, which will welcome children from 4-11 from all backgrounds. Initially opening in 2015 with two reception classes, the school will grow organically to its full capacity by 2021.

## 2. Rationale

Rugby Free Primary School Governing Body has the highest aspirations to ensure that the health, safety and well-being of every child and member of staff is protected and promoted. Our aspirations are that every child will look forward to learning and that through a safe, but challenging programme of learning; both in and out of the classroom, every child will develop and progress to the best of their potential.

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by the local authority and by the Department for Education. It is a statement of the aims, principles and strategies for ensuring Health and Safety at Rugby Free Primary School.

Governors of Rugby Free Primary School are committed to the promotion of a safe and healthy environment for pupils, staff and other users of the school site. Governors are committed to the provision of adequate and appropriate safety training for staff. Governors accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted appropriate time off to carry out duties.

## 3. Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It will be established and maintained based upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

## 4. Aims

It is the policy of the Governors of Rugby Free Primary School, as far as practically possible to:

- establish and maintain a safe and healthy environment
- establish and maintain safe working procedures among staff and pupils
- make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- maintain all areas under the control of the Governors and the Headteacher in a condition that is safe and without risk to health
- provide and maintain means of access to, and egress from, the school and its



grounds that are safe and without risk

- formulate effective procedures for use in case of fire and for evacuating the school premises
- lay down procedures to be followed in case of accident
- teach safety as part of pupils' duties where appropriate
- provide and maintain adequate welfare facilities

## 5. Roles and Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) will work towards the school's aims 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 without delay

Governing Body:

The school has a Governing Body which sets this policy and through the Headteacher will effectively implement, monitor and review its effectiveness.

The Governing Body will have a link Governor who is the key personnel responsible for monitoring Health and Safety Procedures and Risk Assessments within school.

The Headteacher will work towards the school's aims by:

- Recognising Governors' corporate responsibility for ensuring that all Health and Safety regulations and guidelines produced by the Department for Education (DfE) are fully implemented in the school
- Ensuring that safe working practices and procedures are applied throughout the school
- Making termly inspections to ensure that a safe and healthy environment is maintained
- Establishing a system for the reporting, recording and investigation of accidents 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 and 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 along with any national or local 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 firefighting equipment is available/ maintained

The Deputy Headteacher will be responsible for the daily operational management of



Health and Safety and work towards the school's aims by:

- assisting the Headteacher in the implementation, monitoring and development of the safety policy within the school
- monitoring general advice on safety matters given by the DfE and the Local Authority and other relevant bodies and advise on their application to the school
- co-ordinating arrangements for the design and implementation of safe working practices within the school
- investigating any specific health and safety problem identified within the school, taking or recommending (as appropriate) remedial action
- ordering that any method of working ceases on health and safety grounds on a temporary basis, subject to further consideration by the Governors and Headteacher
- assisting in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- ensuring that staff with control of resources (both financial and other) give due regard to safety
- co-ordinating arrangements for sharing information and for the instruction of staff, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained

All Staff:

Every member of staff is responsible for having a clear understanding of the health and safety arrangements of the school in relation to other staff, pupils and volunteer helpers under their supervision. In particular, staff will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of and implement safe working practices and set a good example personally
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- ensure that any equipment or tools used are appropriate and meet accepted safety standards
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- evaluate promptly and where appropriate, take action regarding health and safety arrangements
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- provide for adequate instruction, information and training in safe working methods and recommend suitable training

N.B. Professional associations and trade unions have the right to appoint a Health and Safety representative for the school, to secure staff interests in health and safety matters, which is separate from the school's responsibilities



All Pupils:

All pupils are expected to:

- exercise personal responsibility for the safety of themselves and their fellow pupils
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- not wilfully misuse, neglect or interfere with equipment provided for safety purposes

N.B. The Governors and Headteacher will make pupils (and where appropriate, parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Other School Users:

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- Contractors
- Voluntary workers
- Parents and carers
- Other users of the site (hirers)

## 6. First Aid Arrangements:

The school has First Aid policies and procedures in place which all staff must be familiar with, the notes below provide a summary:

Any member of staff who has attended and passed the statutory First Aid course will be regarded as a First Aider. Named staff will be required to attend the Paediatric First Aid Course which specialises in EYFS First Aid Needs. A list of first aiders including Paediatric First Aiders will be prominently displayed in the school office and shared with all staff.

The Headteacher will nominate a member of staff to ensure that first aid materials are inspected on a regular basis, not less than once per half term and stocked up.

All staff may treat children for minor ailments and accidents or assist a first aider in treating a child. Children may not give any treatment to other children. A fully stocked first aid bag must be taken on school trips. Any inhalers and medication for specific children must also be taken.

It is vital that staff do not administer any medication however common, unless specifically instructed to do so. The school has strict policies and procedures in place regarding this instruction (see section 8.0). Staff not following these procedures may constitute a serious disciplinary issue and may endanger the life or health of the child.

When children are unwell they will be placed in a quiet area, usually our sick bay which



has drinking water and is easy to supervise. At the direction of a school leader, office staff may contact the pupil's parents to collect them early from school.

## **7. Reporting and Recording Accidents**

In order to comply with statutory regulations, all accidents and injuries must be recorded in the school's accident record book, kept in the school sick bay. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence. It is the responsibility of this person to report the accident to a member of SLT if there was a breach in Health and Safety Regulations or if there is a potential future risk of the accident happening again.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, or an ambulance called it is deemed to be a Serious Accident. As a general rule, injured children should not be moved, unless the injury is judged to be minor or leaving the child would place it in greater danger. An adult should stay with the injured child, and send a sensible child to find a qualified First Aider to deal with the accident. When a child has bumped or injured their head, an accident form is completed plus a text is sent out to parents informing them. Class teachers are informed and keep a careful note of the child and where there is any lowering of alertness or consciousness this must be immediately communicated to a First Aider.

## **8. Issuing medicines**

The school has a separate policy on administering medicines to pupils in line with DfE guidance and the notes below form a summary.

School staff should not administer any medicines unless the form 'Issuing medicine to a child during school time' has been filled in. As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint and could not otherwise attend school. However, medicines can be given where there is a compelling need to administer short term medication for a serious complaint.

All medicines must be clearly labelled in their original container, kept in a secure store and administered in line with the instructions provided by the doctor or pharmacist.

## **9. Fire Safety Arrangements**

There will be at least a termly fire practice, which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day. Fire evacuation procedures will be displayed in every room, with children made aware of the procedures. All staff must ensure that they are familiar with them.

The Site Services Officer is responsible for testing the Fire Alarm system on a weekly basis and recording the result in the Fire Log Book. Fire fighting equipment is serviced annually and the date noted in the Fire Log Book. At large gatherings all emergency exits must be well-signed, with clear access to these. A telephone must be available for emergency calls.

## **10. Annual Safety Audit**



A safety audit of the school will be carried out each term by the School Business Manager alongside a nominated governor. This is in addition to an annual external review from Judicium.

The results of this audit will be reported to the Governing Body.

### **11. Control of Substances Hazardous to Health (COSHH) regulations**

All substances affected by these regulations will be clearly labelled and locked securely in a suitable store. The school will keep minimum amounts of each substance. The responsibility for carrying out an annual COSHH assessment will rest with the Site Manager.

Staff using COSHH materials will be made aware of their safe use and the dangers of each substance.

### **12. Electrical Safety**

All electrical appliances will be tested annually using the PAT (Portable Appliance Testing) protocol by a qualified electrician, with any deficiencies immediately remedied, or the faulty item removed. Any faults developing at other times must be reported immediately, with the faulty device removed or disabled until repaired.

Only approved contractors will be employed to carry out electrical work or repairs.

### **13. Visitors**

All staff must wear their identity badges at all times during the school day.

All visitors must report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge. Staff should politely challenge anyone in school they do not recognise who is not wearing either a visitor's badge.

### **14. Dealing with Bodily Fluids**

To protect the health of other children and staff, all body fluids will be immediately and efficiently cleaned up, with the area disinfected. All wastes and soiled cleaning materials will be immediately and safely disposed of. A spillages kit will be procured for such events.

### **15. Sick Bay**

The school has identified a room, so that a poorly or injured child can be placed, under the close supervision of a member of staff. This will have a sink, with hot and cold water, an inspection couch and have drinking water available.

### **16. Monitoring and Review**

Senior Leaders will be responsible for ensuring this policy is fully in place.

This policy will be reviewed biennially by Governors.