

MILFORD INFANTS

Church Road, Milford
Godalming GU8 5JA

Grow, Learn, Believe, Achieve



STATEMENT OF POLICY – HEALTH AND SAFETY

INTRODUCTION

The Governors and staff of Milford School will strive to achieve the highest standards of health and safety, consistent with their duties under Education Acts and the Local Authority's policies. This statement sets out how we will use the resources at our disposal to carry out these duties without exposing pupils, staff, Governors and the public to unacceptable risks. The aims, objectives and arrangements below supplement, rather than replace the Local Authority's Health and Safety Policy.

AIMS

To ensure that all members of the school community and visitors to the school building and premises are:

- Protected against all forms of danger as far as our expertise and resources allow
- Aware of their own responsibilities in contributing to the safety of the school and its community

OBJECTIVES

To promote good health and safety practices within the school by:

- Informing members of the school community immediately of any dangers which arise unexpectedly and acting to prevent accidents at all times
- Providing written and verbal information, training and resources which will enable members of the school community to carry out their duties regarding Health and Safety requirements
- Monitoring safety practices and the condition of the building and premises on at least a termly basis
- Liaising closely with the Health, Safety and Premises Sub-Committee of Governors and the Local Authority to promote good practice

1. RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body will:

- Keep itself informed about LA health, safety and welfare policy and supporting documents, through liaison with the head teacher
- Ensure adequate budgetary provision for health, safety and welfare in accordance with LA policy and the relevant funding arrangements
- Report to the LA any circumstances where they consider compliance with health and safety policy cannot be achieved with the resources at their disposal
- Ensure that the head teacher is competent and up to date in health, safety and welfare management procedures
- Keep this policy under review and issue revisions where necessary

2. RESPONSIBILITIES OF THE HEAD TEACHER

The head teacher will:

- Keep up to date with LA policy and any other information and training necessary to ensure compliance with this policy
- Seek advice and assistance from specialists where necessary as defined in the Schools' Health and Safety Manual and LA bulletins
- Establish organisation and arrangements to achieve the objectives of this policy, including those defined in the Health and Safety Manual
- Delegate specific duties to staff
- Ensure that all staff have sufficient information, instruction, training and supervision to carry out their duties under this policy
- Ensure that governors, pupils, parents, visitors, contractors and all other persons affected by school activities are given information necessary to ensure their health and safety, by giving them verbal instructions and/or documentation relevant to their level of involvement in the activities
- Ensure that training relevant to their level of responsibility is provided
- Establish monitoring arrangements to determine the adequacy of this policy and its implementation
- Initiate action to revise policy, organisation, arrangements etc. where necessary to achieve acceptable levels of health and safety
- Report to the LA any circumstances where compliance with this policy cannot be achieved without action by that organisation

3. EMPLOYEE RESPONSIBILITIES

All employees are accountable to their line managers for acting on delegated health and safety instructions. In addition all employees must:

- Take reasonable care of themselves and others affected by their work
- Remove hazards where it is safe to do so
- Report hazards to their line manager or another person capable of initiating remedial action, particularly where danger is serious and immediate and where removal or correction would be unsafe.

4. SPECIFIC DUTIES

Governors:

To act on information provided by:

- The LA
- The head teacher
- Health and safety inspection reports
- Routine visits to the school

Head teacher:

- Takes charge in an emergency until relieved by the emergency services
- Acts as principal contact with the emergency services
- Ensures that all staff have sufficient information, instruction, and supervision to carry out their duties under the policy

Class teachers:

- Ensure that all pupils, teaching assistants, special needs assistants, volunteer helpers, visitors, etc. to their own classrooms are familiar with fire, accident and emergency procedures
- Supervise emergency evacuation of their classroom
- Check that work areas, areas for communal use (such as cupboards, sheds, resources areas, cloakrooms, libraries) are left tidy and safe for use by others
- Ensure that equipment and procedures are safe before commencement of any activity
- Ensure adequate supervision of activities under their control
- Report any problems to the head teacher, verbally if urgent, otherwise always in writing and dated and signed
- Carry out routine classroom safety and condition checks at the beginning of each half term

Teaching Assistants and Special Needs Assistants:

- Check that work areas, areas for communal use (such as cupboards, sheds, resources areas, cloakrooms, library) are left tidy and safe for use by others
- Ensure that equipment and procedures are safe before commencement of any activity
- Ensure adequate supervision of activities under their control
- Report any problems to the head teacher, verbally if urgent, otherwise always in writing and dated and signed
- Assist the teacher in carrying out routine classroom safety and condition checks at the beginning of each half term
- Make safety and condition checks in communal areas as they are cleared at the end of each term
- Daily risk assessment/check of outside areas, and locking of gates

School Business Manager and School Assistants:

- Ensure that all visitors are familiar with security, fire, accident and emergency and child protection procedures
- Organise maintenance contracts for Physical Education equipment, Adventure Play equipment, Fire and Electrical equipment, Building Maintenance
- Organise cleaning contract and carry out checks on a weekly basis to monitor its effectiveness
- Carry out routine checks on the main office and shared office equipment such as photocopier, comb binder
- Carry out routine checks on medical arrangements, administration of prescribed medicines, adequacy of medical supplies

Caretaker:

- Ensure that matters relating to health and safety issues, observed during the course of his work are reported to the head teacher and/or the administration officer
- Carry out routine checks on the buildings, grounds and cleaning equipment used

Catering Supervisor:

- Kitchen and catering arrangements

Midday Supervisors/Teaching Assistants

- Report on necessary changes to lunch time and break time procedures

Fire wardens are:

- The head teacher
- Class teachers
- School Assistants/School Business Manager

First Aid Certificates are held by:

Rose Kay	Helen Szczepanski	Susannah Bibby
Emma Ward	Melissa Wells	
Abi Morgan		Debbie Lake
Juile Mayes	Kirsty Morris	Naomi Stuart
Becky Sewell	Diane Feasey	Kate Kenyon
Jenny Glaister	Lisa Hearsum	Cara Stirton
Emma Ward		

The first aid boxes can be found in the wall cupboard (marked with a green cross) in the non-fiction library. There are also travel boxes for use on educational visits in the main corridor cupboard. A small first aid kit is kept in a bag for use on the field.

Minor accidents are recorded in the green file that is kept in the first aid wall cupboard or in the notebook that is in the playtime bag.

The accident book for recording accidents of a more serious nature is kept in the office filing cabinet near the door.

Hire of School Premises Supervised by:

- School Business Manager
- Head teacher

Contractors Supervised by:

- School Business Manager
- Head teacher

(This depends on who is available for duty when contractors are on site.)

Extra Curricular Activities Supervised by outside providers:

- Contact number of leader to be given to parents in case of emergency by outside providers on booking form
- A member of the teaching staff (usually the Head teacher or Assistant Head teacher) will remain on the premises during after school activities.

5. INFORMATION

Detailed information on how to comply with LA health and safety policy is given in the Schools' Health and Safety Manual, which is available for reference in the main office. Detailed requirements of school policy are given in the Milford School Health and Safety Guidance document, which is attached. There is a copy in the school handbook, which is available in the main office (staff, governors and other authorised persons are provided with an electronic version of the same handbook).

This information can be freely reproduced and passed to anyone who needs it, but those who take their own copies must take care to make necessary amendments as soon as they are informed of them. Any changes to the original documents will be notified at staff meetings or individually where urgent. The guidance will also be up-dated as necessary and reviewed biennially. If in doubt, always refer to the health and safety manual, which contains all major revisions to LA policy and guidance. The head teacher will always be able to advise on school-specific policy requirements.

6. RISK ASSESSMENTS

The LA has assessed risks that affect all schools and arrangements to control them are recorded in the Schools' Health and Safety Manual. Appropriate school staff will assess risks specific to our school in accordance with the policy defined in the Health and Safety Manual (Guidance note B1). Significant findings and control arrangements for risks assessed by the school are recorded on pre-printed sheets and kept in the designated main office file, in the main office.

7. TRAINING

All employees will be given:

- Induction training in the requirements of this policy
- Training in response to significant change
- Training in specific skills needed to execute this policy, according to each person's level of responsibility
- Refresher training where need is identified

All pupils will be given training in fire, accident and emergency procedures at least once per term as a 'walk through' and at least once per term as a full drill.

8. WORK EXPERIENCE STUDENTS

We welcome the opportunity of taking suitable students from local schools and colleges on work experience of appropriate duration. There is great value in this experience for both the student and members of the school staff team. We recognise that students may not have the same levels of maturity, awareness and experience as members of the school's staff, so as part of our duty of care we shall endeavour to ensure that the level of induction, instruction and supervision provided is appropriate to the student's needs in order to safeguard his/her health, safety.

9. RELATED POLICIES

This policy should be read in conjunction with policies for:

- Risk Assessments
- Health and Safety Manual
- Staff Handbooks
- Child Protection and Safeguarding Policies
- Personal, Social, Health and Citizenship Education
- Emergency Planning
- Educational Visits
- Administration of Medicine
- Behaviour Policy
- All curriculum policies that deal with subject specific health and safety issues.

10. MONITORING

The adequacy and implementation of this policy will be monitored in the following ways:

The governors will assess:

- Issues raised through the standard health and safety item (which includes a termly inspection report from a representative of the Full Governing Body)
- Reports from the head teacher, staff, inspectors, consultants and other authorised specialists
- Information gained through routine visits and communication with the head teacher, staff, pupils, parents, etc.

The head teacher will ensure that:

- Information gathered during the performance of delegated duties is reported directly to her and recorded on the pre-printed form for this purpose
- Reports are checked to confirm that actions have been carried out to acceptable standards
- Omissions and inadequacies are remedied
- Reporting and follow-up procedures are supplemented by active monitoring procedures as defined in Annexe 2
- Health and safety issues are reviewed with staff routinely
- Internal monitoring procedures are verified by independent audit as defined in Annexe 2

All staff will:

- Check the safety of work areas, equipment and procedures before, during and after activities
- Report and record actions and problems relevant to this policy

11. REVIEW

The governors and head teacher will review and revise this policy in response to:

- Inadequacies revealed by monitoring
- Changes in acceptable standards communicated by the LA or other authorised agencies
- Other internal or external changes

The head teacher will inform all concerned of any revisions made. Whenever possible, urgent messages that have to be passed verbally in the first instance will be followed up in written form.

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