

Woodhall School Health, Safety & Welfare Policy

Health, Safety & Welfare Policy

1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

2. Roles and responsibilities of Headteacher.

- 2.1 **The Headteacher** is responsible for ensuring that all health and safety procedures are followed.
- 2.2 She / he will ensure that all members of staff understand and fulfil their responsibilities to ensure a safe learning environment and receive appropriate supervision, instruction and training.
- 2.3 Acting as a focal point on health & safety matters, giving or seeking advice as appropriate.
- 2.4 Ensuring there is no misuse of equipment or machinery
- 2.5 Reporting to the Governors any hazards that require their attention or budgetary approval

3. The Governing Body will:

- 3.1 Promote high standards of health and safety within the school
- 3.2 Assign responsibilities, including designating a governor for health and safety
- 3.3 Delegate a review of this policy to the Site & finance Committee of Governors.
- 3.4. Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities
- 3.5 Provide appropriate resources from the school's delegated budget for the implementation of the attached arrangements
- 3.6 Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- 3.7 Evaluate the measures taken to minimise or eliminate risks and hazards
- 3.8 Ensure that there is a designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day
- 3.9 Ensure that hirers are aware of their duty to arrange insurance cover for their activities
- 3.10 Take all reasonable steps to ensure that the principle person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
- 3.11 Formulate a Health & Safety Policy detailing the responsibilities for ensuring Health & Safety within the school
- 3.12 Regularly review the Health & Safety arrangements and implement new arrangements where necessary
- 3.13 Receive from the Headteacher or any other nominated member of staff, reports on matters of Health & Safety and to report to any appropriate body hazards that the school is unable to rectify using its own budget
- 3.14 Seek specialist advice on matters relating to Health & Safety that the Governing Body may not feel competent to deal with.

4. All staff will:

- 4.1 Co-operate with the Governors and Headteacher on all matters relating to Health & Safety
- 4.2 Sign in and out of the building – (Sign in book –office)
- 4.3 Take reasonable care for their own health and safety and that of others who may be affected by their actions
- 4.4 Make regular reviews of their areas of work and report to their line manager any areas of concern regarding Health & Safety.
- 4.5 Only use equipment that they are competent to use
- 4.6 Follow instructions when using machinery, equipment, dangerous substance or safety device.
- 4.7 Inform the Headteacher of any medical conditions liable to cause concerns in the work place.

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5. The School Curriculum

- 5.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through PSHE we teach children about hazardous materials, and how to handle equipment safely.
- 5.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 5.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)
- 5.4 Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 5.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

6 School meals

- 6.1 Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 6.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- 6.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

7. School uniform

- 7.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.
- 7.2 We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.
- 7.3 It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 7.4 We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.
- 7.5 On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

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8. Child protection

- 8.1 There is a named person responsible for child protection in the school. This is normally the Headteacher, but s/he may delegate this responsibility in some circumstances.
- 8.2 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- 8.3 The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 8.4 We require all adults employed in school to have their application vetted through the Criminal records Bureau in order to ensure that there is no evidence of offences involving children or abuse.

9. School security

- 9.1 While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- 9.2 We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 9.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 9.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

10. Safety of children

- 10.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.
- 10.2 We do not take any child off the school site without the prior permission of the parent.
- 10.3 If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office. A list of staff at the school that have been trained in first aid is displayed in the office.
- 10.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 10.5 We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

11. Seat belts

- 11.1 We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

12 Theft or other criminal acts

- 12.1 The teacher or Headteacher will investigate any incidents of theft involving children.
- 12.2 If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.
- 12.3 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

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13 Monitoring and review

- 13.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.
- 13.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 13.3 The Headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- 13.4 The Headteacher reports to governors regularly on health and safety issues.
- 13.5 This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Signed:

Date: 9/07
Reviewed 11.08

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LIST OF STAFF WHO HAVE RECEIVED A COPY OF THE HEALTH & SAFETY POLICY

1.	Lesley Spence	
2.	Michelle Lake	
3.	Nicola Andrews	
4.	Linda Taylor	
5.	Vicky Hall	
6.	Chloe Turner	
7.	Reena Chopra	
8.	Rosie Holmes	
9.	Lia Biduel	
10.	Sue Trent	
11.	Tracy Mangan	
12.	Caz McCrossan	
13.	Val Hills	
14.	Sharon Newstead	
15.	Mandy. Jenkinson	
16.	Hannah. Malin	
17.	Tania Payne	
18.	D. Roberts	
19.	S. McCallan	
20.	Sue Humphreys	
21.	F. Alldina	
22.	S. Bakrania	
23.	Nicky Gillibrand	
24.	Kelly Staniford	
25.	Shirley Varty	
26.	Julia. Moore	
27.	Ashley. Folly	
28.	Karrie Simkins	
29.	Pete Fleming	
30.	Amanda Stewart	
31.	Keeley Impey	
32.	Karen Stephens	
33.	Doreen Burger	
34.	Carol Anne Tomkins	
35.		
36.		
37.		