

**WELLESBOURNE
PRIMARY AND NURSERY
SCHOOL**



**HEALTH AND SAFETY
POLICY**

Health and Safety Policy

Statement

Wellesbourne School will maximize each child's potential by providing an education within a stimulating and secure learning environment. We aim to create an inclusive, accessible community based on mutual trust and respect, where individuals are valued for their unique contributions.

Children and staff have the right to work/learn in a safe, healthy environment.

The policy statement produced by Liverpool City Council details guidelines and procedures to comply with legislation.

This document indicates how the school will implement and monitor policy.

Implementation

'All individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. In addition it is their duty to co-operate with their employer or any other persons having a duty or requirements imposed on him or her by the Health and Safety at work act or any other associated relevant statutory provision.' (NAHT)

School Context

Each teacher is responsible for his/her own work area. They must report any potential hazards and if reasonably practical, take steps to remove or reduce the hazard. Faulty equipment will be labeled/ taken out of use until repaired.

Each teacher will be responsible for the safe and careful use of equipment/apparatus used by their classes. All staff have a collective responsibility for movement around the building.

The Site Manager will keep a record of requests in relation to repairs and maintenance and when appropriate report to the Help Desk.

Fire drills will take place on a regular basis and details will be logged.

Key Personnel

Health and Safety Representative –

Mrs B Hodgson

First Aiders –

**Mrs S Burns Miss K Toole Mrs D Mannion
Mrs S Lynskey. Mrs D Dempsey
Mrs A Wise Ms B Peoples Mrs I Davies
Mrs J Martin. Mrs D Higham
Mrs P Gormley Mrs C Brown**

Mr D Ellison has been designated by the Governing Body as the representative with regard to the whole building and grounds.

ICT equipment – faults should be reported to **Mrs C Willshire**

PE equipment – this is checked by the company on an annual basis, faults should be reported to **Miss H Burns**.

Procedures

General

DAILY – Urgent issues must be reported immediately to the headteacher / safety representative or site manager. Please ensure they are informed of action taken and action required.

WEEKLY – Please report any minor repairs to the Site Manager.

TERMLY- Staff are to undertake classroom checks and ensure the Site Manager is aware of any defects.

There will be a termly Fire Drill.

There will be a termly Emergency Evacuation Drill.

ANNUALLY – Governors will undertake an annual inspection and ensure that any concerns are reported to the PFI Team.

First Aid

First Aid boxes are kept in the cupboard on Y6/Y5 stairwell, in the cupboard opposite the Music Room (Ground Floor) and in a Reception class cupboard (Ground Floor).

Accidents to children must be logged and recorded in the Accident Book as appropriate.

Ensure that the Office is informed of any accidents which require a form to be sent home to parents.

Emergency contact numbers for children are held on computer and in class files in the office.

Medication

Staff are not to administer medicines to children. In the event of parental request to do so, parents must be referred to the headteacher.

Inhalers

Children needing an inhaler must have access to them at all times. Older children are expected to take responsibility for their own inhalers. Younger children will need supervision and help with storage. When out on school visits please ensure that the

adult supervising the child is aware that the child may need an inhaler and that the child has it with them.

General Child Health

Details of children with Special Requirements are held in the Office and staffroom. The Headteacher/Office Staff will ensure that the attention of new/supply staff is drawn to this.

Fires

Notices in each room indicate the action to be taken if the fire alarm sounds. Assembly points are in the infant playground and junior playground. The priority is to evacuate the building as quickly as possible. Staff are responsible for the groups they are teaching at the time.

Visitors

Visitors will be provided with a badge at the reception area. They must sign in the visitors book. Visiting workmen have a separate signing in book which contains the code of practice which they must adhere to.

School Trips and Visits

It is essential that the staff comply with the school policy for trips and visits. Risk Assessments must be completed and permission gained prior to the trip/visit taking place.

Special Needs / Equal Opportunities

In all matters concerned with Health and Safety staff will have regard to the age and stage of development of children in their care. This is especially important as children develop independence and are given increased responsibility.

Some of our children have special physical needs (also cultural) which may have to be taken into account whilst ensuring quality of access to school activities.