

“A unique family working together to be the best”

Forest Lodge Community Primary School



Health and Safety Policy

HEALTH AND SAFETY POLICY INDEX

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Responsibilities of staff

Claire Caldwell

DSP- Child Protection Officer
Health & Safety Officer
Fire Marshall

Umrana Malik

DSP- Child Protection Officer
Fire Warden

Shelley Meer

DSP- Child Protection Officer
Fire Warden

Linda Dunn

Health & Safety Office
Fire Officer
First Aid at work

Phillip Creed

Health & Safety Officer
Fire Marshall

Kath Smith

First Aid at work
Fire Warden

Teresa Shellard

Fire Marshall

Karen Franks

Fire Marshall

Rosie Benfield

Fire Warden

Vinny Jagatia

Fire Warden

Charlotte Staley

Fire Warden

Lorraine Price-Jones

Fire Warden

Sammie Lloyd- Jones

Fire Warden

Claire Shearer

Fire Warden

Carol Hardwick

Fire Warden

Caroline Toone

Fire Warden

Sarah Jackson

Fire Warden

Lucy Darlow

Fire Warden

Nisha Patel

Fire Warden

Jo Moore

Fire Warden

Nic Rea

Fire Warden

Connor Rose

Fire Warden

James Meer

Fire Warden

FOREST LODGE COMMUNITY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Introduction and context

This policy statement is read in conjunction with the policy statement of Leicester City Council and Leicester City Education Authority Health and Safety Policy.

At Forest Lodge Primary School the Local Education Authority is the employer.

The definition of premises for this establishment is:

Forest Lodge Primary School (including buildings, playgrounds, playing field],
The car park has shared access with Forest Lodge Education Centre.

1. Organisation for Health and Safety at Forest Lodge Community Primary School

Arrangements outlined in this policy are made on behalf of the Governing Body which is ultimately responsible for the Health and Safety of staff, pupils, visitors and contractors at Forest Lodge Primary School.

Diagram 7 in the Leicester City Council policy displays the organisational structure.

Details of Sites & Safety Committee

Head teacher – Mrs. C. Caldwell

Deputy Head teacher- Mrs. U Malik

Co-ordinator for Health and Safety - Mrs. L Dunn

Mr. P. Creed, Premises Officer

Ms. S. Jackson, Mrs K Cane(Chair)

The Health and Safety Committee will report back to the full Governors Committee.

2. Responsibilities of Staff

Detailed information is given in Leicester City Council policy.

Some information is also summarised in the Staff Handbook, a copy of which is available in every room and spare copies held centrally.

New staff will be given a recorded Health and Safety induction by the Head teacher or their mentor and this will be dated and recorded

a) All staff has a responsibility to:

- **check that areas are safe before commencing activity**
- **check equipment is safe to use**
- **ensure safe procedures are followed**
- **use protective equipment as required**

- **report defects to supervisors or line managers as defined in school structure**
 - **encourage pupils and visitors to understand and comply with Health and Safety requirements as appropriate**
 - **Cp Daily assessment checklist provided by Health and Safety coordinator**
- b) Where staff have curriculum responsibilities or building responsibilities, they will:
- draw up procedures for designated areas to be reviewed annually
 - arrange for staff to receive information
 - arrange for training of staff
 - check regularly that procedures are being followed
 - action Health and Safety reports within an agreed time-frame
- c) Pupils and visitors should be made aware of their responsibilities. It is expected that each person will behave at all times in a manner which shows regard for the health, safety and welfare of themselves and others.
- d) It is the duty of all people within this institution to raise pupils' awareness of Health and Safety matters as they affect themselves and others.
- e] When necessary, staff will be informed and consulted by the school management about matters which affect their Health and Safety, either individually or collectively, in staff meetings.

3. Risk Assessment

Following suitable training, Risk Assessments regarding tenant responsibilities will be carried out in order to comply with current and future legislation. The Governing Body will enable officers of the City Council, or their agents, to carry out risk assessments in respect of landlord items.

A site inspection/risk assessment will be carried out each term and a report sent to the Governing Body. This will be reviewed and updated at termly meetings of the Sites and Safety Committee.

4. Visitors and Users of the Establishment

cp Leicester City Council policy re **Hirers and contractors**

The Governors acknowledge their duty of care to all visitors and users of this establishment and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.

- a) Visitors to premises must sign in and out at the office and receive a badge.
- b) Pupils leaving school at other than the designated times must be signed out. Pupils arriving late must be signed in. Staff leaving the premises during the day should sign out.
- c) Staff leaving the premises at the end of the school day should use the main entrance [Charnor Road]

- d) For the protection of pupils, contractors or visitors who have not had an approved CIB check will be escorted to the area where they will work, when there are pupils present on the premises.
- e) Smoking- No smoking is permitted on school premises at any time
 - No smoking of E-cigarettes or any vapour style cigarettes permitted on school premisesIf you wish to smoke please move right away from the perimeter of school and out of sight of the children

5. Arrangements for the Supervision of Pupils

Children will be supervised by staff at the following times

- a) Beginning and end of school day.

It is generally accepted that pupils will be supervised for 10 minutes prior to the beginning of the morning session at **8.50 a.m.** and 10 minutes after the normal closure time of the school at **3.00 p.m.**

- b) Breaks and Lunchtimes.

Children will be supervised by staff while in the playground according to a designated rota. Staff at these times will include support staff and those appointed to supervise at lunchtimes.

- c) The Head Teacher is delegated by the Governing Body to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the school's agreed policy on pupil behaviour, how to report incidents, and how to obtain first aid assistance. This information should also be made available to all supply staff who come to work in the school.

6. Pupils Taking Medicines

The Governing Body have read and agreed to comply with the guidance detailed in the LEA's Code of Practice No.5 Administration of Medicine in Schools, details of which are summarised below.

A. Request for administration of prescribed medicines form should be completed by parents of any child needing medication at school.

b] Medicines are not generally administered by staff. However, in some circumstances they may agree to do so. However, responsibility still lays ultimately with parents not teachers.

c] Any medicines sent to school are to be clearly labelled with child's name and dosage.

d] Medicines should be kept out of children's reach.

e] Inhalers would usually be used by older children themselves.

f] In addition:

- Medical details are kept in the office. Health and Safety coordinator compiles a list from information already in school and will update the list annually or as new information is received.
- Details of children requiring inhalers are available in the office and at First Aid points for support/supervisory staff.
- Asthma plans for individual children are in relevant classrooms
- Details of allergies e.g. peanuts, plasters, stings etc. are available at First Aid points and in the office.
- Where an incident involves a bump to a pupil's head, a note will be sent home to alert parents. Ice may be applied to large bumps.

7. Inhalation of Pen Tops

The Governing Body acknowledge receipt of Health and Safety Bulletin 26 regarding the danger of inhaling pen tops and have agreed to forbid the use of pens with a separate or removable non-ventilated top.

8. Laboratories and Practical Areas

The Governing Body acknowledge and agree to comply with guidance circulated by the LEA regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

The Governing Body has identified the following items of equipment as requiring annual servicing.

Electrical equipment

P.E. equipment

the person designated to co-ordinate inspection is the Head Teacher.

The following areas are identified by OFSTED in the Handbook for the Inspection of Schools as potentially requiring additional attention within the inspection of establishments:

Design and Technology

Science

Art

Physical Education

I.C.T.

Curriculum policies written by the coordinators for these areas will contain reference to Health and Safety procedures.

Any providers of activities for children in school, e.g. "First for Sport" will provide the school with detailed risk assessments of any activities where there may be a potential risk of slips, trips and falls, including their control measures.

Display Screen Equipment

Areas where designated users of Display Screen Equipment work [administrative staff] will be assessed for risk to those users, using approved forms. Such users will be informed of the necessity for regular eye tests, with a minimum of one every two years.

9. Offsite Activities

The procedure for organisation of educational visits is available in the Staff Handbook

The coordinator for Educational Visits is Mrs. L Dunn

Evolve educational visits procedure is in the staff hand book.

- A. All Risk Assessment must be completed on the evolve system on line.
- b. All staff must read all risk assessments and sign trip acknowledgement form before visit.
- c) Seat Belts in coaches used for school trips.
Coaches and minibuses used for school trips are legally required to be fitted With seat belts. Full seat belts are preferred but lap belts are acceptable.
Only 1 child is permitted per seat i.e. not 3 per double seat.
- d] Staff transporting children in their own vehicles must have the requisite insurance cover and the appropriate car seats and restraints have due regard for Child Protection issues.

10. First Aid

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified an appointed person/people to ensure that the establishment has first aid cover at all times, to include breaks, sports activities and off site visits.

The name of school first aid appointed persons and first aid at work persons are shown in the appropriate places around the school site

In addition all support staff are qualified by other courses [list held centrally by Head teacher]

The Health and Safety Coordinator will review training needs, in consultation with managers, and arrange the relevant training.

Bump notes are sent home for all injuries. Head injury bump note includes advice on monitoring concussion.

First Aid supplies are available in suitable boxes [green marked with a white cross] and are situated in the areas where treatment is administered (end of yr1/2 corridor, outside staffroom and in the reception and nursery class). These areas are identified by signs on the walls. In addition there is a portable First Aid kit available for outside sports activities and off site visits.

The responsibility for maintaining the supply of First Aid materials in accordance with the regulations is delegated to the appointed person [Mrs L Dunn].

A person trained in First Aid must accompany all trips off site.

Child protection Leicester City Policy for a detailed list of the suggested contents of a First Aid box.

Arrangements for the comfort of some children

To ensure the comfort of children who may be incontinent, there is a changing area and shower situated in the nursery. When a child is regularly incontinent, parents are asked to provide the requisite supplies to ensure the comfort of their child.

11. Emergency Procedures

Information regarding Crisis Line and Snow Line are provided by Leicester City Council (web site-Leicester city schools extranet and are held by the Head teacher.

Leicester City Council Policy for other details

Nut Allergy

When a child or adult has been identified as having a serious nut allergy, details will be circulated amongst staff, including a photograph. Advice for treatment of the child will be given and training given in the use of Epi-Pen. The Head teacher/Deputy Head teacher will keep a list of persons who have received training and review it annually, or as the need arise.

Depending on the seriousness of the reaction, class mates should also be made aware of the allergy and asked not to bring to school any food containing nuts or nut products.

Nuts are not included in any meals prepared by the School Meals Service. Staff planning cooking activities with children are advised not to use nuts or nut products. When parents are sending food into school e.g. for parties etc, they should be advised not to send in any item containing nuts

Diabetics

When a child or adult has been identified as being type 3 diabetic, details will be circulated amongst staff, including a photograph. Advice for treatment of the child will be given and training given in the use of insulin injections to the relevant staff. The Head teacher will keep a list of persons who have received training and review it annually, or as the need arises.

Illness

When children or adults suffer from a serious illness or long term condition, details will be circulated amongst staff, including a photograph. Advice for recognition and treatment will be given [bearing due regard to confidentiality] The appointed person will assess the situation and take appropriate steps. Parents of sick children will be notified and asked to collect them. Where there is a delay in a sick child being sent home they should sit in an area where they can be monitored and assistance given as required.

Parents will be asked to provide an emergency contact number and to alert the school of any known health problems e.g. diabetes, asthma etc. This record will be kept by the school office on computer.

In the event of serious illness an ambulance will be called.

Emergency procedures relating to Meningitis are outlined in Leicester City Council Bulletin

Staff will be informed how to access the Occupational Health Service. Information regarding the procedure is available centrally in the staff room.

Accidents

The Governing Body has read and agreed to comply with the guidance detailed in bulletin 54 - Reporting Accidents and Dangerous Occurrences. [RIDDOR]. Any remedial actions identified following a serious accident or injury will be recorded and actioned and reviewed at an appropriate level.

Notes regarding bumped heads will be sent home to alert parents to the incident. Minor incidents and treatments are recorded in accident books. Accident books will be checked termly to identify any areas of concern and places where disrepair of the building or site is giving rise to incidents

The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the RIDDOR regulations. Forms for this purpose are kept at the school office.

To record minor accidents, books are kept in areas where First Aid is administered. Any injury to the head will result in a "bump" note being written to take home and the child's teacher being informed.

Fire

Details of Fire Evacuation procedures are contained in the Staff Handbook. A longer Fire Safety consultative document is held by the Head teacher and Health and Safety coordinator.

The Governing Body acknowledges its responsibility to ensure that where practicable all visitors are aware of these procedures and have read and agree to comply with the guidance detailed in the above documents:

Employees will receive instruction in Fire Safety annually and a record kept in the Fire Safety Folder.

A fire drill will be carried out termly and recorded in the Fire Safety Folder. Escape routes will be kept clear of obstructions and the Fire Alarm control panel checked daily and defects recorded in the Fire Safety Folder.

- Warning Signals - Continuous ringing of firebell
- Arrangements for disabled – A refuge area with an intercom is located at the top of all stair wells
- Assembly areas –Key Stage2 playground (old KS1 until demolition is completed) then KS1 playground
- Registration of pupils - by class teachers
- All clear - given verbally by Headteacher to class teachers
- Person in charge - Headteacher
- Fire drills should be carried out on a regular basis at least once a term.
- Details of exits and evacuation procedures will be displayed in each area and will comply with the most recent regulations
- Lunchtime Supervisors have been made aware of evacuation procedures.

Fire fighting equipment

Fire fighting equipment in the form of extinguishers and fire blankets are available throughout the building. Where they are provided, extinguishers are of the appropriate type for the area. Cp Fire Safety consultative document.

Key personal will be trained in the use of this equipment.

This equipment is inspected and maintained annually with the responsibility for coordinating the inspection lying with the Head teacher. The Premises Officer will inspect the items visually weekly and record the findings in the Fire Safety Folder.

12. Arrangements for Reporting and Investigating Accidents and Assaults

The Governing Body delegates to the Head Teacher the responsibility to report all accidents and serious occurrences to the LA (and HSE where appropriate) on the forms provided (Form S02) held by the school office or form S02 found on the schools extra net. The Head Teacher is responsible for instigating an investigation and where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing Body.

Threats of assault and incidents of verbal assault should be noted. Actual assaults should be reported on the relevant forms held by the school office.

The Head teacher is the designated Child Protection Officer and will follow Leicester City Council procedure for reporting assault and abuse.

13. Arrangements for Consultation on Health and Safety Matters

The Governing Body have agreed the following mechanism for consultation with teaching staff, non-teaching staff and where appropriate contractors.

- a) Health and Safety matters will be on the agenda at staff meetings:-
 - when new or revised procedures are to be implemented
 - when circulars are received
 - when incidents requiring reporting and investigating have occurred

- b) Mechanisms for distribution of information will include the following:-

Circulars and reports of incidents will be:

 - announced at staff meetings
 - circulated round staff
 - A wallet for reporting details relating to potential risks to Health & Safety of any person on the premises is available in the stock cupboard. Details of minor faults can be given verbally to the Premises Officer.

- c) Any person on these premises has a duty to report to the Headteacher or the appointed representative any item of concern relating to Health and Safety.

14. Arrangements for Training

The Head Teacher is required to maintain an up-to-date record of training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be reasonably informed of their responsibilities and the schools agreed policy PRIOR to the commencement of their duties.

15. C.O.S.H.H. (Control of Substances Hazardous to Health)

The Governing Body will comply with C.O.S.H.H. Regulations (1998) in compiling information about chemicals used on the premises and will usually delegate this to the Premises Officer. Such data will be stored with Head Teacher or Premises Officer.

Staff will be advised of the safe storage of items such as cleaning fluids, through memos, and advised to only use products supplied by the Premises Officer.

16. Arrangements for Monitoring and Reviewing the Policy Statement

The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA.

[See end paper for record sheet of review]

APPENDICES TO HEALTH AND SAFETY POLICY

APPENDIX 1

STRESS MANAGEMENT POLICY

1 Recognition

The Governing Body recognises that stress creates many harmful effects for the school and individuals and acknowledges its importance in relation to managing resources and individual welfare.

Stress is usually caused by situations over which people feel they have little control. Individuals should not therefore view feelings of being under stress as a reflection of their personal capabilities.

2 Identification

Causes of stress identified by all groups of workers in the school include

- environmental factors e.g. temperatures of rooms, noise etc.
- occupational factors e.g. heavy workload, excessive hours, conflicting demands, lack of participation in decision making
- Social factors e.g. serious family illness, finances, moving house, bereavement, Divorce

3 Monitoring

The following areas will be monitored to give indications of on- going stress levels.

- Levels of sickness and absence - frequency and duration
- Levels of early retirement, ill health retirement
- Reported incidents of actual or potential violence
- Class size
- Ancillary help
- Class contact time
- Support of newly qualified teaching staff

4 Strategies

The Governing Body is committed to reducing stress in the workplace by effective management techniques and by providing an environment where stress can be positively discussed. Action to be taken may include

- Training in stress management
- Effective organisation of classroom situation
[Workload, resources, relations with disruptive pupils]
- Provision of appropriate environment
- Effective school organisation [management style, communications]
- developing a supportive culture for colleagues

Support and counselling are available from advisers at the Local Authority.

When it is necessary for staff to have a prolonged period of time off through stress related illness, the Governing Body may adopt a policy of "Return to work on a part - time basis for therapeutic reasons for all school - based staff".

5 Violence at Work

Administrative Memoranda contain details of relevant procedures.

Violence at work, actual or potential, is an increasing cause of stress. The Governing Body acknowledges its duty of care to take such steps that are practicable to protect staff from “any incident in which an employee is abused, threatened or assaulted by a pupil or member of the public in circumstances arising out of the course of his or her employment.”

Violence considered in this statement not only includes physical force to a person or property but also verbal abuse, threats, gestures, innuendoes and sexual and racial harassment. Threats of physical assault must be treated seriously and recorded formally within the school, giving details of time, date, events and names of those involved. This information may be useful if an un-witnessed actual assault takes place at a later date.

Police should be notified of a physical assault and the employee may wish to receive advice from trade unions. Leicester City Council Assault Report forms are available from the office and should be completed when applicable.

6 Working alone

Working alone can put an individual at risk from assault or false allegations.

The Governing Body will identify staff and situations when it is necessary to work alone e.g. Premises Officer and make appropriate mechanisms to support staff.

Staff working in the school after hours or in the holidays should always notify another person of their arrival and departure.

Forest Lodge covers a widely spread out area and it would be advisable for at least one other person to be on the premises. It is advisable for individuals to have a mobile phone with them when working in school during holidays or after hours.

Nursery staff undertaking home visits will go out in pairs, leave addresses of proposed visits with other nursery staff, take a mobile phone and leave a contact number.

Evidence of an annual audit covering the HSE Stress Management Standards will be kept by the Head teacher in accordance with Leicester City Council Guidelines.

APPENDIX 2

FOREST LODGE PRIMARY SCHOOL

HEALTH AND SAFETY

GRITTING POLICY

AIM

To ensure the safety of all staff, pupils, parents and visitors during winter weather.

WHEN?

When frost, snow, and ice pose a risk of slips and falls to anyone using the school premises, access areas are to be gritted, making a safe, non-slip pathway.

WHO?

The Premises Officer is responsible for gritting access areas and maintaining a supply of the materials needed.

1. Staff car park, K.S.2 playground and all access paths to entrances and kitchen to be gritted before staff arrive – before 8a.m.
2. K.S.1 playground to be gritted before parents and pupils arrive – before 8.40a.m.
3. Foundation Stage playground and access paths to be gritted before parents and pupils arrive -before 8.40.a.m.

APPENDIX 3

Sun Safety Policy

At Forest Lodge we want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this.

Education

Pupils will be advised about being out in the sun in assemblies, in class by teachers and at playtimes by supervisory staff.

If further information is required, staff, pupils and parents can be directed to the various web sites about sun safety [short list at end of this policy]

Protection

- Pupils will be advised to play in shady areas where possible during times when the sun is at its hottest i.e. during lunchtime and afternoon breaks.
- Children in Foundation Stage who have more flexible access to outside areas will be monitored by staff to make sure they are not out for too long when the sun is at its strongest.
- Drinking water will be freely available.
- Children and parents will be advised about suitable clothing for hot weather
- i.e. shoulders and midriffs must be covered – no strappy tops or tops which leave tummies exposed, no brief shorts
- Children and staff should wear hats when outside.
- Protective sunglasses will be allowed as long as they are used safely
- The timing of Sports Day will need to be altered to the morning to avoid the hottest temperatures in the afternoon.

Sunscreen

- Although school cannot provide sunscreen for everyone, it will encourage parents to use sunscreen of at least factor 15.
- Letters will be sent to parents asking for permission for teachers to supervise the application of sunscreen.
- Parents will need to give written permission for staff to apply sunscreen to younger children and staff should be aware that there may be child protection issues here.
- If sunscreen is sent to school, it should be labelled with the pupil's name.
- Sunscreen should be applied regularly, particularly at midday.
- Sunscreen should be taken on any school trips.

Monitoring

Incidents of a child being sunburnt at school should be recorded in the accident book.

These incidents will be checked annually by the Health and Safety Coordinator to see if there is a rise or decrease in the number of cases and the policy reviewed accordingly.

References and further information

www.sunsmart.org.uk [Cancer research website used in compiling this policy]

www.safekids.co.uk

www.raisingkids.co.uk

APPENDIX 4

THE WEARING OF JEWELLERY IN PHYSICAL EDUCATION LESSONS AND SPORTS ACTIVITIES

Jewellery is defined as any personal adornment and includes items such as earrings, watches, body piercing, the Kara etc

“As with all activities, **safe practices and procedures** must be in place to prevent any **foreseeable** risk of injury or harm. Physical activity is rarely without risk and is, by its nature, a challenge to those taking part. However, **unnecessary** danger should be eliminated.

All jewellery and other personal adornments must be removed before P.E. lessons or sports activities begin. This should be made clear to pupils and applied consistently.”

Quoted from guidelines issued from LA.

Jewellery worn in P.E. lessons, sports activities and during swimming can cause accidental injury to both the wearer and other participants. The school and staff in charge of such activities have a duty of care to ensure that activities can be carried out safely by all participants.

At Forest Lodge the following measures will be taken.

- Early in the school year, pupils will be reminded about not wearing jewellery at school as part of general reminder about school uniform. This will be in **assembly, in the classroom** and in a **news letter to parents**.
- Staff will remind pupils who do not comply with this rule and ask older pupils to remove jewellery before P.E., sports activities and swimming.
- Parents of Foundation Stage pupils will be asked to remove their child's jewellery and take it home. Staff will give a reminder of the rule.
- On home visits, Foundation Stage staff will point out the rule about jewellery.
- There may be cultural and religious reasons why pupils wear jewellery/ personal adornments. Parents in such cases should speak to the Head teacher and complete the school's pro-forma regarding the safety of the child in these circumstances.
- When a piece of jewellery has become too small to be removed, the parents should speak to the Head teacher and complete the form as above. Until such time as the jewellery can be enlarged and safely removed, it should be covered up as a **temporary measure** only, with materials supplied by the parent

LEICESTER CITY COUNCIL MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS AND COLLEGES

FOREST LODGE PRIMARY SCHOOL

1. General Statement of Health and Safety Policy

1.1. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school/college and is part of the education of its pupils/students.

1.2. The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

1.3. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

1.4. The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils/students.

Signed.....

Chair, Governing Body

Date:

Signed.....

Head teacher/ Principal

Date:

Date for Next Review May 2017