

The Bliss Charity School

Health and Safety Policy

Mission Statement

The Bliss Charity School aims to provide a caring, secure and enriching experience; each child is encouraged to develop strong personal, academic, physical and creative skills for lifelong learning.

Introduction

The Bliss Charity School is committed to promoting a healthy and safe environment for all users of the school and its grounds - staff, pupils, students, visitors and contractors. The intention of this policy is to provide a written guide so that procedures for identifying, controlling and reporting safety issues are understood by all staff and pupils and put into practice throughout the school.

Health & safety policy statement

Health and safety risks are managed through risk assessment, the formal process used to make judgements about health and safety risks in the workplace. Important stages in the process are identification of adequate control measures and ensuring that they are effectively implemented. All staff are required to alert the Headteacher to new health and safety hazards both verbally and by prompt entries in the Day Book. These entries and other hazards identified by additional monitoring procedures lead to formal assessments which are recorded in the Risk Assessment File. Staff are alerted promptly to changes and additions, and all assessments are reviewed annually.

The object of this health and safety policy is to make our school as safe as possible for all associated with it. Staff pay attention to this in their daily practices but are encouraged not to be over-anxious about the requirements placed upon them. .

Policy into practice

Development and implementation procedures

All new staff at The Bliss Charity School follow an induction programme detailed in the Staff Handbook, which includes an introduction to the school health and safety policy and staff responsibilities.

Monitoring is an informal part of the professional duty of all staff, supported by the following audits and reports which are carried out on a regular basis:

(i) Health and safety audits

Three times a year health and safety audits are carried out by the Headteacher and a representative from the health and safety committee. These are kept on file and any issues noted, acted upon and referred to in the Headteacher's termly report to the governing body.

(ii) Headteacher's report to the governors

The Headteacher reports on health and safety issues to the Governors on a termly basis. The report refers to any items that are giving cause for concern and details any action which is planned.

The Bliss Charity School Health and Safety Policy is reviewed annually

Responsibilities

Governors are required to:

- take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters;

- allow recognised trade unions to appoint safety representatives and allow reasonable paid absence from normal duties so that safety representatives can fulfil their functions;
- ensure that a Health and Safety Policy statement for their school or college is produced and reviewed regularly.

The Headteacher, as head of establishment, is delegated day to day responsibility for implementing the policy. Any hazards, defects, queries or concerns should be addressed to him. The cleaning staff has day to day responsibility for checking the condition of the premises and reporting any health and safety issues to the Headteacher and the office.

The Health and Safety at Work Act 1974 lists the legal duties of individual employees:

- taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do;
- co-operation with your employer on health and safety;
- not interfering with or misusing anything provided for your health, safety and welfare.

Specialist responsibilities are referred to under **Health and safety in and across the curriculum**

Mrs Howard or Mrs Adey are the appointed people who take charge of emergency situations (ie calls an ambulance or doctor) and who are responsible for the first aid equipment. If both these members of staff are not present the Head or Miss Thompson are the appointed persons, and in their absence the responsibility becomes that of the senior teacher on site.

Record keeping

All staff are expected to be vigilant and to report promptly to the Headteacher any health and safety concerns. The following records are kept in the school office:

- “**Accident Book**” which records minor injuries to children requiring adult attention
- Day Book** for staff to log hazards requiring attention
- Injury or Dangerous Occurrences Report Form File**
- HSE Report File** - holding copies of serious accident reports sent to HSE

The **COSHH Record File** is kept in the office, and contains both school records and a range of COSHH sheets published by County Supplies to cover their own products.

The **Risk Assessment File** is kept in the Office.

In the case of accidents, the appropriate record is completed as soon as possible after the relevant incident is under control.

Staff/Governor training

The school regularly makes provision professional first aid training and updating to teaching and other staff

First Aid Qualifications		
Member of Staff	Qualifications	Renewal
Mrs Simpson	First Aid at Work	February 2017
Mrs Howard	First Aid at Work	January 2016
Miss Denny	First Aid at Work	January 2016
Mrs East	First Aid at Work	March 2017
Ben Jones	First Aid at Work	June 2018

Staff who undertake any specialist responsibilities such as swimming tuition are expected to be professionally capable of managing those responsibilities with due care and attention to health and safety issues.

The cleaning staff are required to attend any training covering the use of new equipment and materials which may have health and safety considerations.

Staff are given 'ladder training' regarding working at height. They sign a form say that they have received appropriate advice and training – see appendix. If staff do work at heights for displays or play scenery they are required to follow the guidelines for their own safety.

When new classroom equipment and materials are introduced, staff are given appropriate training and guidance which includes health and safety issues.

Emergency procedures

Staff responsibilities for dealing with emergencies are described on page 2.

In the event of a serious situation requiring hospital attendance, the supervising member of staff will seek the assistance of Mrs Howard/Mrs Adey by sending a 'Red Card' to the office. If the appointed person is not immediately available the nearest responsible adult will be asked to summon an ambulance. In the event of a child being needed to pass on a message, more than one child (if possible) will be instructed to say '**ambulance**' and explain the situation to the nearest adult (as well as the nearest member of staff). Any member of staff receiving this message will alert others and phone for an ambulance without delay.

Minor injuries

Minor injuries are dealt with by the supervising member of staff. If necessary, a second opinion will be sought from the appointed person. Incidents are recorded in the accident book and a 'head letter' is issued for the child to take home. It is always a matter of judgement as to what constitutes appropriate action and communication. However injuries to eyes and heads should always be notified to parents. Any treatment given is recorded in the appropriate book.

Incidents occurring during normal teaching time will normally be dealt with by the class teacher who may involve a welfare helper or other adult.

Children are encouraged to deal with their own wounds. Any adult dealing with blood should wear plastic gloves and double plastic wrap and waste. Other children should not be allowed to assist in these circumstances.

Any child considered by the teacher, in consultation with the Head or senior teacher as too unwell to remain at school will be seated in class, library or office (as appropriate) and a member of staff will contact the parent or nominated person.

Planned responses for known medical conditions

All children who have potentially severe medical conditions are identified through the health record form and this detail is recorded on the child's personal record. Conditions are brought to the attention of the class teacher and other adults as appropriate and the appointed person before the beginning of each academic year.

Health & safety in and across the curriculum

Safe practices for staff and pupils largely revolve around common sense and everyday duty of care. Where guidance is needed, it can be found in several school documents, notably this health and safety policy, the staff handbook.

The specific health and safety issues and responsibilities associated with individual curriculum subjects are dealt with in their own policy documents. These issues include the location of specialist apparatus and the use of protective clothing and equipment. Of particular importance are the practical subjects - art, physical education, science and technology.

Teaching staff use a variety of strategies to increase pupils' understanding of hygiene and safety procedures and practices. These are dealt with formally at particular stages according to programmes of study, and informally as the occasion arises naturally with issues such as hygiene. Topical issues will from time to time prompt a subject to be dealt with by a whole class or a whole school assembly.

In practice staff do not allow a hazardous activity to happen unless they are satisfied with the competence of the practitioner or with their ability to supervise the activity and thereby reduce the risk.

School policies, documentation and procedures supporting health and safety

Curriculum policies

All National Curriculum subject policies: English, maths, science, art, geography, history, music, physical education and technology.

Other policies

Child protection

Discipline

Other documentation - external

COSHH Guidance for Schools

Other documentation - internal

Safety notices - prominently displayed signs/cones for fire exits, first aid, wet floors and repair work

Staff handbook

Records

"Accident Book"

COSHH record file

Hazard Report Book

HSE Report File / Injury or Dangerous Occurrences Report Form File

Pupils' personal health record forms

Risk assessments file

Visitors 'signing in' log books

Procedures

Building and site inspection – cleaner in charge

daily

Fire alarm practice – CS

termly

Fire alarm test – EH (office)

weekly

Health and safety audit – HT & governors

3 x a year

Risk Assessments – MS (EVC)

periodic

Service agreements

Boiler service

annual

Kiln

annual

PE equipment

annual

Electrical testing

annual

Fire alarm service

annual

Fire extinguisher check
Portable electrical appliance testing

annual
annual