

Bhaktivedanta Manor School



Health and Safety Policy

Lead	Name	Date Approved	Review Date
Headteacher	W Harrison (Padma dasi)	January 2016	September 2017
Governing Body	Members	January 2016	September 2017

Health and Safety Policy

What is Health and Safety?

Health and Safety is an essential [art of the management of the school. It affects employees, non- employees and pupils while they are working in or visiting the school.

Aims of Health and Safety

At Bhaktivedanta Manor Primary School we intend to practice effective health and safety management by providing safe and healthy working conditions and environment for children, employees, as well as for the visitors to the school.

“Everyone working in the school can contribute to controlling health and safety risks. They need to know their responsibilities, understand what they must do, how they will be supervised and how they will be held accountable.”

Role of Administration and Management committee

The main functions of the head teachers are:

- ❑ Day to day management of the health and safety matters in the school in accordance with the health and safety policy.
- ❑ Ensuring inspections are carried out
- ❑ Ensuring action is taken
- ❑ Carrying out investigations
- ❑ Passing on health and safety information received to appropriate people i.e. head teacher or management committee
- ❑ Acting on above or below in the hierarchy
- ❑ Ensuring that the tidy and orderly workplace is maintained

Health and Safety at Bhaktivedanta Manor Primary School

General: Movement around the school should be controlled and orderly with pupils encouraged to be aware of others. There should be no running in corridors or on stairs.

Role of Individuals Adults

All staff have a general duty to take care of their own safety and that of children and so should:

- ❑ Work safely and efficiently without endangering the health and safety of themselves and other people in the school.

- ❑ Make themselves aware of safety rules and procedures that apply to their work and other instructions issued by the health and safety co-ordinator, head of deputy head teacher.
- ❑ Wear protective clothing and use protective equipment and use other appropriate safety aids.
- ❑ Report all accidents, near-miss occurrences and hazardous situation to the health and safety co-ordinator and record in the accident and incident book

P.E. Pupils should wear appropriate clothing and items of jewellery removed to prevent accidents. Surfaces and equipments should be checked for safety before the activity takes place.

Technology: The safe use of the tools and equipment should be demonstrated to pupils before their use and all tools should be used only under the supervision of a teacher.

Science: The safe use of equipment should be demonstrated to pupils before use and all equipment used under the supervision of a teacher.

Safety- Policy and Practice

- ❑ A book is available in the school for the reporting of any accident/incident
- ❑ Regular safety monitoring will include checking of the accident / incident record
- ❑ The layout and space ratios will allow children and adults to move safely and freely between activities.
- ❑ Fire doors are never obstructed
- ❑ Adults do not walk about with hot drinks or place hot drinks within reach of children
- ❑ Fire drills are held at east twice a term
- ❑ There is no smoking in rooms used by children
- ❑ Fire extinguishers are checked annually and staff know how to use them/ temple training
- ❑ Activities such as cooking, woodwork and energetic play receive close and constant supervision
- ❑ Equipment that is offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to a younger/less mature children
- ❑ Barriers are used around the school to keep children safe
- ❑ The premises are checked before locking up at the end of the day/session

Welfare: The first-aid trained staff are able to deal with the minor accidents and pupils feeling ill in school. In more serious cases of accidents or pupils requiring urgent treatment, there are procedures in place, including an accident book to record to details of any accident. Pupils who require inhalers fore asthma are listed in a record book and their inhalers are kept in the school office. Use of these inhalers is monitored and they are used under supervision.

Each member of the staff receives information regarding any problems their pupils have. Parents are asked to complete a medication consent form if medicines are to be administered by first aid staff.

Every member of staff is issued with disposable rubber gloves which must be used in the event of possible contact with any bodily fluids.

Parents will be contacted immediately following an accident/ incident.

Health and Hygiene

Our school promotes a healthy lifestyle and high standard of hygiene in its day to day work with children and adults. This is achieved the following ways:

Outdoor Play

Children will have the opportunity to play in the fresh air daily throughout the year. Please see separate policy on playground safety.

To prevent the spread of infection, adults will ensure the following good practices are observed:

Personal Hygiene

- ❑ Hands washed after using the toilet, before and after prasadam
- ❑ Children with pierced ears not allowed to try on or share each others earrings
- ❑ Children encouraged to shield their mouths when coughing and to blow and wipe their noses when necessary

Food

The school will observe current legislation regarding food hygiene. In particular each adult will:

- ❑ Always wash hands under running water before handling food and after using the toilet.
- ❑ Not be involved in the preparation of food if suffering from any infections/contagious illness or skin condition
- ❑ Never sneeze or cough over food
- ❑ Use different cleaning cloths for sink and toilet areas
- ❑ Wash fresh fruits and vegetables thoroughly before use
- ❑ Ensure that children do not serve preparation

Out of School Visits: All visits are planned by the staff who are a pre- visit it possible to ensure the safety of the visit. All teacher must get full parental consent when undertaking for any outing. The ratio of adults to pupil is always ensured. If coaches is require, only companies who have been vetted by the school, have an acceptable insurance cover and coaches with fitted seat belts are used (see Health and safety on Educational Visits policy). Pre visit/risk assessments must be carried out.)

Security: the classroom doors should be locked during the school day to prevent any guest or stranger wandering in. Pupils who need to leave the premises during the school day must have a signed note sent to the teacher and collected from the classroom. Children to play only in designated areas and to be supervised at all time.

Fire: In the event of a fire or fire drill everyone should leave the building on hearing the continuous ringing the bell. All staff should familiarise themselves with the evacuation procedures and assemble the pupils in the playground as quickly as possible. Registers will be taken to ensure that all pupils are accounted for. Fire drills will take place each term.

Fire Precautions: the fire precautions (workplace) regulations were amended in December 1999 to include additional items to the Fire Risk Assessment.

- The change in regulations means that all premises employing more than five people now have to carry out a fire risk assessment. An annual review for this type of risk assessment is suggested unless there is a significant change in the workplace.

Planning and Implementation

Effective organisation ensures that the health and safety policy is implemented. Involving employees helps generate the commitment needed a positive health and safety culture. This involves:

- a.) communication
- b.) co-operation
- c.) control
- d.) competence

Employers need to identify hazards, assess risks and decide whether action is needed. Risk assessment is carried out by:

- a.) Identification of all hazards associated with a task
- b.) Definition of the safe method of work or action to be taken.
- c.) Ensuring that all people concerned receive appropriate information, instructing and training on safe procedures relating to their areas of work.
- d.) Regular monitoring to ensure that procedures are operating effectively

Monitoring

Active monitoring will provide information before things go wrong. It looks at how well employer's objectives and standards are met and ensures that:

- a.) Inspections and reports are high quality and are done regularly;
- b.) Any common problems or weaknesses are identified;
- c.) Any deficiencies identified at inspections have been remedied or assigned priority for remedial action;
- d.) Resource implications have been recognised and programmed

Inspections

The Health and Safety representative in the staff, and caretaker, monitor areas of the school and any hazard risk of hazard I noted and brought to the notice of the Management committee as quickly as possible. Reports of

unsafe conditions or practices from other employees or non-employees are also passed on.

Risk Assessments

Risk Assessments of general areas including playground will be carried out by Headteacher once a month. Classroom areas and outdoor play learning spaces should be risk assessed by teachers regularly and recommended once a month.

Conclusion

We feel that the health and safety management systems of the school are best integrated into routine school procedures. When this is achieved, there will be a reduction in injuries, occupational ill health and accidental property damage. The school will be a safer and healthier workplace for everyone.

Date of Last Review: January 2016

Next Review: Sept 2017