



St Mary's Church of England Primary School
Established 1845

Health & Safety Policy

Purpose

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to St Mary's. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of our school community.

Relationship to other policies

This policy should be read in conjunction with the safeguarding, pupil behaviour, administration of medicines, school visits and healthy eating policies.

Roles and responsibilities of the Principal, other staff, Governors

The **Principal (Peter Kyles)** is responsible for ensuring that all health and safety procedures are followed. He will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment.
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training.
- Staff, pupils and others are encouraged to promote health and safety.
- Risk assessments are carried out, when appropriate, for activities on and off the school site. A record of these can be viewed on the 'T Drive'.
- Guidance, as laid down in the School Policy, is followed for all school trips and visits.
- Sufficient resources are allocated to meet health and safety priorities

- Termly health and safety inspections take place with Lead-Teachers. HIGH RISK issues will be reported to the Chair of Governors (Maddy Spinks) during her regular meetings with the Principal.
- All HIGH RISK defects and/or hazards are made safe in a timescale commensurate with the risk they pose (See Risk Assessments).
- Specialist advice is sought as and when necessary.
- A log is maintained of all activities relating to health and safety, including
- dealing with accidents and incidents. These are recorded in the Management Information System (Scholarpack) and accident book as appropriate. This allows for a review of any key patterns related to locations or activities.
- An annual AUDIT is conducted and findings reported to the Governors.

The Governing Body will:

- Promote high standards of health and safety within the school.
- Designate a lead governor for health and safety (Maddy Spinks).
- Carry out regular health and safety 'spot checks'.
- Ensure that risk assessment procedures are in place to identify all risks, relating to the premises, school activities and school-sponsored activities.
- Provide appropriate resources from the school budget to ensure that risks and hazards are managed and minimised.
- Ensure that all staff receive instruction and training appropriate to their duties and responsibilities (e.g. first aid).
- Evaluate the measures taken to manage and minimise risks and hazards.
- Ensure that there is a designated space for medical examinations, treatment, and for caring for sick or injured pupils during the school day. (Medical Room adjacent to the school office).
- Review this policy annually.

All Staff will:

- Be familiar with this policy.

- Take reasonable care for their own health and safety and others who may be affected by their actions.
- Make regular safety inspections of their areas of work and report to the Principal any potential risk to health and safety.
- Only use equipment that they are competent to use.
- Follow instructions when using any machinery, equipment, dangerous substance or safety device.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- First Aid kits are kept in the First Aid/Music room and the adjacent to the school office and in the mobile classroom store cupboard. One is taken on every off-site visit including school trips and forest school. First aid kits were upgraded in January 2018.

All pupils and visitors to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

First Aid Co-ordinators: Principal (P. Kyles) & School Secretary (E. Stilwell)

- The Principal will ensure adequate provision is made for the administration of First Aid.
- The school secretary will ensure the adequate supply of First Aid boxes and supplies therein.
- The Principal will report to the Governing Body via the Chairperson (Maddy Spinks) any serious accidents or incidents in school. These are logged on ScholarPack.

Details of staff training (First Aid):

Name & role	Type of training	Expiry date
Jane Clarke (forest school)	Forest School First Aid	21 st November 2019
Matthew Burns (Vicar)	Paediatric First Aid	4 th Jan 2021

	(Jan 2018)	
Simone Eckley (Lead teacher)	Paediatric First Aid (Jan 2018)	4 th Jan 2021
Mike Edge (PE, Site Manager)	Paediatric First Aid (Jan 2018) Sports First Aid FA Emergency Aid Training	4 th Jan 2021
Kate Goad (Lead Teacher)	Paediatric (autumn 2016)	9 th December 2019
Karen Hoare (Infants TA)	Paediatric	4 th Jan 2021
Peter Kyles (Principal)	First Aid at Work	20 th March 2018 4 th Jan 2021
Sally Kyles (Lead teacher)	Paediatric	4 th Jan 2021
Sue Thomas (TA)	Paediatric	4 th Jan 2021
Thea Preece (Infants TA)	Paediatric	4 th Jan 2021
Kym Pride (TA)	Paediatric	20 th May 2018
Cathy Shaw	Paediatric	4 th Jan 2021
Elaine Stilwell (School Sec)	Paediatric	4 th Jan 2021

All training includes Asthma and Epi-Pen training. Epi-pen training requires annual renewal, which will be done if and when we have any pupils who suffer anaphylaxis/require an epi-pen. As there are no pupils currently who have an anathematic allergy, there are no epi-pens on the premises. (See also the Medicine Management policy).

Arrangements for monitoring and evaluation

The Principal (P.Kyles) will report on a termly basis to Governors, any issues related to health and safety; and perform an audit once a year. Reports will include the identification of risks during school and out of school hours, and the steps taken to manage or minimise them. The Governing Body will evaluate the outcomes and will consider whether any further action should be recommended.

Date Reviewed: January 2018

Review date: January 2020

Approved by: Madeleine Spinks (Chair of Governors)

Person Responsible: Peter Kyles (Principal)