

CLYST HEATH NURSERY AND COMMUNITY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

1 General Statement of Policy

- a We aim to create a commonsense approach to health, safety and security both in and out of school for all users of the school, children, staff, parents and visitors. To do this we will ensure that we comply with the Education Arts and Libraries Directorate's policy.
- b The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

2 Organisation

Although we are a small school the headteacher is responsible for:

- a ensuring that this policy works and is understood by all staff and is revised annually.
- b for ensuring that this policy is monitored to make sure it is working and that the Governing Body are regularly informed of health and safety issues.
- c to keep staff fully informed concerning all matters of health and safety.
- d for seeing that the Authority's attention is drawn to any matter that cannot be dealt with locally.
- e for training (see below).

2.2 Delegation of Responsibility

Although everyone is responsible for health and safety within the school each member of staff will complete a checklist on an annual basis for their own area (Appendix A – attached).

As a staff we share the curriculum responsibilities however, the curriculum co-ordinator for each subject must ensure that the appropriate health and safety policies of the Local Education Authority, as contained in the Education Health and Safety Manual (listed under Guidance Documents) are understood and applied to our school.

The school administrator must ensure that appropriate contractors are used to maintain the equipment, as listed in the Devon Education Health and Safety Manual, and to ensure records are kept. To do this we will make use of the A3 form contained within the manual.

The school administrator will also ensure that all appropriate accident reporting forms, the record of fire drills and the manual is kept up to date.

The school caretaker/cleaner must comply with the school's policy and be fully aware of the policy issued by their employer and any other instructions given.

The person in charge of the kitchen must be aware of the school's policy and ensure her activities comply. They must also be fully aware of the policy issued by their employer and any other instructions given.

All Staff

Apart from the specific responsibilities mentioned in this policy it is the individual responsibility of all staff to ensure his own safety and that of all those in contact with his work, including pupils, students, visitors and contractors. The responsibility extends to teachers and any others having control of pupils or students and ensuring that, so far as is reasonable, pupils or students do not endanger themselves or others.

Governors

The Governors will assist the headteacher in 2(a) above. The Governors, on an annual basis, will carry out a safety tour of the whole building and playground. Governors should also include health and safety on the Agenda for each meeting.

3 Arrangements

We will refer to the Devon Education Health and Safety Manual as our main reference on health and safety issues. We will then contact Devon Education Health and Safety if we require any further assistance. We will make the following arrangements:

- a to revise the Health and Safety Policy at least annually, or when circumstances make it appropriate.
- b we will hold a fire drill at least once every term.
- c a Fire Risk Assessment will be prepared and revised annually or as appropriate.
- d First Aid boxes will be provided, stocked correctly and appropriate staff trained in emergency first aid.
- e we will ensure that parent permission forms are obtained before any medication is administered. In addition we will record when the medication is taken.
- f any defects to the property or furniture and equipment will be notified to the headteacher immediately and appropriate action taken.
- g at least annually Governors will review school security.
- h we will ensure that health and safety is included within all our curriculum policies.
- i Risk registers kept in main school office

To be reviewed Annually