

# **HEALTH & SAFETY POLICY – PUPILS (PRIMARY) OASIS ACADEMY JOHANNA**

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MAY 2013

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## OASIS ACADEMY JOHANNA

### Health and Safety Policy – Pupils (Primary)

#### 1. Introduction

- 1.1 Oasis Community Learning is responsible for the overall Health and Safety Policy.
- 1.2 The Academy Council and Principal are responsible for the local implementation of the Oasis Community Learning policy and for the procedures which proceed from the policy.
- 1.3 The Academy will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals, who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Principal, and within the overall Oasis Community Learning policy.
- 1.4 **This policy sets out the expectations for ensuring the health and safety of pupils and should be read alongside OCL's Staff Health and Safety Policy.**

#### 2. Aims

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for pupils, teaching and non-teaching staff and all other people who come onto the premises of our Academy.
- Ensure that all members of the Academy community understand their own responsibilities in maintaining a healthy and safe environment.

#### 3. Principles

The establishment of a health and safe environment is an essential prerequisite for the work of the Academy. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (pupils and adults).

#### 4. Responsibilities

- 4.1 All members of the Academy community (teaching and non-teaching staff, parents, pupils and Academy Councillors) work towards the Academy's aims by:
  - Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
  - Being familiar with all instructions and guidance of safety within the Academy.

- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Principal and/or Site Manager without delay.

4.2 **The Management Team** (Academy Councillors, Principal and Site Manager) work towards the Academy's aims by:

- Recognising their corporate responsibility for ensuring that both the OCL pupil and staff Health and Safety Policies are implemented in the Academy.
- Ensuring that safe work practices and procedures are applied within the Academy.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the Academy community are aware of their own responsibilities.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken or requested from OCL.
- Ensuring that all staff are familiar with both Academy Health and Safety policies and any other relevant codes of practice and legislation.
- Facilitating safety training for staff.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

4.3 **The Principal** works towards the Academy's aims by:

- Taking responsibility for the day-to-day operations of the Health and Safety policies.

4.4 **Teachers** work towards the Academy's aims by:

- Promoting a spirit of safety consciousness amongst pupils, ensuring that they understand the need for codes of practice and are conscious of their

responsibilities in taking reasonable care for their own safety and that of others.

- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that pupils are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for pupils to discuss appropriate health and safety issues.
- To make sure risk assessment are carried out before any off-site visits.
- Ensure their classroom organisation reduces all health and safety risks (see Appendix 1).

#### 4.5 **Pupils** work towards the Academy's aims by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

#### 4.6 **Parents** work towards the Academy's aim by:

- Ensuring that pupils attend Academy in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the Academy and for the teacher's role.
- Ensuring early contact with the Academy to discuss matters concerning the health and safety of their child/ren or of others.
- Allowing their child/ren to take increasing personal and social responsibility as they progress throughout the Academy.
- Accepting responsibility for the conduct of their child/ren at all times.
- Ensuring that the Academy has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

#### **4.7 The Site Manager is responsible to the Principal for:-**

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the Academy is disposed of in accordance with the LA policy.
- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- Maintaining a high standard of housekeeping.
- Reporting to the Principal any problem, or imminent danger associated with his/her responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety Co-ordinator to carry out regular inspections of Academy premises.

### **5. Procedures**

#### **5.1 For ensuring involvement of all members of the Academy community we have:**

- Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues.

#### **5.2 For providing pupils with opportunities to discuss health and safety issues we have:**

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education.

#### **5.3 For accident prevention, reporting and investigation we have:**

- Risk assessments formulated and regularly reviewed.
- Vigilance by all staff and pupils to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Principal and immediate response to such reports.

- Reporting all accidents to the Principal and a note made in the Academy accident book in accordance with LA regulations.
- Prompt investigation of all accidents by the Principal in order to establish cause and adopt remedial measures.

#### 5.4 For First Aid provision we have:

- Recognised First Aiders in the Academy.
- Provision of fully stocked first aid boxes in all classrooms and in the main hall.
- Notification to parents of any head injury or minor injuries on the appropriate slip.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the Academy is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- A list of first aiders is kept in the main office, along with their training dates.

#### 5.5 For fire precautions we have:

- A set of regulations for emergency evacuations.
- A termly fire drill which is monitored in accordance with LA guidelines.
- Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored yearly by the local Fire Service.
- All fire exits clearly signed.

#### 5.6 For the use and control of substances hazardous to health we have:

- Storage of such substances clearly labelled, locked in the Site Manager's chemical store, which is not accessible to pupils.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets are displayed for all chemical substances. These are displayed in the chemical store.

#### **5.7 For electric safety we have:**

- Careful siting of equipment to avoid trailing leads.
- Annual PAT testing electrical contractors on all portable electrical equipment.
- A code of practice for pupils using electrical equipment.

#### **5.8 For coping with special medical conditions we have:**

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of pupils in the Academy and about what response may be required in an emergency.
- A requirement that all medicines brought to the Academy must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the Principal/Office.
- For administering of medication, please see the Academy's Medical Treatment of Pupils policy.

#### **5.9 For ensuring road safety we have:**

- Parking restrictions in the road outside Academy which parents are regularly urged to obey.
- Cycling proficiency sessions for Year 6 pupils.
- Regular Road Safety discussions and role play with pupils.
- Assemblies on Road Safety.
- If possible, use of the Walking Bus system.

#### **5.10 For ensuring personal hygiene we have:**

- Encouragement of a high standard of personal hygiene. This involves teaching all pupils to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- A programme of health education for pupils.

#### **5.11 For ensuring playground safety we have:**

- Academy rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds.



**5.12 For ensuring safety during physical education we have:**

- Emergency drills carried out regularly at the swimming pool.
- Two observers at every swimming lesson.
- Asthma sufferers to take their inhalers with them.
- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

**5.13 For safety on Academy trips, farm visits and outdoor pursuit activities:**

Please see the Off-Site Activities and Educational Visits Policy, and Appendix 3 on Use of School Transport (including staff cars).

**5.14 For ensuring pupils' protection from the sun:**

The Academy will have procedures in place to avoid or minimise risks from the effects of the sun and may implement the suggested Sun Protection Policy (Appendix 2).

5.15 With everyone in our Oasis community recognising these responsibilities we create a place *'where people feel safe, happy and proud to live, learn and work alongside one another, where every person is valued and can reach their full potential.'* (Oasis Vision and Ethos Statement)

5.16 This policy should be read alongside the following Oasis Policies:

- Health and Safety – Staff Policy
- Data Protection
- Child Protection and Safeguarding
- Single Equality
- Off Site Activities and Educational Visits
- Critical Incident
- Medical Treatment of Pupils

**6. Monitoring and Review**

This policy will be monitored and reviewed by Oasis Community Learning annually.

**7. Appendices**

- Appendix 1: General Classroom Safety Checklist
- Appendix 2: Example Sun Protection Policy (not attached)
- Appendix 3: Academy Transport – Minibuses and staff cars 7 (not attached)

Date Reviewed and Agreed : May 2013

Next Review Date :

# APPENDIX 1

## GENERAL CLASSROOM SAFETY CHECKLIST

**GUIDANCE:** The following points are intended to act as a quick safety checklist for classroom teachers, and to help with risk assessments

Checklist	Yes	No
Are all exits and emergency routes free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
Are Fire Action Notices clearly visible and up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire exits clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>
Is the classroom free from trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are all trailing cables removed and secure?	<input type="checkbox"/>	<input type="checkbox"/>
Are desks and chairs in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is storage kept to low level?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any dangers from high level storage?	<input type="checkbox"/>	<input type="checkbox"/>
Is the use of scissors and other sharp instruments controlled?	<input type="checkbox"/>	<input type="checkbox"/>
Are all displays safe away from light fittings, heat source, no protruding sharp ends?	<input type="checkbox"/>	<input type="checkbox"/>
Are all cleaning products kept in a locked cupboard?	<input type="checkbox"/>	<input type="checkbox"/>
Are risk assessments available for products labelled as being Harmful, Irritant, Toxic or Corrosive?	<input type="checkbox"/>	<input type="checkbox"/>
Is all classroom equipment checked on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Are heaters free from obstruction and secure?	<input type="checkbox"/>	<input type="checkbox"/>
Are all windows and doors in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is all combustible material removed on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Are rooms and store rooms kept in a safe and tidy condition?	<input type="checkbox"/>	<input type="checkbox"/>