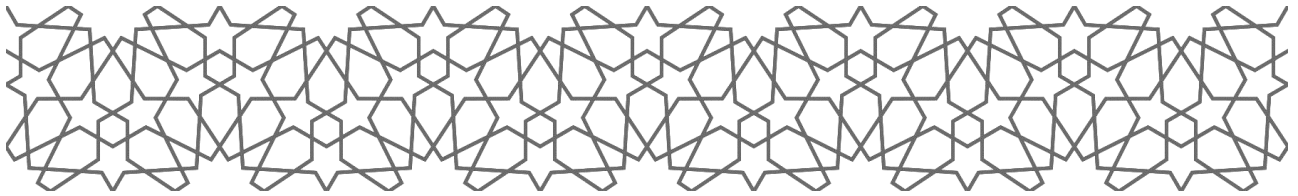




Olivewood
PRIMARY SCHOOL



Health and Safety Policy

Date of last review: 2024

Review period: 2 Years

Date of next review 2026

Policy version: 1.3

Approved by Board
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OVERVIEW

Olivewood Primary School is committed to the health and safety of all children, staff, volunteers and wider community that come in contact or frequent the school premises. Our aim is to provide a safe and secure environment for everyone.

Purpose of this policy

The aims of this policy is to ensure that all reasonably practical steps are taken towards the health, safety and welfare of all persons using the premises.

Everyone plays a key role in Health and Safety

Review of this policy

This policy and guidance will be regularly reviewed as appropriate and in accordance with changes in legislation and best practice around health and safety.

RESPONSIBILITIES

The Governance Body

- Monitor and review health and safety issues with staff and all relevant parties.
- Ensure adequate resources for health and safety are available.

The School Head Teacher

- Responsibility for overseeing the day-to-day management of health and safety.
- Develop a culture of safety throughout the school.
- Delegate functions and responsibility for Health and Safety matters to other members of staff as appropriate.
- Report any significant incidents to members of the Governing Body.
- Review first aid, fire/evacuation and risk assessment procedures with Deputy or a member of Governing Body, very two years or as and when necessary.

Staff and Volunteers

- Ensure they have read and understood the Health and Safety policy as part of their induction process.
- Fully support all health and safety arrangements.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Report to the Head Teacher or delegated individual situations which may present a serious or imminent danger.

Pupils

- Exercise personal responsibility for the safety of themselves and classmates.
- Follow the safety rules of the school and in particular the instructions of the teaching staff given in an emergency.

Parents

- Support the school in any health and safety matters reported to them.

ARRENGMENTS AND PROCEDURES

Accidents and Incident Reporting

- All accidents that occur along with any treatments must be recorded in the accident book stored in the school office.
- Any pupil complaining of illness or who has been injured should, where appropriate, be dealt with in class or playground by trained staff. Parents may be contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance shall be called and a member of staff will normally accompany the pupil to hospital. Parents should be contacted and asked to go immediately to the hospital.
- If any member of staff sustains an injury at work and where there is a possibility that further medical treatment is needed then they should seek medical advice without delay.

Fire Safety

- A fire risk assessment must be carried out by a suitably qualified individual at the school. This must be reviewed at least once every two years or after any major refurbishment works. This risk assessment should be made available to all staff, pupils, visitors and other stakeholders on request.
- An Emergency Evacuation Plan must be in place and should include (but not limited to) how people will be warned if there is a fire; what staff, pupils and visitors should do if they discover a fire; how and where evacuation should be carried out.
- The duties any staff assigned with specific responsibilities during an evacuation.
- There must be a fire drill at least once a term.
- Pupils should also be given some form of fire safety training so that they are aware of the actions to be taken in the event of a fire and measures to mitigate the effects of fire.
- Regular fire alarm tests should be conducted (at least bi-weekly) with emergency lighting checks at least once a month.
- All fire exits should be clearly signed and escape routes clear at all times.

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified first aiders and sufficient first aid supplies which are placed in prominent areas and high risk areas such as workshops and kitchens.

Movement around the School

- Pupils should walk around school with no running, especially around stairways.
- No pupils should remain unsupervised in classrooms.

Violence and aggression to Staff and Volunteers

- The School expects the very highest standard of behaviour from its staff. All adult visitors to the school, governors, parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. Any violent or aggressive behaviour will not be tolerated.

School Security

- Every effort will be made to ensure that the school is a safe environment for all those who work or learn there.
- CCTV operates at the exterior front of the school as well as the main entrances, halls and circulation areas.
- All exit doors should be closed shut and should not be left open unless being attended by an adult.

Curriculum

- Children are taught about health and safety at every opportunity within the curriculum to ensure that they lead positive and healthy lives.

Control of Hazardous Substances

- All cleaning products are stored away from children's reach.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.

Staff Welfare/Stress

- Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other.
- Staff who feel under constant and increased stress (more than what is normally or reasonably expected in the school) should report this initially in confidence to the Principal. The school is committed to supporting all staff and working with them to alleviate any stress they are experiencing through creating an open dialogue to seek practical solutions.

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupils should be left unsupervised.
- If a member of staff knows that they are unable to undertake a duty they should organise cover.
- If a parent fails to collect a child after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the Principal or Deputy should be advised.

Working at Height

- Working at height can present a significant risk. This should generally be avoided. However, in cases where this is not possible, an adequate assessment of the risks should be made and discussed with the Principal or Deputy. A stepladder may be identified as suitable, in which case should be provided by the School.