



THOMSON HOUSE SCHOOL

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# Thomson House School Health and Safety Policy

Agreed by: Governor's Finance and General Purposes Committee  
Date: January 2017

Review Cycle: Annual  
Next Review Date: January 2018

All the Thomson House School policies should be read  
in conjunction with the Equality Policy

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Business Manager

## **THOMSON HOUSE SCHOOL**

### **Health and Safety Policy**

**Related Policies:** Trips and Educational Visits Policy, Safeguarding Policy, Premises Management - Security Policy and Procedure, Outdoor Education Policy, EYFS Outdoor Education Policy, First Aid Policy, Medicines in School

**The Governors of Thomson House School** will take steps to meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation. They are responsible for:

- Appointing a Health and Safety Committee each year in September whose representatives will undertake a termly Health & Safety inspection, reporting in writing to the Head Teacher and F&GP Committee.
- Regularly monitoring health and safety arrangements in school and implementing new arrangements through the staff when necessary.
- Receiving H&S reports from the Head Teacher and ensuring that any necessary action is taken promptly.
- Promoting high standards of H&S and seeking specialist advice where necessary.

**The Head Teacher** is responsible for:

- Taking overall responsibility for the school's H&S arrangements, their dissemination to staff, parents and pupils and for their implementation
- Reporting to the Governors on issues of H&S
- Endeavouring to maintain, through the School Business Manager and Premises Manager, all machinery and equipment in a safe condition and to provide adequate welfare facilities for staff and pupils.

**All members of staff** have health and safety responsibilities and are, therefore, required to:

- Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do.
- Co-operate fully with all health and safety arrangements.
- Report any defect, or other health and safety matter they become aware of, to the Head Teacher, or the School Business Manager.
- Use correct equipment, tools and protective equipment as necessary and only if competent to do so.
- Carry out risk assessments and review as necessary.
- Ensure that they are familiar with the Staff Handbook and all the related policies and procedures which affect health and safety.

**Arrangement covering the main risks and hazards in our school**

## **1. Fire Evacuation and other Emergency Arrangements**

A fire practice is held termly and reported in the Fire Log Book which is kept in the office and available for inspection. Signage for fire evacuation is in every classroom, including the location of the fire assembly point. Any issues are recorded and acted upon promptly by the Head Teacher. The fire alarm is tested weekly by the Premises Manager who also has a schedule for the inspection of fire detection and fire-fighting equipment and emergency systems. The safe evacuation of persons is the priority in the event of any evacuation. Full details of responsibilities of personnel and procedures to be followed in the event of an evacuation can be found in the Fire Log Book.

## **2. Accidents, First Aid and Medicines in School**

The Office Manager is the named First Aider of the school and is responsible for the maintenance of first aid kits. She is the first point of call when pupils or staff are injured or ill. The names of all staff who have received First Aid Training are displayed in the office and staff room. First Aid boxes are located in the office and are carried offsite every time children go out for visits, games or break. Risk assessments are undertaken for all relevant activities. There is a Medicines in Schools Policy which is adhered to by staff and parents.

All accidents, incidents and dangerous occurrences have to be reported and investigated in accordance with current legislation. Any injury is reported immediately to the Head Teacher/Office Manager and an entry made by the Office Manager in the Accident Book. The Accident Book and report forms are kept in the School Office.

## **3. Lone Working**

All staff working alone after hours, at weekends or in holiday periods should ensure that they have read the Lone Working risks assessment and follow the precautions outlined in this policy. This includes keeping external doors locked for security, not carrying out hazardous activities, ensuring that help can be summoned if needed and notifying a partner, friend or colleague of their whereabouts and estimated time of return.

## **4. Manual Handling of Loads**

No member of staff should carry heavy or difficult objects without assistance. Whenever possible, they should make arrangements in advance for the Premises Manager to assist. Under no circumstances should children carry large, heavy or dangerous objects around the School.

## **5. PE Equipment, Play and Cooking**

PE equipment will be inspected by a competent person termly. All members of staff are responsible for making visual checks to equipment before allowing it to be used by pupils. If there is any doubt e.g. wet or slippery conditions, the Head Teacher should be consulted for a decision based on the risk presented. Pupils are not allowed to use play or PE equipment without appropriate adult supervision. Risk assessments are carried out for a range of activities.

Teachers are responsible for ensuring that equipment, including that used by pupils in freeflow and play activities, is safe and clean and that best practice is followed. Signs in the practical room identify children with allergies and promote good hygiene, the safe use of the cooker and potentially hazardous utensils. Good supervision and well planned activities help to reduce the risks associated with cooking.

## **6. Trips and Educational Visits**

All out of school visits and activities are run according to current best practice and advice as set out in the DfES document 'Health and Safety of Children on Educational Visits.' Further details of the school's policies and practice can be found in the Trips and Educational Visits Policy, Outdoor Learning Policy, EYFS Outdoor Learning Policy and the Safeguarding and Child Protection Policy.

## **7. Premises Management**

The Premises Manager is in charge of the day to day maintenance of the premises although there is a collective responsibility to report any hazards or unsafe practices to the Head Teacher or Business Manager. Further details can be found in the policy 'Premises Management: Security Policy and Procedure'.

Person Responsible: Head Teacher

Updated: January 2017

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