



THOMSON HOUSE SCHOOL

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# Thomson House School Health and Safety Policy

Agreed by: Governor's Premises Committee  
Date: February 2020

Review Cycle: Annual  
Next Review Date: February 2021

This policy should be read in conjunction with the Equality Policy, Off-site and Outdoor Learning Policy, Safeguarding & Child Protection Policy, Premises Management - Security Policy and Procedure, EYFS Policy, First Aid Policy, and the Medicines in School Policy

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# THOMSON HOUSE SCHOOL

## Health and Safety Policy

### Statement of Intent

The Thomson House School Governing Board believes that ensuring the health and safety of pupils, staff and visitors is essential to the success of the school.

Governors are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work-related ill health
- Assessing and controlling risks from curriculum and non-curriculum activities
- Complying with statutory requirements, as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through open communication and consultations with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at school
- Ensuring adequate resources are made available for health and safety issues, so far that is reasonably practicable.

A health and safety management system exists to ensure the above commitments can be made. All Governors, staff and pupils will play a part in its implementation.

### Responsible persons:

Head Teacher	Mrs Amanda Letch
School Business Manager	Ms Rebecca Richards
Premises Manager	Mr Jeremy Light
Chair of Premises Committee	Ms Finola Lang
Chair of Governing Board	Ms Maxine Shaw

**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 Governor Responsible for Health & Safety each year in September who will undertake regular Health & Safety inspections, reporting feedback in writing to the Premises Committee.
- Regularly monitoring health and safety arrangements in school and implementing new arrangements through the staff when necessary.
- Receiving H&S reports from the Premises Committee, ensuring that any necessary action is taken promptly.
- Holding school leaders to account for compliance with H&S requirements.
- Promoting high standards of H&S in the school 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
- To provide adequate welfare facilities for staff and pupils.

**Members of staff** have health and safety responsibilities and are 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.

## **Arrangements 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. Governors inspect the log book termly. 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 School Business Manager is the named First Aider of the school and is responsible for the maintenance of first aid kits. The names of all staff who have received First Aid Training are displayed in the office and staff room and they will be the first point of contact for any minor incidents. The SBM or those who have had first aid at work training will be called to any more serious incidents and all staff will be trained to call the emergency services if they feel the injury or condition warrants it. First Aid **bags** 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 minor injuries and visits to a first aider are recorded in the first aid book in each school office and playground. All accidents, incidents and dangerous occurrences have to be reported and investigated in accordance with current legislation. Any more serious injury is reported immediately to the Head Teacher/SBM and an entry made by the SBM 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 notify the Head Teacher or School Business Manager and take all appropriate steps to keep themselves safe. This includes keeping external doors locked for security, not carrying out hazardous activities, ensuring that help can be summoned if needed. **Lone workers are to let the HT / SBM know when they arrive in school and when they leave school – usually via text or a phone call.**

## **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 or Deputy Head 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 and Assistant 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 staff rooms 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. Off-Site and Outdoor Learning**

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 2018'. Risk assessments are completed before every trip off-site. Pre-visits take place by competent staff. First aid equipment is taken with the group going off-site. The school uses public transport wherever possible and clear strategies are in place to count pupils on and off modes of transport. Further details of the school's policies and practice can be found in the Off-site and Outdoor Learning Policy, EYFS 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'.

## **8. Monitoring and Review**

This policy is monitored annually by the Premises Committee.

Date: 7 February 2020

Date of Review: February 2021