

Harriet House School

Health and Safety Policy:
Principles and Implementation

Implementation date:
September 2015

Review date: September 2024



School Aims and Implementation

Harriet House aims to enable all children the opportunity to achieve their best academically, emotionally and socially through:

- Providing high quality learning to enable children to acquire the skills, knowledge and concepts relevant to their future;
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated;
- Enabling children to become active, responsible and caring members of the school and wider community.

Harriet House works towards these aims by:

- Promoting high quality learning and exceptional attainment;
- Providing high quality curriculum entitlement and a high quality learning environment;
- Promoting the Harriet House Core Values to enable the children to value themselves and each other; the Core Values are:
 1. We take responsibility for our actions and always make sure we do the right thing.
 2. We show honesty and always make sure we are truthful and fair.
 3. We show aspiration and always have a positive attitude about what we can all achieve.
 4. We show respect and always have regard for ourselves and other people's feelings, wishes and rights.
 5. We show compassion towards others and always make sure we try to understand and support others.
- Promoting an effective partnership with parents and the wider community.

Overview

- a) This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Harriet House School.
- b) This policy should be read in conjunction with West Berks Health and Safety Policy Statement.

General guidelines

It is the policy of the governing body, so far as is reasonably practicable, to;

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangement for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or, as and when provided.
- Maintain all areas under the control of the Head teacher in a condition that is safe and without risk to health.
- Formulate effective procedure for use in case of fire and for evacuating the school premises, see fire practice policy.
- Lay down procedure to be followed in case of accident.
- Teach safety as part of pupil's duties where appropriate.

Responsibilities of the Head teacher

The Head teacher is responsible for implementing this policy within the School:

- Monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded;
- Make arrangement to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information;
- Make arrangement for the implementation of the local authority accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- Make arrangement for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
- Ensure that regular safety inspections are undertaken;
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy;
- Report to Yattendon Estate any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. (Note: the headmistress will deal with all aspects of maintenance which is under her control);
- Monitor, within the limits of her expertise, the activities of contractors, and other organisations present on site, as far as is reasonably practicable;

- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.
- Harriet House has a Health and Safety Officer Miss Tracey, who has a management responsibility for this aspect of the School's work and will work in collaboration with the Head teacher and site supervisor Mr Hathaway in undertaking their role.

Duties of the person delegated to assist in the management of health and safety: Health and Safety Officer

a) The delegated person shall:

- Assist the Head teacher in the implementation, monitoring and development of the Health and Safety Policy within Harriet House;
- Monitor general advice on safety and advise on its application to the school;
- Co-ordinate arrangements for the design and implementation of safe working practices within the school;
- Investigate any specific health and safety problem identified within Harriet House and take or recommend (as appropriate) remedial action;
- Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the Head teacher;
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- Ensure that staff with control of resources give due regard to safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible;
- Be aware of and implement safe working practices and to set a good example personally;
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;

- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training;
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head teacher.

Responsibilities of all employees

- a) All employees have a responsibility under the Act to:
- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
 - Co-operate with the Education/Children's Services Director and others in meeting statutory requirements;
 - Not interfere with or misuse anything provided in the interests of health, safety and welfare;
 - Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the Head teacher;
 - Ensure that tools and equipment are in good condition and report any defects to the Head teacher;
 - Ensure that offices, general accommodation and vehicles are kept tidy;
 - Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head teacher.
- b) Whenever an employee is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the Head teacher.

Additional Notes

- a) It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- b) While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- c) All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibility of pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow students;
- Observe standards of dress consistent with safety and hygiene;
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Note: The head teacher will make pupils (and, where appropriate, parents) aware of these responsibilities through direct instruction and notices.

Visitors

- Regular visitors and other users of the premises (e.g. contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school.

Fire and emergency evacuation procedures

- a) When the fire/emergency alarm sounds, staff and pupils will exit the building immediately by the nearest route, as displayed in every room, and assemble on the gravel car park by the playing field. Appointed member of staff will check the buildings to ensure that there is no one left inside. Registers will be checked and the Head teacher will be told if anyone is missing. If the alarm has been sounded a part of a drill, once the alarm has been silenced and everyone is present, the Head teacher will inform staff that it is safe to re-enter the building.
- b) These procedures will be updated as appropriate.
- c) The logbook for the recording of practice and evacuation drills is available in the School Office.
- d) Arrangements are made regularly to monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and the fire alarm system.
- e) Fire practices will be held at least once each term.

First aid and accident reporting procedures

- a) First aid is available from one of the trained first aiders. A list of first aiders is displayed in the School Office. First aid materials are available in the staff room in the nursery block and in the kitchen Little House.
- b) The Head teacher must be informed of any serious accident that requires first aid by the senior member of staff who deals with any given situation.
- c) The accident book, report forms and guidance for pupils and staff are to be found in the school office. The forms are to be completed by the injured party or a responsible member of staff.
- d) Information is kept with the accident book and report forms about arrangements if the person injured is unable to complete an accident report form or is not an employee or pupil at the school.

- e) The person administering first aid must then make sure an accident form and an entry into the first aid book is completed. The Health and Safety Executive (HSE) must be notified of any fractures or major injury or accidents causing death.
- f) The arrangements for first aid for sports, outdoor pursuits and educational visits are the responsibility of the supervising staff.

School Lunch

- The Harriet House cook should be the only person present in the kitchen whilst she is preparing lunch for the school. Once lunch has been cooked staff presence in the kitchen should be kept to a minimum, only helping to serve plates on the request of the cook. Under no circumstances must children go into the kitchen.
- Please refer to Harriet House food policy.

Monitoring and Review

- The Head teacher and Deputy Head teacher will monitor the effectiveness of this policy on an annual basis and if necessary, make recommendations for further improvements.

Updated: 26 March 2022