



ARBORY SCHOOL

HEALTH AND SAFETY POLICY

Confident
Kenjal
Crootagh
Caring
Creative
Jarroagh

Statement:

Arbory School is committed to the highest standard of excellence in teaching and learning. The same commitment to excellence applies to the manner in which the school carries out its responsibilities for the health and safety of staff, pupils, visitors and all those who may be affected by school activities.*

In meeting this commitment, the school acknowledges the **Health and Safety at Work Act 1974** and **The Management of Health and Safety at Work Regulations 2003**. The school will take all steps within its power to provide a working and learning environment which is healthy and safe for employees, pupils and visitors. That said;

Every adult has a duty in law to take care for their own health and safety and to take due consideration for the health and safety of others;

Every pupil is encouraged to take an age-appropriate level of responsibility for their own health and safety, and for the health and safety of others.*

Arbory School demands a total commitment to health and safety by all members of the school community.*

The Isle of Man Government Safety Manual and Log have been taken into consideration in the formulation of this policy.

The policy was initially developed in the Spring term 2011 through a process of consultation between all members of the school community including teaching and non-teaching staff, parents and pupils.

The policy was reviewed by the Chair of the Governing body in October 2019 and updated in December 2019. **Review date: February 2022**

Purpose of the Policy:

This Health and Safety Policy should be read in conjunction with the Government guidelines. The school operates within this framework and follows all instructions and advice issued by the department of Education.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims:

To provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.

To ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles:

The establishment of a healthy school environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the cooperation of all personnel (children/adults).

Responsibilities:

All members of the school community (teaching/non-teaching, parents and pupils) work towards the school's aims by:

- being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- being familiar with all instructions and guidance on safety within the school.
- using common sense at all times to take reasonable care for their own safety and that of others.
- reporting any identified hazards to the head teacher without delay.

The Head teacher and the Teacher responsible for Health and Safety work towards the school's aims by:

- recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Isle of Man Department of Education, Sport and Culture is implemented in the school.
- ensuring that safe working practices and procedures are applied within the school.
- making regular checks to ensure that a safe and healthy environment is maintained.
- ensuring that all members of the school community are aware of their own responsibilities.
- taking responsibility for devising, implementing and reviewing the school Health and Safety Policy.
- ensuring that all staff are familiar with the Health and Safety Policy of the school and the Department of Education, Sport and Culture and any other relevant codes of practice.
- facilitating any safety training which is identified.
- 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 building in case of fire or other emergency and that fire fighting equipment is available and maintained.
- ensuring that all relevant risk assessments are carried out and documented.
- ensuring that all off-site trip forms are completed and authorised on EVOLVE.
- ensuring that the school's risk register is kept up to date.

The Headteacher works towards the school's aims by:

- taking responsibility for the day to day operation of the Health and Safety Policy.
- close liaison with any education officer appointed as a safety representative and with the school nursing service.

Teachers work towards the school's aims by:

- promoting a safety consciousness amongst children, ensuring that they understand their own responsibilities in taking reasonable care of their own health and safety and that of others.
- being good role models - vigilant and careful.
- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- providing opportunities for children to discuss health and safety issues. (including mental health)

Pupils work towards the school's aims by:

- developing a growing understanding of health, safety and wellbeing issues.
- contributing to the development of code of practice.
- conducting themselves in an orderly manner in line with these codes.
- taking responsibility for maintaining a safe and healthy environment and their own safe conduct within it.

Parents work towards the school's aims by: *

- ensuring the children attend school in good health.
- ensuring that they abide by exclusion regulations for notifiable diseases.
- providing prompt notes/telephone calls to explain all absences.
- providing support for discipline within school and for the teacher's role.
- ensuring early contact with school to discuss matters concerning the health and safety of their children and others.

- allowing children to take increasing personal and social responsibility as they progress through school.
- ensuring the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.
- accepting responsibility for the conduct of their children at all times.

Procedures:

For ensuring involvement of all members of the school community include:

- meetings with teaching/non-teaching staff to develop and monitor health and safety and its implementation.
- training for teachers, classroom assistants, ancillary helpers etc.

For providing children with opportunities to discuss Health and Safety issues:

- a programme of PSHE. designed to promote mutual respect, self-discipline and social responsibility. (see PSHE policy)
- a programme of Health Education. (see PSHE and PE policies)
- discussion/circle time activities in all classrooms. (see PSHE policy)
- review the school rules with the pupils/staff at the commencement of each year.

For accident prevention, reporting and investigation include:

- vigilance by all staff and children to spot potential causes of accidents and take action to prevent these where possible. (see Risk Assessments)
- promptness in reporting any potential hazards to the head teacher.
- immediate response to such reports involving investigation and rectification of the hazard.
- reporting all accidents in the school Accident Book in accordance with the Isle of Man Department of Education, Sport and Culture regulations.
- notifying parents as soon as possible in the case of accidents to children.
- notifying parents of any head injuries as soon as possible and by sending additional written information, (Annex 3)
- prompt investigation of all accidents by the Head teacher in order to establish cause and adopt remedial measures.

For First Aid include:

- the use of hygienic first aid practices by all staff.
- the presence of trained first aid personnel in the school at all times.
- provision of fully stocked first aid boxes and bum bags which are located around the school. These are regularly checked and maintained by the appointed member of staff.
- summoning of an ambulance where necessary by a responsible adult. If the school is unable to contact a parent, a member of staff will accompany a child to hospital.*

For fire precautions include:

- a set of written regulations for emergency evacuations clearly displayed in each area of the school.
- a termly fire drill which is monitored and timed in accordance with Isle of Man Department of Education guidelines.
- weekly checks of fire alarms by the site manager.
- annual checks of equipment, procedures and exits by a fire officer.

For the use and control of substances hazardous to health include:

- storage of such substances, clearly labelled in locked cupboard which are not accessible to children.
- the wearing of appropriate personal protective clothing when such substances are used e.g. rubber gloves.
- following COSSH information provided.

For electrical safety include:

- careful siting of equipment to avoid trailing leads or other hazards.
- checks by electrical safety officers on all electrical installations and equipment.
- a school rule which states that children may not bring any mains powered electrical equipment from home for use in school.*
- the establishment of a code of practice for pupils using electrical equipment.

For coping with special medical conditions:

- the use of hygienic first aid practices by all staff.
- regular liaison with school nursing service when appropriate.
- informing all staff of any special medical conditions of all children in the school and about what response may be required in an emergency.
- a statement in the Arbory School brochure that no child may bring medicines to school unless parents have consulted school staff eg. inhalers. *
- a requirement that any medicines brought to school must be lodged with school staff in the bottle/container which they were dispensed, clearly labelled and stating the child's name, dosage and frequency of dosage. *
(These medicines are only to be administered by the parent, grandparent or an adult determined by the child's parents.) *
- pupils on long term medication must have the correct DESC forms completed by a parent.
- first aid training is completed by all staff every three years and includes the use of EpiPens and Defibrilators. (see EpiPen Policy)

For ensuring road safety include:

- parking restrictions outside the school and safe use of the car park which parents are regularly urged to observe.
- occasional visits by the police liaison officer who speaks to all children on a number of issues including road safety.

For ensuring personal hygiene include:

- encouragement of a high standard of personal hygiene for all staff and children. Teaching children to wash their hands after using the toilet and before eating their packed lunches.
- coverage of menstruation in the programme of Health Education for years 5 and 6 pupils. ° (see PSHE policy)
- the maintenance of a stock of sanitary towels in First Aid cupboard. °

For ensuring food and drink hygiene include:

- regular checks of drinking fountains and instructions for their use on display.
- a code of practice for hygiene in the school hall when packed lunches are being eaten.

For promoting healthy food choices include:

- units in Science scheme of work which include diet and healthy eating.
- encouraging parents to supply packed lunches which are healthy and well balanced.*

For ensuring playground safety include:

- provision of well designed playground layouts and equipment.
- conscientious supervision of playground involving one member of staff each break time and two ancillaries at lunchtime. More serious accidents require the head teacher/classroom assistant to be sent for.
- regular inspection and maintenance of playground equipment.

For ensuring safety within the curriculum include:

- a statement about health and safety within any curriculum areas which have identified any potential problems.
- training children to use tools and other equipment safely and properly.
- school uniform regulations which prohibit the wearing of jewellery (see Physical Education Policy) *

For promoting a safe physical environment include:

- a no smoking policy in all areas of the school buildings and grounds.*
- a no unknown dogs policy in all areas of the school buildings and playgrounds (guide dogs and the School Dog excepted) *
- provision of furniture all of appropriate height for each group of children and the staff and at a height appropriate to the user as to reduce bending and stretching.
- teaching children to dispose of rubbish appropriately and the prompt collection of any litter by the cleaner.
- prohibited use of toxic weed killers.
- the involvement of everyone associated with the school on the implementation of developments to the school environment.
- teaching children that each of the three playgrounds has certain restrictions as to equipment to be used in that area.
- reminding children about safety on the field and areas that are out of bounds.
- ensuring that work stations for staff reduce the impact of RSI.

* Information contained in the school brochure. ° Information given to relevant parents.