**Health and Safety Policy**

**St Francis Polish School**

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**Address: Bexley Road, DA8 3HQ Erith**

**Date: 20. 04. 2022**

**Review Date: 20. 04. 2023**

**Policy Statement**

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.

The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

* Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
* Establish and maintain safe working procedures for staff and pupils.
* To provide and maintain safe school buildings and safe equipment for use in school
* Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
* Formulate and implement effective procedures for use in the event of fire and other emergencies.
* Investigate accidents and take steps to prevent a re-occurrence.

**Signed Sylwia Benet Signed Marek Bednarz**

**Head Teacher Chair of Governors**

**Dated 20.05.2022**

**Roles and Responsibilities**

The **Governing Body** has ultimate control of the school. They will:

* Decide policy.
* Give strategic guidance.
* Monitor and review health and safety issues.
* Ensure adequate resources for health and safety are available.
* Take steps to ensure plant, equipment and systems of work are safe.
* Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
* Maintain the premises in a condition that is safe and without significant risk.
* Provide a working environment that is safe and healthy.
* Provide adequate welfare facilities for staff & pupils.
* In their critical friend role, maintain an interest in all the health and safety matters.
* Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

* Promote a positive, open health and safety culture in school
* Report to Governors on key health and safety issues
* Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
* Ensure that all staff co-operate with the policy
* Devise and implement safety procedures
* Ensure that risk assessments are reviewed on an annual basis
* Ensure relevant staff have access to appropriate training
* Correspond with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner
* Carry out a frequent fire alarm
* Fully co-operate with health and safety arrangements during larger building projects

**All School Staff** will:

* Read the Health and Safety Policy
* Comply with the School’s health and safety arrangements
* Take reasonable care of their own and other people’s health and safety
* Leave the classroom / playground / office in a reasonably tidy and safe condition
* Follow safety instructions when using equipment
* Supervise pupils and advise them on how to useequipment safely
* Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
* Follow the accident reporting procedure

In accordance with the school rules and procedures on discipline, **Pupils** will:

* Follow safety and hygiene rules intended to protect the health and safety of themselves and others
* Follow safety instructions of teaching and support staff, especially in an emergency

**Arrangements**

**Accidents and Incident Reporting**

* The accident reporting associated paperwork can be found in a Staff Room

**Administration of Medicines**

* Medication is only administered to pupils within the parental consent
* Medicines are kept in a locked cupboard in the school office
* The only exceptions to this are asthma medication and ‘epipens’ (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
* The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

**Control of Hazardous Substances**

* The use of hazardous substances in school will be kept to a minimum
* The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
* The associated procedures and control measures will be funded and enforced

**Educational Visits**

* All off site trips will be subject to risk assessment

**Fire Safety & Evacuation of the Building**

* Fire exits have appropriate signage
* Plans showing exit routes are displayed by the door of eachclassroom
* A fire drill is practised and documented once a term by xxxxxxxx
* Evacuation times and any issues which arise are reported to the Governors
* Fire extinguishers are checked annually by xxxxxxxx
* A separate fire safety policy and risk assessment has been produced

**First Aid Provision**

* The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
* Portable first aid kits are taken on educational visits
* If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip**s**

 **Manual Handling**

* Pupils and staff must only lift equipment and furniture within their own individual capability
* Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

**Playground Equipment**

* Playground equipment and it’s use is supervised during all breaks during the school day
* If the equipment is used during lesson time supervision is again maintained
* A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

 **Playground Supervision**

* Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

**Pregnant Members of Staff**

* The school procedures for pregnant members of staff will be followed.

**Risk Assessment**

* The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds.

**Slips Trips and Falls on the Level**

* The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
* This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

**Snow and Ice**

* A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
* If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

**Supervision of Pupils**

* Sensible, safe behaviour will be promoted to pupils by all members of staff
* Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
* Pupils will only be allowed into or stay in classrooms under adult supervision
* Appropriate supervision of cloakrooms and toilet access will be in place at busy times

**Violence at work**

* The school deals appropriately with this issue.