

Health and safety policy



This is the statement of general policy and arrangements for:		Aston By Sutton Primary School
Anna Plant, Head Teacher		has overall and final responsibility for health and safety
PANAD cleaning and caretaking(cleaning and caretaking related), in collaboration with all staff (classrooms and teaching areas)...		have the day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Anna Plant	Ensure there is an open environment where staff feel they can approach Anna to discuss any issues.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Anna Plant	Ensure health and safety is covered in staff meetings and staff bulletins via email or other. Ensure all appropriate and applicable documentation and policies are in clearly labelled areas.
Engage and consult with employees on day-to-day health and safety conditions	Anna Plant	Act appropriately eg via email, emergency briefing etc as things occur.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Anna Plant	See attached one page fire evacuation policy See also Critical Incident policy
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Anna Plant	All staff to be briefed in the importance of keeping equipment and resources in appropriately nominated cupboards and areas etc. Floors to be kept clear of obstacles, wires to be kept safe and not trailing. Classrooms, cloakrooms etc to be kept clean and tidy.

Signed: * (Employer)	A.J.Plant	Date:	10.04.2019
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Staff room notice board
First-aid box is located:	Various: Back corridor, front lobby area, class 3 lobby area, and smaller compact versions in classrooms
Accident book is located:	School office and back corridor

Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Aston by Sutton Primary School**

Date of risk assessment: **April 2019**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<p>General good housekeeping is carried out.</p> <p>All areas well lit, including stairs.</p> <p>No trailing leads or cables.</p> <p>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</p> <p>Cloakrooms to be kept clear of coats and bags on the floor.</p>	<p>All classes, to be reminded of the importance of being vigilant for items on the floor. Corridors and exits/entrances very narrow and it is vital they are clear.</p> <p>Ensure staff and 'external staff' eg link club, report any issues with Health and safety as they are often the first to arrive and last to leave.</p> <p>New lighting externally required to the front of the building for winter months.</p> <p>Staff induction, ongoing</p> <p>AP (classrooms and walkways) and Mf (deliveries) to oversee</p> <p>AP and class teachers</p>	All staff, to monitor and inform Manager of any hazards.	<p>Ongoing</p> <p>October 2019</p>	

Falls	Children in playground or PE Staff/visitors if trip or fall	Children are spoken to on a regular basis reminding them of safe ways to play, which areas are 'no running zones',	Ensure First aid points well stocked: Nicola Webster, regular discussions at family meetings summer and winter play rotas. Use of playground leaders to ensure children during their longest breaktime have purposeful activities to be involved in.			
Choking	Children and staff	Encourage children to sit and eat, using good table manners, not talking while chewing etc. Ensure staff have time for lunch and sit and eat without rushing	All staff have emergency first aid training September 2019			
Illness sickness/diarrhea Meningitis Measles	Contagious illness can spread very quickly in a community such as school	Follow NHS guidelines. Regularly remind parents of the 48 hour after last bout of sickness/diarrhea Seek medical advice from public health England. Cascade to parents as appropriate following advice	Remind parents of what to do if your child is ill...			
						Hint, tab here for new row

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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