



Rugby Free

Secondary School

Health & Safety Document

Version 2

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1 Rationale

Learning Today Leading Tomorrow Trust (LT2) has the highest aspirations to ensure that the health, safety and well-being of every child, member of staff and visitor to any of its workplaces is protected and promoted. Our aspirations as a Trust are that every child will look forward to learning through a safe, but challenging programme of learning, both in and out of the classroom at their school, and that every child will develop and progress to the best of their potential.

This statement is issued in accordance with the Health and Safety at Work Act (1974).. It is a statement of the aims, principles and strategies for ensuring Health and Safety at all LT2 Trust schools.

Trustees and Governors are committed to the promotion of a safe and healthy environment for pupils, staff and other users of each school site. Local governors are committed to the provision of adequate and appropriate safety training for staff. LT2 school governors encourage representation by an appointed health and safety representative.

2 Principles

Rugby Free Secondary (RFSS) will work to, and adhere to, the Health Safety Policy as laid out in this document.

The establishment of a healthy and safe environment is an essential prerequisite for the work of RFSS. It is also a statutory requirement. It will be established and maintained based upon sound management, vigilant supervision and the co-operation of all personnel (children and adults), remembering that everyone is responsible for health and safety.

3 Aims

It is the policy of the school and Governors, as far as practically possible to:

- establish and maintain a safe and healthy environment
- establish and maintain safe working procedures among staff and pupils
- make arrangements for ensuring safety and avoidance of risk 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 Governors and the Headteachers in a condition that is safe and without risk to health
- provide and maintain means of access to, and egress from, each school and its grounds that are safe and without risk
- formulate effective procedures for use in case of fire and for evacuating the premises
- lay down procedures to be followed in case of accident
- teach safety as part of pupils' duties where appropriate
- provide and maintain adequate welfare facilities

4 Roles and Responsibilities

All members of each school community (teaching and non-teaching staff, parents, pupils and governors) will 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 of safety in school
- Using common sense at all times to take responsible care for their own safety and that of others
- Reporting any unidentified hazards without delay.

Local Governing Bodies

The Local Governing Body, which sets this policy, through the Headteacher will effectively implement, monitor and review its effectiveness. The Headteacher will work towards the Trust's aims by:

- Recognising that local Governors' corporate responsibility for ensuring that all Health and Safety regulations and guidelines produced by the Department for Education (DfE) are fully implemented
- Ensuring that safe working practices and procedures are applied throughout the school
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school along with any national or local codes of practice and legislation
- Facilitating safety training for staff
- 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 buildings in case of fire or other emergency and that firefighting equipment is available and maintained

The School Business Manager will be responsible for the daily operational management of Health and Safety and will achieve the aims by:

- assisting the Headteacher in the implementation, monitoring and development of this Trust-wide policy
- monitoring general advice on safety matters given by the DfE and the HSE and other relevant bodies and advise on their application to the school
- co-ordinating arrangements for the design and implementation of safe working practices within the school
- investigating any specific health and safety problem identified within the school, taking or recommending (as appropriate) remedial action;
- ordering that any method of working ceases on health and safety grounds on

a temporary basis, subject to further consideration by the local Governors and the Headteacher

- assisting in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- ensuring that staff with control of resources (both financial and other) give due regard to safety
- co-ordinating arrangements for sharing information and for the instruction of staff, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

All Staff

Every member of staff is responsible for having a clear understanding of the health and safety arrangements in relation to other staff, pupils and visitors under their supervision. In particular, staff will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils
- be aware of and implement safe working practices and 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 and meet accepted safety standards
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and where appropriate, take action regarding 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 training;

Students

All pupils at RFSS are expected, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;
- observe all the safety rules of their school and in particular the instructions of the teaching staff in the event of an emergency
- not wilfully misuse, neglect or interfere with equipment provided for safety purposes.

N.B. The local Governors and Headteachers will make pupils (and where appropriate, parents) aware of these responsibilities through direct instruction, notices and the schools' handbooks.

Other School Users

The following users should be made aware of relevant sections of each school's Health and Safety Policy:

- Contractors
- Voluntary workers
- Parents and carers
- Other users of the site (hirers).

5 First Aid Arrangements

RFSS has a First Aid policy, which all staff must be familiar with: the notes below provide a summary. Any member of staff who has attended and passed the statutory four-day First Aid course will be regarded as a First Aider.

A list of first aiders will be prominently displayed in each school's office and staffroom, along with their training renewal dates.

The Headteacher will nominate a senior member of staff to ensure that first aid materials are inspected on a regular basis, not less than once per fortnight, and stocked up. A list of first aid boxes and contents will be prominently displayed in all rooms in which such a box is located.

All staff may treat children for minor ailments and accidents. Children may not give any treatment to other children. Before applying adhesive plasters, staff must check that children are not allergic to these.

It is vital that staff do not administer any medication however common, unless specifically instructed to do so (see administration of medicines). Doing so may constitute a serious disciplinary issue and may endanger the life or health of the child. A fully stocked first aid bag must be taken on school trips. Any inhalers and medication for specific children must also be taken.

When children are unwell, they will be placed in a quiet area, which is close to a toilet, drinking water and is easy to supervise. Office staff may contact the pupil's parents to collect them early from school

6 Reporting and Recording Accidents

In order to comply with statutory regulations, all accidents and injuries must be recorded in each school's accident record book, kept in each school office. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence. If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, it is deemed a Serious Accident. As a general rule, injured children should not be moved, unless the injury is judged to be minor or leaving the child would place it in greater danger. An adult should stay with the injured child, and send a sensible child to find a qualified First Aider (see above) to deal with the accident.

When a child has bumped or injured their head, a Head Injury Form must be filled out and this injury recorded in the accident book. One copy of the Head Injury Form goes to the class teacher to give to the child's parents, and another copy goes to the relevant school office to file. All children sustaining a head injury must have their parents/carers contacted where possible and must be taken to the nearest local hospital with A&E facilities for checking by hospital staff.

7 Issuing Medicines

RFSS has a separate policy on administering medicines to pupils in line with DfE guidance and the notes below form a summary. Staff should not administer any medicines unless the form 'Issuing medicine to a child during school time' has been filled in. As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint and could not otherwise attend school. However, medicines can be given where there is a compelling need to administer short term medication for a serious complaint.

All medicines must be clearly labelled in their original container, kept in a secure store (in the school's office) and administered in line with the instructions provided by the doctor or pharmacist.

8 Fire Safety Arrangements

There will be a termly fire practice, which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day.

Fire evacuation procedures will be displayed in every room, with children made aware of the procedures. All staff must ensure that they are familiar with these procedures. The Site Manager is responsible for testing the Fire Alarm system on a weekly basis and recording the result in the Fire Log Book.

Firefighting equipment is serviced annually and the date noted in the Fire Log Book.

All emergency exits must be well-signed, with clear access to these. A telephone must be available nearby for emergency calls.

9 Annual Safety Audit

A safety audit of each school will be carried out each year by the Site Manager, nominated governor and school senior leader.

10 Control of Substances Hazardous to Health (COSHH) regulations

All substances affected by these regulations will be clearly labelled and locked securely in a suitable store. Each school will keep minimum amounts of each substance. The responsibility for carrying out an annual COSHH assessment will rest with the Site Manager. Staff using COSHH materials will be made aware of their safe use and the dangers of each substance.

11 Electrical Safety

All electrical appliances will be tested annually using the PAT (Portable Appliance Testing) protocol by a qualified electrician, with any deficiencies immediately remedied, or the faulty item removed. Any faults developing at other times must be reported immediately, with the faulty device removed or disabled until repaired.

Only approved contractors will be employed to carry out electrical work or repairs.

12 Visitors

All staff must wear their identity badges at all times during the school day.

All visitors must report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge which will be differently coloured from staff badges. Visitors lacking any one of photo ID and DBS certification will be accompanied at all times on-site by an appropriate member of staff.

Staff should politely challenge anyone in any part of any school they do not recognise who is not wearing either a visitor's or the local authority's staff badge.

13 Dealing with Bodily Fluids

To protect the health of other children and staff, all body fluids will be immediately and efficiently cleaned up, with the area disinfected. All wastes and soiled cleaning materials will be immediately and safely disposed of. A spillages kit will be procured for such events.

14 Sick Bay

Each school will identify a room, ideally close to the main administration office and the main entrance, so that a poorly or injured child can be placed, under the close supervision of the main office staff. The sick bay should contain a sink, with hot and cold water, an inspection couch and either be close to, or have a toilet immediately adjacent to the room.

15 Monitoring and Review

This policy will be reviewed annually by the Trust or Local Governing Body

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Approving Body:	Local Governing Body
Approved by:	Local Governing Body
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