




Health and Safety Policy

The Pioneers Academy

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<i>Head Teacher and Proprietor</i>	

Contents

1. *Statement of Intent*
2. *Responsibilities*
3. *Procedures*
4. *Electrical Safety*
5. *Dangerous Substances*
6. *Equipment*
7. *Health and Hygiene*
8. *Animals in School*
9. *Outdoor Visits*
10. *Security*
11. *Contractors and Letting*

Appendix 1;

Health and safety publications available in school

Appendix 2;

Security in action

Appendix 3

Disaster Management Plans

1.0 Statement of Intent

The policy of the Proprietor and the Headteacher is to maintain safe and healthy working conditions at The Wisdom Academy for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of City of Birmingham have been taken into account.

The allocation of duties for safety matters and the particular arrangements made.

To implement the policy set out in this document an annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

2.0 Responsibilities

2.1 The Proprietor

The Proprietor is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The health and safety officer (Mr. Hamed) considers reports of inspections, assists in safe work systems and discusses new regulations received from the LEA or the HSE. The committee meetings are held termly and have an agenda, and minutes.

2.2. The Headteacher

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and in their absence with the designated team leader in charge. It is the Headteacher's responsibility to ensure compliance with the LEA policy for health and safety.

2.3. Safety Representative

Health and Safety personnel carry out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition the Headteacher and Site Manager do weekly checks.

2.4. Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Headteacher immediately who will record it in the incident book.

3.0 Procedures

3.1. Fire Safety

All exits are marked and kept free of obstructions. There are 25 extinguishers, 13 foam, 11 CO2 and one electrical fire blanket in the school. Their location is marked with a red fire sticker. Fire safety equipment is checked regularly by Diamond Fire and security and records of their visit are kept in the risk assessment folder. The Headteacher checks the alarm on a regular basis. Fire practices are held termly and recorded in the fire practice book. In the event of a fire, all staff and children congregate on the very far end of the playground, facing towards the school. Named staff are responsible for checking toilets. It is the responsibility of the Headteacher to call the fire brigade. Admin staff will take the registers out to teachers for roll call.

3.2. Accidents

We have six first aid boxes, displayed around school.

All accidents are recorded and monitored. Most staff hold an emergency first aid certificate. Regular emergency first aid courses are held for all staff.

Letters to parents informing them of accidents to their children. These forms are checked each half term for trends of accidents. Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff.

3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the Maintenance and Site manager along with the Headteacher' have responsibility to follow up this report. The health and safety personnel monitors the action taken to remedy hazards.

4.0 Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Faulty Do Not Use".

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

5.0 Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and the key kept in the Secretary's office. Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Headteacher.

Please inform the Headteacher of any additional potential COSHHE items that have been brought into school other than those on the list.

6.0 Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Site manager or Headteacher, with a note saying 'Faulty Do Not Use. The following points about equipment should be noted:

- Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.
- Art / Crafts / tools / equipment Children are instructed in the correct use of this equipment and fully supervised when using tools.
- Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
- PE and Art Equipment- PE and Art equipment is inspected annually by our site manager. Records are kept of these inspections.

7.2. Medicines

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the schools SLT team. In general only inhalers are kept in school. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

7.3. Smoking

The Proprietor has adopted a no smoking policy within the school building and grounds.

7.4. Hygiene

It is the responsibility of the Headteacher to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

Outdoor Visits

*These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using our school Risk Assessment template or the RA assessment template from the venue. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.*

When residential visits are organised parents are invited in to school to discuss the visit in detail. Staff should be aware of the LA guide-lines for educational visits.

Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have left the premises. Staff who remain in school late are advised to ensure that their classroom doors are locked, where possible. Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.

11. Contractors

All contractors are expected to report their arrival and departure to the Headteacher or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher.

Staff and the Health and Safety Policy

All staff, teaching and non teaching, are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. All staff keep a copy of the policy in the staff file so that it is available for supply staff.

Appendix 2

Security in Action

Management Practice

- *Records are kept of acts of vandalism, theft.*
- *Any damage is quickly repaired*
- *Incidents are reported to the police and LEA as appropriate*
- *A budget for essential security items is requested as necessary*
- *Advice from the Crime Prevention Officer/LEA Safety Officer is sought when security or safety is being reviewed.*
- *All staff are asked to be alert to suspicious activities.*

Contingency Planning

- *Computer back-up records are kept off site on a external hard drive.*

Evacuation Plans

- *Termly fire practices are held*
- *The fire bells/equipment are tested regularly*
- *Escape routes are clearly marked*
- *Each room has clear instructions for the evacuation of the building*
- *Staff have clear guidelines for checking toilets in the building*
- *The headteacher is responsible for telephoning the police and/or fire service.*

General Building Security

- *The boundary of the school is clearly defined*
- *The school has an intruder alarm*
- *The alarm system is set only by the headteacher/deputy headteacher or caretaker*
- *The alarm system is regularly maintained by **4Point Fire solutions Ltd***

The key holders for the school are controlled. Currently these are the Headteacher and the Site Manager (Mr Solayman)

- *Access to the building during school hours is restricted by the use of push pads on doors.*
- *Visitors are asked to use the front door*
- *Staff are encouraged to challenge strangers and ask for identification*

Security Outside of School Hours

- *Parents are encouraged to report any suspicious activities to the police*
- *The school has external lighting*

Equipment/Money

- *Computer equipment is kept in classrooms. It is security marked and records are kept of serial numbers.*
- *Cash holdings are kept to a minimum*
- *Cash is counted with the front door locked. Money is not left unattended*