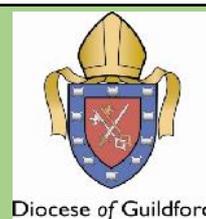




Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust*  
 Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD



## HEALTH & SAFETY POLICY

Date	Review Date	Coordinator	Responsible Body
September 2013	July 2016	Chair of Premises	Premises Committee

The Trust and Governing Body (We) recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities.

We support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

### Aims

- establish a safe and healthy working and learning environment for all pupils, school personnel and visitors
- encourage everyone to take responsibility for their own health and safety and that of others
- provide and maintain equipment.
- establish safe operating systems within the school
- provide training and up dated information
- work with the Trust and other schools to share good practice in order to improve this policy

### Responsibility for the Policy and Procedure

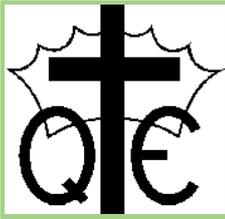
#### Role of the Governing Body

the governing body has delegated the day to day management of Health and Safety to the Headteacher.  
 the ultimate responsibility for Health and Safety in the school rests with the Trust but in practice it is delegated to the Headteacher as site manager.

#### Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

- The Trust
- The Governing Body
- The Headteacher
- Teaching staff
- Support staff



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## HEALTH & SAFETY POLICY

Site Manager  
Health and Safety representative  
Pupils  
Parents  
Visitors

### Risk Assessments / Safe Operating Systems

we believe that risk assessment applies to everyone and is the key factor in relation to Health and Safety. In assessing risks, we are guided by The Management of Health and Safety at Work Regulations 1999: SI 1999/3242.

risk assessment is something we all do every day and most activities have some form of risk attached to them the object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:

- preparing and implementing safe working practices
- monitoring, inspecting and reporting regularly
- identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong

we are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence

we are of the opinion that if something is not acceptable at home then it should not be acceptable in school all of us have a legal responsibility for the safety of our colleague

### Inspections

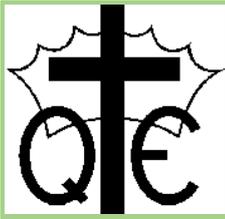
a daily inspection is undertaken by the Site Manager/Caretaker who reports to the Headteacher  
weekly checks are undertaken by the relevant personnel  
the Trust Health and Safety section will be called upon to advise as necessary

### Reporting

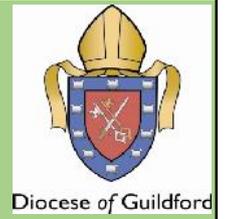
the Headteacher receives a daily report from the Site Manager/Caretaker on any new issues  
the Headteacher with the Efficiency Committee provides a termly report to the Governing Body  
the Headteacher provides to the Trust appropriate reports requested by them

### Training

all staff meet periodically to discuss safety policies, procedures and safe working practices  
the appropriate personnel undertake training when required  
we ensure all school personnel have equal chances of training, career development and promotion  
periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities



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## HEALTH & SAFETY POLICY

### Health and Safety Policies

The following areas are covered within the overall responsibilities of school Health and Safety:

### Related Policy

Health and Safety – Responsibilities

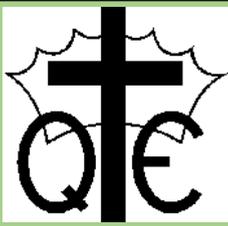
### Raising Awareness of this Policy

the School Handbook/Prospectus  
 the school website  
 the Staff Handbook  
 reports such as Headteacher reports to the Governing Body  
 information displays in the main school entrance

### Monitoring the Effectiveness of the Policy

Within a three year cycle the effectiveness of this policy will be reviewed by the Headteacher and the Efficiency Committee and any recommendations for improvement made to the Governing Body.

<b>Headteacher:</b>		<b>Date:</b>	September 2015
<b>Chair of Governors:</b>		<b>Date:</b>	September 2015
<b>Policy Number:</b>			



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## HEALTH & SAFETY POLICY

### APPENDIX 1

Accidents & Emergencies	N	Medical & First Aid
Asbestos		New & Expectant Mothers at Work
Asthma		PE Safety Guidelines
COSHH		Physical Restraint
Crisis Management (Critical Incidents)		Photographic & Video Images – use of
Display Screen Equipment		Risk Assessment
Drugs & Alcohol		School Trips
E-Safety (ICT Internet)		Security
Electrical Safety		Slips, Trips & Falls
Fire Safety		Smoking at Work
First Aid		Stress Management
Food Safety		Sun Protection
Head lice		Traffic Management
H & S in the Curriculum		Violence in Schools
H & S Policy		Visitors & Contractors
Health & Well-Being		Working at Height
Lone Workers		Work-life Balance
Management of H & S Regulations		Workplace Environment
Manual Handling		
Medical Conditions & Communicable Diseases		