
THE RIVERBANK SCHOOL



Health and Safety Policy



Introduction

At The RiverBank School we strive to provide every child of the school with an excellent and wholesome education in a comfortable, safe and stimulating environment. Every child of The RiverBank School has a right to feel safe and secure at all times when in school. Our school will therefore strive to ensure that the children in our care are healthy, safe and enjoy emotional well-being.

Aims

Through implementation of this policy, 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.
- Promote the health and well-being of staff and pupils.
- 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.

Roles and Responsibilities

The **Board of Governors** has ultimate control of the school and will therefore

- Decide policy and give strategic guidance on health and safety issues.
- Monitor and review health and safety in the school.
- Ensure that adequate resources for health and safety are available.
- Take steps to ensure that the site, equipment, facilities and systems of work are safe.
- Review and monitor the effectiveness of this policy.

The **Head of School** and the **Heads of Section** are responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to The Board of Governors on key health and safety issues
- Ensure that all staff comply with this policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis



All School Staff will:

- Be familiar with this 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 classrooms or any school facility they use in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff

All pupils will:

- Behave safely and responsibly, in accordance with the school rules and procedures on discipline.
- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions provided by teaching and support staff, especially in an emergency.

Arrangements

At The RiverBank School we recognise that there are a number of key areas which require special attention in terms of health and safety

Fire Safety and Lock Down

Teachers are expected to raise children's awareness about fire hazards and the established procedures for responding to any incidents involving fire. They will likewise educate the children on lockdown procedures and how to respond in the event of a critical incident.

Regular fire and lockdown drills will be conducted to keep children and staff familiar with procedures for safely managing fire incidents and situations requiring a lockdown, including being able to recognise the separate fire and lockdown alarms.

The procedures for fire and lockdown procedures are displayed in all offices and around the school. Fire prevention equipment will be inspected regularly and certified by fire prevention professionals as safe for use.



School Security

The school has a policy for visitors to ensure that movement of visitors around the site does not pose any risks to the health and safety of staff and students. The procedure requires that:

- All visitors to the school must sign the visitors' book at the security post before entering the premises and do the same when leaving.
- Visitors will be given the school's child protection leaflet to read as they come into the school.
- Visitors will wear an identification badge while within the school premises and no visitor will enter any classroom or office without this identification badge.
- Any visitor who is thought to pose a potential threat to the safety of children and staff will be reported immediately to security staff, who will take steps to ensure that this individual leaves the school immediately, contacting the police if further support is required.

Safe Collection of Students

The school maintains strict procedures to ensure that children are dropped off and collected safely. Specifically:

- A duty rota is in place to ensure that dropping off and collection is supervised by staff and only takes place in designated areas.
- Children may only be collected by designated adults.
- Children who are collected late are fully supervised until they are collected.

Electrical Safety

All electrical circuitry and equipment will be inspected and checked annually. No electrical sockets will be exposed in areas occupied by children

Control of Hazardous Substances

The use of hazardous substances in school will be kept to a minimum, which will normally include:

- Cleaning materials. These will be stored safely in a designated area which is out of bounds to students. Appropriate signage will be made available at designated areas during clean up times to avoid accidents or exposure to harmful substances.



- Chemicals used for pest control. These will be securely stored and only used for fumigation purposes at times such as school holidays when staff and students are not on site. Ancillary staff carrying out fumigation will be provided with appropriate protective clothing.
- Chemicals used for science practical work. These will be stored in a secure room, with cabinets used for different categories of chemical.

Personal Protective Equipment will be provided to staff involved in cleaning of the school environment

The school incinerator and septic tanks will be kept at a safe distance from the classrooms and regularly cleaned up

Risk identification of hazardous substances will be carried out prior to any activity involving use of chemicals.

Educational Visits

All children going on school trips will wear school uniform to aid easy identification.

A full risk assessment will be carried out for any activity or trip which involves students leaving the school premises.

Children may only go on a trip if a signed parental consent form has been obtained in advance. On the consent form parents are required to inform the school of any medical condition affecting the child and ensure that the school nurse is given any necessary medication.

A certified first-aiders must accompany the children on all excursions.

The required adult to pupil ratio shall be strictly observed during excursions.

Student Illness

Parents are required to submit a signed medical declaration form at the time of admission. If a child has a medical issue or condition at the time of admission, or develops one subsequently, parents must inform the school of this. If the child is required to take medication this should be given to the school nurse who will administer it at the appropriate time.

The school will provide 24-hour a day medical care to all its staff and students, including provision of emergency transport to a designated local hospital.



Administration of Medicines

- Children are not allowed to take medication in school other than in the clinic and cannot keep medication on their persons. Medicines will only be administered at the school clinic by the school's team of doctors and nurses
- The school will only administer medication with the consent of parents. Parental consent for the administration of medicines must have been obtained prior to admission to the school or when a new medical need arises

Safe Use of Internet

Use of the internet is covered in detail in the policies on Use of Technology. Parents are required to formally consent to their children using the internet in school and children will only surf the internet under adult supervision.

First Aid Provision

The school is committed to providing ongoing first aid training for all teaching staff.

Only certified first aiders will attend to emergencies within the school premises

First aid boxes will be made available at designated areas in the school and regularly checked to ensure they contain the necessary materials.

Food Safety

The school is committed to providing children with food that is prepared and served hygienically and is healthy and nutritious. To ensure this:

- Catering staff will be subject to periodic testing to certify that they are safe to prepare food.
- School lunch is inspected daily and any concerns immediately addressed with the service provider.

Health and Safety of Staff

Staff have a duty to disclose any underlying medical conditions to the Head of School. The school is committed to treating any such disclosure confidentially.

The school seeks to safeguard the health and well-being of its staff and is committed to supporting staff who experience challenges to their health. The school also recognizes the importance of good mental health and encourages staff who are experiencing undue stress at work, or in their personal lives, to inform the Human Resources Manager without delay.

The school has zero-tolerance for violence, threatening behaviour or abuse directed against school staff. In the instance of any such behaviour, the school will deal with it as seriously as possible, and in the interests of the staff member involved. In the event of any serious incident, the police will be informed.



Monitoring of Health and Safety

The Head of Administration will be responsible for health and safety matters and will oversee the Facility Manager in following the health and safety procedures highlighted in this policy.

The Head of Administration will be responsible for keeping abreast of new regulations regarding health and safety and ensuring that the school regularly reviews its procedures with regard to health and safety matters.

The school management will carry out regular risk assessments and health and safety surveys, with the objective of keeping the school environment safe.

This policy will be reviewed annually or more often should the need arise.