



Health & Safety Policy

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An academy within:



“Learning together, to be the best we can be”



1. Introduction

- 1.1. At The Willows School a policy has been developed with the prime purpose of reducing accidents and to improve health and safety in our school. This policy enables employees and children to engage in their daily activities without threat or reasonable fear for health and safety. In addition to The Willows own Health and Safety policy employees follow the Rotherham Borough Council Health and Safety policy.
- 1.2. The named safety officer at The Willows School is Mrs Rachael Booth, but all staff are responsible for reporting and maintaining safety. All potential safety hazards are reported to Mrs Rachael Booth/Mrs Susan Smith (caretaker). A near miss reporting system is in operation for staff to log any potential concerns (book situated in the staffroom).
- 1.3. Our Statement of general policy is:
 - To make adequate arrangements of the health, safety and welfare of the staff and pupils.
 - To provide adequate control of the health and safety risks arising from our activities.
 - To consult with our employees on matters affecting their health and safety.
 - To ensure safe handling and use of substances.
 - To provide information, instruction and supervision for employees.
 - To ensure all employees are competent to do their tasks and to give them adequate training.
 - To prevent accidents and cases of work-related ill health.
 - To maintain safe and healthy working conditions.
 - To review and revise this policy as necessary at regular intervals.

2. Fire Precautions

- All staff are familiar with the fire drill and fire drills are held every half term.
- Fire regulations are prominently displayed at regular intervals in all rooms and corridors.
- The alarm system is tested by Site Manager every week.
- Fire extinguishers are checked periodically by the fire service and are in all rooms and corridors.
- Fire blankets are kept in Specialist rooms.
- The requirements satisfy the Fire Officers recommendations and Fire Officers check layout of the school once a year.
- Staff are trained in the use of fire extinguishers.



3. First Aid

- First aiders are named in the school First Aid Policy. All staff have completed the 4 hour basic First aid training which is renewed every 3 years.
- All prescribed medicines are kept in a locked cabinet in the Office and administered by the appropriate member of staff. A medical register is kept in the medical room and must be filled in by anyone administering medication.
- First aid cabinets containing first aid equipment are kept centrally in the medical room. Clinical waste is to be disposed of in the sanitary bins in the girls' or female staffs toilets.
- It is the responsibility of the parents/carers to ensure that medication sent in is in date and therefore can be used.
- The Head teacher is responsible for ensuring accidents, disease and dangerous occurrences are reported to RMBC and LA.
- The Head Teacher is responsible for investigating accidents.
- Further information can be found in the 'Supporting children at school with medical conditions policy'.

4. Sun Awareness

- At the Willows School we aim to heighten both pupils' and parents' awareness of the dangers of over-exposure to the sun.
- This usually takes place using Class Dojo, email and text messaging.
- The aim of the above is to advise both parents and pupils of good practice when out in the sun e.g. wear appropriate headwear, sun cream, sunglasses etc.

5. Violence At Work To Staff

- Violence at Work to Staff forms are kept in the main office.
- In the event of a violent incident the form should be completed, a copy sent to the LA Office, Emergency Safety Section, RMBC and a copy put on the person's personnel file kept in school.



6. Health And Safety With Reference To The Building

- Floors are inspected regularly and if broken or uneven reported immediately.
- Staff are instructed to wipe spillage of liquids immediately.
- Obstruction of passages and emergency exits is constantly monitored.
- Rough or sharp edges of furniture and defective seating are dealt with immediately.
- Glass – safety glass is used and broken glass is wrapped in newspaper and labelled to be disposed of by the caretaker.
- All rooms storing sharp implements/tools etc. are locked when unoccupied.
- Sharp implements e.g. knives, scissors, tools etc. are securely stored.

7. Smoking

- The Willows School is a non-smoking area (this includes the use of E-cigarettes).

8. Electrical And Mechanical Appliances

- Electrical and mechanical appliances and machines are checked on an annual basis.

9. On The Premises

- Staff are requested to fob in and out of the school building. This should be done throughout the day if they leave school, even if they are returning later in the day.
- Visitors are requested to sign in and out of school and the office request that they wear a visitor's badge.

10. Minibuses

- Minibuses are serviced and checked regularly
- Seatbelts must be worn at all times
- Drivers must have a clean licence and drivers must pass LA minibus test.
- Booster cushions are available for all pupils in accordance with government policy.



11. Hazardous Chemicals

- All toxic and inflammatory chemicals are kept in sealed containers in specific locked storage.

12. Supervision At Break Times

- Care has been taken to ensure break times are adequately supervised.
- Outdoor breaks – Teachers and Teaching Assistants are on duty at break times and lunchtimes.
- Indoor breaks – Staff are to supervise in their classroom.

13. Supervision At Lunchtimes

- There are a number of indoor lunchtime clubs as well as the outside area; sufficient staff are deployed in order to ensure the maintenance of good order and discipline.
- Staff are deployed as appropriate for wet lunchtimes.

14. Transport Arrangements

- Buses and taxis that transport pupils to and from school are provided with guidelines and supervised and directed by The Willows staff.
- AT NO TIME are vehicles allowed to move while children are getting on and off vehicles.
- Staff escort pupils to the bus parking area in the evening.
- The organisation of transport is led by Mrs Zoe Lovatt.

15. Transport

- No teacher is to carry children in their car unless they have confirmation from their insurance company that they are fully covered.
- This confirmation must be shown to E. Worrall in the office.



16. P.E.

- Appropriate footwear and dress must be worn enabling pupils to move about readily and safely.
- No jewellery to be worn in P.E. and games lessons or covered efficiently.
- Apparatus to be checked before use – any defective apparatus removed.

17. Technology Rooms And Vocational Centre

- Protective clothing is to be worn at all times e.g. – aprons, appropriate footwear.
- Safety gloves with appropriate machinery
- Safety glasses, breathing masks when operating machinery.
- See risk assessments specific to safety in Technology Room/Vocational Centre.

18. Science

- See risk assessments for the Science room.

19. Food Technology

- See risk assessments for the Food Technology room.

20. Visits And Outdoor Activities

- All visits and special activities require risk assessments to be carried out and are staffed by experienced personnel.
- The Evolve system is used as per guidelines from the LA.

21. Consultation with employees

- Health and Safety advice from Mrs R Booth, ProActive, Unions.
- Supervision of students undertaken by the Headteacher.