



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

LoK Health & Safety Policy

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Revised by S. Ahmed

		Next Review Date	Sept 2025
Approved By	Position	Date	Sign
Shakil Ahmed	Headteacher	02/09/2024	
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Health & Safety Policy

This policy has been updated following DfE guidance Health and Safety: responsibilities and duties for schools, updated 5 April 2022.

1. Policy statement

In association with the Governing body, the Head teacher will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which the Head teacher exercises control, both on and out of the school premises. Applying the principles of risk management, the Head teacher will ensure that any necessary risk control measures are introduced and maintained. Assisting the Head teacher, two competent persons have been appointed with responsibilities for health and safety in any circumstances, fire safety and first aid. A common sense approach to risk assessment and control should not deter any member of staff from engaging in interesting educational activities.

Teaching, non-teaching staff and pupils will all receive training in fire evacuation procedures and fire prevention awareness. Staff will be trained in the use of firefighting equipment. This training must be clearly appropriate for the age and level of understanding of the pupils (i.e. taking pupils with SEND into account).

So far as it is reasonable, the Head teacher will ensure that staff designated with health and safety responsibilities is competent to achieve the aims prescribed by the relevant bodies.

It is equally the duty of all school staff to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, co-employees, pupils, and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

2. Organisation

2.1 Head teacher's responsibilities

The Head shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of the policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility including visitors to the school. The following points summarise the main responsibilities and duties of the Head Teacher:

1. Ensuring at all times the health safety and welfare of all staff, pupils (including pupils with SEND) and others using the school premise or facilities or services or attending or taking part in school sponsored activities;
2. Ensuring safe working practices and procedures throughout the school;
3. Day-to-day responsibility for all health and safety matters in the operations of the school;
4. Ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role;
5. Ensuring compliance with the procedures of relevant bodies;

6. Ensuring that the school produces an action plan which is kept up to date by regular review;
7. Ensuring effective communications on health and safety matters exist between the school and external safety officer/advisor;
8. Providing Governors with an annual report on all matters affecting health and safety in the school.
9. Ensuring that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken.
10. Ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
11. Periodically evaluating the need for health and safety training of staff and arranging its delivery.
12. Bringing to the attention of the Governing Body any matters of health and safety that cannot be resolved, or are of imminent danger to any person.
13. Ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff.

The Head Teacher will be advised and guided in these responsibilities by specialists appointed by Governing Body.

2.2 Governors

The Governing body will be responsible for monitoring the school's arrangements for health and safety management. This will be achieved by ensuring:

- That health and safety is considered regularly, at least termly, (and more frequently should circumstances require), on the agenda of full governing body meetings, or, responsibility for monitoring the school's health and safety matters can be included in the terms of reference of an appropriate subcommittee, with a duty to report at least termly to the full governing body;
- consideration of the school safety action plan presented annually by the head teacher, to the governing body;
- that adequate resources are available for compliance with health and safety legislation;
- good consultation with employee representatives;
- that a full safety inspection of the site is carried out each year with the full involvement of at least one member of the governing body; periodical review of accident statistics by the governing body;
- regular fire alarm checks and evacuation drills are carried out by the school;
- That any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

2.2 Safety co-ordinator

This person/s will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in other relevant policies.

The person will generally support the Head Teacher in the setting of objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordinator will be responsible for: -

1. Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
2. Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
3. Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed.

2.5 All employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition, all employees:

1. Must use safety equipment or clothing in a proper manner and for the purpose intended;
2. Must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
3. Must work in accordance with any health and safety instruction or training that has been given;
4. Must co-operate fully with the employer and Headteacher;
5. Must not take part in any task for which they have not been authorised and for which they are not adequately trained;
6. Must bring to the attention of a responsible person any perceived shortcoming in our safety arrangements; and have a duty to familiarise themselves with this policy.

3. Accidents and Near Misses – Reporting Procedure

1. All Accidents (and near misses of accidents) to staff should be reported immediately to the Head Teacher.
2. The person who has suffered an injury should be asked to give details to another member of staff, who will record the details on the relevant form. If this is not possible, then the co-coordinator for this policy should gather verbal information from others/witnesses and produce a written report. Signed copies of the report/form should promptly be given to the Head Teacher and governors. A copy must be retained for school files/records.
3. An accident log book will be maintained at the reception area. All incidents should be recorded therein.
4. Voluntary staff, parents, visitors etc. should also follow the above (2) procedure.
5. Any necessary action should be reported to the Head Teacher/Governors.

4. Classroom Safety for Teachers

1. Bags, coats etc. should be stored safely to prevent tripping and obstruction. Aisles, passages etc. should be kept clear.
2. Classroom movement should be controlled taking into account any hazards.
3. Work with potentially dangerous apparatus (scissors, Bunsen burners, gym equipment etc.) should be well planned and explained to the class, and risk assessments should be made if required.
4. Pupils who misuse such objects/apparatus or create a risk to themselves or others must be removed from the lesson at any rate and if necessary from the classroom.
5. Relevant government guidelines should be followed.

5. First Aid

First Aid should only be administered in an emergency; it should also be recorded in the first aid log book. Otherwise the injured person should be sent to a First Aider and also recorded in the log book. (Please refer to First Aid Policy document).

Procedure for Dealing with Ill Pupils

1. Send pupil to office in the first instance. Symptoms and time of arrival will then be recorded at the office. After analysing/dealing with the situation, the pupil will be sent back to class or arrangements will be made for him to be sent home.
2. In the case of a more serious incident, do not attempt to move the person involved. Send for a First Aider. If an ambulance is required, the office should be asked to arrange for one immediately.
3. Medical incidents should be recorded in the medical book at the reception area. Serious incidents must be reported to the Head Teacher and/or Governors.
4. Prescribed medicine brought to school by pupils must be handed in to the office. The pupil is responsible for reporting to the office to take the medication. A letter from a doctor or parent/carer must accompany all medication.
5. All such medication must be labelled with the pupil's name and dosage instructions.
6. All medication/drugs should be kept locked (except for emergency medication that needs to be retained by the pupil).
7. Wherever possible, only daily dosage should be brought into school.