



King David Primary School

Health and Safety Policy

Aims

- a) To ensure, as far as is reasonable practicable, the health and safety of all employees and pupils.
- b) To comply with all relevant health and safety legislation, regulations and codes of practice.
- c) To provide safe and healthy conditions of work.

Responsibilities of the school

- a) To work towards the achievement of these policy aims.
- b) To provide appropriate training, advice, protective clothing, equipment and documentation as is necessary or advisable.
- c) To carry out assessment of risks and endeavour to reduce or eliminate them.
- d) To take note of hazards and accidents and incorporate, as soon as possible, improvements suggested as a result of investigations conducted following such notifications.
- e) To record notification of accidents in an accident book.

Responsibilities of Head and supervisors

- a) To be responsible for the execution of the safety policy.
- b) To be responsible, as far as reasonably practicable, for the safety of all persons working in or visiting the school and for all equipment.
- c) To ensure, in the event of accident, that prompt and appropriate first aid is administered, that further medical assistance is obtained if necessary, that the circumstances of the accident are investigated and reported on, and that recommendations made as a result of an investigation are implemented.
- d) To ensure that the staff are conversant with school procedures for safety.
- e) To ensure protective or appropriate clothing/equipment is used at all times where and when necessary.
- f) To ensure that employees are conversant with the accident/hazard reporting procedure and that notification of hazards is passed to the appropriate person for action.

Responsibilities of employees

- a) To make themselves familiar with and adhere to safety procedures, including the security and fire alarm procedures, evacuation routes and safety aspects regarding out of school activities.
- b) To wear protective or appropriate clothing/equipment at all times as and when necessary, and to report any defects in such clothing or equipment. To ensure that pupils wear protective or appropriate clothing/equipment as and when necessary.
- c) To report all accidents or incidents to the Head, Deputy or Safety Officer and to carry out instructions given by them.
- d) To report all safety and health hazards and machinery defects.
- e) To co-operate at all times on matters of safety.

Responsibilities of Safety Officer

- a) To assist in the assessment and reduction of risk and hazards.
- b) To advise on matters of concern raised by employees and liaise/help in their rectification.
- c) To ensure that a fire drill is carried out each term and any problems reported to the senior management.

Administration

The Safety Officer is responsible for the following:

- a) Reviewing and updating this policy, hazard/accident report procedures and evacuation guidance.
- b) Ensuring compliance with the responsibilities laid down in this policy statement and reporting failure to comply to senior management for sanctions to be applied.