

## Weston Favell CE Primary School

### Health and Safety Policy

(Version 7.0)

Committee/Persons Responsible: Governing Body (Business, Finance and Audit Committee)

Review Date: October 2018

Review Term: Annual

#### Review Dates

Version	Date H & S	Agreed GB	Author	Comments / Changes from prior Version
1.0	9/2/08		JR	Draft policy for review
1.1	12/5/08		JR	Amended after review of Mark Greenings comments (County Health & Safety Advisor)
1.2	27/6/08		JR	Amended Manual Handling / Lone Working and Working at height sections. Addition of Sun safety section.
1.3	21/10/08		JP	Section on Aggression against Staff added
1.4	6/11/09		JR	Section on HIV and Swimming
2.0	27/5/11	14/07/11	JR	No changes but additional procedures will be discussed when the building work is being planned.
3.0	19/10/12	13/12//12	JR	Change of named personnel from Bursar to School Business Manager, Information about Legionella and VDUs has been added.
4.0	23/5/14	Jul 14	JR	Amended and removed elements relating to LA guidance where necessary
5.0	10.15	Dec 15	JR	
6.0	16/10/16	Dec 16	JR	Changes to wording to TA's to meet children on playground
7.0	22/11/17	Dec 17	SA	Change to committee and Governors with responsibility



## Weston Favell CE Primary School

### Health & Safety Policy

#### Statement of General Policy

Weston Favell CE Primary School recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the academy premises or participating in academy sponsored activities. We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore, we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act. High standards can only be achieved with the full involvement of the Academy community. The Head Teacher should be supported with a high degree of commitment from managers, teachers and supervisors at every level. Weston Favell CE Primary School is an academy and part of NPAT partnership. The Academy believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks. The Academy will review the health and safety policy on a regular basis and bring any revisions to the attention of pupils and staff where applicable.

#### Guidelines

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

#### The Governing Body will:

- Decide policy
- Give strategic guidance
- Monitor and review health and safety issues through the Health & Safety Governor and The Business, Finance & Audit Committee, reporting back through the Chair of the Committee to the Governing Body.
- Nominate a representative to undertake a health and safety inspection of the teaching spaces and outdoor areas on an annual basis- Health & Safety Governor.
- Ensure adequate resources for health and safety are available
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work, which are safe, and without risks to health.
  - b) Make arrangements for handling, storage and transportation of articles and substances.
  - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - d) Promote the development and maintenance of sound safety, health and welfare practices.
  - e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
  - f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
  - g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.

h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

**All staff will:**

- Ensure that they have read the Health and Safety Policy and assist in its implementation within their sphere of influence
- Fully support all health and safety arrangements
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Ensure, as far as is reasonably practicable, that their classroom or office is safe
- Use equipment safely
- Ensure, as far as is reasonably practicable, that pupils use equipment safely
- Report situations which may present a serious or imminent danger to the Head teacher or Site Supervisor
- Report any defects and hazards to the Site Supervisor through recording in the book in his office
- Report any concern of abuse to pupils to the Head teacher who is the Child Protection officer or the Deputy Head in the Head teacher's absence.
- Complete an 'Accident/Incident Notification Procedures' form available from the School Business Manager's office, in the event of a significant accident or incident of violence.
- Read the record of medical needs for pupils in school which is kept in all registers. Provide prompt cards for children with very specific needs.

**In addition to this the:**

**The Head teacher will:**

- Be responsible for the day-to-day implementation of school safety organisation
- Develop a culture of safety throughout the school
- Report to Governors on pertinent issues through the Business, Finance & Audit Committee
- Report accidents and incidents of violence to the Business, Finance & Audit Committee on a termly basis
- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfil their duties to co-operate with the policy
- Formulate and co-ordinate safety procedures
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary reporting back to the Business, Finance & Audit Committee
- Ensure relevant staff have access to appropriate training
- Meet with the Site Supervisor on a termly basis to manage site issues
- Report to the Site Supervisor any defects and hazards brought to her attention.

**The Site Manager will:**

- Ensure that he is familiar with the School's Health and Safety Policy
- Conduct a regular health and safety walkabout and inform Head teacher of any issues.
- Conduct termly site check with the Head teacher
- Meet with the Head teacher on a termly basis to manage site issues
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Head teacher and School Business Manager any defects that are brought to his attention. Attempt to rectify any issues and involve specialists if necessary
- Ensure that everything received from the suppliers, machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use
- Test and record the fire bells and fire doors weekly
- Test and record - emergency lighting/radio emissions
- Inform the Head teacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- Maintain a record of hazardous substances used for cleaning and similar purposes

- Ensure emergency exits are clear and rubbish not allowed to accumulate in unguarded areas in or around the school

The **School Business Manager** will:

- Report to the Head teacher and Site Supervisor any defects and hazards that are brought to his attention
- Report to the Head teacher on any financial implications for health and safety issues
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety policy.

**Subject Leaders** will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Midday Supervisors** will:

- Report any health and safety concerns at lunchtime to the Head teacher
- Seek first aiders at lunchtime when required
- Ensure Accident/Incident/Violence notification forms are completed for any serious incidents, file forms ready for sending to NPAT
- Ensure Accident Book is completed, and parents *are informed if child has major* head bumps or marks on the face.

**Pupils** are expected to:

- Exercise personal responsibility for the safety of themselves and classmates
- Observe standards of dress consistent with safety and /or hygiene
- Follow the safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

**Parents** are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

## **Arrangements**

### **Accidents and Incident Reporting**

- Any pupil who has been injured is sent to the Medical Room for the qualified First Aiders to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident book. The member of staff who was supervising at the time of the incident is responsible for ensuring the incident is recorded.
- Parents are contacted if there are doubts over the health or welfare of a pupil
- In the event of a serious incident an ambulance is called and a member of staff or the parent accompanies the pupil to hospital. Parents may be asked to go immediately to the hospital.
- If staff are concerned about the welfare of a pupil, they should contact a first aider. If an injury has been sustained the child should not be moved. A senior member of staff should be informed. All relevant forms to be completed and the LGSS Health and Safety team should be notified in case of admittance to hospital (RIDDOR).
- Staff should complete an accident form for employees (Accident /Incident Notification Procedures) if they sustain an injury at work or have been subject to an aggressive incident. The forms can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay. The form should be sent to the responsible Health and Safety authority (LA at present).

## **Administration of Medicines**

- Our trained First Aiders administer prescribed medicines for chronic or long-term conditions.
- The office administrator, Head teacher or Deputy Head teacher have agreed to administer prescribed medication for short term health conditions
- Medicines are stored in a locked cupboard or fridge in the staffroom. Staff record the time medication is given and sign the record sheet
- Parents give written consent to authorise staff to administer medication
- Medication for asthma is stored in the pupil's drawers or the child's classroom. Pupils are supervised by a member of staff when taking their asthma medication

## **Aggression towards Staff**

- It is the right of all staff and visitors to the school to operate in an environment without being subjected to any form of aggressive behaviour / actions.
- All incidences of aggression towards staff to be documented and held centrally
- A review of these incidences will be held at each meeting of the Business, Finance & Audit Committee and where appropriate further action decided. In urgent cases these may be actioned by Headteacher and Chair of Governors.
- All incidences should be reviewed with a view to highlighting areas for taking a proactive stance, repeat offenders and possible staff training needs.
- Conflict resolution training to be offered where necessary or requested by staff.
- In cases of parental disputes – follow up meetings to be offered to enable structure / content of dispute to be clarified and discussed rationally. Where necessary a 3<sup>rd</sup> party from the school maybe included.
- In cases where resolution of parental disputes is not possible at follow up meeting then the formal complaints procedure should be offered.

## **Asbestos**

There is currently no asbestos on this site.

## **Communication of Information to Users of the Premises**

- Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the School Business Manager.

## **Control of Hazardous Substances**

- The site supervisor completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.
- The use, storage and storage of Hazardous substances are in accordance with the COSHH assessment.
- Information, instruction and where appropriate training in the use of such substances should be provided

## **Cooking**

- Cookers should not be used without essential fire precautions being immediately available eg. Fire blanket, fire extinguisher.
- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

## **Educational Visits**

- The Headteacher is the Educational Visits co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have access to a copy on the intranet.
- Our procedures are based on the LA's Guidance Documentation.

### **Electrical Testing**

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

### **Evacuation of the Building**

- Fire exits are clearly labelled
- Plans showing fire drill procedures are displayed by the door of each classroom and teaching space
- Fire bells and doors are tested weekly by the Site Supervisor
- Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency
- A fire drill is practised regularly (min of 3 times per year) and reported by the Head teacher to the Governing Body via the Business, Finance & Audit Committee.
- Fire appliances are checked annually
- Specific arrangements are in place for pupils with specific needs

### **First Aid Provision**

- The Head teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Their names are displayed in the Staff room.
- First Aid is administered in the Medical Room
- Portable First Aid kits are taken on educational visits and are available from the Medical Room
- A qualified first aider will go on any educational visit
- The Health and Safety representative (HLTA) will ensure the maintenance of the contents of the first aid boxes and other supplies
- All staff will be trained in any aspects of first aid deemed necessary eg. Asthma, epilepsy, the use of an epipen.

### **Head Injuries**

- For all head bumps a sticker is issued and teachers informed so children can be monitored for the rest of the day. For more significant injuries, parents are informed of a head injury by phone call. A letter outlining the injury and symptoms to look out for is sent home.

### **Head Lice**

- If eggs are noticed in a pupil's hair a letter is sent home informing the pupils' parents
- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.

### **HIV**

- No person must treat a pupil who is bleeding, without protective gloves
- Protective gloves are stored in the Medical Room and all 1<sup>st</sup> aid boxes.

### **Hot Drinks**

- Staff should ensure that they only transport hot drinks around the school when it is quiet in the corridor areas. Hot drinks should only be transported into classrooms and other teaching spaces including on the playground during school times in an insulated cup.

### **Jewellery**

- Pupils are only allowed to wear stud earrings and watches
- No jewellery is allowed to be worn during PE

### **Legionella Testing**

- We use the services of an approved company to test our water quality

### **Lone Working**

Should be avoided where possible but where this is not possible the following procedures should be undertaken.

- Staff should alert the Site Supervisor that they are staying late (after 6pm).
- In all cases of lone working members of staff must inform at least one colleague, family member and / or spouse as to their whereabouts.
- Staff should not undertake any potentially dangerous activities when working alone eg use power tools or be working at height.

### **Manual Handling**

- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.
- Access to Health & Safety courses will be made available to the site supervisor and anybody else who wishes to attend.
- Further information can be found on the council health & safety website

### **Movement around School**

- Pupils should walk around school and stand in single file when waiting
- Pupils should not remain unsupervised in classrooms. Although small groups of children may be given special permission to complete a task at specific times.

### **On Site Vehicle Movements**

- Car parking is separate to the areas accessed by the children
- Contractors come onto the car park when loading/unloading equipment. Access to the kitchen can only be gained by contacting a member of kitchen staff to open the gate for them
- In exceptional circumstances cars may be present on the playground during playtime, the area is supervised by a member of staff and cars remain stationary until all pupils are clear of the area.

### **PE Equipment**

- Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.
- PE equipment is subject to pre-use checks by the adult in charge of the class.
- The trim trail equipment is subject to regular routine inspection and maintenance – to ensure that it is safe for use.

### **PE Safe Practice**

- Guidance on safe practice in PE is detailed in 'Safe Practice in Physical Education, School Sport & Physical Activity' held by each teacher

### **Playground**

- The playground is zoned for different activities – football, supervised sports, quiet area, adventure trail
- Staff actively encourage pupils to play safely and discourage fighting or rough games
- Four members of staff supervise the playground during morning playtime
- One member of staff or Midday supervisor should closely supervise the Trim Trail or slide when they are in use
- Parents have been advised that the Trim trail and slide are for supervised school use only.

### **Pregnant Workers and Nursing Mothers**

- The Head teacher will carry out a risk assessment in accordance with the Health and Safety advisory group (currently the LA).
- Appropriate action will be taken to ensure staff are not exposed to any significant risks.

### **Risk Assessments**

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing.

It will be the responsibility of the Head Teacher, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

The Academy will follow the guidance contained within the Northamptonshire Health and Safety Guidance Notes for Academies.

### **Safe Stacking and Storage**

- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

### **Security**

- Details of school security can be found in our Security Policy.

### **Site Inspections**

- The site supervisor inspects the site as part of his daily routine.
- Urgent matters are referred to the Head teacher or School Business Manager and actioned ASAP
- More routine matters are discussed at the termly premises meeting between the Head teacher, School Business Manager and the Site Supervisor and actioned accordingly.
- The Head teacher and Site Supervisor inspect the site on a termly basis
- The Head teacher, Site Supervisor and Health and Safety representative conduct a termly health and safety review and report back to the Business, Finance & Audit Committee
- The Head teacher conducts Risk Assessments on an annual basis or as and when necessary
- All significant matters are reported to the Health & Safety Governor and Business, Finance & Audit Committee.

### **Slips, Trips and Falls**

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other adults should report any conditions considered hazardous, eg. uneven surfaces, holes, wet/slippery surfaces, worn carpets, trailing cables to the Head teacher or Site Supervisor.



## **Smoking**

- This is a non-smoking site

## **Sun safety**

- Children are encouraged to wear a hat at breaktimes when the weather is warm.
- Sun lotion can be sent into school and applied by the children themselves, or applied by parents before school starts.
- Children are encouraged to drink water regularly throughout the day and water is always available.
- During hot weather, children are encouraged to play outside in the shade; in days of extreme heat the children will not be allowed outside or breaktimes will be shortened to reduce the risk of sunburn.
- Opportunities are taken to educate the children of the dangers of too much sun and the precautions they should take

## **Swimming**

- We use either a school pool or Trilogy pool for swimming lessons and follow the LA's Policy Guidance Note
- Swimming instruction is provided by qualified swimming instructors and members of school staff.

## **Supervision of Pupils**

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times
- A member of staff should meet the class on the playground in the morning.
- Staff should be punctual in collecting pupil from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure displayed on the School Office notice board should be followed.

## **Transporting Pupils**

- Staff should gain written parental permission for children to be transported in either staff or parents' cars or the minibus. All staff are covered by a blanket car insurance and staff need to ensure that all parents transporting children have a suitable insurance.

## **Working with VDUs**

- We follow the procedures described by the Health and Safety Executive to ensure members of staff or pupils are not at risk from using the VDUs.

## **Working at Height**

- Staff and other supervising adults should use stepladders when working at height, eg. displaying work. Chairs and table should not be used for this purpose.
- Stepladders are located in the cleaning store, outdoor store and Site Supervisor's office.
- Access to Health & Safety courses will be made available to site supervisor and anybody else who wishes to attend.
- Further information can be found on the health and safety advisory website (currently the LA).

## **Review of Policy**

A review of the policy will be undertaken annually by the Business, Finance & Audit Committee. Any amendments or updates will be reported to the Full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.