



EVERTON HEATH PRIMARY SCHOOL

HEALTH & SAFETY POLICY

March 2018

Reviewed by Compliance Committee on:

Approved by Governing Board on:

Signed.....

Nabeel Mardi (Chair of Governors)

Signed :

Aileen Russell (Headteacher)

Date to be reviewed: September 2019

Health and Safety Policy

Introduction

The Governing Board (GB) believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The GB is committed to:

- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.

- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

Responsibilities of the GB and Headteacher (HT)

The GB and HT will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this school are met. Therefore all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children, visitors and anyone else who may be affected by the schools activities.

The GB and HT expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.

The GB and HT will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:

- maintenance of plant and equipment in a safe condition and
- without risks to health electrical equipment to be tested regularly.
- this takes place in the form of an annual PAT testing.
- adequate arrangements for avoiding risks to health in the use, handling, storage and transport of equipment, articles and substances for use at work.
- the provision of sufficient information, training, instruction and supervision as is necessary to ensure, the health and safety of all.
- a working environment without risk to health, including safe access.
- employment of staff who are competent for the work in which they are engaged .

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to tools or equipment.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Headteacher.

General Health and Safety Arrangements

- When contractors are on site they are expected to follow school safety procedure. The HT or Office Manager will liaise with contractors as appropriate.
- A termly check will be carried out by a co-opted Governor and the Health and Safety Co-ordinator to monitor the upkeep of buildings and grounds and a report will be written detailing findings.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures. A Health & Safety Information Board is in the school office - all new staff and visitors are advised of all the fire exits in the school and meeting points.

Monitoring and Review of Health and Safety Arrangements

The GB, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe. The termly check will be used to prioritise need and to inform planning.

The site maintenance record book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis. Each class will report any health and safety concerns to the HT.

The Health and Safety co-ordinator will carry out termly monitoring to assess any problems arising and report to the HT.

Monitoring by governors will be via a report and throughout the year via the HT's Report.

The policy will be reviewed at any time on request from the governors, or at least annually.

School Grounds

Parents are requested not to bring their cars onto the school site.

Parents collecting children who are injured or unwell should sign in/out appropriately giving time and date.

Dogs are not allowed on the school premises without **specific** permission. (Exception of guide / assistance dogs).

The school adhere to a no smoking policy. No member of staff, visitor, volunteer or parent are allowed to smoke on school premises.

Management of Asbestos

The school keeps an asbestos log book in the school office that contains all relevant information. Report findings are kept with the LA. Since November 2011, the online

Asbestos Frontline Data now supersedes any previous Asbestos Log and adheres to the Management of Asbestos.

Equipment

Any equipment in school should be used safely and for its intended purpose only.

Fire fighting equipment and alarm systems are maintained via annual contract inspections.

PE equipment is maintained via an annual contract inspection.

Hazardous substances, such as glazes, cleaning materials, etc, are kept secure in appropriate storage areas.

The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in PSHE, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about electricity, hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons, in particular the importance of warming up, cooling down and why we do this.

We do not allow children to wear jewellery in our school on health and safety grounds.. We ask parents not to send their children in with these on PE days, but if they do the children are asked to remove these before PE and games. If they are unable to do this the parent must provide the children with tape to cover the ear-rings with themselves if ears have recently been pierced. We also ask any parent/carer who wishes their child to keep their ear-rings in the PE lessons, to sign an Indemnity Form.

PE - All children and staff will change into suitable clothing for the activity in which they will participate.

Children also receive both drugs education and sex and relationship education (see the relevant policies).

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Food within school

Our school promotes a healthy lifestyle. Fruit is readily available to children from 3-7 years old.

Subsidised milk is kept in a fridge; fruit and vegetables for Foundation and Key Stage One are stored in fridge provided.

School meals are brought in. The oven is put on at 11.30am, to ensure that food stays hot until service at 12.15pm.

School security

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. All staff members wear identification badges at all times.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the HT immediately. The HT will warn any intruder that they must leave the school site straight away. If the HT has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police and follow, if required, the disaster recovery plan.

Caretaking and Cleaning

Caretaking of the school is managed by a site agent before and after school hours. All cleaning products are stored in a separate room outside of the main school building and this room is kept locked during the school day.

Lone Working

Occasionally staff work alone in the building but are expected to have access to a mobile telephone at all times. Where possible all doors are kept locked for safety.

Health and Safety of children (including First Aid)

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the HT before that particular activity next takes place. Where necessary, they must also check risk assessments are in place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. We keep a first aid box in the office and are carried with us for any additional activities.

The school has trained first aiders, including teaching assistants and lunchtime supervisors.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary / HT will telephone for emergency assistance.

Disposable gloves should always be used when dealing with blood and disposed of appropriately.

First Aid boxes for school visits are stored in the office as well as other items required to be on hand during a journey.

Lunchtime supervisors have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head a trained first aider should be called and if causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class . Any bumps to the head area - parents are informed via phone / in person of any minor bumps to ensure that parents/carers keep an eye on children when they come home from school. Head injury letters are also issued.

We record in the school logbook all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. Please refer to the safe handling policy.

Major accidents to children must be reported and a record kept in the accident book, and the online assess will be completed to raise any Riddor queries.

Medicines

Please see the Administration of Medicines Policy.

Allergies

Information about children who suffer from an allergy will be displayed in the school office with cause of allergy, what to do and a photograph. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children in their class. All members of staff receive training from the school nurse every 2 years to be able to administer adrenaline via Epi pen when necessary.

Fire and other Emergency Procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held regularly. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, testing of the fire alarm system and emergency lighting.

For Fire Drills/Evacuation a long, continuous bell is heard. All staff, children and visitors need to evacuate the site immediately and meet on the school hard playground area.

For a complete site lock down then 10 short door chime bells will be heard. The whole school will meet in the hall and all exits will be secured. A mobile phone, land line and first aid kit will be in the area.

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Educational Visits).

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Please see the E-safety and Acceptable use policy.

Theft or other criminal acts

The teacher or HT will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police.

Violence

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

The Health and Welfare of Staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the HT without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

In accordance with the Regulations for Manual Handling, the school will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the school will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable.

Safety Committee

The H&S Committee consists of the HT and a minimum of 2 governors.

School Transport

When transport is required to attend school events there is a named driver (usually a teacher from the middle school) of the school minibus. The driver (if not a teacher) will have had all security checks required by the county council.

Swimming

The school staff have been trained for teaching swimming and the use of the pool. Poolside attendants are always used and a first aider is on site when it is in use. Daily testing of the pool is performed by a trained member of staff before the children enter the pool. The appointed swimming pool contractor is responsible for the commissioning and day to day running of the pool.

Visitors

Visitors to the school are asked to sign in upon arrival and issued with a badge. Regular visitors are required to submit a DBS clearance.

Work experience students / Trainee teachers

Students who visit the school are required to read the staff handbook and staff code of conduct to inform them of any necessary instructions regarding safeguarding, risk or fire drills. The students are monitored and supervised by school staff.

H & S Responsibility Model

ORGANISATIONAL CHART