



OXFORD DIOCESAN  
BOARD OF EDUCATION

Lewknor Church of England Primary School

# Health & Safety Policy

Revised May 2018

To be reviewed 2020

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## **OBJECTIVES**

To ensure that the school complies with the Oxfordshire County Council Health and Safety Policy in the implementation of the Health and Safety at Work Act, to establish so far as is reasonably practicable a safe environment throughout the school.

To promote good practice and to seek out and eliminate bad practice.

To establish and maintain safe working procedures among all persons using the school.

To teach safe practice and awareness of obvious, presumed and anticipated hazards.

To develop a health and safety awareness among all staff and visitors both on and off the school premises.

To provide adequate training for employees.

To prevent accidents and cases of work-related ill health.

To develop effective inspection and monitoring procedures by the Headteacher, Governors and the Health and Safety Co-ordinator.

To carry out risk assessments before activities.

To review and revise this policy at regular intervals.

## **RESPONSIBILITIES**

The Headteacher is the Senior Safety Manager. In her absence she will ensure that a deputy is able to act with her full authority on all day-to-day matters. In practice, this responsibility will lie with the Finance Officer, Karen Wackett, or in her absence, with the most senior (in terms of continuing length of service) teacher on the premises (Kirsty Wakefield).

During lunchtimes, responsibility for health and safety of children rests with the teachers who must make sure lunchtime supervisors are aware of, and carry out their duties. During wet playtimes the teacher or TA will remain with the class. However, teachers must allow TAs time out of the classroom later for a break.

All staff are required to take reasonable care of themselves and others while at work.

The safety of children on school premises is usually the responsibility of the teacher in charge of them at any particular time.

All staff should be familiar with the contents of this document and share joint responsibility for their implementation.

All staff should be aware of special arrangements that need to be made regarding the health and safety of children and adults with special needs

All contractors and sub-contractors on the site should wear distinctive identify badges, discuss their planned activities with relevant members of staff and carry out all work according to their own, the school's and OCC Health and Safety policies.

## **DUTIES**

### **Headteacher and Finance Officer**

Will support actively the Oxfordshire County Council Health and Safety Policy in its entirety within the school, using any means within their power to ensure, as far as is reasonably practical, a safe working environment for all employees, pupils, students or any other visitor to the establishment.

### **Class Teachers and Teaching Assistants**

Will support actively the Oxfordshire County Council Health and Safety Policy in its entirety within their area of responsibility.

Will take suitable action within their class whenever Health and Safety circulars and instructions are received.

Will report to the Head on any matters of safety which are causing concern within their classrooms, cloakrooms and elsewhere in the school, or in the grounds.

Health and Safety will be a standing item on staff meeting agendas.

### **All Employees**

Will make conscious decisions that safe working methods only are used and that taking risks can injure any person within range.

Will be alert and watch out for hazards which will affect themselves and others, and report any defects.

Will observe safe standards of behaviour and dress

Will be immediately responsible for the safety of themselves and the pupils.

Will observe safety codes when they apply.

Will use and not intentionally misuse, neglect or damage, nor interfere with, things provided for the safety and health of any person using the school.

Will know where the Health and Safety files are kept and are aware of their list of contents.

### **Governors**

Will carry out an annual inspection of the premises, and report any defects.

Need to prioritise Health and Safety matters so that the major decisions form part of the school's Development Plan.

Governors are deemed to be controllers of premises outside school hours.

## **ARRANGEMENTS**

### **Fire**

In the event of a fire being discovered by any member of staff, the alarm should be raised at once.

On hearing the alarm (continuous ringing bell), if possible, close all doors and windows. Evacuate the building, using the escape route signs in each room. All classes, staff and visitors assemble in the playground beyond the five-bar gate and registers are called. The building should not be re-entered until such instruction has been given by either a senior member of staff, or, if the Fire Service has been called, the Senior Fire Officer.

The senior member of staff on the premises at the time of the alarm being sounded, will call, or give instructions to call, the Fire Service using the 999 emergency service.

Small fires may be tackled using the equipment provided at strategic points around the buildings, by an adult on the premises. This should not be undertaken at the risk of their own or the pupils' safety.

During organised school activities on school premises outside normal school hours the senior member of staff on the premises will be responsible for the implementation of these emergency procedures. Should no member of staff be present, the responsibility becomes that of the person organising the event, or a person nominated by the Head.

Fire drills, either forewarned or not, will be carried out during school hours at least once each term and details recorded in the Fire Precautions Log Book and on the office wall display. The results of these drills will be reported to the governors.

Teachers and adults on the premises should take it in turns to carry out fire drills so that they are familiar with the procedures, should senior staff be off the premises in a real emergency.

Fire notices, giving concise details of emergency procedures, will be maintained near the main entrance and in each classroom.

Safety circulars, issued from time-to-time by OCC, relating to fire regulations, will be circulated to all members of staff and will be deemed to be part of this section of this document and may over-ride any of the above statements where appropriate.

### **Accidents and Sudden Illness (Pupils)**

Any accident which is serious (requiring treatment by a doctor or at hospital, or where a parent has to be informed of the injury), will be recorded on the standard reporting form available on the OCC internet. DC will complete the form, while the person in charge of the injured pupil at the time of the accident should validate it.

In the case of accident or illness to a pupil deemed serious enough to take a child to a doctor or hospital, the pupil concerned will not be allowed to leave the premises unaccompanied. The child's parents will be contacted as soon as possible and are expected to take responsibility for the child as soon as they arrive at school, surgery or hospital. If an ambulance has to be called, a member of staff will accompany the child. The senior member of staff on the premises at the time of the incident may delegate, to an adult named on the school's admission form, the responsibility of accompanying the child if the parents cannot be contacted. However, that member of staff is still deemed responsible for the welfare of the child while off the school premises receiving treatment, unless permission is given by the child's parents or guardians for the delegation of escort duty. Any such permission received by telephone must be logged.

Safety circulars, issued from time to time by OCC, relating to accidents and sudden illness (pupils) will be circulated to all staff and will be deemed to be part of this section of this document and may over-ride any of the above statements where appropriate.

### **Accidents and Sudden Illness (Staff)**

Any accident occurring to staff should immediately be entered in the Accident Book kept in

the First Aid drawer in the school kitchen. Serious accidents should be recorded on the standard reporting form available on the OCC internet. If the accident appears to have been caused through a defect in the school buildings or equipment this must immediately be reported to the Head, who will ensure that appropriate remedial action is taken without delay.

Should any accident or illness prevent a teacher from fulfilling his/her duties these must be transferred to another qualified person. This may involve doubling up, splitting classes or putting a TA in charge.

Safety circulars, issued from time to time by OCC, relating to accidents and sudden illness (staff) will be circulated to all staff and will be deemed to be part of this section of this document and may over-ride any of the above statements where appropriate.

### **Supervision of Pupils – Break and Lunchtime**

Pupils are supervised by two members of staff during the mid-morning break and lunch time break. A rota of duties is displayed on the school noticeboard in the intervention room. Staff on duty will join the pupils on the playground as soon as possible after the beginning of break and supervise their play. Teachers and TAs will ensure that pupils walk into school in an orderly fashion at the start of the day and at the end of each break.

At wet playtimes, the teachers must ensure that their classes are adequately supervised.

Pupils are supervised by paid supervisors during the lunch break. Supervisors are responsible to the Headteacher or, in her absence, to the member of staff who is second-in-charge (Kirsty Wakefield). If both the Head and the second-in-charge staff member are absent then supervisors are responsible to the most senior teacher on the premises.

Playground supervisors do not allow pupils to undertake any activities which are obviously hazardous, eg:

- ✓ Use the climbing equipment in unsuitable shoes, ie, high heels, or in wet weather
- ✓ Leave the school premises except under direct supervision from an adult
- ✓ Give piggy back rides
- ✓ Throw, kick or swing any object other than a ball, quoit, rope, etc in an organised game
- ✓ Climb fences
- ✓ Play with sharp or combustible materials
- ✓ Play in any manner which may result in injury.

Safety circulars, issued from time to time by OCC, relating to supervision of pupils will be circulated to all staff and will be deemed to be part of this section of this document and may over-ride any of the above statements where appropriate.

### **Supervision of Pupils – Lesson Times**

Pupils are normally supervised by class teachers. It is not always practicable for all pupils in the class to be within the direct supervision of the class teacher throughout a lesson period. However, the class teacher knows at all times where each pupil is and what he/she should be doing. Pupils do not leave the classrooms or school premises without permission from the teacher, unless supervised.

### **School Trips**

Written parental permission will be obtained to take pupils on a school trip and the teachers will ensure that there is the correct ratio of adults to pupils. For trips further afield (eg residential), parental permission is obtained and the OCC guidelines complied with, regarding pupil/adult ratio, transport, accommodation and activities.

Appropriate risk assessments are made and relevant forms completed.

### **PE and Games**

Adequate precautions are taken by the adult in charge to reduce to the minimum injuries which may be caused by pupils falling from PE equipment during lessons. All PE lessons are closely supervised by the adult in charge and children are made aware of the potential dangers.

Pupils should be suitably clothed for PE and games. They must not wear jewellery or watches. Hair should be tied back if long enough to do so.

Pupils are under no circumstances allowed to climb PE equipment in the hall when it is in a storage position, nor are the pupils allowed on the equipment until given permission by the teacher.

PE equipment is checked regularly by designated contractors.

## **EQUIPMENT**

Equipment used by pupils at any time, in or out of school in connection with lessons or school activities, will only be used for the purpose for which it was designed, and must be in a safe condition.

Craft or woodwork tools will only be used by pupils under the direct supervision of an adult who must ensure the pupils are trained in their safe and correct use.

Power tools, including wall staple guns but excluding the hot glue gun, will never be used by pupils. When adults are using these, stringent precautions will be taken to ensure the safety of the operator and other persons in the vicinity.

Cooking equipment used for lessons will at all times be under the direct supervision of an adult who understands the correct use of the equipment. Pupils will be made aware of the potential dangers of such equipment and its correct use, as part of their training.

Staff should not climb on furniture to reach high boards or equipment. Ladders should be used.

The cleaner will ensure that all the cleaning equipment and fluids are stored safely.

Electrical equipment is adequately maintained and is regularly checked by contractors.

Safety circulars, issued from time to time by OCC, relating to equipment will be circulated to all shareholders and will be deemed to be part of this section of this document and may over-ride any of the above statements where appropriate.

## **PUPIL TRANSPORT**

Pupils who cycle to school must store their bikes safely within the school grounds.

Parents collecting / delivering pupils should not drive into the school grounds. They should exercise great care when driving in the vicinity of the school. Staff and governors encourage them to park in the pub car park.

Car access to the school is only available to staff and visitors on school business and every care will be taken to avoid accidents.

All pupils and parents are asked to enter the school grounds via the school gate, unless authorised to use an alternative entrance.

The safety of pupils travelling by hired coaches is the responsibility of the driver. Adults supervising children on coaches will ensure that the driver is not distracted and that any instructions given by the driver regarding the safety of the passengers are carried out immediately.

Adults, whether teachers or others, who transport pupils in their own private vehicles will ensure that adequate insurance cover is provided for passengers, and that all conditions under which such cover is provided are strictly adhered to. In particular, a private vehicle should not be loaded in excess of the number of passengers for which it was designed. School staff should note that in order to carry pupils as part of their duties they should have insurance covering business use of their vehicles. Children should not be seated in the front seat of the vehicle unless absolutely necessary. Adults will ensure that children are using their seat belts.

Children must be 135 cm tall or 12 years old before using only a seat belt. Smaller children must use booster seat cushions.

Safety circulars, issued from time to time by OCC, relating to pupil transport will be circulated to all staff and will be deemed to be part of this section of this document and may over-ride any of the above statements where appropriate.

## **CONTRACTORS ON SCHOOL PREMISES**

The Headteacher and/or finance officer will ensure that contractors and sub-contractors:

- ✓ Discuss their planned activities
- ✓ Discuss the health and safety issues involved, and the measures they will take to ensure the safety of all users of the site
- ✓ Wear distinctive form of identification
- ✓ Carry out all work according to their own and the school's health and safety policies policies

Self-financed building work, engineering and ground improvement projects should adhere to OCC guidelines.

## **HIRING OUT OF SCHOOL PREMISES**

Governors are deemed to be controllers of the premises outside school hours. All hirers must complete the school's hire form.

## **SPECIAL NEEDS AND DISABILITY**

- Children with special needs have access to all areas of the school.
- Those with impaired vision, hearing, understanding and mobility should have a trained adult with them for most or all of the time depending on the degree of disability.
- These adults and the class teachers should ensure the safety of these children at all times, making sure they are included in fire drills, and carrying out class activities with safety in mind.
- Able-bodied children are encouraged to 'look out for' the disabled children, to help them and call for an adult if there is a problem.

## **SMOKING**

Smoking is not allowed on the premises.

## **WORK EXPERIENCE**

Those on work experience will receive induction training. This provides general health and safety information as well as the procedure of what to do in an emergency.

Class teachers with whom the student is working ensure the student is aware of emergency exits and procedure for fire drill.

Students are encouraged to think of health and safety issues when planning for the children's activities and to note these on their written plans.