



## **Oxley Park Academy Health & Safety Policy**

### **Aims**

Oxley Park Academy has high expectations of and for its staff and pupils. Pupils and staff are encouraged to do this by following the school motto-“Dream, Believe, Achieve- Together”

We therefore aim to:

- Educate our pupils to become independent learners;
- Provide a stimulating, challenging and caring environment;
- Share an enriched curriculum which ensures continuity, progression and opportunities for all our pupils;
- Engage pupils actively in all stages of the learning process;
- Work with families to prepare pupils for life within and beyond our community;
- Motivate and inspire our pupils to reach for the stars;
- Ensure the safety and enjoyment in learning of all our pupils.

These aims are achieved through all school policies and schemes of work. It is realised through effective working partnerships between staff, pupils, parents, governors, other schools, the Local Authority and the wider community.

### **The definition of premises for this establishment is:**

The building and grounds of Oxley Park Academy, including the “Wacky Woods”, car park area and front of the building - all contained within the school fencing boundary.

### **Context**

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in workplaces.

The Governing Body will ensure compliance with all current and future Health and Safety legislation appertaining to educational establishments. Schools must ensure that the guidance already issued to schools regarding the COSHH (Control of Substances Hazardous to Health) Regulations is complied with.

This policy is designed to ensure that the Governing Body, through its delegated powers, promotes, establishes and consolidates such measures as are reasonably practicable to foster the safety, health and welfare at work of employees, children and all other users of these premises. It is based on the Health and Safety at Work etc. Act and EC Directives.

### **Responsibilities**

a. The following is a representation of the recommended organisational structure within the school.

The Governing Body accepts the responsibilities to:

- Draw up procedures for areas to be reviewed annually
- Arrange for staff to receive information
- Arrange for staff to receive appropriate training
- Check regularly that procedures are being followed
- Take any necessary action

**All categories of staff have**, a responsibility to complete the necessary Health and Safety reports as required

- Check that areas are safe before commencing activity
- Check equipment is safe to use
- Ensure safe procedures are followed
- Use protective equipment as required
- Report defects to Health and Safety Committee or senior staff as defined in school structure
- Encourage children and visitors to understand and comply with Health and Safety requirements as
- appropriate

**Pupils and visitors** should be made aware of their responsibilities. It is expected that each person will conduct themselves at all times in a manner which shows regard for the health, safety and welfare of themselves and others.

It is the duty of all people within the school to raise children's awareness of Health and Safety matters affecting themselves and others.

### **Risk Assessment**

A risk assessment (termly walk-around) regarding tenant responsibilities will be carried out termly by The Health and Safety Committee in order to comply with current and future legislation.

### **Visitors and Occasional Users of the Establishment**

The Governors acknowledge their duty of care to all visitors and users of this establishment including those hiring the premises and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.

### **Exit or Fire Exit signs**

These are clearly marked and all areas/rooms have emergency evacuation notices displayed. Anyone raising the alarm for evacuation needs, if possible, to inform a senior member of staff of the nature of the emergency. This person will then call the relevant emergency services.

**The Fire Alarm is tested** weekly by a trained member of the Facilities Team.

**Evacuation and Invasion practices** are carried out at least half termly.

### **Arrangements for the Supervision of Children**

#### *Beginning and end of school day*

Children are the responsibility of their parents until handed over to staff. Staff will send a child to meet their adult on the playground at the end of the day. The parent of any child being collected by an adult other than the usual collectors should notify the school in advance.

### *Breaks and Lunch times*

The Principal or nominated representative has overall responsibility. A rota ensuring good supervision is planned and in place at all times. Teaching assistants with first aid training wear first aid pouches at all times to administer minor first aid. If further investigation is required this is referred to the First Aider in the main office.

Lunchtime Supervisors are employed to supervise the dining room at lunchtime. The enrichment manager who line manages them, meets with the supervisors fortnightly to ensure that there is effective communication regarding children and the school environment.

Specialist Sports Coaches follow school procedures and are employed by the school.

### **Medication**

Generally, the school can only, in exceptional circumstances, take responsibility for medicines and their administration. (The school medical officer has advised us that in almost all cases, doses can be adjusted to avoid the school day period.)

There are two reasons for this policy:

- the risk that a child may take the wrong medicine or an incorrect dosage.
- staff should not have the responsibility, nor liability for administering medicine.

In the case of long-term, chronic medical conditions, (e.g. diabetes, asthma) the school will make the necessary arrangements for children to receive the medication they require.

Parents of any children who have to take medication during the school day have to complete a form relating to dose etc. and file it in the office.

All medication, apart from inhalers, is to be left in the school office. When taking medicine children should be witnessed by a member of staff who then records the dose & time in the medical file in the school office.

If this presents a problem for parents, they are invited to discuss it with the Principal. Our objective is to safeguard children's health and safety.

### **Illness & Injuries**

Children should not be sent to school if there is any doubt about their general health. If children have been sent home because they are sick please keep them at home until they have had 48 hours free from sickness.

If children suffer bumps to their heads whilst at school, parents are given a letter informing them at the end of the school day. When the bump is more serious parents are contacted to collect their children from school.

### **Sunshine**

During the warmer sunny weather all pupils are encouraged to bring sunhats and we provide sunscreen to school for protection. This is also done when children are out on educational visits.

### **Doors**

Most school doors for the younger children are fitted with finger protectors to avoid unnecessary injuries.

## **Glass**

Unless there is a specific need glass objects, including cups, should not be used in the teaching areas. Any broken glass should be placed in a marked separate container, not the normal waste bins, in order for the premises officer to dispose of it.

## **Specialist areas**

The Governing Body acknowledge and agree to comply with guidance circulated regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

The Governing Body has identified the following items of equipment as requiring servicing or inspection at the frequency specified:

### *Item Location Frequency of Inspection*

PE Equipment Hall annually  
Electrical equipment All areas annually  
Fire Extinguishers All areas annually  
Fire Alarm System All areas weekly and annually  
Intruder Alarm All area quarterly  
Security Cameras All areas annually  
Boiler house annually  
Emergency Lighting Internal and External annually  
Legionella Check Water System termly

The Facilities Manager is designated to co-ordinate safety inspections.

The following areas of the school curriculum resources are identified as potentially requiring additional attention within the inspection of establishments:

- Technology
- Science
- Art & Design
- Physical Education

The Governors have delegated responsibility to monitor these areas to the subject teams and to provide specific reports on these issues when required

## **Offsite Activities**

The Governing Body has read and agrees to comply with the guidance relating to Conduct of Outdoor Pursuits, Use of Minibuses by Schools & Educational Visits & Journeys. The EVC leader is the Curriculum Enrichment Manager.

The Governing Body (or the Chairman acting on the Governors' behalf) must give approval to any visits. The Governors have agreed that all members of staff driving a minibus for school purposes must have taken and passed a proficiency test.

The Governing Body requires that the Principal receives a risk assessment form related to all school visits prior to it taking place.

## **First aid**

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified an appointed person/people to ensure that the establishment has first aid cover at all times. Teaching assistants have received training and wear First aid pouches when on duty to administer minor first aid. If the injury needs further investigation or treatment the child should be taken to the **First aid bay in the school office for further checks.**

First aid pouches carried by fully qualified first aiders are marked with a white cross on a green background. It is the responsibility of Miss Dawn Poizat to maintain the first aid boxes in accordance with the regulations. TAs should replenish their pouches from these boxes. These will be checked and signed off weekly.

**First aid Certificates** are on display in the First Aid Bay.

All staff are trained annually on the administration of the EPIPEN for pupils with nut allergies.

## **Emergency Procedures – See also (Security Procedures and Business Continuity Plan)**

### *Registers*

Registration closes at 8:50am. Registers should arrive at the office no later than 9.00am. In the event of an emergency, a member of staff will take registers to teachers on the red pitches to check numbers. The office member responsible for Pupils will check and record absences daily. Telephone messages regarding absence will be relayed to the class teacher as they arrive.

### *Absence from school*

All parents are asked to inform school before 9.30am if their children are not attending school. If school is not made aware, the Office staff member responsible will contact parents to ensure that children have not suffered problems on their way to school.

### *Illness at school*

The appointed first aid person will assess the situation and take appropriate steps.

In the case of children, parents will be asked to provide an **emergency contact number** and to alert the school of any known health problems e.g. diabetes, asthma, etc. This record will be kept within the School Office/SIMS system.

In the event of **serious illness/accident**, the parents will be informed and an ambulance will be called or advice taken from a doctor.

### *Accidents*

The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the RIDDOR regulations.

### *Fire and Other Emergencies requiring evacuation of premises*

The Governing Body acknowledges its responsibility to ensure that, where practicable, all visitors are aware of these procedures. N.B. Children and adults working away from their class teacher will be guided to their class after exiting the building by the nearest exit, for roll call.

### **Snowfalls and Emergency Closure of Schools Before the School Day - See also Security Procedures and Business Continuity Plan**

This will only occur if it is not possible to ensure the Health and Safety of all individuals on the site – e.g. no heating, no fresh water or insufficient adults to maintain a ratio of at least 1:35.

Parents would be notified in advance whenever possible by the school's communication channels – text, Facebook, website etc

Any children arriving in school in such situations will be supervised, as far as it is possible, by a member of staff until a parent or carer can collect them. In the case of a snowfall and closure of the school before the school day, the Principal will begin the journey and call the Vice Principal to begin the closure process.

### **Emergency Closure of the School During the School Day - See also (Security Procedures and Business Continuity plan)**

This would only happen if there was a serious risk to the health & safety of children and staff – e.g. heating, water supply failure, unforeseen building safety problems, insufficient staff to adhere to safe supervision levels.

Consultation with the Chair of Governors would usually take place prior to such a decision being taken. In the event of sudden adverse weather conditions pupils would only be sent home if there was an adult to supervise them. In the event of an emergency e.g. threat of explosion or attack children will be escorted from the building/site to safety in the designated area – the field across from Tesco. Children would then be dismissed, as soon as safe collection was arranged, from there.

### **Arrangements for Reporting and Investigating Incidents**

All accidents are recorded in the accident and incident record file. The Governing Body delegates, to the Principal, the responsibility to report serious occurrences to HSE where appropriate.

### **Consultation on Health and Safety Matters**

The Governing body has agreed the following mechanism for consultation with teaching staff, non-teaching staff and where appropriate contractors:

Any person on these premises has a duty to report to the Head teacher or a member of the Health & safety Committee any item of concern relating to Health and Safety.

### **Training**

The facilities manager is required to maintain an up-to-date record of training on Health and Safety issues for current staff and provide regular briefings on new issues. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy PRIOR to the commencement of their duties.

### **Stress Management**

#### *1 Recognition*

This Governing Body recognises that Stress creates many harmful effects for both the institution and for the individual, and acknowledges its importance for resource management and individual welfare. Stress is usually caused by situations over which people feel they have little control.

## **2 Monitoring**

The following will be monitored to identify the on-going stress levels:

- \_ levels of sickness absence, frequency and duration
- \_ reported incidents of actual or potential violence
- \_ class size and composition
- \_ reports from staff of stressful feelings or situations

## **3 Strategies**

The Governing Body is committed to reducing stress by effective management techniques and by providing an environment where stress can be openly discussed.

Staff will be supported, in particular, when stress is a potential factor in the following areas:

- \_ Training and Career Development
- \_ Classroom situation – workload, resources, relationships
- \_ Physical environment
- \_ School organisation – management and communications
- \_ External factors – political and community expectations

The Governing Body will support activities designed to assist positive health management in the school, of staff, pupils and governors, relating to diet, exercise, drugs, smoking and drinking. All members of staff are encouraged to be open about their need for support in any of the areas outlined above.

## **Violence at work**

Violence at work, actual or potential, is a manageable risk. The Governing Body acknowledges its duty of care to take such steps that are practicable to protect staff from any incident in which an employee is abused, threatened or assaulted by a pupil or member of the public in circumstances arising out of his or her employment.

Violence includes physical force to the person or property but also verbal abuse, threats, gestures, innuendoes and sexual and/or racial harassment.

The Governing Body requires a register to be kept of recorded incidents of violence and the investigations and preventative actions subsequently taken.

The Governing Body declares its full support for staff who have suffered violence at work and will not perceive the reporting of acts of violence as a reflection of an individual's ability to carry out his/her duties.

## **Working Alone**

It is acknowledged that working alone is sometimes necessary but that it can be stressful and increase the risk of that individual being subject to violence at work. The Governing Body recognises the situations when it is necessary to work alone in the school and will explore practicable mechanisms to support the staff.

Any one working alone in the building should ensure that all outside doors are locked and that they have immediate access to a telephone and have a "rape alarm" on them at all times. Adults are advised to be cautious when challenging unknown visitors to the school. Identification should always be sought before allowing potential contractors to enter the building. If there is any doubt or anxiety do not allow people to enter and make arrangements for a return visit when there are more adults on site. Staff should also refer to the lone working policy.

## **Security & Key Holders**

The security of the building is one of the primary responsibilities of the Facilities Manager. It is their responsibility to ensure the safe locking, alarm setting, and unlocking of the building daily. The following staff hold full sets of keys:

Cathy Higgins  
Glynis Wiles  
Ray Smith  
Adrian Eaton  
Sandra Holden (Cleaning Team)  
MK Group Security  
Ian Lindop  
Graham Oldfield  
Yasmin Wilkinson (Zumba Dance - Letting)  
Accursio Romeo (Just Dance - Letting)

These people are listed as key holders with the LA and the alarm company. No keys should be given to anyone else unless the head has given approval.

Anyone other than school staff locking or unlocking the building should sign for a set of keys using the appropriate keyholding form. The Facilities Manager keeps a record of this.

At no time should the building ever be left open and unattended.

The back school gates, front gate, and side gates should be locked once the children have arrived at school and unlocked again at 3.15pm in term time or until all children have returned to their classrooms.

The car park gates will be closed from 8.30am till 3.30pm to ensure the safety of pupils leaving and entering school.

## **Anti-Smoking Policy**

The school is a non smoking school – this includes community functions. As the law states, the grounds are to remain a non smoking building *at all times*. Guests at community functions, who wish to smoke, must leave the school grounds to do so.

## **Healthy Snacks Policy**

Children in KS1 have fruit daily via the Infant Fruit Scheme. Key Stage Two pupils have the choice to purchase fruit each day or bring healthy snacks from home.

Rising fives have free milk daily and older children can buy milk if they wish.

Children are encouraged not to bring sweets or chocolate to school in packed lunches.

## **Written Communication From Young People**

If written and verbal communication is received from children, by any member of staff, which implies that they, or others, may be at risk, this should immediately be brought to the attention of the Principal. She will then investigate, take appropriate action if necessary as laid out in the Safeguarding & Child Protection Policy. Members of staff should not give pupils their personal phone numbers or email addresses.

### **Emergency Planning for Schools**

The school has in place a business Continuity Plan. Copies of this are held off site by the Principal, Facilities Manager & Chair of Governors. Copies are held onsite by the Principal, the Vice Principals, and the Facilities Manager.

### **Mobile Phones**

Older children who walk to school and home, are permitted to bring mobile phones to school but must hand them in immediately ; they are not allowed to use mobile phones in school.

### **The following policies may also be considered relevant**

Sex & relationships Education policy, PSHCE Policy, Safeguarding & Child Protection, Fire Procedures, Security Procedures and Business Continuity Plan

This policy will be reviewed every 3 years or as required by legislation

**Next Review: Spring 2017**