



Walkergate Community School HEALTH & SAFETY POLICY

Consultation took place	January 2013
Approved	February 2013
Review Date	October 2019

Introduction

The governors of our school are committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school site.

Governors are committed to working within the framework provided by the City Council outlined in the 'Health and Safety: and Risk Assessment Manual.

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

Governors will review this policy annually at their first meeting of the Autumn Term.

PLEASE NOTE – THIS IS A BRIEF SUMMARY OF HEALTH AND SAFETY ISSUES IN THAT RELATE TO OUR SCHOOL. FULL DOCUMENTATION REGARDING HEALTH AND SAFETY CAN BE FOUND IN THE HEAD TEACHERS OFFICE IN THE HEALTH, SAFETY AND RISK ASSESSMENT MANUAL

General guidelines

Purpose:

The aim of these guidelines is to:

1. Establish and maintain a safe and healthy environment throughout the school
2. Establish and maintain safe working procedures among staff and pupils
3. Make arrangements for ensuring safety and absence of risk to health in connection with the use, storage and transport of articles and substances
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupil to avoid hazards and contribute positively to safety training as appropriate and when provided
5. Maintain all areas under the control of the Governors and the Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and exits from the school that are safe and without risk
6. Formulate effective procedures for use in case of fire and for evacuating the school premises
7. Lay down procedures to be followed in case of accident

8. Teach safety as part of pupils' duties where appropriate
9. Provide and maintain adequate welfare facilities

Responsibilities:

The maintenance of a healthy and safe school is the shared responsibility of the whole school.

WHENEVER AN EMPLOYEE/ STUDENT/ ADULT WORKING IN A FORMAL VOLUNTARY CAPACITY IS AWARE OF ANY POSSIBLE DEFICIENCIES OR RISKS WITH REGARD TO HEALTH AND SAFETY HE/SHE MUST DRAW THESE TO THE IMMEDIATE ATTENTION OF THE HEAD TEACHER

Please note the following:

- *Newly appointed staff/students/volunteers could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at the earliest stage possible*
- *All volunteers/students/ occasional visitors will be expected, as far as possible, to meet the same safety standards required of employees.*
- *No volunteers/students/occasional visitors should ever be left alone with children without the appropriate CRB checks*

Specific Responsibilities:

The **Head of School** 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 issues relating to health and safety
- Report accidents and incidents of violence to governors and where relevant the local authority and any other outside agencies
- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfil their duties to co-operate with health and safety policy and guidelines
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, and where necessary report back to the governing body
- Ensure that relevant staff have appropriate training
- Meet with the Site Manager and premises sub-committee on a regular basis to review and manage site issues
- Report to site manager and Governing Body on any issues regarding health and safety that are brought to her attention
- Ensure all adults coming into contact with children are List 99 checked as a minimum and CRB enhanced disclosure has been sought for those adults who work with adults directly.

All staff will:

- Ensure that they have read the health and safety policy
- Fully support health and safety arrangements
- Take reasonable care of their own health and safety give due regard to the health and safety needs of pupils, other staff and all other people who may use the site and facilities
- Promote healthy and safe practices within their classrooms
- Ensure that their classrooms are safe and that any health and safety issues are reported immediately to the head teacher/Site Manager and any other relevant adults
- Exercise effective supervision over those for whom they are responsible, including pupils
- Ensure that as far as practicable, that pupils use tools and equipment safely and that these meet the accepted safety standards.

- Ensure that pupils behave in a way that ensures the safety of all concerned
- Report any concerns of abuse of pupils to the head Teacher/the child Protection Officer
- Complete appropriate accident/ incident documentation
- Keep all relevant people updated with regard to any pupils specific medical needs
- Subject co-ordinators should be sufficiently knowledgeable about health and safety issues relating to their subject, promote safe practice within it, and be able to offer advise to all other members of staff
- All staff should question any unfamiliar people that may be seen on school premises and direct them to the office to allow them to follow procedures for signing in. Any such incident should be reported to the Head teacher as soon as is practical.

All pupils are expected within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with equipment provided for safety purposes.

IT IS THE RESPONSIBILITY OF THE HEAD TEACHER AND STAFF TO ENSURE PUPILS ARE AWARE OF THESE RESPONSIBILITIES THROUGH DIRECT INSTRUCTION, NOTICES AND THE SCHOOL PROSPECTUS

The **Site Manager** will:

- Ensure that he is familiar with the school's health and safety policy
- Meet regularly with the head teacher and the Premises Sub-committee of the Governing Body to conduct site checks and discuss any issues relating to Health and Safety
- Ensure that all cleaning staff are aware of any implications relating to Health and Safety as it affects their work activities e.g. safe storage and use of equipment, materials and substances
- Report to the head Teacher any defects of hazards that are brought to his attention
- Inform the head teacher and any other relevant people whenever contractors are due to enter the school to undertake maintenance, service or works contracts Lettings:
- Ensure that means of access and exits are safe for the use of hirers of any school space
- Ensure that all equipment that is made available to hirers is safe and that hirers are fully aware of how to use any such equipment safely
- Ensure that fire exits are clearly marked for the benefit of unfamiliar users of the building, particularly during hours of darkness
- Ensure that hirers are briefed about the location of telephones, fire escape routes, fire alarms, fire-fighting equipment and first aid supplies
- Make arrangements for checking the security and conditions of the premises and equipment used after vacation by the hirer

Fire and Emergency Evacuation Procedures

The school's procedure for fire and emergency evacuations areas follows:

Fire instructions

Any person discovering a fire should:-

1. Sound the alarm
2. Attack the fire, if possible with appliances provided

NOT RISKING PERSONAL INJURY

On hearing the fire alarm

3. Leave the building by the designated route
4. Close all doors behind you if possible
5. Report to the designated assembly point

- **DO NOT RUN**
- **DO NOT USE LIFTS**
- **DO NOT RE-ENTER BUILDING UNTIL SAFE TO DO SO**

The designated member of staff should call the fire brigade and take role call

There are copies of the procedure in every classroom and in every other public spaces

- These procedures will be updated as appropriate
- The log book for the recording and evaluation of practice and evacuations drills is available and is kept in the School office.

Fire prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment.

This would include the regular visual inspection of fire extinguishers and the fire alarm system

First Aid and Accident Reporting Procedures

SEE APPENDIX 1: FIRST AID

- First aid is available in the School Office. There are additional First aid boxes in Disabled toilet, Y2 breakout and in Reception classes.
- Accident books (to record minor injuries/treatment) are kept in each class and in the School Office
- If a child has sustained a bump to the head, they will be checked by a First aider and parents will be rung if necessary. Every effort will be made by the class teacher to talk to a parent/carer at the end of the day if no contact with parents has been made. Any accident that is deemed more serious than "minor" needs to be reported to the Head teacher and the appropriate accident form needs to be completed. These are found in the School Office.
- There are appointed first aiders in each year group and a full list available in the school office.
- The person responsible for administering the accident reporting procedure is the Head Teacher. The notifications of serious accidents causing death or major injury and dangerous occurrences are The Head Teachers responsibility.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of supervising staff. First aid kits are available in the school office for staff to take onto school trips.

Playground

There are a minimum of 2 members of staff on duty at every playtime. Teachers must not send their class into the yard unless they are certain that a member of staff is on duty. Children should not be left in the yard unsupervised at any time during playtimes.

Dinner time

- Adult to child ratios are maintained during lunch with even more staff available as Lunch Time Supervisors are also employed
- Play in the main school yard is supervised by a minimum of 4 members of staff.

- At the Primary site the MUGA's are the designated area for playing football at playtimes and dinner times. Football cannot be played on other parts of the yard.
- Staff should actively encourage pupils to play safely at all times.

Pregnant workers and Nursing Mothers

The Head of School will ensure a risk assessment is carried out in accordance with requirements found in the *HEALTH, SAFETY AND RISK ASSESSMENT MANUAL* appropriate action will be taken to ensure that pregnant workers or nursing mothers are not exposed to any significant risk.

Safe stacking and storage

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

Slips, trips and fall

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff and other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, wet, slippery surfaces, worn carpet, trailing cables to the head teacher and site manager as soon as possible.
- Teachers need to ensure that cables from electrical equipment such as computers in their classrooms are safely placed and do not present any risk in terms of tripping.

Swimming

- Swimming instruction is provided by a qualified swimming instructor
- Children travel to and from the pool on foot and are accompanied by their class teacher or a teaching assistant.
- Children who do not behave appropriately at the swimming baths will not be allowed to participate the following week – this is to reinforce the importance of taking responsibility for their own safety and the safety of others.
- Parents can help to escort children to and from the swimming baths but are not allowed into the changing area and must not be left unaccompanied with children.

All staff

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

HEALTH AND SAFETY IN THE CLASSROOM

- It is the responsibility of the class teacher to ensure classroom furniture is organised in a safe manner. This includes freestanding furniture, scissors, glue, hammers etc. The class teacher should alert the Health and Safety representative and Head Teacher of potentially dangerous situations, both in school and in the grounds
- The Safety officer may make a termly check of the internal and external premises

- In order to provide a safe environment for children, all classrooms must be organised and tidy at all times
- Boxes of equipment and resources should be labelled and stored on shelves within the pupils' reach. If they are on the floor, they must be carefully sited so children do not trip over or fall on top of them
- Furniture and screen should be positioned so staff and adults can clearly see all areas in the room
- Children should be taught the procedures for using equipment and resources safely and return them to the correct storage place

Physical Education

This is checked every half term by the co-ordinator. Any staff noticing damaged equipment should report to the coordinator.

- All staff will take responsibility for pupils in their care and will act in line with the behaviour policy if they witness incidents of violence (against staff/pupils)
- Violent acts affecting pupils (see Behaviour Policy and Procedure)
- All staff will be made aware of all Health and Safety policies and procedures
- All staff will take reasonable care of themselves and any person in their care
- All staff will not interfere with or misuse any equipment or material provided
- All staff will observe standards of dress consistent with safety and hygiene for themselves and pupils in their care
- All staff will be aware and implement all procedures efficiently and ensure all adults and pupils in their care are aware of procedures
- All staff will ensure all pupils behave in a manner, which will not create a hazard
- They will report any defective equipment or hazard to the Head Teacher or Health & Safety Representative
- Annual gym equipment inspection yearly by qualified examiners employed by Robertsons FM.

Curriculum Co-ordinator

Inform Head of School and staff of Health and Safety procedures appropriate to their subject responsibility. Guidelines will be included in individual curriculum policies.

Pupils are expected to:

- Act responsibly for their own welfare and safety and their action not to endanger others
- Obey rules
- Wear correct clothing
- Follow procedures calmly and immediately
- Be aware of policy and procedures (Behaviour, anti-bullying, safeguarding)
- To inform staff of any strangers on site
- Adhere to safety procedures in toilets

Contractors

Will ensure Health and Safety priorities at all times for all persons on the school site. They will, in discussion with the Head Teacher and site manager, become familiar with the Health and Safety requirements as set in the school and LEA policies and adhere to these along which the Health and Safety requirements of their own business (see appendix).

Appendix 1: First Aid

Our team of trained first aiders ensure that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

To achieve the aims of this guidance, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- Sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized sterile un-medicated wound dressings;
- Two larger sized sterile un-medicated wound dressings;
- Sterile Wipes; and
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

- 1.1. First Aiders are responsible for replenishing the contents of first aid boxes after use. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
- 1.2. First aid boxes are located in the following areas:

School Office

Staffroom

Oasis Room

Welfare Office

Ms Good's Office (1st Floor)

2. First aiders

- 2.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 2.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school business manager.
- 2.3. Each classroom's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- 2.4. The current first aid appointed persons are listed in the school office.

3. Emergency procedure in the event of an accident, illness or injury

- 3.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 3.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 3.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 3.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
 - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
 - See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
 - When the above action has been taken, the incident must be reported to:
 - ✓ The Head of School
 - ✓ The parents/carer of the victim(s)

4. Reporting to parents

- 4.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 4.2. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 4.3. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible.
- 4.4. A list of emergency contact details is kept at reception/admin office.

5. Visits and events off-site

- 5.1. Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the school business manager before the event is organised.

- 5.2. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

6. Storage of medication

- 6.1. Medicines are always securely stored in accordance with individual product instructions.
- 6.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 6.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 6.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 6.5. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. **Parents will sign a care plan and give their signed permission to administer any medicines that may be required.**

7. Illness

- 7.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 7.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

8. Consent

- 8.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 8.2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.