



# STOCKSFIELD AVENUE PRIMARY SCHOOL

## Health and Safety Policy



### 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 Newcastle City Council outlined on the Health and Safety website.

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 regularly.

### General guidelines

#### Purpose:

The aim of this policy 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 pupils 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 DBS checks

### **Specific Responsibilities:**

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 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 fulfill their duties to co-operate with the health and safety policy
- 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 their attention
- Ensure all adults coming into contact with children have the correct level of DBS check as appropriate

### **School Business Manager**

The School Business Manager is responsible for ensuring the day to day management of the buildings and grounds of the school, working with the facilities management company and their representatives to ensure health and safety is addressed at all times.

**All staff** will:

- Ensure that they have read this Health and Safety Policy
- Fully support health and safety arrangements

- Take reasonable care of their own health and safety giving 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, 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 or next senior designated Child Protection Officer
- Complete appropriate accident/ incident documentation
- Keep all relevant people updated with regard to any pupils specific medical needs
- Subject coordinators should be sufficiently knowledgeable about health and safety issues relating to their subject, promote safe practice within it, and be able to offer advice 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 willfully 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: - (Shared responsibilities; SBM, RFM & Neighbourhood Services)

- Ensure that they are familiar with this health and safety policy

- Meet regularly with the School Business Manager and a member of 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 or hazards that are brought to their 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 or 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 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 roll call

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

- These procedures will be updated as appropriate
- The log book for the recording and evaluation of practice and evacuation drills is available and is kept in the School Business Manager's 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

## **Electrical Installations and portable appliances**

- Staff are encouraged to look at electrical equipment and supply cable before they use it (user check)
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.
- Personal electrical equipment must not be used in school without the prior permission of the Head Teacher.
- Arrangements are made for PAT (portable appliance testing) to be undertaken on an annual basis. It is the responsibility Robertson Facilities Management to ensure this is carried out by an approved contractor.
- School will check that electrical items used by external users of the building have the required electrical testing certificates.

## **First Aid Accident Reporting Procedures.**

Children:

- First aid is available in SA039 SBM Office. There are additional first aid boxes/supplies in Nursery, Reception, Y1/2 resource area, Y3/4 resource area, and outside Y5/6 corridor. There are also small first aid pouches for each year group located either on or outside one of the classrooms in each year group. First aid boxes can also be found in the main office, the school kitchen and the shed on the allotment.
- All accidents are recorded in the 'Incident Reporting' books, the top copy of which is given to the child's carer/parent.
- In addition, Accident Report Forms (to record injuries/treatment) must be obtained from the School Business Manager or Admin Officer to report more serious incidents.

- If a child has sustained a bump to the head, they will be checked by a First aider and parents will be telephoned. 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 can be obtained from the School Business Manager or Admin Officer to report more serious incidents.
- 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 Business Manager’s Office for staff to take on school trips.

#### Staff & Visitors:

- First Aid is available in SA039 SBM Office
- In addition, Accident Report Forms (to record injuries/treatment) must be obtained from the School Business Manager or Admin Officer to report any incidents.

The person responsible for administering the accident reporting procedures is the Head Teacher. The notification of serious accidents causing death or major injury and dangerous occurrences are The Head Teacher’s responsibility.

Accident reports will be copied to the School’s PFI provider and/or Neighbourhood Services as may be appropriate.

### **Hazard and defect reporting**

All defects and hazards relating to the building or grounds should be reported immediately to the School Business Manager who is responsible for monitoring the progress on all items reported.

### **Playground**

**Playtimes** - staff will be on duty at every playtime in the yard. 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**

- First sitting children – Nursery and Reception- play in the Nursery/Reception yard –there are 2 members of supervisory staff in each yard

- Play in the main school yard is supervised by members of lunchtime staff.
- There is an area in the yard (the MUGA) for playing football at playtimes and dinner times. Football cannot be played on other parts of the yard but can be played on the designated football pitches on the field –(weather permitting)
- Staff should actively encourage pupils to play safely. Fighting / rough games are banned.

### **Pregnant workers and Nursing Mothers**

The Head Teacher will carry out a risk assessment in accordance with requirements found on the NCC Health and Safety website. 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 falls**

- 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 qualified swimming instructors
- Children travel to and from the pool by private hire coach 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.
- Unless they have the appropriate DBS checks parents are not allowed to accompany children to the swimming baths.

### **Visits and trips**

All staff are responsible for completing a full risk assessment for all visits off the school premises.

### **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 advised of where to find 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 labeled 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 screens 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**

- All equipment must be checked by the teacher at the start of every lesson. Any defects must be reported to the School Business manager immediately
- 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 ensure all pupils behave in a manner which will not create a hazard
- Annual gym equipment inspection will be carried out yearly by qualified examiners employed by Cityworks

## **Curriculum Co-ordinators**

Will inform Head Teacher and staff of health and safety procedures appropriate to their subject responsibility.

### **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 (Behavior, anti-bullying, safeguarding)
- To inform staff of any strangers on site
- Adhere to safety procedures in toilets

## **Security/Visitors to the site**

All visitors will be expected to report to the school office, where they will be asked to sign the visitors book. They will check in at Reception and be given a visitors badge.

## Action in Event of Violent Incident

- Send for member of SLT/raise the alarm
- Avoid using physical force unless there is no choice, then minimum for self-defence. You may risk an assault charge too! (pupils and adults)
- Contain pupils without responding to aggression. Call for another employee for your safety and to be a witness. All assaults to be reported to Head Teacher
- Try to diffuse the situation by taking aggressor to a quieter area, or offering a senior member of staff to talk to them
- If you felt threatened by behaviour or language during a meeting/interview – curtail the meeting so thought can be given to a safer arrangement. Say: I find your behaviour aggressive, this meeting is terminated, then leave
- First Aid may be needed. Remember the shock also. Talk through with senior employee. You may need to notify your Trade Union as well as Head Teacher if sick leave is required
- Inform your Trade Union Secretary for advice if necessary
- The day after the incident, a debriefing meeting is required for employees involved. The senior member of staff leads the meeting and emphasis on care of staff is required. The incidents need to be put into perspective Analysis of how it occurred should be discussed and used in future to reduce reoccurrence. After debriefing, the normal work routine should continue
- If sick leave is required – Occupational Health must be notified to arrange counselling from the Clinical Psychologist
- The violent incident form should be completed for all incidents
- All staff who have dealings with an aggressive client should be notified of the incident
- The following should also be considered:
  - The local police should also be considered.
  - The local police visit or caution the aggressor.
  - A letter is sent to the aggressor to inform them that their behaviour is unacceptable/request an apology and assurance of no repeat.
  - Advise that the aggressor will only be seen with two members of staff present in future.
- Contact Civic Centre for letter refusing access to site. Legal action.
- After a warning letter, if repeated an injunction can be sought.
- All copies kept on file and all events to be logged in a report.
- An assault by a pupil results in immediate supervision and pupil removal from contact in class. Parents informed and Chair of Governors.
- For a serious incident, notify police
- Private prosecution can be instigated by the victim if the police are not pressing charges – see Chief Education Officer
- Any claim forms required are available from Newcastle Personnel
- Personal Injury payments should be made through the Criminal Injuries Compensation Board

## **Outdoor education (Forest Schools)**

### Hand Tool Safety

- Staff to child will vary depending on the tool in use. The ratios will vary from 1:1 to 1:4.
- Tools will be kept in the tool bag and only removed by the Forest School leaders, staff or volunteers.
- Adult and child sized gloves will be available and are to be used when appropriate.
- Penknives must be opened and closed by Forest School leaders, staff or volunteers
- Running with tools is prohibited
- Pointing with tools is prohibited
- Children will lose permission to use tools if the guidelines are not followed.
- Bill hooks should not be swung or used with gloved hands, and will only be used under the guidance of Forest School Leaders.
- Bow saws must have a blade guard on them when not in use. Blade guards to be removed and put back only by Forest School staff, or volunteers.
- Adults and children must be given instruction and demonstration on the appropriate and safe position with which to use a saw.
- When using peelers and penknives to whittle, children will remain seated, have their elbows on their knees and whittle away from the body.
- All tools must be counted back into the tool box at the end of the session
- Volunteer helpers must receive basic training on the use of individual hand tools before being allowed to use them with children.

### Fire Safety

#### Location

- Only previously agreed areas will be used for the campfire.
- The campfire area will be marked out clearly.
- The storm (Kelly) kettle will only be used on flat ground and any woodchip or leaf litter cleared.

#### Positioning of Children and Adults

- All participants must keep to the campfire boundary.
- Once lit an adult will remain by the fire at all times.
- When the campfire is in use, children are not permitted to access the area without permission.
- Once seated around the campfire, the children must remain seated until directed by an adult to move.
- Long sleeves and trousers must always be worn.
- Children are not permitted to throw anything onto the fire.
- Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their head to one side, placing their hand across the face, to close their eyes and count to 30 (or ask an adult/peer to count for them)
- If there is a clear wind direction, seating in the line of smoke is to be avoided.

## **Control of Substances Hazardous to Health (COSHH)**

There should be no COSHH substances in use at school. Any such substances on site will be those used by Robertson Facilities Management or staff employed by NCC Neighbourhood Services and as such those bodies will be responsible for their safe storage, risk assessments and data sheets.

Any school staff using COSHH substances should report this in the first instance to the School Business Manager who will carry out a risk assessment and obtain the required data sheets. COSHH substances are identifiable by the orange or yellow warning triangle on the container. COSHH substances should not be decanted out of their original containers.

COSHH will be carried out according to the LA's guidance.

## **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 with the Health and Safety requirements of their own business .

**Robertson's Facilities Management Company are responsible for ensuring compliance with H&S legislation in relation to the building, grounds and its fixed assets. RFM also operate the CCTV in accordance with their policy and ICO license agreement.**

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Approved by Governors: 17<sup>th</sup> November 2016

Next Review Date: November 2021

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