

West Walker Primary School

Document Title: Health and Safety Policy

Current status: Approved and adopted September 2008

Review: Annually **Reviewed:** January 2019

Persons responsible for review: Governing body in consultation with the Head Teacher

References to other documents:

Health, Safety & Risk Assessment Manual (published and maintained by the Health & Safety Section of Newcastle City Council)

Health and Safety of Pupils on Educational Visits (DfES 1998)

Safety in Educational Visits and School Journeys Guidance (LA, Newcastle City Council)

Guidance on Managing Medicines in Schools and Early Years Settings (DfES March 2005)

GENERAL STATEMENT

The Health and Safety at Work etc Act 1974 places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the school's activities.

The Governing Body of West Walker Primary School is committed to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.

This policy supplements Newcastle City Council's and the Local Education Authority's Health and Safety Policy statements, copies of which are in the LEA Health, Safety and Risk Assessment Manual.

All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.

Suitable assessments of all foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.

Consultation will take place with any Union appointed safety representatives and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them. Where necessary, specialist advice will be sought to determine the risks to health and safety and the precautions necessary to deal with them.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision in health and safety matters will be made available to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.

A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

Additional information to implement this policy is contained in the attached. Further information is contained within the Health, Safety and Risk Assessment Manual which is held by the Head Teacher.

Chair of Governorsõ Sue McGowanõ Head Teacher õ Nichola Draper
(print name) (print name)

Signedõ õ õ õ õ õ õ õ õ õ õ õ õ . Signedõ õ õ õ õ õ õ õ õ õ õ õ õ ..

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ORGANISATION

West Walker Primary School recognises the need to identify the organisational arrangements for implementing and controlling the health and safety of all persons who work within or visit the school. The following is a summary of individual responsibilities and accountability:-

Responsibilities of the Governing Body

It is the responsibility of the Governing Body, to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils in conjunction with the Head Teacher so far as is reasonably practicable. Governors must ensure:-

- That in co-operation with the Head Teacher, an individual Health and Safety Policy is produced which is regularly reviewed and revised as and when necessary;
- Compliance with Newcastle City Council's Corporate Health and Safety Codes of Practice and Local Education Authority (LA) Codes of Practice where appropriate;
- Regularly review health and safety arrangements (at least annually) and implement new arrangements where necessary;
- Ensure that regular health and safety inspections of the premises are carried out and that the school is maintained in a safe condition and without risk to health;
- Ensure that risk assessments are carried out and recorded on all the school's activities (including those off site) which could constitute a significant risk to the health and safety of employees, pupils or other persons;
- Ensure the provision of sufficient information, instruction, training and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own and others health and safety;
- Ensure the health and safety policy and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Ensure that sufficient funding is allocated for health and safety issues eg training;
- Active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports.

Responsibilities of the Head Teacher

The Head teacher is responsible and accountable for the implementation of this policy within the school, and the day-to-day responsibility for health and safety matters in the school.

The Head Teacher will:

- Handle the day-to-day management of health and safety matters in school and monitor the effectiveness of the safety policy and the safe working practices;
- Ensure all members of staff (including new staff, supply staff, students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices;
- Ensure that risk assessments are carried out and recorded on all the school's activities (including those off site) which could constitute a significant risk to the health and safety of employees, pupils or other persons;
- Undertake regular inspections of the school premises, equipment and working practices and

implement changes and improvements where necessary. Act on reports from staff and the Facilities Supervisor, sanctioning expenditure where appropriate;

- Ensure staff receive appropriate training, information and instruction on health and safety matters applicable to their role, and that they understand and accept their responsibilities for health and safety. Ascertain that staff are carrying out the duties ascribed to them.
- Co-operate and consult with safety representatives and provide the necessary facilities to ensure they can carry out their role;
- Participate in Newcastle City Council's health and safety inspection arrangements and ensure action plans are implemented;
- Monitor purchasing and maintenance of equipment and materials to ensure it complies with current health and safety standards;
- Monitor contractors and ensure that only competent, approved contractors are engaged to work on the school site;
- Seek specialist advice on health and safety matters where appropriate;
- Provide an annual report to the Governors regarding safety performance and make recommendations to Governors where health and safety funding is required and advise on any safety policies that need to be introduced;
- Ensure effective first aid provision and accident reporting procedures are followed in accordance with the LEA Codes of Practice, to allow Newcastle City Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
- Ensure all items of portable electrical equipment (including new purchases) are entered on the school inventory before use and that visual inspection of all equipment takes place on a termly basis. Defective/damaged equipment must be taken out of use until repaired or replaced.

Note: in the absence of the Head Teacher these responsibilities fall to his/her immediate deputy.

Responsibilities of all staff

All staff have responsibility to:-

- Co-operate with school governors, the Head Teacher, Newcastle East Academy Trust and the LA on all matters relating to health and safety by complying with the health and safety policy and all other procedures;
- Implement the health, safety and welfare procedures for pupils at a level appropriate for their requirements;
- Exercise effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid and accident reporting and carry them out as necessary;
- Take reasonable care for the health and safety of themselves and others when undertaking their work including dressing appropriately
 - Sensible footwear (no flipflops)
 - Appropriate smart/casual clothes (no jeans, leggings only with long tops/dresses)

- Wearing training shoes and PE kit for PE
- No chewing gum during lessons and playground duty
- Water only during lessons
- Mobile phone to be off or on silent during lessons
- No false nails which are deemed to be a health and safety risk
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Report to the Head Teacher any health and safety issues in order they can be investigated;
- Ensure they only use equipment or machinery which they are competent to use or have been trained to use.

Trade Union Safety Representatives

Any Trade Union Safety Representative will be encouraged by the Head Teacher to fulfil their duties as well as being released for any appropriate training.

The Head Teacher will consult regularly with the Safety Representative on health and safety matters.

ARRANGEMENTS

West Walker Primary School recognises its obligations to identify the arrangements designed to make its safety policy effective. All staff should be aware of the following arrangements:-

Fire Safety Precautions

The fire warning system is checked regularly by Kablefree.

Each week the alarm will be tested by the Facilities Supervisor to ensure its effectiveness. Points from different zones will be used to trigger the alarm to ensure all points are in working order and details will be recorded in the Fire Precautions File.

Fire extinguishers are located at the following points:-

Community wing reception area
 Outside SEN classroom
 KS1 cloakroom
 Year 3/4 cloakroom
 Year 5/6 cloakroom
 ICT suite entrance
 Early Years Unit Kitchen
 Outside Headteacher's Office

Practice evacuation drills will be carried out at least once per term and the results recorded in the Fire Precautions File.

In each classroom and workspace there is a plan of the fire exits and assembly points.

It is the responsibility of each member of staff to ensure they are familiar with the fire evacuation plan of the school in the event of fire.

Fire exits and fire exit routes should be free of obstruction, and at all times fire exit doors must be unlocked whilst there are people in the building.

In the event of a fire being discovered, the fire alarm should be activated by breaking the glass cover of the alarm panels, situated around the school.

The building should be evacuated immediately in accordance with the fire evacuation plan and make way to the assembly point (Infant yard) via the nearest safe exit.

Office staff to take the following outdoors:

Emergency keys for external gates (beside Office window)

Incident Plan (blue folder in filing cabinet)

iPad for Entry System from Main Office

Class attendance registers (table outside Office).

Class teachers check pupils present in line with the attendance registers. The Administration Officer will check the iPad re. late pupils, then authorised visitors and finally staff in school. Support Assistants must report to the Admin. Officer re. checking late pupils. All staff must stand in designated places ie teachers at the front of each line and lunchtime staff in one area.

Lock Down

The school has a lock down system located in the main office. If a danger is perceived ie. an unwanted visitor is in the school building or grounds or there is a risk of external pollution, the lock down system can be activated. A monotone sound can be heard in the halls and externally in the playgrounds and a light will flash in each classroom. If the children are inside they should go to the nearest classroom and the windows and doors should be shut and the blinds closed. If the children are outside they should enter the building through the nearest classroom door. Staff should then close the doors and blinds. If there are children from different classes in the room then the staff should contact teachers via mobile phones as the school phones must be free for office use. Practice Lock Down drills are carried out on a termly basis.

Risk Assessments

Risk assessment is a principle requirement of the Management of Health and Safety at Work Regulations 1999 and requires all employers to undertake a systematic assessment of all risks to staff and pupils and any others affected by their activities.

The School has a number of Risk Assessments available in the Health, Safety and Risk Assessment Manual held by the Head Teacher.

These will be regularly reviewed and updated and further risk assessments will be carried out when required.

Educational visits

The Head Teacher and Governors recognise and accept the responsibility to safeguard pupils' welfare whilst participating in school visits and trips. To meet this responsibility the Head Teacher will ensure compliance with the LA document 'Safety in Educational Visits and School Journeys+guidance (available on Extranet) and appoint an Education Visits Co-ordinator

ensuring they receive the relevant training. Prior to an educational visit taking place staff will complete the risk assessments on Evolve, an online system, and the Educational Visits Co-ordinator will ensure that the visit meets the criteria for approval. Where there are greater risks involved ie outdoor education or sea/river activities, the L.A. advisor will be involved in order to give approval for the visit to take place.

The Educational Visits Co-ordinator is the Head Teacher.

Reporting Procedures - Accidents, Injuries and Dangerous occurrences

All accidents, injuries, assaults and dangerous or potentially dangerous occurrences **must** be recorded and reported to the Head Teacher. This applies to accidents, injuries, etc. occurring on school premises or arising from school activities (e.g. school visits, etc.).

Minor incidents / injuries must be recorded in the green book in the Medical Room and a slip is to be given to the child to take home. Parents / carers must be contacted if a child has a bump to the head or face.

An Accident Report Form must be completed and signed by the Head Teacher if a serious accident occurs and must be forwarded to the Health and Safety Section, Room 24 of the Civic Centre (see LA Procedure 1 in the Health, Safety and Risk Assessment Manual).

Injuries to employees **must** also be recorded on the BI 510 Accident Report form which is located in the Administration office. This form should be retained by the School. If injuries to employees result in more than 3 days absence from work, the Health and Safety Executive (HSE) must be informed.

If any incident requires reporting to the HSE, this will be carried out by the LA Health & Safety Officer who will complete the relevant documentation.

In all cases, the Head Teacher should be fully informed and countersign the completed Accident Report Forms.

In the event of a major injury/accident:-

- (a) a qualified First Aider to apply First Aid (as appropriate) and notify the Head Teacher **immediately**
- (b) call 999 to summon an ambulance and/or other emergency services - providing all necessary details including details of any injuries, the address and phone number of the school, etc.
- (c) liaise with the Head Teacher to make every effort to contact parents (where appropriate)
- (d) if a child is injured and the parents cannot be contacted by the time the ambulance is ready to depart, a member of staff must accompany the child to hospital (taking any available/relevant information)
- (e) Fatal or major injuries must be reported immediately by telephone to the LA Senior Safety Officer (Tel: 0191 211 5222) and also to the Chair of Governors and CEO of NEAT. This must be followed up by the completion of an Accident Report Form, signed by the Head Teacher, and sent to the Health and Safety Section, Room 24 at the Civic Centre.

Any enquiries or requests for further advice should be directed to the LA Senior Safety Officer (Tel: 0191 211 5222).

Illnesses of Pupils – See Infection Control Guidelines

In the event of pupils being taken ill at school, staff should:-

- (a) seek assistance from qualified first aid staff i.e. Support Assistants as soon as possible
- (b) notify the Head Teacher and/or the school office
- (c) provide pupils with the appropriate care
- (d) if the child is too ill to remain at school, staff should consult with the Head teacher in order for arrangements to be made to contact the parent(s)
- (e) if the Head Teacher agrees to the child being taken home from school, the child should be collected by a parent (or other named responsible adult); where staff are asked to take a child home the child should be accompanied by at least one member of staff.
- (f) in all cases, parents should be informed of the nature of the child's illness.

First Aid

First aid boxes are located in the following areas:-

- The Medical Room
- The Food Technology room
- Little Walkers classroom in the mobile
- The Early Years classroom

The Administration Officer will ensure that first aid boxes are replenished as necessary.

The Support Assistants and Lunchtime Supervisors are trained in First Aid and should be contacted in the event of an accident.

An appointed person can be delegated to take responsibility to take charge of a situation (e.g. calling an ambulance; summoning help, etc) in the absence of a first aider. The appointed person is the Administration Officer.

Medications

Requests by parents for medication to be administered to their child whilst at school will be dealt with in accordance with the School's Administration of Medicines procedure with reference to the Guidance on Managing Medicines in Schools and Early Years Settings. In general medication e.g. antibiotics are not administered by staff; exceptions are considered by the Headteacher on an individual basis and parents / carers must complete a medication form. Staff can, however, help children with inhalers for asthma. Inhalers must always be accessible to the children and must be taken on school visits. Medication for pupils with ADHD is administered by the ARC staff and parents/carers must complete the relevant documentation.

Intimate Care / Touch Policy

Staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Staff are trained and supported to work collaboratively so to minimise instances of one member of staff being alone with a child, this is for the safety of both parties. Staff have been trained in Physical Restraint by Team Teach. The guidance states that it is acceptable for staff to put a hand on a shoulder or arm to comfort or praise a child. However, staff must always position themselves beside the child and keep an appropriate distance. It is also acceptable for staff to hold the hand of a young (N-Y2) child if

walking with them. If older children wish to hold hands, staff should guide them to a linking arm position.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations, these include individual reading sessions and musical instrument tuition, for example, where the door to the room in which the meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality, such as in individual therapy or counselling another member of staff will be asked to maintain a presence nearby.

Except in cases of emergency, qualified First Aiders will only administer first aid. If it is necessary for the child to remove clothing for this treatment, there should wherever possible be another adult present. If a child needs help with toileting, or washing after soiling themselves, another adult should be present or within earshot.

Where incidents occur which might otherwise be misconstrued or where it becomes necessary to physically restrain a pupil for their own or others safety, this will be appropriately recorded on the school's incident report form and logged. All staff are fully trained to ensure that physical interventions are made only when absolutely necessary and in the best interests of the child, and that they are reasonable and proportionate.

School Security

All adult visitors who arrive in normal school hours must sign in and out on the Entry-Sign system in Reception and wear an identification badge at all times whilst on the premises.

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 Head Teacher immediately. The Head Teacher will ask the trespasser to leave the premises immediately. If the Head Teacher has any concerns that a trespasser may cause harm to anyone on the school site, the Police will be contacted.

The Head Teacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the Head Teacher will inform the Police and record the incident in the incident book.

Violence to staff

If any member of staff is subject to any aggression on school premises the Police can be called by pressing one of the red emergency buttons located in the Head Teacher's Office or the Administration Office or alternatively use the telephone which is located in each classroom.

Inform the Head Teacher immediately of any incidents.

Appropriate support will be given to the person in question if they wish the matter to be reported to the Police. An Incident Report Form should be completed and sent to the Health and Safety Officer, Room 24 at the Civic Centre.

School Meals & milk provision

The school provides the opportunity for children to purchase a meal at lunchtime. All efforts are made to ensure meals have a suitable nutritional value in line with the requirements of the

School Standards and Framework Act 1998.

If children choose to bring a packed lunch, then a suitable place to eat is provided, with appropriate supervision. The school promotes a healthy lifestyle and parents are asked not to put sweets, nuts or fizzy drinks in packed lunches. Early Years and KS1 children are provided with fruit mid morning.

Nursery and Reception children are provided with milk; they should sit whilst drinking their milk.

School Uniform

It is the school policy that all children wear the school uniform when attending school or when participating in a school-organised event outside normal school hours. The requirements for school uniform are agreed with parents and these are reviewed regularly.

Children are not allowed to wear jewellery, including earrings. Children are asked to remove these during PE and games or to cover them with a plaster if the ears are newly pierced and the earrings cannot be removed. In addition, children are not permitted to wear false nails. If they are unable to remove the nails, the children will not be allowed to take part in activities that the teachers feel may be a risk to either themselves or others, which will include P.E., Food Technology and during playtimes.

Playtime and Lunchtime Safety

During break times and lunchtimes in fine weather, children will be supervised on the yard. Children should be encouraged to leave the building promptly and to stay outside where they will be supervised.

During wet weather, children are not allowed on the grass and during wet playtimes they should be allowed to remain in the classroom.

Lunchtime supervisors will supervise the children during lunch break and will consult with teaching staff if any issues arise.

Only soft balls on the playground apart from when being supervised by an adult on the pitch.

Children are not allowed to play in the car park. No child should climb over the boundary fences to retrieve balls etc. This should be reported to a member of staff.

No child is allowed to climb on the school roof.

Extra care will be required if any work is being carried out on site during school hours, This may result in some areas being out of bounds. It is the responsibility of the Head Teacher or Deputy to inform staff and pupils if such an event is to occur.

Monitoring and Review of the Health and Safety Policy

The Governing Body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure the school regularly reviews its processes and procedures with regard to health and safety.

The governor also liaises with the LA, the NEAT Central Team and other external agencies to ensure that the school procedures are in line with those of the LA. and NEAT.

The Head Teacher implements the school health and safety policy on a day to day basis and ensures that all staff are aware of the details of the policy as it applies to them.

The Head Teacher reports to the Governors on health and safety issues and health and safety is on the agenda of the Governors' termly meetings.

This policy will be reviewed at any time at the request of the Governors, or as a minimum once per year.

Policy Reviewed: January 2019