



A place to shine ...

Let light shine out of darkness and God's light shine in our hearts

2 Corinthians ch4, v6

Health and Safety policy

Consultation that has taken place	October 2020
Date formally approved by governors	October 2020
Date policy became effective	October 2020
Review date	October 2021
Person responsible for implementation and monitoring	Mrs Dawn Day Mrs Faye Kerr Mrs Julie Brigham/Mr Martin White

***'Have I not commanded you? Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go.'* (Joshua 1:9)**

Introduction

The Governing Committee shall carry out an annual risk assessment of the school buildings and premises, and ensure, as far as is practicable, that they are safe for people to use and do not pose a risk to the health and well-being of those who enter them.

The Governing Committee recognises and accepts its responsibilities, under the Health and Safety at Work etc. Act 1974 and other health and safety legislation, to ensure, so far as 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.

Governors and all staff shall provide and maintain a positive health and safety culture within the school.

Governors and all staff, as those, who whilst understanding their duties, are committed to the promotion of the health and safety of others, as well as themselves, shall neither intentionally nor recklessly interfere with or misuse any equipment or fittings within the school that are provided in the interests of the health, safety and welfare of all who enter the school building and premises.

The Governing Committee, primarily through the Head Teachers shall ensure that all employees are effectively consulted on health and safety matters and that prior to the allocation of any particular health and safety function to an individual the individual is consulted.

The Governing Committee, and all other teachers, with the aid of specialist advice when necessary, shall determine the risks to health and safety within the school, and the measures or precautions to deal with them.

The Governing Committee, primarily through the Head Teachers, shall ensure that sufficient information (including all relevant documentation from the local authority), and training relating to the risks to their and other school users health and safety within the school, is provided to all employees.

The Governing Committee and Head Teachers, shall ensure that risk assessments on all activities associated with the school, both on and off site, are carried out and recorded to promote and maintain the health and safety of employees, pupils and others involved in them.

The Governing Committee, though, the Head Teachers, shall ensure that issues, which arise in inspection reports, accident reports and action plans, are appropriately addressed and implemented.

The Governing Committee, Head Teachers, without prejudice to the distinctive ethos of the school and its own responsibility to promote and foster the highest standards of health and safety, shall ensure that the best practice advocated by the Academy Trust, Newcastle City Council and Local Authority (LA) are adopted and implemented within the school.

The Governing Committee shall ensure that an annual health and safety plan is compiled by the Head Teachers and monitor the implementation of it.

Individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

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 TEACHERS

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 Teachers** 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 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 Committee on any issues regarding health and safety that are brought to their 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 guidelines
- 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 home groups
- Ensure that their phase areas are safe and that any health and safety issues are reported immediately to the Head Teachers/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 Teachers/the Child Protection Officer
- Complete appropriate accident/ incident documentation
- Keep all relevant people updated with regard to any pupils specific medical needs
- Subject Leaders 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 TEACHERS 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 guidelines
- Meet regularly with the Head Teachers and give regular reports to the Governing Committee 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 Teachers any defects of hazards that are brought to his attention
- Inform the Head Teachers 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 available to every phase and for other public spaces

- These procedures will be updated as appropriate
- The logbook 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 and Accident Reporting Procedures.

SEE ADDITIONAL GUIDANCE ACCIDENTS/ILLNESS AND REPORTAGE OF ACCIDENTS AND FIRST AID.

- First aid is available in the office. There are additional First aid boxes in Pre-School and in every phase.
- Accident books (to record minor injuries/treatment) are kept in every phase.
- If a child has sustained a bump to the head, they will be checked by a First Aider and parents will be contacted. Every effort will be made by the 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 Teachers and the appropriate accident form needs to be completed. These are found in the School Office.
- Appointed First Aiders in school are named in each phase.
- The person responsible for administering the accident reporting procedure is the Head Teachers. 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 resource room for staff to take onto school trips.

Playground

Playtimes

At least 2 members of staff will be on duty at every playtime in all areas of the yard. Teachers must not send their classes 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 - play in the Nursery yard – all Nursery staff will supervise this in accordance with legal ration requirements.
- Reception children will play in their outdoor area – at least 2 members of staff will supervise. This may fluctuate depending on the number of children in Reception each year.
- Play in the main schoolyard is supervised by at least 4 members of staff.
- There is an area in the yard for playing football at playtimes and dinner times. Football is only played in the MUGA.
- Staff should actively encourage pupils to play safely. Rough games are banned.

Pregnant workers and Nursing Mothers

The Head Teachers with the School Business Manager will carry out a risk assessment 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 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 Teachers and site manager as soon as possible.
- Teachers need to ensure that cables from electrical equipment such as computers in their home groups 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 by private hire coach and are accompanied by their teacher and/or a teaching assistant.
- The school behavior policy will be applied for children who do not behave appropriately at the swimming baths.

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 complete 'Smartlog' training, which relates to aspects of Health & Safety.

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 Learning Areas

- It is the responsibility of the teachers to ensure room furniture is organised in a safe manner. This includes freestanding furniture, scissors, glue, hammers etc. The teacher should alert the Health and Safety representative and Head Teachers 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 phase areas 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 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

PE Equipment is checked every half term by the PE Leads, every 2 weeks by the Site Manager and whenever it is used (before use) by class teachers. 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 Cityworks

Curriculum Leaders

Curriculum Leaders will inform the Head Teachers 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 (Behavior, anti-bullying, safeguarding)
- To inform staff of any strangers on site
- Move around school in pairs, never alone
- Adhere to safety procedures in toilets

Contractors

Contractors will ensure Health and Safety priorities at all times for all persons on the school site. They will, in discussion with the Head Teachers 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.

Snow and Ice

In the event of adverse weather conditions, such as snow and ice, the Site Manager shall ensure that pathways are cleared and made safe before staff, parents and pupils enter the school grounds. Parents and Carer's shall be given notice of the school's closure due to adverse weather conditions by means of text, LA website and announcement on local radio station. If school needs to be closed during the working day parents and carers shall be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless they are accompanied by a responsible adult.

Cars and other Vehicles

To ensure the safety of children at the beginning and end of the school day the school gates will be closed to traffic at times when pupils are entering and leaving the school premises. To ensure the segregation of pupils from vehicles, all cars shall be parked within the areas provided. Paths are provided for the safe use of everyone.

Waste Disposal

Waste disposal arrangements shall be carried out by service providers as part of the school's Service Level Agreements.