



**Health and Safety  
Guidelines  
2018 - 2020**

**DOCUMENT HISTORY**

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## **Introduction**

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

Governors are committed to working within the framework provided by the LA's Code of Practice. Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors will review this policy annually.

**PLEASE NOTE** – THIS IS A BRIEF SUMMARY OF HEALTH AND SAFETY ISSUES THAT RELATE TO OUR SCHOOL. *FULL DOCUMENTATION REGARDING HEALTH AND SAFETY CAN BE FOUND ON NEWCASTLE CITY COUNCIL HEALTH AND SAFETY WEBSITE.*

## **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 students
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 students 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 students' 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
- 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 liaison committee on a regular basis to review and manage site issues
- Report to the liaison committee and Governing Body on any issues regarding health and safety that are brought to her attention
- Ensure all adults coming into contact with students are Barred List/list 99 checked as a minimum and DBS enhanced disclosure has been sought for those adults who work with students 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 students, 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/School Business Manager, Site Manager and any other relevant adults
- Exercise effective supervision over those for whom they are responsible, including students
- Ensure that as far as practicable, that students use tools and equipment safely and that these meet the accepted safety standards.
- Ensure that students behave in a way that ensures the safety of all concerned
- Report any concerns of abuse of students to the head Teacher/the child Protection Officer
- Complete appropriate accident/ incident documentation
- Keep all relevant people updated with regard to any students specific medical needs
- Curriculum leaders should be sufficiently knowledgeable about health and safety issues relating to their curriculum area, 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 students** are expected within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow students

- 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 STUDENTS ARE AWARE OF THESE RESPONSIBILITIES THROUGH DIRECT INSTRUCTION AND NOTICES

The **Site Manager** will:

- Ensure that he/she is familiar with the school's health and safety guidelines
- Conduct site checks and discuss any issues relating to Health and Safety with their manager and the school's head teacher
- 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

## **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 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 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 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. This is RFM's responsibility.

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

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

- First aid is available from designated staff. A list is kept in the school office and staff room.
- Accident books ( to record minor injuries/treatment) are kept in the School Office
- If a student has sustained a bump to the head, they will be checked by a First aider and parents will be rung. 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.
- Appointed first aiders in school are: Helen Clarkson; Joanne Whittington; Lisa Loraine; Pamela Mason and Graham Laver
- 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 for staff to take onto school trips.

### **Outside areas:**

**Break times:** Two or three members of staff will be on duty outside at every break time. Teachers must not send their class outside unless they are certain that a member of staff is on duty. Students should not be left outside unsupervised at any time during outside break.

### **Lunch time**

- Break outside is supervised by 3 members of staff.
- There is an area for playing football at playtimes and dinner times. Football cannot be played on other parts of the yard. But can also be played on the MUGA
- Staff should actively encourage students 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 in the *LA's Health and Safety Code of Practice* 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 students never to fall. 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 school business manager and site manager<sup>6</sup> 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

- Students who do not behave appropriately in the swimming pool are not be allowed to participate in the session
- Unless they have the appropriate DBS checks parents are not allowed to support students in the pool or assist them change.

### **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 made aware of this document, where it is on the server 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 students 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 officer and Head Teacher of potentially dangerous situations, both in school and in the grounds
- The Health and Safety Officer may make a termly check of the internal and external premises
- In order to provide a safe environment for students, all classrooms must be organised and tidy at all times
- Boxes of equipment and resources should be labelled and stored on shelves within the students' reach. If they are on the floor, they must be carefully sited so students 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
- Students should be taught the procedures for using equipment and resources safely and return them to the correct storage place

### **Physical Education**

The PE equipment is checked every half term by the PE Teachers. Any staff noticing damaged equipment should report to the teachers.

- All staff will take responsibility for students in their care and will act in line with the behaviour policy if they witness incidents of violence (against staff/pupils)
- Violent acts affecting students (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 students in their care
- All staff will be aware and implement all procedures efficiently and ensure all adults and students in their care are aware of procedures
- All staff will ensure all students 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 Officer

- Annual gym equipment inspection is carried out by qualified examiners through RFM

### **Curriculum Leaders**

Will inform Head Teacher and staff of Health and Safety procedures appropriate to their curriculum area responsibility. Guidelines will be included in individual curriculum policies.

### **Students (within their abilities) 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 site manager, become familiar with the Health and Safety requirements as set in RFM, the school and LA policies and adhere to these along with the Health and Safety requirements of their own business.