

Moorside Primary School
Health & Safety
Policy



September 2019 Version
To be read in conjunction with:
Health & Safety General Statement
Fire & Emergency Routines and Procedures
Emergency Plan and
Supporting Pupils at School with Medical
Conditions

Person Responsible for Review:
Head Teacher / Governing Body

HEALTH & SAFETY

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MOORSIDE PRIMARY SCHOOL

PURPOSE, VISION & VALUES

Our Purpose

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.
We pride ourselves in belonging to a caring school community where everyone is welcome.
We strive to deliver an outstanding education for all our children.
We help everyone to become caring and active citizens
We encourage everyone to thrive and achieve their full potential.

Our Vision

We want everyone in our school to work together to make us as good as any school can be.
We want to create new opportunities for everyone to succeed.
We want to create a culture which broadens all of our horizons.
We want everyone to be able to tackle the challenges we will face in an ever changing world.
We want all of our children to effectively engage with each other and with our community.

Our values

We all believe...

Our local community deserves a school they can be proud of
We are a caring community where everyone is welcome
We all value, respect and support each other
Our community has the right to be safe and healthy.
Our children should have the chance to enjoy and be enthused by their time in our school

We all agree...

Everyone will always try their best and take pride in all that they do
Everyone will demonstrate good manners at all times
Everyone will respect each other and show consideration
Everyone will respect and care for our environment and resources
Everyone will celebrate each other's successes and achievements

HEALTH & SAFETY AT WORK

General Statement

The Health & Safety at Work 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 schools activities.

This policy supplements Newcastle City Council's health and safety policy statement.

All school staff 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 risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative 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.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

The policy will be regularly reviewed and updated as necessary, or at least annually.

Signed on behalf of the Head Teacher and Governing Body

L Hall
Head Teacher
Moorside Primary School

September 2019

Organisation and Responsibilities (Appendix 1A and 1B refers)

Governing Body – The Governing Body have a legal duty to ensure that Schools have a Health & Safety Policy and receive information in relation to all Health and Safety issues that may cause or have caused a risk to pupils, staff, visitors and other stakeholders.

Head Teacher – The Head Teacher is responsible for ensuring that everyone understands the significant H&S risks related to the school premises and curriculum. The Head Teacher holds responsible for all risk assessments, training and overseeing significant risks.

School Business Manager – Supports the Head Teacher with their responsibilities and ensures that processes are in place.

Site Manager – Ensures that regular checks are made as directed by the Head Teacher or School Business Manager

All Staff are responsible for Health and Safety and have a Duty of Care with regard to any issues that may have an impact on the safety of pupils, staff, visitors and other stakeholders.

Employees' Obligations

As well as placing a number of obligations on the employer, the Act also imposes duties on employees whilst at work:-

- i. To act in their employment with due care for the health and safety of themselves, or other workers, and the general public who may be affected by their acts or omissions.
- ii. To observe the provision of the Act wherever applicable to them or matter within their control.
- iii. To co-operate with the employer as far as is necessary to enable the duties to be carried out.
- iv. Not to interfere with or misuse anything provided in the interests of health, safety and welfare.

An employee who contravenes or fails to observe any relevant health and safety rule will normally be subject to disciplinary action under the Disciplinary Policy.

Employees are urged to cultivate the habit of working safely. They should be on the lookout for hazards and if they see something that might cause an accident, make it safe, (unless they put themselves at risk) or report it to the head of school, or the person assigned the specific responsibility for all matter relating to health and safety.

Union Representation - Consultation will take place with any union appointed safety representative 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.

Contractor's Obligations - Contractors are reminded that Section 7 of the Health and Safety at Work Act 1974 compels them to take reasonable care of themselves and others.

Contractors must not start work until they have authorisation from the Administrator or their appointed officer, and must not work in any area unless they have read and signed the contractor's book.

Contractors must read the evacuation procedures. Any contractor failing to observe any of these rules may be asked to leave the site.

FIRE PROCEDURES

Please ensure that you read and understand the

Emergency Plan, Fire Routines & Procedures and you KNOW the Fire Assembly Points

All Staff must familiarise themselves with both the Emergency Plan which should be read in conjunction with this policy and the Fire and Emergency procedures which are displayed throughout the buildings. These plans are reviewed on a regular basis. All staff has a responsibility to ensure that they are aware of the current procedures which are available from your mentor, line manager or Head Teacher.

New Intake

On the first day of a school term or as soon as possible thereafter all new entrants, staff and pupils, should be conducted over all primary and secondary escape routes, shown the positions of fire alarm points and be instructed in the fire procedure.

Notices

Each fire alarm point should be indicated conspicuously by a notice worded "FIRE ALARM", followed by appropriate operating instructions.

PEEPS (Appendix 9 refers)

Some pupils or indeed staff may need assistance in evacuating the building. In this case a PEEP will be required.

Test Fire Drills

Test fire drills should be held at least once per term and a record kept of same. They should not be allowed to become stereotyped, as the situation under actual fire conditions may vary widely. For instance, a staircase may be unusable due to smoke or other causes.

Before arranging a drill where a staircase or other means of escape is presumed to be blocked, it is essential that an alternative safe route is available which leads to open air and safety.

A record all fire drills should be maintained.

Attacking the Fire

Circumstances will dictate as to whether firefighting operations should be attempted; the important thing to be remembered is that FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY and that whilst small fires such as a quantity of spilled flammable liquid in a laboratory can be dealt with summarily, for a sizeable fire safe evacuation should be the primary concern

Smoking

Smoking is not permitted anywhere inside the school buildings or anywhere in the school grounds.

First Aid and Reporting Accidents, incidents and dangerous occurrences (**Appendix 7 refers**)

Even the most careful of us can unfortunately suffer an accident. However minor the injury may seem, be sure to report it immediately to the first aider. Information regarding first aiders will be available from the school office. All accidents must be recorded and the class teacher must be advised to enable information to be fed back to parents.

Please see Safeguarding Policy and Behaviour Policy

Infectious/Contagious Diseases

You must notify the Head Teacher if you or anyone in your home is suffering from one of the infectious or contagious diseases listed below:-

Mumps	Dysentery*
Measles	Glandular Fever*
German measles	Poliomyelitis*
Chickenpox	Scarlet Fever*
Cholera*	Smallpox*
Diphtheria*	Typhoid*

The above list is not definitive.

Any instances of these diseases should be reported to the Head Teacher or School Business Manager as soon as possible*.

In order to prevent the possible spreading of the disease to other people, we may ask you to stay away from work. For the duration of your absence, the normal conditions of employment will apply.

Medications – The school is committed to their pupils and hope that all children can attend school on a regular basis. Some children may need to take medication or have specific medical needs. If more information is required, please refer to **Supporting Pupils at School with Medical Conditions (detailed information in relation to Medical conditions are included in this policy)**

Asthma

Use of Nebulisers -Some children with severe asthma may use an electric device called a Nebuliser to deliver asthma drugs. In such cases the school will liaise with the school nurse on the correct management.

At Moorside Primary School we welcome pupils with asthma. They will be encouraged to take a full part in all activities or the school.

Parents

The school will ask parents whether their son or daughter has asthma. A record will be kept of all pupils with asthma. Details of treatment will be obtained from parents, together with clear guidance on correct usage.

Asthma Education

All staff at the school will be advised on practical asthma management.

Access to Inhalers

Pupils who have reliever inhalers such as Ventolin, Bricanyl and Salbutamol, will probably have an inhaler at home and one on the journey to and from school.

Pupils who have preventer inhalers may need to take these during the school day. Some pupils may have both a preventative and reliever inhaler.

The school holds emergency inhalers and these will be used if any pupil does not have their inhaler available but we would encourage all parents/carers that it is their responsibility to ensure that their inhalers are in school and are in date.

Parents will be consulted as to where their child's inhaler will be kept. Pupils may keep their own inhaler with them in a bum bag provided by the school. As it is **important that pupils have easy access to their reliever inhaler at all times**. Delay in taking reliever treatment can lead to a severe attack and, in rare cases could even prove fatal. The school will ensure that pupils with asthma have easy access to their reliever inhaler at all times; in the classroom, on the sports field, at the pool, at break and lunchtimes and on school trips.

Sport

The aim of total normal activity will be the goal for all but the most severely affected pupil with asthma.

Allergies

The school has a number of pupils and staff with allergies. The school recognises the importance of keeping our children and staff safe and in order to try to reduce risk we DO NOT allow Nuts of Any Food containing Nuts in the School. We also do not allow KIWI fruit in the school. Please note that Nutella is not allowed.

Defibrillator

The School has a defibrillator in the school but this will only be used in emergencies.

Moorside Primary School is committed to the wellbeing of pupils, staff, visitors and all stakeholders.

Sickness at Work and Stress

Sickness at Work

Pupils: If you feel ill at any time please let the Teacher know. If you are a member of staff please advise the Head Teacher or member of the Leadership Team. A decision will be made concerning your fitness, or otherwise, to remain at school/work. On no account should a person absent themselves without permission. If you are not able to attend work you must TELEPHONE the Head Teacher as soon as possible. You will be required to complete a return to work form or provide a sick note from your doctor/hospital.

Stress (Staff)

If you feel that you are suffering from stress please discuss it with your mentor, line manager or Head Teacher. Moorside Community Primary School is committed to the wellbeing of all our staff and will provide support and guidance.

Recognising Stress Problems – Information and Training

Moorside Primary School recognises that any staff responsible for line managing staff will need to be suitably trained. Moorside Primary School has the support of the HR department at Newcastle City Council and Occupational Health Professionals that can support the schools as required.

Occupational Health Service

The School has access to Occupational Health Services.

If, as a member of staff you feel that you need help, please discuss this with your line manager, mentor or Head Teacher. The School may decide that it is appropriate for a member of staff to access Occupational health services where it is concerned about an individual. Occupational Health is a means of preventing ill-health and promoting health and well-being in the workplace. Occupational health professionals such as psychologists, nurses and doctors can increase awareness of stress, both in individuals and in organisation as a whole, by stimulating discussion and promoting a supportive culture. Similarly, they can advise on positive health management (diet, exercise, drugs, drinking and smoking).

Access to an occupational health unit can be an important resource in dealing with stress and its related problems. Education authorities and governing bodies should look at ways of providing such access to teachers and other staff.

Moorside Primary School encourages staff to seek advice from the occupational health personnel, who will discuss problems in confidence, and where necessary, initiate appropriate advice on treatment through the family doctor. Referral to other specialist advice may be recommended, e.g. coping-skills training, group therapy and psychological treatment.

As well as dealing with individual cases, an occupational health unit can play a valuable role in identifying overall problems and assessing the effectiveness of strategies used to deal with particular problems.

Safety in the workplace (Appendix 13 refers)

Health and safety is a serious issue which schools have to address. It is important for everyone's wellbeing that hazards around the school are dealt with as soon as possible. In order for us to comply with the law we are required to report any hazard or defect on school premises. So that we have a record of these and to ensure that they are dealt with as speedily as possible a simple system for reporting health and safety issues has been devised.

Urgent repairs need to be reported immediately to the **Health and Safety** coordinator, (Head Teacher /School Business Manager). If they are premises related please also inform the Head Teacher and the Caretaker.

Violence at Work \ School (Appendix 8 refers)

Everyone should be able to attend work\school without violence. Please note the statement below issued from the LA.

STATEMENT OF POLICY ON VIOLENCE TO STAFF AT WORK

1. Violence is defined by the Health and Safety executive as –
'Any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment.'
2. Actual or threatened assaults on City Council employees are wholly unacceptable and the City Council will support any member of its workforce who is assaulted whilst carrying out official duties.
3. Serious consideration will be given to minimising the risk of violence to City Council employees by physical means, such as alternations in the workplace, especially counter, reception and interview.
4. Incidents of violence or threats of violence are to be reported immediately and recorded and reviewed by a nominated senior official in each department. [A copy of the incident report form to be completed by employees who have been threatened or assaulted is attached].
5. Any serious incidents of violence will be reported to the police for appropriate criminal investigation.
6. The City Council accepts the right of employees to make formal complaints to the police or to pursue civil action.
7. Departmental Management will ensure that staff receives instructions about how to control violent behaviour when it occurs.
8. Line Managers will provide assistance to employees during and following any incidents of violence. Counseling will be arranged as and when necessary.
9. All work relating to know violent clients will be assessed and responded to in an appropriate manner which may require more than one member of staff to be allocated to deal with particular individuals.
10. Wherever practicable cash handling and carrying will be avoided.
11. Induction training for new staff will include developing an awareness of and sensitivity towards violence at work.

Educational Visits (Appendix 5 refers)

All visits must be planned in accordance with the EVAS and the LA/school guidance met. Newcastle City Council use EVOLVE – Information Management System to record all visits.

Risk Assessments (Appendix 3 and 4 refers)

It is important that staff complete risk assessments for any visits and activity. There are standard activities that may be used. All risk assessments need to be saved on the T drive and must be authorised by the Head Teacher.

Pregnancy and new mums (Appendix 6 refers)

To ensure that an adequate risk assessment is in place it is important to advise your line manager as soon as you are aware that you are pregnant. This information will be kept confidential but in order for your wellbeing to be considered a risk assessment will be required.

PE Equipment

All PE Equipment is checked as per H&S guidelines but it is the responsibility of all Teachers/Support Staff to check any apparatus or equipment before it is used. Please report any concerns to your line manager. Do not use equipment that is unsafe as you still have a duty of care to take necessary steps for the H&S of all pupils etc.

Managing Chemicals (Appendix 13 refers)

It is not normal practice for Moorside Primary School to have any chemicals in the school that would cause harm or injury. Bleach or chemicals with toxins should not be brought into the school. The caretaker/site manager is responsible for COSHH guidelines/regulation being adhered too along with the LA. Please refer any concerns to the Head Teacher or School Business Manager.

Hot Works (Appendix 14 refers)

Care has to be taken if using certain equipment in schools this is normally associated with equipment used for cutting and welding. The site manager would need to oversee all works.

Portable Appliance Testing (Appendix 15 refers)

All electrical equipment used in schools must be new or have a valid PAT certificate displaced on it. Staff must not bring in used equipment from home.

Selecting and Managing contractors

The Head Teacher, Governors and the School Manager are responsible for ensuring that all contractors working in the school have the necessary qualifications and experience to conduct the work in the appropriate manager. If specialise support is required they will appoint a person to oversee the works.

Manual Handling & Working at Heights

Moorside Primary School purchases their Caretaking/Site manager support through the LA. As the employer the LA provides training in manual handling and working at heights. Staff must not stand on chairs or step ladders.

School Security (please see section on CIC plan)

Everyone must take responsibility to school security and be vigilant at all times. All visitors or supply staff should have ID badges. Please use your “fob” to get around schools and DO NOT let any parents into areas without knowing why they are going into that area of the school i.e. book look etc. If you see anything suspicious report it.

Staff should close windows and ensure fire doors are shut before they leave at night. Nothing should be “hanging” as this could set off the security alarm.

The person responsible for locking the schools will ensure that shutters and front doors are locked and that the alarm is set.

Display Screen Equipment (Appendix 16)

Any staff using a computer for a number of hours (over 5) each day should take care to position their screen and chair correctly. Staff are able to take a simple online course through the LA if deemed appropriate by their line manager.

Asbestos (Appendix 11)

The Head Teacher is responsible for managing the asbestos management plan in collaboration with the School Business Manager and the Caretaker/Site manager.

Legionella (Appendix 12)

The Head Teacher is responsible for ensuring that water quality checks are made on a regular basis. Currently Moorside Primary Schools buys into a SLA at the LA for ensuring that these checks are carried out.

Vehicle Safety & Minibus (Appendix 10)

All cars parked in the school car park are at the owners risk and the school does not accept any liability for any damage etc. to their vehicles. Whilst in the car park or driving towards the car park staff must be vigilant in case anyone walks behind or runs in front of their car.

The school has a school minibus but only authorised drivers are allowed to drive it. These drivers will have attended a training course (Midas) and supplied details of their insurance and driving licence to the School Business Manager. Any parking tickets / offences obtained whilst driving the school minibus will be the responsibility of the driver.

H&S - Linked policies

Emergency Plan - Emergency Fire and Emergency Routines -
Supporting Pupils at School with Medical Conditions
Critical Incident & Continuity Plan

A comprehensive copy of all the appendices are available from the school office