

Walbottle Village Primary School Health and Safety Guidelines

Consultation that has taken place	October 2018				
Date Formally Approved By Governors					
Date policy Became Effective	October 2018				
Review Date	October 2019				
Person Responsible for Implementation and Monitoring	HT		SBM / Facilities Supervisor		
Other Relevant Policies	Inclusion SEN	Equalities	Child Protect	Behavior	PHSCE

INTRODUCTION

The Trustees and 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.

We are committed to working within the framework provided by the City Council outlined in the 'Health and Safety: and Risk Assessment Manual'. Trustees and Governors are committed to the provision of adequate and appropriate safety training for staff.

Trustees and 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.

Trustees and Governors will review this policy annually at their first meeting of the Autumn Term.

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 IN THE SCHOOL OFFICE AND IN THE HEALTH AND SAFETY AND RISK ASSESSMENT MANUAL

GENERAL GUIDELINES

Purpose:

The aim of these guidelines is to:

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and pupils
- Make arrangements for ensuring safety and absence of risk to health in connection with the use, storage and transport of articles and substances
- 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
- Maintain all areas under the control of the Trustees, 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
- Formulate effective procedures for use in case of fire and for evacuating the school Premises
- Lay down procedures to be followed in case of accident
- Teach safety as part of pupils' duties where appropriate
- Provide and maintain adequate welfare facilities
- Provide adequate information, instruction, training and supervision
- Regular monitoring of progress, and of safety performance, to be used in the planning process

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 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, SBM 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 her attention

- Ensure all adults coming into contact with children are List 99 checked as a minimum and DBS 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 policy
- 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 classrooms
- Ensure that their classrooms are safe and that any health and safety issues are reported immediately to the head teacher/Site Manager or SBM 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 Teacher/the 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 and SBM** will:

- Ensure that they are familiar with the school's health and safety policy
- Meet regularly with the head teacher and 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 of hazards that are brought to 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 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

- Sound the alarm
- Attack the fire, if possible with appliances provided
NOT RISKING PERSONAL INJURY

On hearing the fire alarm

- Leave the building by the designated route
- Close all doors behind you if possible
- 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 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 office.

Fire drills should take place each term.

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 each classroom. There are additional First aid boxes available (outside Head Teacher office, hall and staffroom).
- Accident form/ books (to record minor injuries/treatment) are kept in the School Office.
- If a child has sustained a bump to the head, they will be checked by a First aider. The child will be given a sticker, certificate and an ink stamp. The class teacher will be informed as they will need to talk to a parent/career 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 – Karen Cable, Siobhan Ryan, Tracy Brown, John Thackray, and Donna Tanner. They are responsible for ordering items and replenishing first aid boxes each month.
- 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 Aider should always accompany each activity. First aid kits are available and staff must take onto school trips.

PLAYGROUND

Playtimes

- 3 members of staff will be on duty at every playtime on the yard.
- Teachers must not send their class on to the yard unless they are certain 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 yard – there are 2 members of supervisory staff.
- Play in the main school yard is supervised by 4 members of staff.
- There is an area in the yard 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 designated football pitches on the field –(weather permitting)
- Staff should actively encourage pupils to play safely fighting / rough games are banned.

PLAY EQUIPMENT

- The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor via SLA online.
- Any actions identified in the play equipment inspection report are initiated immediately. Where necessary, equipment is taken out of use temporarily until the repairs are completed.
- Staff should always report any repairs immediately to the Facilities Supervisor.

PREGNANT WORKERS AND NURSING MOTHERS

The head teacher 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 FALL

- 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.

EDUCATIONAL VISIT

- All school trips are planned by a competent party leader.
- The details relating to the planning processes are checked and by the Head Teacher and SBM.
- The party leader must ensure they complete the trip pack ensuring they stick within the recommended time.
- All visits must be approved by the Head Teacher.
- Party leader must ensure they have provided all relevant risk assessments, including SEN, medication etc.

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 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 CRB checks parents are not allowed to accompany children to 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 will therefore be issued with 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, 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 monthly 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 screen 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

This is checked every half term by the coordinator. 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 behavior policy if they witness incidents of violence (against staff/pupils)
- All staff must risk assess the hall or area for the activity they are doing before the session begins.
- 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 Newcastle City Council

CURRICULUM CO-ORDINATORS

Will inform Head Teacher 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

RISK ASSESSMENT

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risk and necessary precautions are identified. The health and safety representative will provide further guidance and several general assessments are available. Most assessments are best done in light of the particular circumstance in the school.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working document, such as a lesson plan or trip pack.

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 (see appendix).

All contractors carrying out any works will be given the Asbestos Register and will need to sign to it to verify they have read and understood.

Any contractor carrying out Hot Work will need to complete the relevant documentation prior to the works.

Reviewed by Governing Body – October 2018