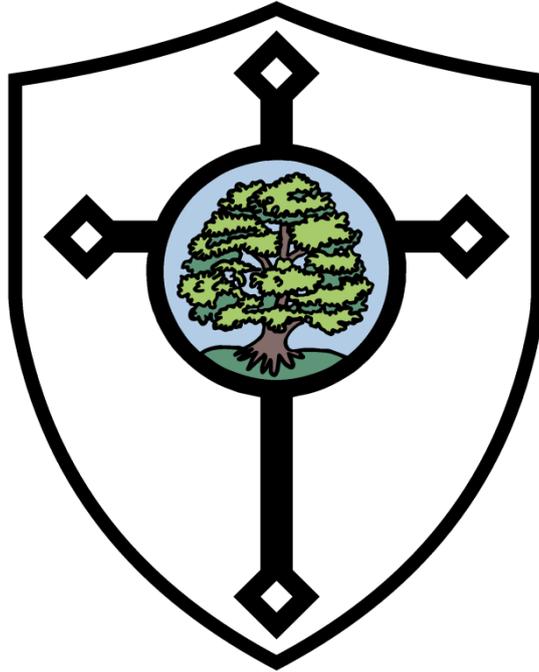


The New Forest C of E (VA) Primary School

at Landford, Nomansland & Hamptworth



Health and Safety Policy

Adopted: November 2009

Last reviewed/approved: December 2018

Review: yearly

Status: statutory

Health and Safety Policy

The New Forest Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We have adopted the *'Fruits of the Spirit'* (Galatians 5:22) as our school values and expect these to be demonstrated by everyone in our school in accordance with our mission statement *'Growing and Learning Together through Christian Values'*.

1. Introduction

The policy of governors and staff is to maintain, as far as possible, a safe place of work with safe means of access and egress, safe appliances and equipment, a safe system for carrying out the work, and competent and safety conscious personnel. We also understand the Health and Safety of any other persons affected by our activities. It is our policy that in meeting our legal duties, particularly those of non-employees, we recognise the need to maintain a safe environment.

2. Aims

- To secure the health, safety and welfare of persons at work.
- Protection of persons other than those at work against risk to health or safety arising from or in connection with the activities of persons at work.
- Provide for consultation and training.
- Provide for risk assessment, monitoring and reporting of accidents and dangerous occurrences.

3. Responsibilities of employees

- 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.
- As regards any duty or requirement imposed on the senior person or any other person, by or under any of the relevant statutory provisions; to co-operate with that person so far as is necessary to enable that duty or requirement to be performed or complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

4. The safety policy

All personnel should at all times comply with current safety legislation, information upon which can be obtained from the Head Teacher. The legal duties of employees are as follows:

- to take reasonable care of their own health and safety and that of others who may be affected by what they do or omit to do at work;
- to co-operate with their employer on health and safety matters;
- to not interfere with or misuse anything provided in the interests of health, safety and welfare of themselves or others;
- to inform their employer of any shortcoming in the health and safety arrangements, even when no immediate danger exists;

- to report any dangerous event immediately to the Head Teacher or member of the Senior Leadership Team;
- to only undertake 'new' tasks with suitable guidance and training;
- to protect from use and immediately report any broken equipment or loose flooring, etc;
- to not bring electrical equipment into the school unless it is either under one year old or has been PAT tested by the school's current testing contractor;
- it is the responsibility of all staff to ensure that fire exits and routes are clear at all times.

5. Rationale

The health and safety of everyone on the school site is of the highest priority. We endeavour to ensure a safe and healthy environment within the provision of Health and Safety Legislation.

6. Purpose

We aim to comply with the County Education Department Safety policies by:

- establishing a safe school environment;
- establishing and maintaining safe working procedures among staff and pupils;
- promoting an attitude of safety consciousness; and
- undertaking risk assessments.

7. Guidelines

- The governors and Local Authority share in the overall responsibility for safe practice within the school.
- The Head Teacher is responsible for ensuring that the Health and Safety Policy is followed in all aspects of school life on a day-to-day basis.
- Every employee has a responsibility to take care for their own safety and for others who may be affected by his/her actions.
- The Schools' Health and Safety Representative, Head Teacher - **Caroline Whittaker**, must be informed of any health and safety concerns.
- The Health and Safety Representative must be supported in this role.
- Regular checks (minimum annual) by qualified persons will be undertaken for specialised equipment, e.g. electrical, fire extinguishers, PE apparatus, cooking equipment, outside play area and in particular the agility course.
- Procedures for dealing with accidents (First Aid), fire and other emergencies must be adhered to.
- Risk assessments will be carried out regularly.
- Professional advice will be sought where appropriate.

8. Specific arrangements

8.1. KS1 and KS2 school sites

The sites will be maintained in a safe condition as far as is reasonably practicable.

The governing board Resources Committee will undertake regular inspections of the KS1 and KS2 school buildings and sites (minimum termly). The Head Teacher inspects the whole premises weekly and class teachers will monitor their own areas on a continuous basis. The Cleaner in Charge (one each site) has a key role in maintaining and reporting any defects and potentially dangerous situations. Admin Staff also carry out weekly checks of fire exits, equipment and fire

extinguishers.

The cleaners' cupboards are locked at all times when not in use. All chemicals and materials will be stored and used in accordance with current legislation and advice. COSHH reports are kept in the school offices.

The KS2 boiler house will be locked at all times and the key held in the office.

No dogs, with the exception of assistance dogs, are permitted on to the school sites, unless for a specific curriculum activity, in which case a formal risk assessment would be produced.

9. General school and classroom management

Health and safety is high priority in all aspects of school and classroom management, and includes:

- the arrangement of furniture;
- the organisation of activities; and
- the organisation of equipment.

Children as well as staff need to be trained in the routines and use of equipment, and time spent on such training should be valued.

New staff should be made aware of policies and procedures by the Head Teacher or an assigned support member of staff as part of their induction.

Any member of staff working alone in the building outside normal working hours should lock themselves in the building, leaving the key in the lock. Staff should notify a third party, giving a contact number in case of emergency, i.e. a key holder.

Safety advice for various aspects of the curriculum may be found in the specific policy statements and guidelines, which make particular reference to County documents.

Fire alarm procedures and practice (with NO advance warning) held once a term on both sites, and time taken recorded in Health and Safety File.

10. Accident procedure

First Aid Boxes are located in the following places:

KS1 Landford site:

- Each classroom
- Staffroom

KS2 Nomansland site:

- School office
- Accessible toilet
- School kitchen
- Cedarwood building accessible toilet

Minibuses:

- Beneath front passenger seat

A full list of staff trained in First Aid is displayed in each of the offices.

At least one First Aider is present at each site at all times including a paediatric trained member of staff in our EYFS Class.

- Minor accidents should be sent to the office accompanied by a sensible child, or at lunch time to the midday supervisor.
- All accidents needing medical attention will be recorded in the 'Accident Book' and a duplicate slip will be sent home. This includes all head injuries.
- If there is any doubt about an injury or illness, caution must always be exercised. Professional assistance should be sought if appropriate.
- Any suspected serious accident should not be moved. The adult on duty must remain CALM, send for ASSISTANCE, maintain SPACE around the accident and give COMFORT. An accident report will be completed for any serious accident requiring hospital treatment, and filed in the 'Accident Book'.
- All employees involved in situations where bodily fluids are spilt are advised that disposable gloves are available in the staff room and all first aid kits and must be worn when such fluids might otherwise come into contact with the employee's skin. All such spillage, when wiped up, must be disposed of in a yellow sack, also available from the staff room. THESE SACKS MUST ONLY BE USED FOR SUCH PURPOSES AND MUST NOT BE USED FOR GENERAL WASTE DISPOSAL.

11. Medication and illness

Children attending school should normally be healthy enough not to need medication during the school day. Any child needing medication must go to the office and a Medication Form completed.

Medicines are not normally administered by school staff. However, where clear medical advice necessitates prescribed medicines to be taken during the school day, this will be considered upon request and by completion of a Parental Consent Form available from the office. This form includes permission for a child to self-administer an inhaler.

Children suffering from asthma or potential anaphylaxis will normally keep medication in the office, or in their classroom at KS2. These can be accessed at any time on request to a member of staff, who will supervise and monitor their use, liaising with parents if necessary. It is the parents' responsibility to check that all medicines kept at school are in date. It is advised that they are collected at the end of each term and returned at the start of the new term.

Children with specific medical needs are supported through our Supporting Pupils with Medical Conditions Policy. We ensure that sufficient staff are trained for specific medical conditions such as anaphylaxis or diabetes according to the needs of individual children.

A record will be kept in school of all children who receive medicine.

If a child becomes ill during the day their parent or second contact person will be contacted and requested to take them home.

If vomiting has occurred, 48 hours should be allowed after vomiting has ceased, before returning to school.

12. Fire and emergency procedures

Fire Marshalls are in operation at both sites. Further details of how the school reacts to other emergency situations can be found in our Critical Incident Plan.

If a fire or other emergency is discovered:

- Activate the fire alarm, ring the school bell located in the mobile classroom (KS2) or blow the whistle three times to raise the alarm (KS1). **Phone 999.**
- On hearing the alarm, leave the building immediately by the nearest exit (see notices), walking quietly and sensibly. The last person out should close the door.
- Teachers and Administration Officer will check the rooms and toilets on their way outside.
- Classes line up on the far side of the playground.
- The children must stand quietly. Registers to be distributed on the playground and names called.
- All visitors' books, late books, children sign out books and staff sign-in boards are taken to the playground and names checked.
- Await further instructions from the most senior person present.

13. Lunch time emergency procedure

On hearing the alarm:

- All pupils, staff and visitors proceed to the Assembly Point via the nearest exit.
- Children line up in classes (as above).
- Staff able to check any room/toilets as they leave without endangering their own safety should do so.
- The Head Teacher will assume overall responsibility for control and liaison.
- Office Staff - Place 999 call and take registers and visitors book to the playground.
- The Senior Supervisor will ensure the Hall and Staff Room are evacuated, then proceed to the Assembly Point, to ensure all Supervisory Assistants are accounted for, assist with distribution of registers, checking classes and general supervision.
- The children must stand quietly. Registers to be distributed on the playground and names called.
- All visitors' books, late books, children sign out books and staff sign-in boards are taken to the playground and names checked.
- Midday Supervisory Assistants assume responsibility for any class without a teacher, check register and report any missing child to Head Teacher.

14. Specific policies

14.1. Jewellery

- Children should not wear jewellery for safety reasons.
- Watches may be worn.
- If children have pierced ears, only studs should be worn.
- All jewellery should be removed for PE. If earrings cannot be removed they should be covered with tape.

14.2. Vehicles

Parents should not bring vehicles onto the school site except in specific or exceptional circumstances.

On occasion vehicles may be brought onto site, such as a vehicle being shown to the children to link with the curriculum, e.g. fire engine, tractor.

The playgrounds may on occasion be used for additional car parking for specific events. Pedestrian walkways will be clearly marked and warning signs displayed.

School minibuses and staff cars may also occasional require access to the playgrounds to load or unload equipment. This is carefully supervised and is not done while children are in the playground.

14.3. Visitors and contractors

All visitors should initially report to the School Office where they will be required to 'sign in' in the Visitors' Book. Contractors must be informed of any potentially dangerous materials, which are known, e.g. possible presence of asbestos. Major contracts should be controlled by an expert via a CDM specification.

These guidelines are subject to regular review and adjustment as circumstances necessitate.

14.4. Smoking

- Smoking is not permitted in any of our schools building or within the grounds of the two school sites.
- Our 'No Smoking' Policy include the use of electronic 'e-cigarette' and vaping devices.

14.5. Sun safety

During hot and sunny weather the following precautions are taken:

- All children to wear sun hats.
- Sun cream should be applied by parents at home prior to coming to school.
- Sun cream may be brought into school but children must apply this themselves.
- Children should bring their own water bottle into school each day.
- Fresh drinking water is always available.
- Suitable shade will be provided during particularly hot weather conditions.

15. Telephone numbers

Fire	999
Police	999
Ambulance	999
Doctor (Whiteparish Surgery)	01794 884269 / 884438
Local Hospital	01722 336262
Cleaner in Charge: KS2 Site (Mrs C Lee)	01794 390460
Radio Solent	023 8063 1311
Spire FM	01722 410202
Health and Safety Executive	0117 988 6000

16. Other requirements

Risk assessments and record findings and add to Safety Policy.

Per room and areas outside.

Per activity.

Floors, tarmac, glass, chairs, tables, electrical appliances, circuits.

School sponsored events: sport, PE, PTA, swimming, fete, etc.

Private lettings.

Transport.

Food supply and preparation.

Access to main road.

Check fire and emergency policy fire exits: fire alarms, fire hazards, extinguishers, junk.

Check First Aid and training.

Servicing boiler fire alarms, extinguishers, detectors.

Display statutory poster.

Purchase report forms.

Maintain records of illness, injury and first aid requirements.

Inform HSE of an accident or serious occurrence.

Adequate checking and control of persons gaining access to the premises.

Water temperatures.

Insurance requirements.

Risk assessment per teacher.

Time table for checks add to Governor's Meeting Agenda and Staff Meetings

Behaviour Policy.

Absentee Policy.

17. Risk assessments

17.1. KS1 Site	17.2. KS2 Site
Main entrance	Main entrance and corridors
Head Teacher's office	Head Teacher's office
School office	School office
School hall	School hall
Staffroom	Staffroom
Staff kitchen	Acorn room
Woodside classroom	Brambles classroom
Woodside toilets	Hamptworth classroom
Woodside outdoor area	Lyburn classroom
Pines classroom	Langley classroom
Pines toilets	Cedarwood building toilets
Pines entrance/ramp	Main building toilets
Pines outdoor area	Staff/accessible toilets
Oaks classroom	Calm corner
Oaks toilets	Garden room
Oaks outdoor area	The cabin (music and resource room)
Playground	Art & DT cupboard
Allotment area	Curriculum cupboard (in Acorn room)
Spiritual garden	Cleaners cupboard
The annexe	PE/table store room
Cleaners cupboard	Library
Accessible toilet	School kitchen
Storage room off hall	Staff car park
Willow library	Front entrance area of grounds
Field/meadow	Spiritual garden
Front entrance area of grounds	Allotment area
Staff car park	Play/activity trail
Village hall car park	Outdoor gym
Play trail	PE shed
PE shed	Gardening shed
Bike shed	PTA shed
Vehicles on premises	Playtime shed
Outside of buildings, tarmac, fences, etc.	Vehicles on premises
	Outside of buildings, tarmac, fences, etc.

17.3. Activities

Forest Fridays
PE
Swimming
Off-site visits
Sports events
Breakfast Club
Stay2Play

17.4. Lessons

Cooking activities and equipment
Chemistry/chemicals/equipment
Design Technology activities and equipment

17.5. Transport

School minibus – please refer to our School Minibus Policy
Off-site visits
Sports events

17.6. Disasters

Fire
Intruder
Bomb threat
Food poison outbreak
Flu outbreak
Bad weather warning

17.7. Accident

Broken limb
Cut
Head injury
Scalding/radiators/hot water taps
Allergy

17.8 Other events and scenarios

PTA activities/private letting school
Caretaker, cleaning, cleaning products
Major repairs or improvements (CDM)

18. Monitoring and review

This policy is monitored and reviewed by the governing board on an annual basis.

Appendix 1

Procedure for occasions when staff/parents/voluntary helpers use their own transport to help ferry children to any off-site activities

The governors and staff acknowledge the contribution of parents and other voluntary helpers using their own transport and are extremely grateful and indebted to those who volunteer to help the school in this way. In drawing up these guidelines for good practice, the governors and the school are acting to ensure the maximum safety of its pupils and the security and peace of mind of all those involved in transporting pupils to off-site activities.

It is the responsibility of the Head Teacher to obtain from any person offering to help the school in this way:

- confirmation that the driver has **fully comprehensive motor insurance** and that their policy allows them to transport children, on behalf on the school, in this way;
- that the driver holds a **'clean' driving licence**;
- that the driver's vehicle is in **good repair, with a current MOT Certificate where necessary** and has **sufficient seat belts, excluding lap belts, for all children being transported**;
- that only older/larger children are allowed to sit in the front passenger seat, unless the said child is the offspring of the driver. In this case the responsibility for the seating of the child rests with the parent; and
- that the driver has read the school's policy on the use of mobile telephones.

Appendix 2

Procedure for using hired transport to take pupils to off-site activities

It is the intention of the governors and the school to ensure that whenever hired transport is used to transport its pupils that every possible step is taken to ensure their health and safety.

It is the responsibility of the Head Teacher to ensure that:

- as far as possible, reputable companies are hired;
- a First Aid kit is available;
- staff accompanying children are aware of safe procedures;
- any member of staff undertaking an off-site activity involving the use of hired transport, reads, understands and acknowledges this policy;

It is the responsibility of any/all members of staff accompanying pupils on hired transport to ensure that:

- any member of staff planning an off-site activity carries out a Risk Assessment for each and every journey and takes steps to diminish the risks;
- all pupils embark and disembark in a safe and orderly way;
- each pupil is wearing a properly fitted seat belt;
- all pupils are seated throughout the journey and remain so until instructed to do otherwise;
- behaviour on board the vehicle is consistent with the school's Behaviour Policy and in no way jeopardises the safety of other passengers or acts as a distraction to the driver.

It is the responsibility of each individual, including every child, using transport hired by the school to ensure that:

- behaviour is appropriate for a school activity and follows the school's Behaviour Policy;
- instructions given by a member of staff accompanying the journey, particularly where they pertain to health and safety, are followed precisely and promptly;

- their seat belt, having been checked by a member of staff, remains fastened for the duration of the journey and is not removed until instructed to do so by the said member of staff;
- they take all reasonable steps to ensure their own safety on transport hired by the school to take them to an off-site activity.

Appendix 3

**Health and Safety Inspection Checklist for inspecting teams and self-inspections
(attached)**