

HEALTH AND SAFETY POLICY

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential.

The governing body, along with the Local Authority, takes responsibility for the health and safety of all our pupils, members of staff and others who visit our premises.

Section 1: Statement of Intent

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body will operate within the structure and framework of Sunderland City Council, as detailed in the School Health and Safety Policy and Procedures Manual, and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health, safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Headteacher in fulfilling the schools' statutory duties.

Section 2: Organisation and Management of Health and Safety Responsibilities

Governing Body

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health and Safety Policy and the Schools Health and Safety Procedures Manual. In order to fulfil this responsibility the Governing Body will, as far as is reasonably practicable, ensure that:

- Health and Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- The School Health and Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- Pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and City Council requirements;
- Where health, safety and welfare duties and responsibilities are delegate to school staff, appropriate and sufficient information, instruction and/or training is identified and organised;
- Communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures;
- When requested the County Council is provided with information on the operation of the health and safety management system sufficient to fulfil its responsibilities;
- a review of the policy and its implementation is carried out at suitable intervals; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the City Council.

Headteacher

The Headteacher will co-operate with the Governing Body to ensure that:

- adequate health and safety management systems and procedures, that comply with the School Health and Safety Policy and Procedures Manual, are implemented within the school;
- where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
- systems are in place to monitor the application and effectiveness of the health and safety procedures;
- at intervals agreed with the Governing Body, a review of Health and Safety in the school is carried out; and,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

Premises Manager

To carry out:

- Six monthly premises inspections
- weekly site inspections
- Control of Hazardous to Health (COSHH) assessments on all substances in school
- Working practices consistent with lone working policy

Employees

All employees have a responsibility to:-

- observe the health and safety policy and procedures in school;
- 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;
- observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- make use of safety aids, appliances, equipment and protective clothing provided;
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- familiarise themselves with the action to take in the event of fire or other emergency;
- seek advice at the earliest opportunity if they have any concerns regarding health and safety of staff or pupils in the school.

Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

Site Staff and Cleaners

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

Volunteer Helpers

Have the same duties as those indicated for employees.

Section 3 – Health and Safety Procedures

The following health and safety procedures are detailed in the Sunderland City Council School Health and Safety Policy and Procedures Manual.

- Accident / incident / ill-health reporting
- Asbestos
- Biological hazards including infected sharps
- Building related projects
- Confined spaces
- Design and Technology
- Display Screen Equipment / Workstation Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hazardous substances (COSHH)
- Induction
- Lifting operations and lifting equipment
- Lone working
- Moving and handling (objects)
- Moving and handling (pupils)
- New and expectant mothers
- Noise at work
- Personal protective equipment (PPE)
- Risk register and top level assessment
- Science teaching
- Swimming pool operation
- Traffic management
- Violence and aggression
- Work equipment
- Work at height
- Workplace (health, safety and welfare)
- Young employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health and Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health and Safety Policy and Procedures Manual where it related to the work of the school.

Section 4 – School Arrangements

The School Curriculum

We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and through the PSHCE curriculum, about drugs.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points as part of our healthy schools programme, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and Sex Education Policy).

Our school promotes the spiritual growth and welfare of the child and each class has the opportunity to discuss problems or issues of concern with their teacher.

Teachers use circle time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School Meals

- Our school provides the opportunity for parents to buy a lunch-time meal in school for their Key Stage 2 children. If parents are in receipt of income support, they may claim free school meals for their children. All Reception and Key Stage 1 children are eligible for Universal School Meals and do not need to pay. We do all we can to ensure that the meals provided have a suitable nutritional value and work with our supplier to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- Our school promotes a healthy lifestyle and achieves the Healthy School Standard.

Child Protection

- There is a named person responsible for child protection in the school. This is the Headteacher, but this may be delegated in some circumstances. See the Child Protection Policy for details.
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors, etc) to have been CRB checked before being allowed access to pupils. This includes adults accompanying educational visits.

Visitors in School

- The entrance to the school is kept locked to prevent unauthorised access.
- All visitors will sign the visitors' book on entering the school and wear a visitor badge at all times.
- Staff should report any potentially unauthorised visitors to the Headteacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

Accident/Incident Recording and Reporting

Pupils:	All accidents to pupils involving injury are to be recorded. This will initially be made using the pupil accident book. Reportable incidents are any fatality, any major injury which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.
Staff:	All accidents to staff are to be reported to a senior member of staff and recorded in the accident book.
Visitors:	All accidents to visitors other than pupils are to be reported to a First Aider and recorded in the accident book.
Near Miss Incidents:	For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, should be reported to the Headteacher. Information will be passed to the Health & Safety Officer.
Behaviour Incidents:	These include violence, bullying and harassment and are to be reported to the Headteacher and recorded.

Asbestos

The School Asbestos Management Plan is kept by the Premises Manager and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

All staff are advised to check with the Site Manager before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. They must not assume there is no asbestos present.

Contractors on Site

There are two distinct types of contractors who will have access to the site. There will be service contractors who regularly work on site and building contractors who work on an 'as and when' basis.

Service Contractors: Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, eg to service boilers, check fire extinguishers, etc, to those on site more regularly. The service contract specifies what is expected of them and what they can expect from the school.

They will follow their own safe systems. Their working methods must take into account how they will impact on staff, pupils and other visitors on site. The school has cleaning/catering contractors who have been consulted over emergency arrangements.

Building Contractors: These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building.

All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher. Before any work is commenced, it is essential that the Headteacher is made aware of:

- The work to be undertaken
- Where the work is to be carried out
- An indication of timescale
- The equipment to be used
- Any services required

Before work is to commence the contractors must be advised by the Headteacher:

- Where they can gain access to services
- What the fire precautions are for the building
- Any particular problems with the work

The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site. The contractors must be advised who to contact on site if they have a problem.

Consultation with Employees

The school complies with the H&S (Consultation with Employees) Regulations 1996 by ensuring that Health & Safety updates are communicated via staff meetings and training events.

E-Safety

The school has a separate policy for E-Safety. This policy indicates that there is a whole school approach to E-Safety and details the ways ICT facilities can and cannot be used by the network users.

First Aid

The school will try to exceed the basic recommendation for first aiders, but will ensure that:

- A minimum of two paediatric trained staff will be on site during term time.
- A minimum of two persons who hold the appointed persons first aid certificate will be on site during term time.

A list of staff who hold a first aid at work certificate can be found on the notices displayed around the site or from the office.

In all cases where an accident involves a serious injury, the first aider will decide on the action to be taken. If they are in doubt as to the severity of the injury, they must obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving pupils, their parent/guardian should be contacted as soon as possible but this should not result in a delay in obtaining medical attention.

For cases involving injuries that are less serious but still of concern, the parents/guardians should be contacted and advised of the situation. They can decide whether or not to collect their child immediately or if they are happy for them to remain in school.

In other cases, where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases, the parents/guardians will be advised of the incident.

In the event of a bump to the head, it is essential that persons be monitored and not left alone or unsupervised, as appropriate.

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| Recording: | Any accident where first aid is administered to pupils is to be recorded in the pupil accident book. |
| First Aid Box/Materials: | First Aid boxes are kept on site in various locations and only contain approved materials. The boxes are available for use by all staff/adult visitors on site. |
| Injuries Involving Bleeding: | Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposable aprons are provided for this purpose and are kept in the first aid boxes. |

General Maintenance Contracts

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above, the following maintenance arrangements have been made:

- Fire Extinguishers:** Fire extinguishers are subject to an annual check by contractor and on a weekly basis the fire extinguishers are checked by the site manager, to ensure they are in position and that the pins are in place.
- PE Equipment:** All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.
- On an annual basis, an independent service contractor inspects the PE equipment.
- Play Equipment:** All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the PE Coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.
- The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.
- Portable Appliance Testing:** Portable electrical equipment is to be visually checked by staff before use and if any defects are noted, the item is to be put out of use. In addition, the portable electrical equipment is subject to an annual check by an independent contractor.

Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings, displayed in the office.

Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy.

Display Screen Equipment

Any member of staff who uses a computer for more than an hour at a time on a daily basis must complete an online workstation assessment. Information on the assessment can be provided by the Premises Manager.

The result of the online assessment should be provided to the Premises Manager as confirmation of completion.

Fire and Emergency Evacuation Procedures

A fire risk assessment has been undertaken, identifying the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

The school's procedures for fire and emergency evacuation are displayed within all buildings on the school site. The information is also shown on the reverse of visitors' badges. These procedures are reviewed and updated when required.

The appointed wardens are:

- Mr B Fowler
- Mrs J Forsyth
- Mrs K Wetherell

Fire drills (unannounced) must be carried out twice per term. On completion of each fire drill, a debrief takes place between senior members of staff and the fire wardens. The reports are filed in the Fire Assessment File held in the office.

All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone evacuates the building. Fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

Hazardous Substances

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic or harmful. The school COSHH assessment is kept in the office.

If staff have any questions on hazardous substances, they should speak to the Headteacher.

Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items must be covered by a written manual handling assessment.

Noise

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels.

Security

The school site is regularly assessed by the site manager and issues are reported to the Premises Manager and the Headteacher immediately.

Water Assessment

Regular assessments are completed on the hot and cold water systems and measures are in place to manage the risk of legionnaire's disease.

Work at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, eg step ladder, scaffolds, etc.

Transport

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils, the law regarding child restraints is always followed without exception and we ensure that we have seen evidence of all necessary documentation (licence, MOT, insurance) and this is recorded.

Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use.

Educational Visits and Off-Site Activities

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum and are an extension of school activities.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Teaching Staff are responsible for preliminary planning of trips. Any plans must be discussed with the Headteacher at an early stage. The Headteacher and/or the trained Educational Visits Co-ordinator, has overall responsibility for the suitability and safety of trips, and the Governing Body has ultimate responsibility for the safety of pupils and staff.

The Headteacher has authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the Governing Body.

Regard must be paid to the experience of the staff, the nature of the visit and the age and needs of the children. All volunteers who regularly help in school and on school trips must be CRB checked. As a basic requirement all volunteer should be police checked and children must not be left solely in their care. A member of staff with an up to date first aid at work certificate must be included.

Parental consent must be received prior to the day of the trip. Failure to obtain consent will result in the child remaining in school.

A risk assessment, signed by a member of the senior management team, must be in place before the day of the trip and filed in the Educational Visits risk assessment file in the office.

Wellbeing

The wellbeing of staff is seen as an integral part of the schools Health and Safety responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise concerns with the Headteacher.