

# **Cottesbrooke Infant & Nursery School**

## **Health & Safety Policy**

This document is statement of the aims, principles and procedures for ensuring Health and Safety at Cottesbrooke Infant & Nursery School.

### **Aims**

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and nonteaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

### **Principles**

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

The Governing Body of Cottesbrooke Infant & Nursery School acknowledges and accepts their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere. This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

The Governing Body accept the duties and obligations imposed upon them as employers under the Health and Safety at Work etc. Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- all persons employed at Cottesbrooke Infant & Nursery School whilst they are at work;
- persons other than Cottesbrooke Infant & Nursery School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Cottesbrooke Infant & Nursery School whilst they are at work.

To effectively achieve this, Cottesbrooke Infant & Nursery School will provide, so far as is reasonably practicable:

- Safe premises, plant and systems of work;
- Safe methods of using, handling, storing and transporting of articles and substances;
- Information, instruction, training and supervision;
- A safe working environment;
- Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

The Governing Body for Cottesbrooke Infant & Nursery School will follow best practice policies, guidance and advice provided by Education Safety Services, a Local Authority traded service. The Governing Body for Cottesbrooke Infant & Nursery School will further

provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety.

All members of staff must co-operate fully with measures the Academy school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

### **Responsibilities**

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Head Teacher without delay.

**The Management Team** (Governors, Head Teacher, Deputy Head Teacher and Site Manager) work towards the school's aims by:

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a school Health and Safety policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school and any other relevant codes of practice and legislation.
- Facilitating safety training for staff.

- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained.

**The Head Teacher** works towards the school's aims by:-

- Taking responsibility for the day-to-day operations of the Health and Safety policy.

**Teachers and Support Staff** work towards the school's aims by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessment are carried out before any off-site visits.

**Pupils** work towards the school's aims by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

**Parents** work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt phone calls /notes to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

**The Site Manager is responsible to the Head Teacher for:**

- the management of the repairs and maintenance of the school site
- the monitoring the work of external contractors on site ensuring that hirers and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to
- the monitoring of adherence to the standards of Control of Substances Hazardous to Health
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- regularly checking to ensure fire alarms/emergency lighting are in working order and logging of such checks
- carrying out regular electrical portable appliance testing(PAT) in accordance with regulations
- ensuring that all work carried out by themselves or those they supervise is completed with due observance to appropriate Health and Safety at Work requirements
- conducting and logging a daily visual safety sweep of the outdoor areas before school is in session
- promoting the safeguarding and welfare of children and people whom he is responsible for or comes into contact with
- Ensuring that all waste materials from the school are disposed of in accordance with the School's policy.
- Maintaining a high standard of housekeeping.
- Reporting to the Head Teacher any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representatives to carry out regular inspections of school premises.

## **Procedures**

### **For ensuring involvement of all members of the school community we have:**

- Regular meetings of staff and governors to review health and safety issues
- Discuss issues of health and safety with children regularly in school council and assembly
- Termly health and safety walkabouts by the Chair of the Premises Committee, Site Manager and Head Teacher

### **For providing children with opportunities to discuss health and safety issues we have:**

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education.

### **For accident prevention, reporting and investigation we have:**

- Risk assessments formulated and regularly reviewed. The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds

- Risk assessments available on the school central server for staff to inspect and refer to as necessary
- The management team take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and monitor compliance with control measures specified in the risk assessments
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Accidents involving pupils recorded in a first aid treatment book kept in the first aid area, Foundation stage or Dining Room (for Kids Club). Serious accidents involving pupils will also be recorded on an Accident A1 Form kept in the main office then sent to Education Safety Services.
- **All** accidents involving staff reported and recorded on an Accident A1 form and sent to Education Safety Services.
- All A1 accidents investigated by the Head Teacher or Deputy in order to establish facts and may be reported to the Governing Body. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

**For First Aid provision we have:**

- Green First Aid helping hands in every area to call for support
- A first aid area next to the school library which is maintained by a TA who is paid a point of responsibility for first aid stock and provision
- Recognised First Aiders in school which is never less than the legal requirement
- Provision of fully stocked first aid boxes in all shared areas, the EYFS outdoor area, the first aid area, dining room, beehive and in the school office
- All lunch time supervisors carry an emergency medical bag
- Notification to parents of any head injury or relevant injury on appropriate slip
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital
- A list of first aiders is kept by every phone, the first aid area and the offices
- Portable first aid kits taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip
- Where removal of clothing is required in order to attend to injuries 2 adults should be present or at least another adult in sight

**For fire precautions we have:**

- A set of procedures for emergency evacuations in every area
- All fire exits clearly sign posted
- A half termly fire drill which is practised and documented
- Evacuation times and any issues which arise are reported to the Governors
- Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored yearly by authorised contractors

- A separate fire safety policy and risk assessment has been produced
- An evacuation from the playground to a safer place procedure

**For external threat precautions we have:**

- A lockdown and silent alarm evacuation procedure that forms part of the business continuity plan for disaster recovery in the event of a critical incident policy
- An evacuation to a safer place procedure

**For the use and control of substances hazardous to health we have:**

- Any chemicals on the school site must have a COSHH (Control of Substances Hazardous to Health) sheet. For this reason staff are asked not to bring any chemicals in to school which includes items such as air freshener and shaving foam.
- Storage of such substances are clearly labelled and locked in the Site Manager's chemical store which is not accessible to children or stored on a high shelf in classrooms
- Chemicals assigned to classrooms are stored in the red box and placed on the bottom shelf by the sink with the long edge of the box against the wall.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets are available for all chemical substances in each shared area and the site manager maintains a central file which is stored in a folder in the school office.

**For electric safety we have:**

- Careful siting of equipment to avoid trailing leads
- Annual and ad hoc PAT testing by the site manager on all portable electrical equipment
- All electrical equipment used in school must be authorised for use
- In addition to the Statutory Portable Appliance Testing staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of the Head Teacher or Site Manager

**For coping with special medical conditions we have:**

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency
- Medical alert cards displayed in the office, staffroom and child's classroom
- Regular liaison with school nurse
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and stored with the Office and a request for administration of medicine completed and signed
- The only exceptions to this are asthma medication, topical emollient creams and 'epi-pens' (following discussion with parents) which may be kept in the medical cupboard in the classroom, designated by the white cross on a green background, out of the reach of other pupils

- Prescription medicines other than inhalers or topical emollient creams are only administered by approved staff and a record of administration completed and signed
- The doses administered during the school day are to be kept to the minimum, e.g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school
- For administering of medication, please see the school's Medical Needs/ Administration of Medicine Policy and Administration of Medicine Form

**For ensuring road safety we have:**

- Parking restrictions in the road outside school which parents are regularly urged to obey
- Regular messages in newsletters
- Specific focus in the curriculum and annual Health Week
- Members of Senior Leadership on the playground each morning before school who will speak to drivers if necessary

**For ensuring personal hygiene we have:**

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this
- A programme of health education and annual Health Week

**For personal care matters/soiling:**

- Where changing children is required due to soiling 2 adults should be present or at least another adult in sight
- We deal with children in a sympathetic/sensitive manner
- Protective gloves should be worn
- Soiled waste should, where possible, be flushed down the toilet or treated as medical waste- sealed in a bag and put in marked bin. Nappy bins are available in the children's disabled toilet and the dining room.
- Soiled clothing must be sealed in a plastic bag
- Staff work with parents to fulfil the individual needs of the child

**For ensuring playground safety we have:**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment
- School rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds
- A set of expectations for staff
- Regular inspection and maintenance of playgrounds
- Playground equipment and it's use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

**For ensuring safety during physical education:**

- Asthma sufferers to take their inhalers with them
- All PE equipment regularly checked
- Close supervision and appropriate rules in place
- No jewellery worn
- Religious artefacts must be removed or made safe
- For further details, see the school's Physical Education Health and Safety policy

**For safety on school trips, farm visits and outdoor pursuit activities:**

- Risk assessment completed for each school trip – considering staff pupil ratio, issuing of first aid kit, mobile phone numbers etc. Every group supported by a member of school staff
- Designated Educational Visits Co-ordinator with up-to-date training
- For further details, see the school's Educational Visits policy

**For staff Induction:**

- All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a member of staff who guides them through the induction process
- A record of the induction process will be kept
- Safety policies are available through the internal school network drive.

**For risk of exposure to asbestos:**

- There is no known asbestos in school however the school maintains an asbestos register
- All contractors must sign to say they have seen the register before starting work on site

**For employee health and wellbeing including stress at work:**

- The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times.**
- The LA's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- The school subscribes to the LA's Employee Wellbeing Service (Staff Care) and staff may refer themselves or a line manager may suggest their referral
- the school may refer staff to Occupational Health as outlined in the school's Managing Attendance Policy
- Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager, the Head Teacher/ Deputy or Chair of Governors who will, if necessary, seek external advice from School's HR or Browne Jacobson, the school's external provider.

**For food handling with children:**

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place

- Staff must be satisfied that the tasks undertaken are appropriate for the children concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. only staff will transfer food in or out of hot ovens
- a Food Classroom Safety Policy

**For risk of exposure to legionella:**

- Carillion provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

**For managing risk associated with manual handling:**

- Children and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

**For managing risk to pregnant members of staff:**

- Birmingham LA procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

**For slips, trips and falls on the level:**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

**For snow and ice:**

- A plan has been produced outlining the main pedestrian routes that the Site Manager will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the Head Teacher is informed immediately and this information contributes to any decision to close the school

**For keeping children safe around school:**

- Sensible, safe behaviour will be promoted to children by all members of staff
- Dangerous or risky behaviour displayed by children will be addressed and dealt within the school rules
- Children are only to allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

**For keeping staff up to date with training:**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

**For risk of violence at work / lone working:**

- A risk assessment has been carried out for violence at work and lone working

- Potentially dangerous activities must not be undertaken when working alone
- Personal safety is of paramount importance. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available
- If lone working is to be undertaken, a colleague, friend or family member must know where the member of staff is and when they are likely to return
- Arrangements must be made for regular contact to be made. The frequency of contact would depend on the tasks being undertaken; in any case contact should be made at no more than 4 hour intervals
- Further advice is available from an HSE document “Working Alone in Safety”

**For visitors and contractors:**

- All visitors to the school must sign in and be issued with a lanyard
- Red lanyards denote that a valid DBS has been seen and the visitor may have unsupervised access to children. Yellow lanyards denote that no DBS has been seen and the visitor must be supervised by a member of the school staff at all times.
- Contractors must report to the school office who will contact either the Site Manager or the Business Manager who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs

**For risks associated with working at height:**

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All staff who under take working at heights have been on a training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

**Education Safety Services Policies for Safety**

- Useful information, guidance and policies can be viewed on the school internal network for staff. A schools designated Safety Advisor can be contacted directly for support and advice on 0121 675 0364, or email [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

Cottesbrooke Infant & Nursery School

September 2016

To be reviewed as necessary

## **GUIDELINES FOR HANDLING A MEDICAL EMERGENCY WITHIN THE SCHOOL ENVIRONMENT**

### **STAY CALM AND IN CONTROL**

**1. STAY WITH THE CHILD**

(Whilst adult help is coming administer First Aid as necessary.  
Note time emergency occurred)

**REASSURE AND COMFORT CHILD AT ALL TIMES.**

**2. SUMMON FURTHER ADULT HELP**

i.e. another child to fetch a teacher from the next class.

**3. ENSURE (9)999 CALL IS MADE (if necessary). DO NOT DELAY THIS. Then alert the office.**

An ambulance will be dispatched within 45 seconds of the call being accepted. However, the caller may need to stay on the phone to give further information or receive advice.

**AMBULANCE CONTROL WILL NEED TO KNOW:**

➤ What the emergency is:

For example: Child having a seizure  
Child having an acute asthma attack  
Child fallen in the playground, injured leg

➤ The schools telephone number (0121 706 2742)

- The schools name, location and **ambulance access entry nearest to ill child** – Cottesbrook Road, middle gate
  - The child's exact location in the school.
  - An adult needs to be at the access entry to meet the ambulance and to direct the ambulance crew to the ill child
4. Continue to administer First Aid whilst awaiting the arrival of the ambulance crew.
  5. Further adult help to notify parents.
  6. After the emergency has been resolved the teacher concerned should complete an accident/incident form as soon as possible whilst events are still fresh in the mind.

## **MEDICAL EMERGENCIES CAN OCCUR ANYTIME, ANYWHERE, TO ANYONE**

### **Therefore remember:**

- **Out of school building situations**
- **On playing fields**
- **School trips**
- **After school clubs**
- **Residential visits**

These guidelines are also applicable for adult casualties.

# **EMERGENCY AID**

**REQUESTS FOR AN AMBULANCE TO:**

**COTTESBROOKE INFANT AND NURSERY SCHOOL**

**DIAL (9)999, ASK FOR AMBULANCE AND BE READY WITH THE FOLLOWING INFORMATION:**

**1. TELEPHONE NUMBER – 706 2742**

**2. LOCATION:**

**COTTESBROOKE INFANT AND NURSERY SCHOOL  
YARDLEY ROAD  
ACOCKS GREEN  
BIRMINGHAM  
B27 6LG**

**3. GIVE EXACT LOCATION OF THE CASUALTY IN THE SCHOOL**

**4. YOUR NAME**

**5. INFORM AMBULANCE CONTROL OF THE NEAREST ENTRANCE TO THE CASUALTY'S LOCATION – ACCESS PLAYGROUND VIA MIDDLE GATE ON COTTESBROOK ROAD NOT SCHOOL DRIVE**

**6. MEMBER OF STAFF TO MEET AMBULANCE CREW AND TAKE THEM TO THE CASUALTY**

**SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT  
INFORMATION IF ASKED**

**Level 3 First Aiders at work:**

**Suzanne Coles – Nursery/ Reception**

**Emma Rushworth – Year 1**

**Sally Jones – Year 2**

**Julie Khan – Beehive**

**Kirsty George – Kids' Club**

**Karen Gay – Lunchtime/Reception**

**Paediatric First Aiders:**

**Karen Ashmore**

**Alison Aylin**

**Emma Bolton**

**Jane Farnham**

**Carol Garfield**

**Carol Robertson**

**Michelle Smyth**

**Joy Williams**

**Jayne Wu**