

# WELFORD, SIBBERTOFT & SULBY ENDOWED SCHOOL

## HEALTH & SAFETY POLICY

This document is a statement of the aims, principles and arrangements for ensuring Health and Safety at Welford, Sibbertoft & Sulby Endowed School.

The governing body acknowledges its responsibilities as a Foundation School as laid down by the Department for Education.

The governing body notes the provisions of the Health and Safety at Work Act 1974 (section 2), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons in his or her employment are not exposed to risks to their health and safety. The governing body also notes the provisions of the Health and Safety at Work Act 1974 (section 3), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety.

The governing body accepts that, as the employer, it has the responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

LA guidance on establishing a Health and Safety policy has also been taken into consideration in the formulation of this policy.

### Aims

Our aims for Health and Safety are to:

- Provide a safe and healthy working and learning environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Provide adequate resources for the school to meet its health and safety responsibilities.
- Provide adequate and competent supervision of all school activities.
- Ensure that all members of the school community understand their own responsibilities in maintaining a safe and healthy environment providing suitable and sufficient health and safety training as appropriate.
- Achieve continuous health and safety improvement through effective planning, organisation, control, monitoring and review of the schools management of health and safety.
- Respond to internal and external changes that may affect the school's health and safety arrangements.

### Principles

The establishment of a safe and healthy environment is an essential pre-requisite 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).

### 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 Governors and Headteacher** 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 monitoring visits 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.
- 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 fire fighting equipment is available and maintained.

**The Headteacher** works towards the school's aims by:

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

**Teachers** 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.
- Making sure a risk assessment is carried out before any off-site visit.

**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 notes/phone calls 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 Caretaker is responsible to the Headteacher for:**

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures are adhered to.
- 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.
- Ensuring that all waste materials from the school are disposed of appropriately.
- Maintaining a high standard of housekeeping throughout school.
- Reporting to the Headteacher any problem, or imminent danger associated with their responsibilities, as soon as it is practicable to do so.

## Arrangements for Satisfying the Policy

**1. For ACCIDENT PREVENTION, RECORDING AND REPORTING we have:**

- Risk assessments formulated for off site visits and activities.
- Vigilance by all staff and children to recognise potential causes of accidents and action to be taken to prevent these where possible.
- Promptness in reporting potential hazards to the Headteacher and response to such reports.
- Recording of all accidents/incidents in the prescribed manner and using the generic NCC accident/incident report form kept in the first aid cupboard.
- Contact with NCC Health and Safety Team to report any major accident/injury, which is a break/fracture of any bone and any injury where a person is taken direct from the site to hospital.
- Prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

**2. For ASBESTOS we have:**

- An Asbestos Management file located in the Headteacher's office.
- Regular monitoring and recording of changes to appearance of asbestos containing products/sites.
- Approval between school and contractors of any major works to ensure asbestos is not likely to be disturbed.

**3. For COMMUNICATION AND CONSULTATION we have:**

- Regular opportunities to raise / review health and safety issues ie, standing item on staff meeting agenda; health and safety monitoring visits carried out by governors and staff; class and school council.
- Health and safety matters on the agenda for Governors' meetings routinely.
- Health and safety information received by the school disseminated to staff. Appropriate documents and information will be maintained at the school and updated as necessary.
- Staff training identified and arranged as necessary to ensure good practice and adherence to legal and guidance standards.

**4. For CONTRACTORS ON SITE we have:**

- A signing in/out book for contractors and visiting workers to the school site and a check of DBS status.
- Identified personnel who are the point of contact for contractors and visiting workers.
- Communication with contractors regarding potential hazards and risks on site and ask visiting workers about hazards and risks they are bringing onto the site.
- Communication with contractors regarding possible interference with normal working practices.



- Agreement of the arrangements for controlling works in progress.
- Pre-site meetings for all large scale works to identify hazards, agree timescales, methodology, access requirements etc.

**5. For CURRICULUM SAFETY we have:**

- To ensure a balance between independent learning and the necessary supervision to ensure safety; children are taught how to identify and reduce risks in the way that they work.
- Teachers who assess the risk before all activities in order to determine where close supervision may be required, suitable group size, suitability for whole class participation, where personal protective clothing or levels of hygiene are required.
- Teachers who are familiar with all the risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- Curriculum policies which include reference to issues relating to health and safety; specific risk assessments have been written for activities with potential hazards.

**6. For EDUCATIONAL VISITS/TRIPS we have:**

- Separate policy and guidance on **Educational Visits**.
- Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone. Every group supported by a member of school staff.

**7. For ELECTRIC safety we have:**

- In accordance with current legislation, guidance and good practice, permanent electrical installations at the premises subject to inspection by a qualified electrician eg, a Joint Industry Board (JIB) graded electrician or equivalent every three years. Test and maintenance records are kept on file accordingly in the school office.
- Careful siting of equipment to minimise trailing leads.
- Socket covers in place in priority areas.
- Staff who visually check portable electrical equipment before use and any defects reported to the Headteacher and appliance not to be used.
- Annual portable appliance testing (PAT) by electrical contractors.
- Records of testing of equipment, fixed or portable, is kept in the school office.

**8. For E-SAFETY we have:**

- Separate policies dealing with **Acceptable Use** of IT and **e-Safety**.
- Whole school approach to E-safety with detailed ways IT facilities can and cannot be used by its users.

**9. For FIRE PRECAUTIONS we have:**

- Procedures for emergency evacuation signalled by a continuous ringing of the fire bell and/or fog horn.
- A termly (Autumn, Spring, Summer) fire drill with a target evacuation time of 2 ½ minutes, and records kept of actual time achieved.
- Regular visual checks of fire equipment and exits carried out.
- Fire extinguishers and fire blankets checked annually by Chubb Fire and Security Company.
- All fire exits clearly signed.
- Designated school site as a permanent 'No Smoking' area.
- Vigilant staff with respect to potential fire risks from accumulations of litter and similar problems.

**10. For FIRST AID provision we have:**

- Suitably trained First Aider at Work and Emergency First Aid trained personnel.



- Provision of fully stocked first aid boxes situated in the first aid cupboard in the front entrance, kitchen and within Emergency Aid Boxes (situated in office, Music room and mobile classroom).
- Log of all injuries which come to staff attention, no matter how slight, recorded on a minor injuries form and/or County Council Incident/Accident Report form.
- Reporting to parents form to notify them of any major/head injuries to a child; wristbands given to children to alert parents/other adults of an injury.
- 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 staff who hold a first aid at work or emergency first aid certificate is available from the school office, along with their training dates.

**11. For GLASS and GLAZING we have:**

- Replacement glass to be of safety standard.
- Glass in doors and side panels to be safety glass.

**12. For HAZARDOUS SUBSTANCES we have:**

- Storage of such substances eg, cleaning products, clearly labelled, locked in the Caretakers store, which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.

**13. For INFECTIOUS DISEASES we have:**

- Clear guidance produced by the Health Protection Agency, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings,' located in the office.

**14. For MEDICAL NEEDS we have:**

- Separate policy and guidance on *Managing Medical Needs and Medicines in School*.
- Information given to teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Liaison with school nurse as required.
- A requirement that medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the teacher/office as appropriate.

**15. 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 personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education for older pupils.

**16. For safety during PHYSICAL EDUCATION we have:**

- Emergency drills carried out regularly at the swimming pool.
- Asthma sufferers to take their inhalers with them.
- All PE equipment selected and installed to current guidance standards and good practice. In addition there is an annual inspection carried out by an approved contractor.
- Close supervision and appropriate rules in place when using PE equipment.

**17. For ensuring PLAYGROUND SAFETY we have:**

- School rules about behaviour which extend to the playground.



- Conscientious supervision of the playground by staff who recognise and respond to unsafe behaviours and accidents.
- Regular inspection and maintenance of the playground.

**18. For ROAD SAFETY we have:**

- Parking restrictions in the road outside school which parents are regularly urged to obey.
- Cycling proficiency sessions for year 5 children.

**19. For SAFEGUARDING we have:**

- Separate policy dealing with the safeguarding of children and young people.
- Two designated officers for safeguarding issues.

**20. For SMOKING we have:**

- No Smoking Policy throughout the school site.

**21. For STAFF WELL-BEING / STRESS we have:**

- So far as is reasonably practicable, to deal with workplace stress in a sensitive and constructive manner using available means to identify areas of concern and assist staff in managing stress.

**Arrangements for Monitoring and Evaluating the Policy**

Health and Safety standards will be monitored by the Headteacher and governors by:

- External Health and Safety audit carried out at least annually by Plumsun.
- Health and Safety as a standing item on the weekly staff meeting agenda.
- Termly premises inspection by Headteacher and governors.
- Routine inspections carried out by the Caretaker and reporting to Headteacher any problem or defect.
- Governors' agenda and Headteacher's report to governors will both have health and safety routinely.

The information gathered by the various monitoring methods adopted will be used as part of the review to determine the effectiveness of the policy in providing a safe and healthy working and learning environment.

The governing body will review this policy if there is any significant change or at least annually and update, modify or amend it as it considers necessary, to ensure the health, safety and welfare of staff and pupils.

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Chair of Governors

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Date

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Headteacher

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Date

