



**Goring Church of England
(Aided) Primary School**

Faith, Love and Learning

Health and Safety Policy

(including First Aid Policy and Jewellery in School Policy)

Summer 2016

Mission – what is our reason for being?

- To educate
- To nurture
- To serve the community
- To develop children's faith and spirituality
- To be inclusive
- To improve life outcomes
- To develop children's life and learning skills
- To develop morals and principles

Our Values

- ✓ Love
- ✓ Faith
- ✓ Self –worth
- ✓ Respect
- ✓ Aspiration
- ✓ Equality
- ✓ Fun

Our School Vision for 2020

To be a Church of England Primary School that:-

- Secures outstanding outcomes for all children throughout the primary age range.
- Establish positive, recognisable 'hallmarks' for children that reflect our ethos and values.
- Reflects God's love in the community and beyond.

Model health and safety policy for Voluntary Aided including any voluntary aided Special agreement schools

Health and safety policy issued by the governors of Goring Church of England (Aided) Primary School

Section A: Governing body's statement of intent

1 Declaration

The governing body supports the aims and objectives of the West Sussex County Council Local Authority Health and Safety Policy for Educational Establishments. This document aims to set out the arrangements by which the governing body will assist in achieving a safe workplace.

The governing body are the employer and so hold the duties set out for the "employer" in the Health and Safety at Work etc. Act 1974.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure health and safety at work.

The governing body recognises and accepts its responsibility for the maintenance of safe access and egress, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

Every possible assistance will be given to the Executive Director Adults and Children in his/her legal responsibility to achieve a safe working environment for employees.

2 Health and Safety duties

To achieve the objectives laid down above, the governing body accepts the following duties:

- a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body, which shall determine any necessary follow-up actions.

- b) To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks.
- c) To ensure contractors work safely, the governing body shall follow the guidance, issued by the Authority.
- d) To ensure that any defect in the premises etc, when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- e) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the head or members of the governing body.
- f) To ensure that an item entitled 'health and safety etc.' is included on the agenda for termly meetings of the governing body.
- g) To co-operate with the Executive Director Adults and Children to achieve his/her legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:
 - 1 Undertake risk assessments in accordance with the Local Authority Policy and record any actions/plans consequent to their assessments.
 - 2 Provide training for safety.
 - 3 Disseminate information.
 - 4 Provide adequate supervision.
 - 5 Monitor health and safety standards and systems of management.

The governing body will abide by any instructions and take heed of any information issued by the Executive Director Adults and Children and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in appendices to this document.

Signed

(Chair of governors) Date

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings and is answerable to the LEA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Staff in management roles are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. These staff are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally, major injuries and direct visits to hospital are also reported to WSCC using the online system.

Nicky Hayes-Farmer, the Business Manager is responsible for reporting accidents

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is Mrs Jill Francis, Welfare Assistant. A copy of the policy is available from the school office.

Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. Nicky Hayes-Farmer, Business Manager is responsible for asbestos management.

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

Don Blizzard, Caretaker is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site. Nicky Hayes-Farmer is responsible for the management of contractors.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; each teacher is responsible for ensuring pupils are safe undertaking any tasks.

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of Nicky Hayes-Farmer to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-

Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSGfL.

DSE user risk assessments will be reviewed periodically by Nicky Hayes-Farmer and Dawn Sharp – ICT Support Assistant, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE

Electricity

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept. Electrical safety is managed by Nicky Hayes-Farmer.

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by Clare Jee, Headteacher.

Fire Safety

Clare Jee, is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.

- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

The lead First Aider is Jill Francis the following staff are trained First Aiders: Bindi Vachanni, Zoe Macara, Julie Smith, Glenys Goater, Katie Watteau and Jill Francis. Jill Francis also monitors first aid training to ensure certification remains in date. The First Aid Policy is attached.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

Each year group has a first aider and they are the designated person for ensuring their first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

Food Safety

Chartwells will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

Meal time supervisors are ensure that any spillages are cordoned off, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

Any incidents are to be reported to Nicky Hayes-Farmer.

Glazing

The school regularly monitors glazing as part of the premises inspection. Clare Jee / Nicky Hayes-Farmer are responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. Don Blizzard is responsible for day to day gas safety, and will report any concerns to Nicky Hayes-Farmer

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSGfL. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. Corinne Bishop, Assistant Headteacher is responsible for the induction of staff.

Jewellery in School

The policy is attached to this document

Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place. Clare Jee is responsible for risk assessing and producing lone working procedures.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by Universal Services. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. Don Blizzard regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by Don Blizzard, the inspections are recorded and resulting issues reported to the Head teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to Don using the defects log. Don will sign and date completed actions in the log.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' annual report.

Moving and Handling of People and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

Clare Jee is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSGfL. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Off site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. Corinne Bishop is the schools Educational Visit Co-ordinator (EVC)

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk

assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilises the services of Right Management (formerly Corecare) and Occupational Health, together with offering support through Schools Advisory Service with whom the School has Staff Absence Insurance

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept by Nicky Hayes-Farmer and reviewed by Clare Jee and reported regularly to the Governing Body.

Water quality

Don Blizzard is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. An annual water quality risk assessment is produced by 3C through SSE and reviewed by Nicky Hayes-Farmer for any issues raised.

Working at height

Teaching staff are not permitted to work at height to put up displays. Don Blizzard has been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

HEALTH AND SAFETY

FIRST AID POLICY

Roles and responsibilities

Governors

As the employer, governors are responsible for:

- The health and safety of its employees and anyone else on the premises
- Ensuring that the school has a Health and Safety Policy, including arrangements for first aid.
- Providing adequate and appropriate equipment, facilities and qualified personnel
- Making a suitable and sufficient risk assessment to the health and safety of their employees at work and others who may be affected and to identify what measures they need to take to control these risks
- Ensuring that their insurance provides full cover for claims arising from actions of staff acting within the scope of their employment
- Ensuring that statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed

The Headteacher

The Headteacher is responsible for:

- Putting into practice the governing body's policy and for developing detailed procedures
- Ensuring that staff are aware of the first aid arrangements
- Ensuring that parents are aware of the school's Health and Safety Policy, including arrangements for first aid
- Reviewing (with governors) the school's first aid needs (annually)

The 'Appointed Person'

The appointed person is the Welfare Assistant. Her main duties are to:

- Take charge when someone is injured or becomes ill
- Looks after the first aid equipment e.g. re-stocking first aid kits (delegating part of this duty to teaching assistants)
- Storing and labelling first aid equipment
- Ordering supplies
- Ensures that an ambulance or other professional medical help is summoned when required
- Arrange first aid training for teaching assistants
- Maintain an accident book
- Monitor time, frequency and location of accidents and draw to the Headteacher's attention any significant findings

Teachers and other school staff

Teachers' conditions of employment do not include giving First Aid.

Teachers and other staff in charge of pupils are responsible for:

- Securing the welfare of pupils, particularly in emergencies, in the way that parents might be expected to act towards their children
- Being aware that the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency

The Premises Officer

The Premises Officer is responsible for

- Maintaining a clean and safe learning and working environment
- Carrying out a visual check of the indoor and outdoor environments on a daily basis to ensure that there are no hazards or that hazards are removed
- Maintaining safe storage of substances and equipment
- Reporting any health and safety issues to the Headteacher

First Aid Provision

One teaching assistant from each year group hold and maintain a current first aid qualification approved by the HSE.

The risk of injury to children is greater during playground breaks and so adequate numbers of support staff have supervisory duties for these times i.e. 10 mid-day meals supervisors for lunch time breaks and a teaching assistant for each class that is out on the playground at any given time.

Most injuries sustained at school are minor e.g. grazes and bumps. Procedures are in place to deal with these and more serious injuries. See Appendix 1 '**Procedures for dealing with injuries**'.

A class will be accompanied by at least one qualified first aider during off-site activities. This may be increased if the risk assessment indicates the need for increased provision e.g. when the class does not remain together.

The number of qualified first aiders ensures that the school is always adequately covered during absence or when a first aider is accompanying an off-site activity.

The Appointed Person is also a qualified first aider and is on site for the duration of all after school clubs.

Duties of the First Aider

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

In school, the main duties are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

First Aid kits

First aid kits are easily accessible for outdoor play.

Further first aid equipment is kept in the welfare area in the general office to deal with injuries within school.

2 first aid kits will be fully equipped, ready to take on off-site activities by teaching assistants.

See Appendix A - '**Contents of a first aid kit**'

Hygiene/Infection Control

All staff will have access to single use disposable gloves and hand washing facilities

Staff should take care when dealing with blood or other body fluids and disposing of dressings or equipment

A foot operated bin will be used in the welfare area in the general office to dispose of used dressings, etc.

Parents will be asked to provide the school with a 'sharp box' to dispose of needles should these be used in supporting a child's medical needs.

Providing information

Parents will be made aware of the school's Health and Safety Policy (including first aid) through the School Prospectus and a letter to parents when a review has been undertaken. The Policy will be made available to parents on request

A sign will be displayed in the general office showing names of the Appointed Person and qualified first aiders.

First aid information will be included in induction arrangements for new staff.

Reception teachers will ensure that children are aware of first aid arrangements.

The location of first aid equipment will be labelled.

Specific Needs

Provision will be made for children or staff with special health needs (see policy for managing medicines).

Accident statistics

The Appointed Person will monitor the frequency and cause of common injuries, times and locations to enable procedures to be put in place to reduce these.

Reporting Accidents

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally, major injuries and direct visits to hospital are also reported to WSCC using the online system. Nicky Hayes-Farmer, the Business Manager is responsible for reporting accidents

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

Record Keeping

The school will keep readily accessible accident records in written form. These will be located in the general office, near the exits to play areas.

See '**Procedures for Dealing with Injuries**'

Appendix A

Contents of a First Aid Kit

- 2 Eye Pads
- 2 Medium Dressings – No 8
- 2 Large Dressings – No 9
- 3 Sterile Triangle Bandages
- 1 Non Sterile Triangle Bandage
- 20 Assorted Plasters
- Micropore
- Scissors
- Disposable Gloves
- Safety Pins
- 1 10 x 10cm Dressing (adult use)

HEALTH AND SAFETY

Jewellery in School

WSCC regulations concerning the wearing of jewellery in physical education lessons and other organised activities.

These regulations state that 'jewellery of any kind (earrings, earstuds, watches, rings, neck chains, bangles etc) **must not** be worn during any PE lessons or any other organised physical activities.'

The only exceptions to these regulations might be the wearing of religious or cultural jewellery, in which case the adviser for PE should be consulted, or when it is justified on medical grounds e.g. when a pupil has only recently had an ear pierced. In which case, plaster tape (provided by parents and applied by the pupil) may be used to protect the ear.

Implementing and enforcing the above regulations:

It is important to adopt a consistent and rigorous implementation of this policy to establish safe practice for all pupils

1. This information will be included in the prospectus and in information packs given to parents of children joining the school. Parents will be encouraged to understand the reasons behind these regulations i.e. to prevent injury to their own child and other children
2. At the beginning of each term parents will be informed of the days on which their children will be taking part in PE lessons or other activities
3. If children do wear jewellery, parents/carers or pupils must take responsibility for removing their own jewellery prior to the activity. It is not the responsibility of the teacher to remove the jewellery of individual pupils.
4. Parents who wish their child's ears to be pierced will be advised to undertake this at the start of the holiday periods to minimise disruption to lessons whilst the ear is sealing over
5. It is reasonable to expect teachers to provide safe storage of removed items during PE lessons and other activities
6. It is teachers' responsibility to uphold these regulations to ensure the safety of pupils in the class

7. Non-compliance with this policy will result in the following sanctions:
 - Parents will be requested by letter to ensure that all jewellery is removed on PE days (if children are unable to remove their own jewellery)
 - The child will not be included in the activity (This is not desirable. Teachers' rigorous implementation of this policy should avoid the need to impose this sanction)

APPENDIX 1: Standard letter requesting parents to remove items of jewellery

APPENDIX 1



Goring C E Primary School **Faith, Love and Learning**

Dear Parents/Carers,

For the safety of your child and of other children, the school policy is that children must not wear jewellery during PE lessons or other organised physical activity.

Your child was unable to take part in the PE lesson today as he/she was unable to remove an item of jewellery.

Your child's PE lessons will take place on the following days:

PE lessons are an important part of the curriculum and so I should be grateful if you would ensure that jewellery is not worn to school on these days.

Yours sincerely,

Mrs C Jee
Headteacher

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