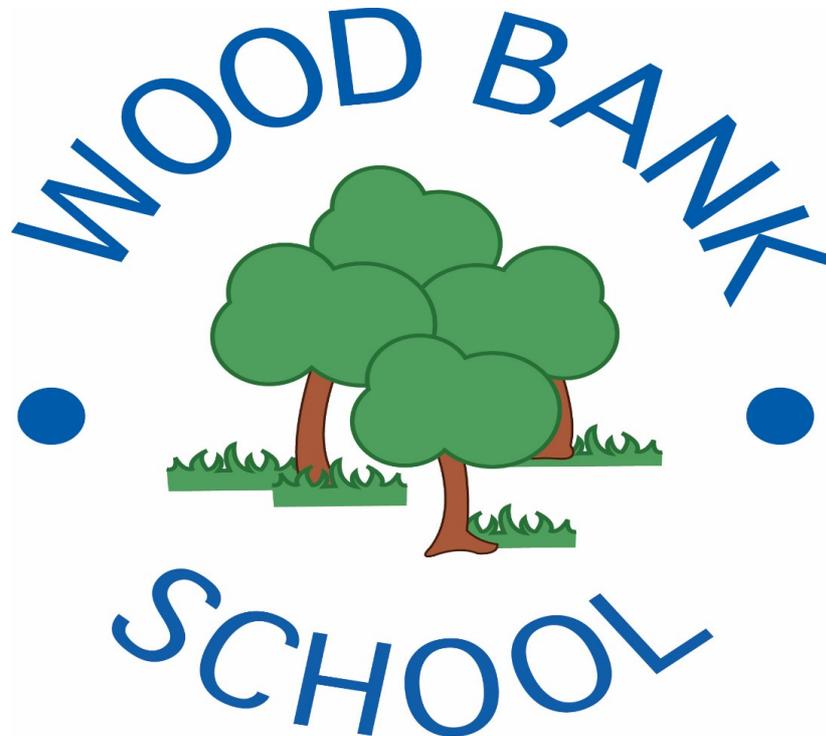


WOOD BANK SCHOOL



HEALTH & SAFETY POLICY

Policy Ratification	July 2017
Review Date	July 2018
Signed (Headteacher)	
Signed (Chair of Governors)	

Children & Young People's Health & Safety Team

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Equality Statement

At Wood Bank School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities. National legislation re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

Philosophy

STATEMENT OF INTENT

As Headteacher of Wood Bank School I accept the need for Health and Safety in the school, for the benefit of staff, pupils, parents/carers and other member of the public. I intend to see that all is done within my authority to implement and achieve the standards outlined within the school's Health and Safety Policy and Calderdale Council's Health and Safety Policies and Guidelines which we as a school have adopted.

This will be accomplished by consultation, sound management, training and development of risk assessment systems throughout the school. I will ensure that all managers in school are made aware of the standards required in order to ensure that Health and Safety is a routine and vital part of their management function.

In addition, all staff will be issued with a copy of the school's Health and Safety Policy.

Signed



Headteacher
Wood Bank School
July 2017

STATEMENT OF INTENT

As Chair of Governors of Wood Bank School I accept the need for Health and Safety in the school for the benefit of staff, pupils, parents/carers and other member of the public. I intend to see that all is done within my authority to implement and achieve the standards outlined within the school's Health and Safety Policy and Calderdale Council's Health and Safety Policies which we as a school have adopted.

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Signed



Chair of Governors
Wood Bank School
July 2017

Procedures/Practice

1. Accident Reporting

All accidents, however minor, will be reported:

- (a) in the school's Accident Book, located in the Headteacher's Office
- (b) to the Headteacher or named person in charge of the school.

The Headteacher will be informed immediately of any major injury or dangerous occurrence. The Headteacher will, in turn, inform the Chair of Governors. Any accident involving admission to hospital must be reported to the Calderdale Health & Safety Executive within 3 hours of the accident.

2. Building/Premises Control

The Headteacher has the duty of monitoring the buildings and grounds for any defects. He will carry out inspections on a termly basis in consultation with the Premises' Manager and Governor responsible for Health & Safety

LITTER/RUBBISH

Children are encouraged to use the bins in classrooms and in the playground to dispose of unwanted items. Staff are asked not to allow rubbish or litter to accumulate in the building. If a large item needs to be disposed of, contact the Headteacher or Deputy Head in the first instance.

REPAIRS

All staff are encouraged to report defects - e.g. missing light bulbs – to the Premises Manager. Teaching staff are encouraged to visually check their classrooms on a daily basis and report any hazards or minor repairs required.

SERVICES

All staff should report defects - e.g. broken sockets, exposed wiring to the Premises Manager.

3. Caretaking/Cleaning

The Headteacher has the duty of monitoring the caretaking and cleaning arrangements in the school.

The Headteacher and Premises' Manager will meet on a regular basis to maintain close liaison and to ensure that the school runs safely and efficiently.

The Premises' Manager will maintain a close liaison with contractors on site and members of staff who may be affected by the work of contractors.

4. Contractors on School Premises

There is a Service Level Agreement between Calderdale Buildings' Maintenance and the School. Our aim is to ensure that there is a clear understanding of the work involved and that contractors adhere to safe working procedures.

5. Control of Substances Hazardous to Health (C.O.S.H.H.)

All substances used at the school must be assessed. All chemicals used in science and technology are covered by the C.L.E.A.P.S. documentation and information. All staff involved in science, technology, ceramics, or building cleaning must be issued with information relevant to their operations.

Any new substances hazardous to health purchased by the school will be assessed before they are used.

6. Electricity

The school has a register of all the portable electrical appliances and these are tested at regular intervals in accordance with advice given by the Health and Safety Executive. All equipment is marked with test dates and the equipment overseen by the named person who will ensure that all equipment is checked visually every term.

Staff should not use any electrical equipment which has not been tested and

should report to the named person or Headteacher if in doubt.

All internal electrical systems will be checked every five years by a competent electrician.

7. **Fire Precautions**

- 7.1. To ensure that fire precautions are always to a high standard, the following routines will be observed:-
- 7.2. Fire drills will be held termly with a training briefing on evacuation procedures for all personnel using the building on a termly basis
- 7.3. All internal fire precautions - e.g. fire doors, means of escape, fire extinguishers, alarm systems, emergency lighting systems etc will be fully maintained. The standards required are also detailed in the Fire Register which should be completed and maintained by the Headteacher, Deputy Head and Premises Manager.
- 7.4. Adequate fire drill notices will be displayed at prominent positions throughout the school.
- 7.5. The general fire procedure for the school which all staff must follow will be:-

On discovering a fire:-

- i) Raise the alarm at the nearest point;
- ii) evacuate pupils by the nearest/safest route (see details of evacuation below).

All staff should be aware of the evacuation procedure

Clear classrooms of children, closing doors and windows behind you.

Stress the need for calm, orderly and speedy evacuation.

Suggested routes are displayed on fire drill notices throughout the school.

N.B. On hearing the alarm, unless otherwise notified, the Headteacher, Deputy or the School Administrator will ring the Fire Service immediately.

Once in the assembly area:

Senior Management Team: Collect the registers from School Administrator, check attendance of all pupils,

staff and visitors to the school. If all are not present as per the register check the signing out book.

Class Teachers	Your class should assemble as per the plan. You should check that all pupils in your class group are present and accounted for. <u>DO NOT RETURN TO THE BUILDING</u>
Support Assistants	Follow the instructions of the class teacher
Premises Manager	Report to School Administrator.
Office Staff	Check supply staff and any visitors registered in the Visitors Book.

Other Relevant Matters

- (a) The named fire officer is the Headteacher.
- (b) All staff should know where the fire alarm points are located and how to activate them.
- (c) The fire alarm point is tested on Friday mornings at 10.00 am by the Premises Manager

8. First Aid Practices and Procedures: General

First Aid boxes and equipment are held in several locations across school (see First Aid summary on classroom Health & Safety noticeboards for details.

Notices giving details of the whereabouts of First Aid boxes will be displayed at appropriate sites. First Aid boxes must contain a sufficient quantity of designated First Aid items only. First Aid boxes should be marked with a green cross on a white background. The following items must be stored in these boxes:-

- a) One guidance card.
- b) Two sterile eye pads with attachment.
- c) Six individually wrapped triangular bandages.
- d) Six safety pins.
- e) Six medium sized individually wrapped unmedicated wound dressings (approximately 10 x 8 cms).
- f) Two large sterile individually wrapped unmedicated wound dressings (approximately 13 x 9 cms).
- g) Three extra large sterile individually wrapped unmedicated wound dressings (approximately 28 x 17.5 cms).

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 mls and should not be re-used once the sterile seal is broken. At least 900 mls should be provided. Eye baths/eye cups/refillable containers must not be used for eye irrigation.

Disposable plastic/rubber gloves and aprons and suitable and protective equipment should be provided near the First Aid materials and should be properly stored and regularly checked. Soiled or used dressings should be disposed of in the appropriate bins provided.

9. Maintenance of Systems

The Headteacher has responsibility for the organisation and maintenance of systems in the school.

Poor maintenance of systems can lead to serious accidents and/or health problems. The following will ensure that the school's systems are properly maintained.

Regular checks required by appropriate members of staff

- | | | |
|-----|---|--------------------------------|
| (a) | All fire exits clear (not locked, jammed or obstructed) | Daily (Premises' Manager) |
| (b) | Fire Alarm Test | Weekly (Premises' Manager) |
| (c) | Emergency Evacuation Procedure | Termly (Headteacher) |
| (d) | First Aid Box (contents) | Weekly (First Aider) |
| (e) | Training on what to do in the event of a fire | All staff termly (Headteacher) |

It will also be the responsibility of the school to ensure that the following are serviced:

- | | | |
|-----|-------------------------------|----------|
| (h) | Fire Fighting Equipment | Annually |
| (i) | Portable Electrical Equipment | Annually |

10. Moving and Handling

Regulations now exist which require employers avoiding where possible and reducing heavy manual handling operations. If you identify a particular handling problem, please notify the Headteacher, Deputy or Key Trainers.

The school's Moving and Handling Co-ordinators are Karen Turnbull (Deputy Head Teacher), Helen Van Boek, Dianne Hegginbottom and Janet Savile

The school has a range of moving and handling equipment including:

Arjo changing/shower trolleys
Freeway Tricare hoist
mobile stools
various slings
lifting belts
overhead hoists in all classrooms and communal use rooms

All Moving and Handling equipment will be serviced annually.

An ongoing training programme has been developed for all staff.

Piano

The piano is located in the main school hall.

The piano should only be moved by adults.

There should be one person at each end and it should be on a smooth, level surface.

Pupils are not allowed to move pianos.

Those moving the piano should stand at each end and should take care when moving the piano backwards and forwards - as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear.

NB Children should be kept clear when the piano is being moved.

The piano should be kept away from direct sunlight and radiators.

The piano will be tuned at least once a year.

11. School Rules

Please note that the following are a set of guidelines through which we operate and have been agreed as sensible and essential for the safe and efficient running of the school. Children will be encouraged to understand that school rules are based on (a) consideration for other people and other people's property, and (b) common sense.

Arriving and Going Home

- Staff car parking areas are out of bounds to children.
- No child may make shortcuts across school grounds
- Morning registration is between 0900 and 0920 and afternoon registration is between 1300 and 1310 hrs.

Access to the Building

- Staff will be available to receive pupils into the building from 09.00 hrs.

Absence from School

Parents/carers should notify school of a child's absence by telephone or, if known in advance, in writing. If this is not possible, a note or message in the home/school diary on return to school will notify that the absence was authorised.

Absence with insufficient reason provided by the parent/carer will be considered unauthorised and recorded as such.

Registers must be completed accurately at the beginning of each session – it should not be assumed that a child is going to be late. If they are not in school they should be marked absent and if they arrive late the register should be adjusted accordingly. The registers and signing books are what will be used to account for children and adults in the event of an emergency evacuation **IT IS ESSENTIAL THAT THEY ARE ACCURATE.**

Grounds

Pupils must not stray off the school grounds - even to retrieve property such as footballs etc. Staff car parking areas are completely out of bounds for children except when they are being escorted on and off the mini buses. The school roof is out of bounds as is climbing walls and fencing surrounding and within the school grounds.

Lost Property

Parents/carers are requested to clearly mark all clothing including P.E. equipment with the child's name. Coats and P.E. bags must be hung in the spaces allocated to classes. Small amounts of money which pupils may bring for spending - for example for school trips - should be given to the child's class teacher for safe keeping.

Food

- Food and drink must not be consumed in corridors, or within the soft play area, splash pool or sensory room. Packed lunches must be eaten in the correct dining area.
- Nuts are not allowed in school.
- Chewing gum is not allowed in school.

Smoking

The school has a no smoking policy – smoking is not allowed in any part of the school buildings or grounds, including inside cars or vans parked in the school grounds.

Fun Fighting/Stone Throwing

- Fun fighting is not allowed.
- The throwing of stones or other missiles is not allowed.

Movement inside the Building

- Running is not allowed inside the building. If pupils have to queue in the corridor they should do so in a single line.

Bicycles

- Children may not bring bicycles to school. Bicycles may be ridden at play times under the supervision of staff on duty. Protective helmets must be worn at all times.

12. Security of the Building

All visitors including parents/carers, workmen or Calderdale officials must report to the School Office and must sign the Contractors' or Visitors Book and wear a visitor's badge. All staff should be aware of the need for vigilance regarding unauthorised persons on school premises.

It is everyone's responsibility to question the presence of a stranger. Usually they have a good reason for being on site and a polite enquiry or offer of help is usually accepted without offence by legitimate visitors. Staff should approach people with caution and particularly when on the grounds this should be done in pairs. Lone working is not advised. Please ensure that if there are only a few members of staff working in the building at the end of the day that you inform others when you are leaving the building

During school holidays staff should always check with the Premises Manager before opening any locked external door in order to ascertain whether the alarm system is operational and should always close doors and windows when leaving an area.

13. Training

All staff must know the safety related matters relevant to their specialist areas of teaching/working.

Staff carrying out health and safety tasks will be given sufficient time to fulfil their duties. Lack of time is not an excuse for non-compliance.

Staff training will take place for general and specific safety matters. Where staff are concerned that they do not have the necessary skills for specific health and safety duties then it must be reported to their line manager.

It is essential that the Leadership Team monitor the competence of staff teaching in their departments with regard to health and safety matters.

14. Visual Display Units

All staff using visual display equipment will be issued with the Code of

Practice on Visual Display Equipment. For further advice contact the Headteacher or deputy.

The regulations do not apply to children or other casual users.

B. - SPECIFIC AREAS

1. Physical Education (P.E.)

In general, the advice given in the document - Safety Practice in Physical Education - will be followed and all staff who deliver P.E. are expected to be familiar with the document which is held by the P.E. Co-ordinator.

Supervision of Children

1. Staff will prepare lessons having appropriate regard for safety. The P.E. Co-ordinator will be available to advise on safety matters as appropriate.
2. Children will be made aware of safety factors regarding equipment and personal conduct.

Non-Participation

1. Children with a particular illness, condition or injury who may not be able to participate fully in P.E. activities will need to bring a letter or message in the home/school diary regarding this.
2. All staff should be in possession of information held by the school regarding the needs of pupils with particular medical conditions - e.g. children with asthma, diabetes, epilepsy or physical disability.

FIRST AID

Any child injured in an off-site lesson or activity must be escorted to school.

For any fixtures/meetings off-site, teachers must take a First Aid Box.

P.E. KIT

Appropriate kit should be worn and all jewellery and other personal effects should be removed before a P.E. lesson. Any valuables should be stored by the teacher for safe keeping.

OUTDOOR AREAS

The school grounds are maintained by contractors. The tarmac area - when dry and clear of litter - is a safe surface on which to teach minor games. Staff should seek further information on health and safety required for P.E. activities in the book "*Safe Practice in Physical Education*" - BAALPE, which is kept by the P.E. Co-ordinator.

2. School Trips and Outdoor Pursuits

The school procedure for journeys/visits as outlined in the Educational Visits Policy will be followed. In addition to this, all staff involved in outdoor pursuits must be familiar with the guidance outlined in the Council's Outdoor Pursuits Policy

3. Science

The school is a member of the C.L.E.A.P.S. organisation and will adhere to the standards recommended by this body. All C.L.E.A.P.S. documentation is held by the Science Co-ordinator.

4. Swimming Pools

The school will follow Calderdale Council's policy statement on Swimming and Water Related Activities.

5. Technology, Safety and Safe Working Procedures

All teaching staff will strive to achieve standards outlined in the British Standard 4163 and a Guide to Safety Practice in Craft Design and Technology.

6. Transport Policy

The school uses the service available within Calderdale Council's Transport Department. The school will adopt the Council's Policy with respect to the carrying of children in minibuses. In particular, this means that all children travelling on minibuses will wear lap and diagonal seat belts and will be supervised by adults with whom they are familiar.

7. Health and Hygiene

Refer to the school's "Health and Hygiene" Policy.

8. Volunteers

We hope that the time our volunteers/students spend on placement at Wood Bank is mutually beneficial in both experience gained and regarding health and safety issues.

There are certain important points that must be followed to ensure this:-

1. Volunteers/students must not lift or help in lifting children unless they have undergone a recognised moving and handling course.
2. Volunteers/students should not give drinks or feed pupils on specific feeding programmes.
3. Volunteers/students must be supervised within a class at all times by a member of school staff.
4. Volunteers/students must be given relevant and specific information about children to ensure adequate health and safety procedures for themselves and the pupils. It must not be assumed that they know.
5. Volunteers/students will not participate in toileting children but may be asked to escort them to toilets. The classroom assistant will explain toileting procedures if necessary i.e. gloves, aprons, use of cleaning fluids.

6. The Deputy Head will initially talk through health and safety procedures with volunteers/students and then class teachers will inform them about procedures with certain children if they feel it is necessary and not breaking confidentiality.

Responsibilities for Leading, Monitoring & Evaluating

School Governors will:

1. Ensure that the school's Safety Policy is implemented and standards outlined in that Policy are maintained.
2. Ensure, so far as is reasonably practicable, that adequate finances are available for health and safety matters and the school finance committee budgets adequately for safety matters on an annual basis.
3. Ensure that health and safety is a regular item on any agenda when meetings are planned for the Governing Body.

The Headteacher will:

1. Have overall responsibility for the day to day running of the school with respect to health and safety matters.
2. Ensure health and safety is a normal feature of the school's operations and functions and that health and safety matters are kept under regular review and reported to Governors periodically.
3. Ensure that the Deputy Head and Premises Manager receive the necessary information, policies and procedures to enable them to fulfil their necessary obligations with respect to all safety matters.
4. Ensure that all teaching staff/employees receive a copy of the school's Health and Safety Policy and receive adequate safety training.
5. Update and review the Safety Procedures and Safety Policy at the school on a regular basis.
6. Carry out a safety audit on an annual basis.
7. Ensure that staff and pupils are aware that they are expected to exercise personal responsibility for their own safety and that of the school around them; observe the safety rules of the school and not misuse, or interfere with any instruction or items provided for their safety.
8. When relevant, consult with professional Safety Advisers for specialist advice and assistance.

9. Ensure that he or the Deputy Head or Premises' Manager will monitor the activities of contractors on site ensure that they work in a safe manner not putting pupils or staff at risk and will liaise with Buildings' Maintenance Services with respect to ensuring competent contractors are employed.
10. Ensure that all maintenance of systems, plant and structures required by health and safety legislation is completed as required.
11. Contractors working on site and will ensure that they work safely by:
 - (a) ensuring contractors have adequate safety policies prior to employment;
 - (b) ensuring job specifications refer to safety matters;
 - (c) ensuring pre-site meetings are completed;
 - (d) undertaking on-site monitoring of contractors.

The Deputy Head and Premises Manager will:

1. Ensure that health and safety is a normal feature of the school's operations and functions and that health and safety matters are kept under regular review and support the Headteacher as necessary in such matters.
2. Aid the Headteacher in updating and reviewing the Health and Safety Policy and procedures at the school on a regular basis.
3. Report any deficiencies in work procedures, unsafe practices or hazardous situations within their area of responsibility to the Headteacher.
4. Be familiar with all the policies and procedures outlined in the school's Health and Safety Policy relevant to their responsibility. It is important that the Deputy Head and Premises Manager ensure that they have access to all relevant guidance notes and codes of practice from outside bodies e.g. DCFS, H.S.E, C.L.E.A.P.S. documentation etc.

All Employees

All employees, including those in posts already mentioned above, have statutory duties in connection with their own health and safety and that of other employees, pupils, students, parents/carers, members of the public etc. These duties extend to co-operation with their employer where the employer has made specific arrangements for their health and safety at work.

These duties are fully stated in Section 7 and 8 of the Health and Safety at Work Etc. Act. viz:

Section 7 'It shall be the duty of every employee while at work -

- (a) *to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.*

- (b) *as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with'.*

Section 8 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

Employees holding management/supervisory posts other than posts specifically named above will have health and safety responsibilities for those accountable to them commensurate with their management function, together with any specific responsibility which might be delegated e.g. in relation to C.O.S.H.H. or performance monitoring.

In execution of their duties all employees are expected to use the knowledge gained from specific health and safety training and that which is inherent in their professional training.