

UPTON SNODSBURY CHURCH OF ENGLAND FIRST SCHOOL



HEALTH AND SAFETY POLICY-2017

1 Statement of Safety Policy

The Governors of Upton Snodsbury First School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the Statement of General Policy of Worcestershire County Council Directorate of Educational Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Educational Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999;
the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
the Manual Handling Operations Regulations 1992
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002.

Signed _____
Head Teacher

Date _____

2 The Organisation

2.1 Worcestershire County Council Directorate of Educational Services:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Upton Snodsbury C of E First School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974),
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Education Authority under its Scheme for Financing of Schools,
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 The Governing Body, through the Head Teacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary,
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools,
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary,
- d) advising the Head of WCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons,
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school,
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.

- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced,
- h) the adoption of safe working practices by staff and pupils, and by contractors on site,
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 The Head Teacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day-to-day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out an annual safety audit.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.

- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the LA's Handbook of Safety Information).

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their subject area,
- b) bringing to the notice of the Head Teacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area,
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas,
- d) producing a subject safety policy and revising it as necessary,
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken),
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained,
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances),
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc).

2.5 Other Teaching and Technician/Support Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy,
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the Head Teacher,
- c) co-operating with their employer (LA or Governing body as appropriate) to enable them to comply with the requirements of the Health and Safety at Work etc Act 1974.

2.6 The Cleaner in Charge is responsible for:

- a) Ensuring that she is familiar with and complies with the school safety policy. She should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Bringing to the attention of the Head Teacher any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under her direct control (ie, non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg, safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the Head Teacher of the arrival (or expected arrival) of contractors for maintenance work.

- i) Informing contractors of any hazards that could affect their health and safety while working in the school.
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

2.7 The First Aider / Appointed Person, is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

2.8 Safety Representatives (Appointed by Staff / Trade Unions / Professional Associations) have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Head Teacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Head Teacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

3 The Arrangement

The aim of our school is to create an atmosphere of carefulness both in and out of school, this is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- ❖ The ability of each individual to protect him/her self
- ❖ Concern and consideration for the safety of others
- ❖ Knowledge of what to do in certain situations
- ❖ Alertness and control
- ❖ Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health-related topic.

At Upton Snodsbury C of E First School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with a healthy option menu at lunchtime, and fruit for break time snacks.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- ❖ In the classroom.
- ❖ When using equipment eg, scissors, tools, PE apparatus.
- ❖ When moving around school.
- ❖ When carrying out investigations eg, a pond, pollution, soil studies.
- ❖ When on educational visits.

For any physical activity, children change into shorts and T shirts. They are expected to be bare-footed for indoor activities as bare feet grip better, and to wear pumps or trainers for outside activities . It is part of our school policy that children do not wear any form of jewellery. For safety reasons, earrings that cannot be removed have a plaster put over them and we ask the children to wear stud earrings only.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care and respect for each other and of property etc.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. A risk assessment is always done which will determine the correct adult/child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

Upton Snodsbury C of E First School has set procedures in case of an emergency in school, such as a fire, when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the first aid trolley as is the school's accident register and bumped head letters. A bag of basic equipment and mobile phone, to be taken when going to the village hall, and accident forms are stored in the office. A list of any allergies children have or conditions that staff need to know about are written on care plans or displayed clearly on the notice board in the staffroom. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Head Teacher is responsible for ensuring that the building provides a safe and healthy environment for the children. With a governor, the Head Teacher completes a health and safety audit twice yearly as directed by Worcester Education Authority. The trained first aiders ensure the medical supplies are

replenished. The cleaner in charge maintains a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the cleaner in charge, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly. A COSHH register is regularly updated.

4 Fire Drill

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. All classrooms have a door leading directly onto the playground. Office staff check the toilets and leave through the fire doors in the corridor.

The registers will be brought to each class by the office staff. The attendance of the children is checked.

Nobody is to go back into school. If a child is missing it must be reported.

Please make sure your children walk in and out of school sensibly, and line up quietly.

If your normal exit is blocked for any reason then use the nearest available exit

5 Lunchtime Fire Procedure

Lunchtime staff on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.

Staff on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.

Staff in classrooms with children shall evacuate them from the building and ensure on the way out that any toilets are vacated.

The Head Teacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

6 Fire and Bomb Alerts

A Serious Risk Policy covers serious risks that could be experienced by or in the vicinity of our school. This outlines in more detail our procedures. In the event of a fire or serious incident the Head Teacher or person designated must:

- ❖ Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure).
- ❖
- ❖ Phone 999 for the fire brigade and police.
- ❖ Check that the evacuation procedure has been followed.
- ❖ Remain at the front of the school to meet the fire brigade/police and direct them to the incident.
- ❖ All children and adults must remain outside.
- ❖ Only when the all clear has been given will children and adults to re-enter the premises.
- ❖ If necessary, all children and adults will leave the playground to assemble on the car park at the village hall.
- ❖ Take the Crisis Management Kit out.

7 Smoking Policy

It is the policy of the Governing Body that Upton Snodsbury C of E First School is a no-smoking school.

Smoking is not permitted in any area of the school by staff, parents or visitors to the school.

8 Car Parking

Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

Regular items on the newsletters to parents emphasise the following:

- ❖ Care of our neighbours.
- ❖ Extra parking on the school premises for events.
- ❖ Trips - try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am.
- ❖ Use of local pub car park for drop off and pick up allowed.
- ❖ Personal contact with any adult who continually parks in an obstructive way (by Head Teacher).
- ❖ All comments regarding safety by parents or neighbours will be followed up.

9 Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- ❖ Chairs and/or tables
- ❖ Sports equipment
- ❖ Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

10 PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend).

11 Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then a member of staff will supervise.

Tables need one child at each end, a child must not attempt to lift a table on their own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

12 Items Children Should Not Move

- ❖ Computers and peripheral
- ❖ Cooker or microwave

13 Security of the Premises

The Head Teacher and cleaner in charge are the designated key holders and are responsible for the security of the building. Firesafe Security provide and maintain our alarm service. The cleaner in charge attends in the holidays and during evening hours if the alarm is triggered.

14 Class Teacher

It is the responsibility of the Class Teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

15 The Cleaner in Charge

It is the responsibility of the site supervisors to check that:

- ❖ All locks and catches are in working order
- ❖ The emergency lighting is working
- ❖ The fire alarm has no faults
- ❖ The security system is working properly
- ❖ Before leaving the premises, to check:
 - ❖ All the windows are closed
 - ❖ The entrance doors are locked and secure
 - ❖ The security alarm is set
 - ❖ All gates are locked

16 Head Teacher

It is the responsibility of the Head Teacher or person left responsible to perform the above functions in the absence of the cleaner in charge.

In addition, the Head Teacher is responsible for the security of the premises during the school day.

All visitors are required to report to the School Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to enter the site through the gate onto the playground door.

Any parent or visitor is welcome in school but is asked to report to the office first.

All visitors wear lanyards to identify their purpose in school

These points must be adhered to, but in no way detract from the open door policy of the school.

17 Contractors on Site

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head Teacher or Site Supervisor.

All contractors must report to the School Office. The Head Teacher will then be informed of their arrival.

Contractors will work under close supervision of the Head Teacher or site supervisor so as not to endanger the health and safety of children or adults in school.

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.

No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas.

If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the Head Teacher or Site Supervisor and any concerns reported to the contractor concerned and the appropriate department at the LA.

NB See sheet below to be given to contractors.

18 Guidance for Contractors on Site

We have been recommended by the Health and Safety Advisor at Worcester Local Authority to ask you to refrain from:

- ❖ Smoking in the building or in the grounds as we are a no-smoking school
- ❖ Talking to the children (our children are asked not to talk to strangers)
- ❖ Moving vehicles when children are at play
- ❖ Working on or near the playgrounds when the children are at play
- ❖ Leaving equipment lying around
- ❖ Playing music during school hours

If you have any problems, please see the Head Teacher or Site Supervisor.

19 Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- ❖ Check the substance against the COSHH register
- ❖ Follow procedures laid down for use
- ❖ Be aware of procedures for avoiding exposure and for control
- ❖ Inform the Head Teacher of any difficulties

20 Policy on the Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- ❖ Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)

- ❖ Children who are suffering from casual ailments (coughs, colds etc)

We do not administer medicine in school, prescribed or other. If a three-dose medicine cannot be taken out of school hours, a parent may come to school at lunchtime to give the medication themselves.

For the school to agree to assist in long term medication, we have a Policy for supporting pupils with Medical Needs.

- ❖ Parents must write to the school giving authorisation for medicines to be taken by their child. This needs to include instructions regarding the quantity and frequency of administration. A Health Care Plan needs to be created.

- ❖ The medicines must be brought into school in a properly labelled container which states the name of the medicine, (b) The dosage and (c) The time of administration (see the policy for the Safe Handling of Medicines). Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. This will be outlined in the child's Health Care Plan.

Detailed written instructions will be sent into school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times - see policy.

All staff have regular training for anaphylaxis.

21 Policy on First Aid in school

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher or teaching assistant. If a minor accident occurs in the playground and first aid is required, then the staff on duty in the playground should send the child into school to find a first aider. The first aider may be called to the playground if the injury is more serious and the child should not be moved.

22 Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

23 Recording Accidents

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept in the first aid trolley. All details need to be filled in, including any treatment given.

24 First Aid Trolley

Location: outside School Office

Contents:

- ❖ Scissors
- ❖ Bandages
- ❖ Plasters, single and strip
- ❖ Antiseptic wipes
- ❖ Sterile gauze
- ❖ Disposable gloves

25 Person Responsible for Supplies

The first aiders are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying if the supplies in any of the first aid boxes are running low.

26 Allergies/Long Term Illness

A record is kept in the Office of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern. There are also care plans displayed in the staffroom.

27 Courses

First aid courses are advertised in the LA booklet and all staff are welcome to attend. Appointed persons first aid certificates are checked and awards kept up to date. A list of all first aid training is kept by the Head Teacher

28 Accidents

Accidents fall into four categories:

- ❖ Fatal
- ❖ Major injury
- ❖ To employees resulting in more than three days' consecutive absence
- ❖ Other accidents

Accidents in the first two categories should be reported immediately to The Health and Safety Executive.

The accident should be reported to the Health and Safety Executive within 7 days on form PAF01 for an injury to a child and Riddor 3 for an injury to an adult.

If the accident is more than a minor one for child or adult, please report it immediately to the appointed first aider and the Head Teacher and they will send for an ambulance if needed and contact parents.

When in doubt, contact parents/guardians.

Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- ❖ Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes).
- ❖ If a child has a bump on the head you must send a letter home and/or contact the parent/guardian. The letters are kept in the first aid trolley.

- ❖ Fill in the accident form PAF01, copies of which are kept in the Office, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Head Teacher to sign.

Copies will then be taken for:

- ❖ Health and Safety Executive (and posted)
- ❖ Area Education Office
- ❖ For the school file

29 Major Injuries

- ❖ Fracture of the skull, spine or pelvis
- ❖ Fracture of any bone in the arm other than a bone in the wrist or hand
- ❖ Fracture of any bone in the leg other than a bone in the ankle or foot
- ❖ Amputation of a hand or foot
- ❖ The loss of sight of an eye
- ❖ Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation
- ❖ It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

This policy was approved by the Governing Body - Spring 2017

Date of Review Signature

Date of Review Signature

Date of Review Signature