



**Proud to learn  
Proud to achieve**

# Barnes Junior School

Mount Road  
Sunderland, SR4 7QF  
**Headteacher: Mr S R Ward**

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## Health and Safety Policy

**Date:** February 2017  
**Review Date:** February 2018

**Person Responsible:** Simon Ward

**Linked Policies: Safeguarding, Risk Assessment, Educational Visits, Medication, Asbestos in Buildings - Code of Practice 3.15**

The Governors and Staff of Barnes Junior School recognise their responsibility under the current Health and Safety at Work Act.

Current City of Sunderland Health and Safety advice and policies will be adhered to. The most recent version of this plus any specialist additions will be found on the Sunderland website.

Other regulations, particularly those relating to hazardous materials (COSHH) will also be adhered to. Regular risk assessments will be carried out to cover all aspects of risk in the school and its immediate environs.

As far as is reasonably practical all staff will:

- Provide safe systems of work for plant and equipment;
- Provide for the safe use, handling, storage and transport of articles and substances;
- Attend training sessions as necessary for staff and pupils to undertake their work safely;
- Provide a safe place of work with safe means of access and egress for all persons using the premises;
- Ensure a safe and healthy working environment with adequate welfare arrangements;
- Provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- Take reasonable care of their own health and safety and co-operate with the Governors and management of the school in carrying out their statutory duty;
- 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.

**Organisation** Several people or groups of people have a responsibility for Health and Safety:

## **City of Sunderland**

- Has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this. (see above)

## **The Governors**

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that individual responsibility cannot fall on individual members of the Governing body. The governors will be kept informed of all developments relating to Health and Safety matters and the Clerk will include such matters on the Agenda for termly meetings.

## **Headteacher**

The Headteacher is responsible for the day-to-day health and safety in school.

In addition the Head is responsible for:

- The implementation of the Health & Safety Policy.
- Ensuring that staff receive appropriate health and safety training.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in school are dealt with.
- Emergency procedures, including regular fire drills, evacuation in case of fire or bomb threats.
- Ensuring adequate provision is made for the administration of first aid.
- Notifying the LEA Health & Safety Officer of any serious accidents to pupils or any accidents to staff or other persons and any near miss (dangerous occurrence) situations in accordance with the procedures laid down.
- Notifying the LEA of any problems or hazards affecting the health, safety or welfare of pupils or other matters that cannot be resolved by appropriate local action.
- Ensuring that all new material on health and safety matters, supplied by the LEA or the Health and Safety Executive is brought to the attention of any relevant persons promptly.
- Carrying out regular checks of the premises with governors.
- Ensuring that risk assessments are carried out in all areas of significant risk.

## **Teaching Staff**

All staff have access to the school's Health and Safety policy and ensure that all children are kept as safe as possible at all time working within safety guidelines and using relevant risk assessments. Staff should ensure that all adults or pupils involved in an activity receive clear instructions about the use of equipment. Specialist areas such as PE or Design Technology will have separate sections in the relevant policy.

Staff should always consider the health and safety of their pupils when planning activities. Activities off-site, which carry a particular risk, must be considered separately and a risk assessment and planning sheet filled in prior to any educational visit in line with the Educational Visit Policy.

Staff should report any defects or hazards in any area of the school in which they are working. This should be written into the Site manager's book which is kept in the school office.

### **Site Manager**

The Site Manager should carry out all duties in compliance with the school Health & Safety policy. These duties include arrangements for lettings. They must also inform and instruct staff, under their control, in safe and efficient methods of working. The Site Manager should bring to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises.

They must ensure:

- That all equipment and materials have adequate health and safety information (e.g. manufacturers' data sheets for COSHH assessments to be carried out).
- 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. (NB this includes such things as working at heights on steps, ladders or scaffolds and use of protective clothing).
- That due warning is given of any care taking/cleaning operations that could constitute a hazard to other users of the premises (e.g. signs to warn of slippery floors, uncleared snow or ice etc.)
- The Site Manager is the SAMO Officer for the site.

### **First Aid**

The first aid boxes are maintained by the School First Aiders (Karen Hunter, Leanne Simpson, Cheryle Chapman and Louise Taylor) in line with current guidance. They are kept in the main office; smaller boxes are available in every classroom, the technology room or as a bum bag to take out. Lunchtime supervisors have access to a first aid station which contains appropriate equipment to administer basic first aid.

First aid and health care is dealt with during lesson times in the first instance by the year group who will refer if necessary to one of the First Aiders on site. At playtime children may be sent in to the main office to be attended to by a First Aider there.

### **Accident Reporting**

- All minor accidents are recorded in the accident book located in the office. This will be immediately when dealt with and at the end of lunchtime when the incidents are updated from the dinner staff books.
- When children injure their head parents will be informed as soon as possible usually by telephone or in the yard. A note will be sent home with pupils confirming the date and time of the accident along with any actions taken by school staff to deal with the problem.
- In an emergency dial 999 first then inform the Head. 999 calls may be made from any telephone in school.

- Major accidents, i.e. those requiring a hospital visit, notifying a parent and follow up, must be dealt with by a First Aider, who will then notify the Head. An Incident report form (IR1) will be completed and posted to the Health and Safety department at Sunderland Council within 10 days. A copy will also be kept in school.
- In the event of fatal or serious injury the site of the accident must remain untouched until an investigation has been carried out.
- Health and Safety will be an agenda point at Senior leadership Team (SLT) meetings and monitored.

### **Arrangements**

The school recognises its obligations to identify arrangements to make its safety policy effective.

All staff should be aware of the following requirements.

### **Access and egress**

- It is the responsibility of the Site Manager for the clearance of ice, snow and leaves at all exits and entrances to the school.
- It is the responsibility of all employees to prevent the obstruction of fire exits.

### **Cleaning**

- Warning signs must be placed when floors are wet and slippery.

### **Communication**

- All staff have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects and record in site manager's book so that they can be addressed.

### **Equipment/materials**

- Children must not use correcting fluids.
- Pens that are mainly water based should be used by children.
- Other pens should be used by staff in well-ventilated areas.
- The use of glue guns should be restricted to pupils in Year 3 and above.
- Extension cables with multi sockets may be used for computers or TV/video; 2/3 way adaptors must not be used. Extension cables must not cause a trip hazard.
- Children must always be instructed in the safe use of all materials and equipment and be under appropriate supervision at all times.
- Staff must not bring electrical equipment in from home unless it has a valid PAT certificate.

### **Fire Alarms**

- These will be tested weekly by the Site Manager, using a different call point each time.

### **Fire Appliances**

- A regular monthly visual inspection of all fire extinguishers is carried out by the Site Manager.
- A record of this is kept in the office.

- An annual inspection of all fire appliances is carried out by the extinguisher maintenance department of the Fire Brigade.

### **Fire evacuation and Fire drills**

Fire drills take place every term and details recorded in the Fire Log Book.

- Teacher or responsible adult will supervise the children leaving the building by a suitable exit. (See signs in classrooms which are on the wall near the door).
- Teachers will take their register if it is in the classroom.
- All appropriate exits are clearly marked with the running man symbol.
- Proceed to the assembly point in front of the school - walking quickly but not running.
- No one will stop or return for any clothing, belongings or books.
- The School Business Manager will bring out any registers from the office and the visitors book.
- A roll call will be taken and staff will report to the Headteacher to confirm a complete evacuation.

Fire marshalls: School Business Manager, Site Manager, Lunchtime Supervisor. They can be contacted through the school office.

### **Fire in School**

If a fire is discovered in school:

- Operate the nearest alarm.
- Go to the nearest telephone and dial 999 (99 for an outside line).
- Carry out normal duties in the event of a fire and go to the assembly point.

### **Fire prevention**

- This is a case of good housekeeping. Clutter/ rubbish must not be allowed to accumulate.
- All electrical appliances are subject to an annual check.
- The disposal of electrical appliances is done through an electrical recycling company.

### **First Aid**

The School First Aiders: Karen Hunter, Leanne Simpson, Cheryle Chapman and Louise Taylor. They can be contacted through the school office. First-aid qualifications are up to date.

### **Multi Media Projectors**

Every classroom is equipped with an Interactive Whiteboard (IWB) and projector. Safe usage should include the following considerations:

- Everyone should avoid looking directly at the beam of the projector
- Allow room to the left and right of the board to step out of the beam
- Children should be verbally reminded not to look at the beam of light

Eye damage can occur when facing a projector even if it feels that you are not directly looking at it.

### **Playground safety and supervision**

- The Site Manager is responsible for regularly checking the school outdoor equipment.
- Children are only allowed to use the outdoor equipment under adult supervision- this is done on a rota basis.

### **Portable electrical equipment**

- An annual PAT test is carried out on all equipment every summer by a contractor.

### **Reporting**

- The Headteacher will include Health and Safety as an agenda item at SLT meetings and report back at Governor's meetings.

### **Risk Assessment**

Risk assessment is a way of measuring the likelihood of an accident happening. The measurement made takes into account the frequency of something going wrong, how many people may be affected if it does and how serious the resultant injuries may be. Risk assessments cover staff and pupils and anyone who could be affected by their visit to the school. Generic RA's for frequent outing have been devised and should be given to the Educational Visits Co-ordinator (DHT) before each outing. Risk assessments will also be written used the Sunderland Evolve system in line with the Educational Visit Policy.

### **Security**

- The main entrances to school are kept secure during the day.
- Children are not allowed to open a main door to anyone and must fetch an adult to let in visitors.
- Visitors report to the office and sign in.
- Visitors must wear a school badge.
- Visitors must sign out at the end of their visit.
- Only people with Enhanced DBS Clearance are allowed to deliver regulated activity within school.

### **PE**

- Any defects in equipment should be reported immediately to the PE co-ordinator or the Head.
- Staff consider the safety issues when planning activities.
- PE Equipment is maintained on an annual basis through a contract with Sportsafe UK. All actions must be carried out in line with SLA or contractual arrangements.

### **Smoking**

The school is a no smoking environment.

### **Maintaining and improving policy**

The governors will ensure that all staff are aware of the health and safety policy. They will be given a copy of the policy and sign to say it has been read. The governors will ensure

prompt action if necessary to remedy any deficiency that might endanger the implementation of this policy.

**MONITORING AND EVALUATION:**

This policy will be reviewed annually by the Headteacher, School Business Manager and Site Manger. Any alterations that come from this review will be discussed with the Head teacher and ratified by teaching staff and appropriate governing body sub- committee.

Presented to Governors on.....13.2.17.....

Chair of Governors.....P Forster.....Date:....13.2.17.

Presented to staff on.....14.2.17.....