



NAFFERTON PRIMARY SCHOOL

## Health and Safety Policy and Procedures February 2018

Nafferton Primary School considers all aspects of Health and Safety to be of paramount importance. All reasonable steps will be taken to ensure our pupils, staff and visitors are protected from harm in order to provide a safe, caring and effective learning environment. It should be appreciated that whilst managing our activities we will be risk aware but not necessarily risk averse.

A positive Health and Safety culture is promoted to emphasise that health and safety matters are the responsibility of all.

This policy relates particularly to the operations on the school site but must be read alongside the following school specific policies:-

Safeguarding/Child Protection Policy

Emergency Response Plan

Educational Visits Policy

### **Responsibilities**

The Governing Body and Headteacher share with the LA overall responsibility for health and safety within the school, as specified in the ERYC Corporate and Directorate H& S Policies.

The LA Health & Safety Steering Group and LA Safety Services are available for guidance and support.

### **Governors**

The governing body will ensure that:-

- Health and safety has a high profile and is effectively managed
- Adequate resources for health and safety are available, including training provision
- This school specific health and safety policy is maintained and reviewed
- Risk assessments are carried out and reviewed annually
- Wellbeing of all staff remains a high priority
- The LA health and safety inspection report is considered on a termly basis identifying any areas for future improvements.
- the Single Central Record is maintained.

### **Headteacher**

The Headteacher will:-

- Monitor effectiveness of procedures so as to review and update this school specific health and safety policy and any supporting safety procedures and guidelines
- Promote a positive health and safety culture throughout the school, ensuring staff are aware of their responsibilities
- Take day to day operational decisions and ensure that all health and safety matters within the school are effectively managed
- Ensure appropriate equipment and training is provided to enable work to be done safely
- Ensure all new employees receive a suitable and sufficient safety induction

- Ensure that suitable and sufficient risk assessments are carried out and any safe systems of work are developed and communicated to staff
- Consult with staff regarding the promotion of health and safety within the school, including well being, by it being a standard agenda item at appropriate staff meetings
- Report on health and safety matters to the board of governors
- Ensure statutory inspections take place within their school
- Ensure all accidents, incidents and dangerous occurrences are investigated promptly in accordance with the accident reporting procedure
- Ensure that formal health and safety inspections are carried out each term and remedial action taken where necessary

### **School Business Manager**

Under direction of the Headteacher, the SBM will:-

- Ensure Cyclical maintenance is carried out
- Complete the Fire Risk Assessment annually and update the Fire Risk Report every 3 years , or when necessary if significant changes to buildings occur
- Complete Health, Safety and Environmental Audit annually with Governor input
- Carry out routine inspections of the school premises and grounds and complete Health & Safety Inspection termly
- Maintain the Asbestos Management Plan
- Organise any works/equipment/training required to remedy any identified H&S risks
- Monitor accidents for potential problem areas
- Maintain risk assessments and ensure all staff have read and understood before signing them
- Ensure defect items safely removed
- Prepare necessary reports for Governor meetings
- Report to the Health and Safety Executive (HSE) any events that Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) deem necessary. It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately
- Ensure staff attend update training when necessary e.g. Paediatric First Aid, Kitchen Hygiene
- Organise Disclosure & Barring Service certificates for all staff, governors, visitors and maintain the Single Central Record. (SCR)
- Ensure all necessary documents checked and signed before staff/volunteers commence at school E.g. Enhanced Police Clearance, Childcare Disqualification Forms and other relevant checks and forms required by the LA Human Resources and East Riding Safeguarding Children's Board.
- Be responsible for contractors and visitors on site, ensuring they are aware of any procedures (e.g. evacuation) or relevant information (e.g. asbestos report)

### **Caretaker**

The caretaker will:-

- Monitor school premises and grounds daily reporting any issues to SBM or Headteacher
- Check playground equipment in between cyclical maintenance visits and keep a record of these checks

- Perform routine testing of Fire Alarm & Emergency Lighting in between cyclical maintenance and keep a record of these checks
- Perform water hygiene testing in between cyclical maintenance visits and keep a record of these checks
- Clear and grit the school grounds, when necessary, as per the school gritting plan
- Attend Asbestos Training annually

### **Employees**

All staff are expected to co-operate with ERYC, Governors and the Headteacher on all aspects of health and safety including to:-

- Take reasonable care of their own safety and others who may be affected by them
- Monitor daily that their classroom or work area is as safe as reasonably practical
- Carry out their duties in accordance with information and training given, following agreed risk assessments and safe methods of working
- Use equipment and materials provided for their intended use only
- Ensure any damaged or faulty equipment is not used and reported to SBM
- Act immediately upon discovering or receiving a report of workplace hazard to rectify or otherwise make situation safe and report problem to SBM
- Report all accidents and any unsafe practises or conditions to SBM or Headteacher
- Raise any concerns about their wellbeing in an open and honest way so the appropriate support or training can be given

### **Training**

All employees, including temporary and agency employees will receive:-

Induction training (on commencement of employment or immediately after any significant change to their duties) which will include:

- Emergency procedures
- First aid arrangements
- Accident reporting
- Hazard/safety issue reporting
- Location of policy, guidelines and other relevant documents
- Relevant risk assessments and safe systems of work
- Reporting of any safeguarding issues

Competency based training as identified as necessary by the Headteacher and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes.

**All personal data maintained in respect of health and safety will be held in strictest confidence in line with relevant legislation.**

### **General Safety**

#### **Risk Assessments**

Risk assessments are the corner stone of any good health and safety system and they will be carried out by suitably competent members of staff.

Risk assessments will be carried out of all areas and work activities that are undertaken within the school environment in accordance with the Management of Health and Safety Regulations 1999.

The school kitchen is also subject to the relevant LA risk assessments.

The school has the following specific risk assessments for safe systems of work, which are based on the LA generic assessments but modified as pertinent to the school.

- General school hazards, office & basic classroom activities & movement around the site
- General working at height activities throughout the school
- Infection control
- Managing violence and aggression in school
- Minor Repairs and maintenance carried out by school staff
- Lone working
- Lone working in school kitchen (Cook only)
- Managing the use of the classroom kitchen
- Site Security
- Student activities at lunch and breaks
- Access on the Flat roof
- Working with ladders

Any contractors on site are expected to follow the school's safety procedure, as advised by staff.

Smoking is not permitted anywhere on the school site. Dogs, except guide dogs, are not allowed on the school site.

There are COSHH for hazardous materials used in school. (The caretaker and the school kitchen have their own COSHH files).

The Fire Precautions and Procedure is listed in the Nafferton Way which includes staff responsibilities for checking areas other than classrooms. The Headteacher will ensure that

- Fire doors are free from obstructions and slip/trip hazards
- Fire doors close properly and be opened quickly and easily
- Escape routes are clear.
- General housekeeping standards are adequate including rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations e.g. corridors

### **All In drill**

Refer to the Emergency response Plan.

## **Supervision of Children**

Children should arrive at school between 8.45a.m - 8.55a.m.

School Hours:

Key Stage 1

Morning Session: 8.55 – 11.50 a.m. Morning Break: 10.30 - 10.45 a.m.

Afternoon Session: 12.55 – 3.20 p.m.

Key Stage 2

Morning Session: 8.55 – 12 noon. Morning Break: 10.30 – 10.45 a.m.

Afternoon Session: 1.05 – 3.25p.m.

Afternoon breaks are optional and supervised by the Class Teacher/Teaching Assistant

### **Staff Duties**

Staff should be in class by 8.45 am each morning.

No Pupils should be on site unaccompanied until a teacher is on duty at 8.45 a.m. The class teacher/TA should collect the children from the playground as they come in first thing in the morning, from break and after lunch.

At the end of the afternoon session the class teachers supervise the children leaving the class. Key Stage One teachers will ensure that pupils are collected by an appropriate known adult.

At morning break times staff should adhere to the duty rota displayed in the staffroom.

Indoor Duty: If it is a wet playtime staff should ensure that their class is supervised before leaving for a short release time.

All members of staff are responsible for making sure that all children have left the classroom at the end of sessions.

### **Curriculum – Use of resources**

The LA guidelines with regard to the curriculum are followed, in particular the following documents which are available on the school site:

PE: Safe Practice in Physical Activities in School Sport

Design Technology Policy (which includes glue guns and sharp knives)

Classroom Kitchen procedures

Science Policy and CLEAPS advisory service

Subject leaders are expected to be aware of Health and Safety implications within their subjects and keep staff informed/updated.

### **PE Arrangements**

#### **Clothing**

All children will change into suitable clothing for the activity in which they will participate.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

#### **Jewellery**

The wearing of make-up, jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. Children who have Fitbits will need to remove them for PE due to not being suitable to wear for some lessons. E.g. gymnastics. It is advisable to collect all such items prior to the lesson and store safely. The school will not be responsible/liable for any loss or damage to items brought into the school.

### **Lunch-time Supervision**

The Senior Supervisor is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.

The Headteacher and/or Deputy Headteacher and/ or School Business Manager also provide support at lunchtimes.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas during lunch times must be supervised at all times.

## **First Aid**

### **Health and Accidents to Children or Staff**

Staff are expected to take reasonable action as responsible adults, to deal with injuries etc. that children sustain until the child can, if necessary, receive professional medical treatment.

All school staff have some first aid training and a list of designated first aiders with more extensive training certificates is displayed in the first aid room.

First aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with bodily fluids and then be placed in the appropriate medical bin provided.

First aid boxes for school journeys are stored in the medical room as well as other items required to be on hand during a journey. The school also has spare blue inhalers and procedures are in place that one should be taken on every trip, walk round the village, sporting event, etc.

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime, with the Senior Midday Supervisor taking a leading role.

For minor incidents, a first aid form is completed and sent to parents. (All head injuries, no matter how minor, are reported to the parents). A duplicate copy is kept in a file in the first aid cupboard.

Minor incidents are monitored and action taken if a pattern is established, which is also reported at Governors H & S meetings termly and minuted.

Incidents of a more serious nature are recorded in the accident book. Any remedial action will be undertaken to avoid a re-occurrence.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept confidentially in the school office.

Any major incidents are reportable under the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - these must be in the first instance reported to the Headteacher or in their absence the Deputy Headteacher or School Business Manager, who will notify the LA Health and Safety department immediately or by completing an Accident Incident Form. (depending on the severity of the incident)

### **Medication Policy**

The school has adopted the Local Authority policy on the administration of medicine. At the Headteacher's discretion, regular medicine may be administered to pupils following written permission and instructions from parents. All medicines must be brought to the school office for storing safely.

Asthma inhalers are kept with children, or in the teachers' care, and the child is encouraged to take responsibility for their care and administration.

### **Allergies**

Information about children who suffer from an allergy will be kept in the office. It is the parent's duty to inform the school of any allergies or any changes to their child's medical details. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified and trained the appropriate staff who are able to administer adrenaline via an Epi Pen when necessary.

### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

LA guidance is followed on advice/reporting of diseases. If in doubt the school nurse is contacted.

### **Headlice**

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

Children should be treated for headlice by parents once it is realised that they have them, before being brought into school.

On some occasions the Headteacher will agree (with parental written permission) that their child can be treated by staff in school.

## **School Building Access**

In order to improve safety for everyone in school, access into the school building is restricted.

All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. Visitors who have not been police cleared must not be left on their own on the school site. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be challenged and reported to the school office.

## **Vehicles**

A Traffic Management Risk Assessment & Action Plan is reviewed annually and updated as necessary.

Parents are requested not to bring their cars onto the school site. The vehicle access gates will be kept closed between 8.30a.m. and 3.45p.m.

Parents bringing or collecting children should not park in the area marked by the yellow zig-zag lines; this constitutes an offence during school opening and closing times.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways.

Lunchtime vehicles will not enter the playground until the end of playtime and all children have left the playground. All vehicles will make sure that they lock the gate behind them during the times of 8.30 a.m. and 3.45 p.m.

In icy weather it will be at the discretion of a member of the SLT whether the car park gate is opened to allow access before 8.30 a.m. and after 3.45 p.m. to parents, etc.

On events nights it will be at the discretion of the SLT whether access is allowed to the school grounds for picking up afterwards.

## **Staff Health and Welfare**

### **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on the school site.

Fire doors must be unlocked when staff are working on the premises.

Cars should be parked as close to the access doors as possible.

If lone working is unavoidable staff should ensure that all outside doors are locked (but accessible via a keypad/open button) and curtains/blinds are closed when it is dark.

Anyone lone working should be equipped with a personal mobile phone. Where possible, staff should have an off-site contact to monitor their wellbeing during this time. Please also refer to the "Lone Working" Risk Assessment.

### **Key Holder Safety during Call Outs**

Key holders on call out should be mindful of their own safety. Before leaving the key holder should ensure that the school is secure and the alarm re-set.

The alarm company will have advised the key holder that the alarm has been activated and the key holder will report back to the alarm company once they are on site.

**If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 0845 60 60 222 or, if concerned about their own or the school's well being, call 999.**

### **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher or Deputy Headteacher as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

The Local Authority has a 'Well Being Policy' which can be accessed from their website ([www.eriding.net/resources/educators/wellbeing](http://www.eriding.net/resources/educators/wellbeing)).

### **Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. **Staff should not climb on chairs or tables. Staff should use the mobile safety step stools which are available from the resource room for all to use.** Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

- Information on safe lifting techniques is provided in the Caretakers Training Manual. Please also refer to the "General working at height activities throughout the school" Risk Assessment.

### **Violence**

Staff should always take steps to minimise the possibility of violence in school.

Any incident should be reported to the Headteacher or Deputy Headteacher immediately.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present. Please also refer to the "Managing violence and aggression in school" Risk Assessment.

A sign is visible for all to see in the school office regarding violence and abuse to staff.

### **VDU Operators**

Office staff using VDUs should vary their work routines and follow guidance on regular eye tests. Habitual\* users of display screen equipment have all completed work station assessment forms and this is reviewed annually.

\*where Display Screen Equipment is used in a significant part of the staff members day.

**Reviewed - February 2018**