

**Health and Safety Policy Statement**  
**Statement of organisation and arrangements for ensuring health, safety and welfare at St Aidan's church of England Academy**

1. Introduction

1.1 This is a statement of the organisation and arrangements for health and safety at St Aidan's First School. The statement does not replace the Kirklees Health and Safety Policy Statement but is in addition for the benefit of all users of the premises. Copies of this document, along with other information on health, safety and welfare matters will be found in the office.

1.2 This statement deals with those aspects over which the governing body has control and covers health and safety associated with the school premises, plant and fixed equipment belonging to the school and services for which other officers of the Local Education Authority (LEA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

1.3 The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all employees and the health and safety of all persons using the premises, in particular:

- i) to establish and maintain a safe and healthy environment throughout the school
- ii) to establish and maintain safe working procedures among staff and pupils
- iii) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles/substances
- iv) to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required
- v) to maintain a safe and healthy place of work with safe access and egress
- vi) to formulate procedures for use in case of fire and other emergencies, including plans for the safe and effective evacuation of the school premises
- vii) to lay down procedures to be followed in case of accidents
- viii) to provide and maintain adequate welfare facilities

2. Responsibilities and Duties in Matters Concerned with Safety

Local Management of Schools (LMS) requires the school staff, governing body and the LEA to work together to ensure their health, safety and welfare objectives are achieved.

2.1 The governing body

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.1.1 In particular the governing body is responsible for:

- i) ensuring that the LEAs Health and Safety Policy is implemented and monitored within the school
- ii) ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations
- iii) ensuring that the school has a clear written policy statement, that the policy is appropriate and that it is being implemented as agreed
- iv) receiving health and safety guidance and information distributed by the education department and ensuring that proper arrangements are made within the school for complying with the guidance
- iv) ensuring that regular reports of accidents and dangerous occurrences are provided by the headteacher and that any necessary alterations to working practices and procedures decided upon are implemented
- v) ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- vi) ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through
- vii) ensuring that all reasonable inspection facilities and information are provided on request to appropriate health and safety officers
- viii) ensuring that school journeys for which they give guidance and approval are arranged and properly supervised in accordance with the LEAs own guidance and DFEE guidance
- ix) ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved

2.1.2 Planning and setting standards which include:

- i) identifying hazards, undertaking risk assessments and setting standards
- ii) having clear plans for coping with sudden emergencies
- iii) developing a positive health and safety culture

2.2 Headteacher's responsibilities

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the headteacher, who will:

- i) be the focal point for reference on health safety and welfare matters and give advice or indicate appropriate source(s) of advice
- ii) co-ordinate the implementation of the LEA and governors' health and safety and welfare procedures in the school
- iii) make clear any duties in respect of health and safety which are delegated to members of staff
- iv) ensure that problems in implementing health and safety policy are reported to the LEA

Reviewed Sep 2018

- v) make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he is kept informed of accidents and hazardous situations
- vi) review periodically
  - a) emergency procedures
  - b) provision of first-aid in the school
  - c) the risk assessmentsand make appropriate recommendations to the governing body
- vii) put in place procedures to monitor the health and safety performance of the school
- viii) report all known hazards immediately to the LEA and stop any practices or the use of any plant, tools, equipment etc. he considers to be unsafe, until satisfied as to their safety
- ix) make recommendations to the LEA for additions or improvements to plant, tools, equipment, machinery, etc. which present hazards
- x) review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises
- xi) report to the governing body annually on the health and safety performance of the school

### 2.3 Obligations of teaching/ non-teaching staff under the Health and Safety at Work Act 1974

All employees have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the headteacher for the application of health and safety procedures and arrangements. In order to facilitate this, all employees are expected:

- i) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied
- ii) to observe standards of dress consistent with safety and/or hygiene
- iii) to exercise good standards of housekeeping and cleanliness
- iv) to know and apply the procedures in respect of fire, first aid and other emergencies
- v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others
- vi) to co-operate with other employees in promoting improved health and safety arrangements in the school
- vii) to co-operate with the appointed health and safety officers

### 2.4 General obligations of classroom teachers

The health and safety of pupils in classrooms is the responsibility of class teachers. General responsibilities of class teachers :

- i) exercise effective supervision of the pupils and know the emergency procedures in respect of fire, bomb scare and first aid and carry them out

- ii) check equipment used is safe before use
- iii) ensure safe procedures are followed
- iv) give clear instructions and warnings to pupils, as often as is necessary
- v) report defects to the headteacher and make recommendations on safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially dangerous
- vi) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the headteacher
- vii) follow safe working procedures personally

#### 2.4.1 Special obligations of class teachers / support staff

- i) if for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of the class for practical work, a teacher considers he/ she cannot accept responsibility for the safety of his/ her children he/ she should discuss the matter with the headteacher before allowing practical work to take place
  - ii) any sharp cutting equipment used by children e.g. scissors, is supervised and children are taught how to use, clear away and store these pieces of equipment safely. During activities such as technology an adult should always remain in the room with the children.
  - iii) classrooms are organised so that children are able to move around safely. Obstacles, such as chairs, are placed under tables or out of walk ways
  - iv) running in school is discouraged at all times
  - v) any experiments involving the use of flame, heat, electricity are fully supervised by the teacher/ support staff
  - vi) children should not be allowed to plug in/ take out plugs on electrical equipment. Any fault on school equipment should be notified to the headteacher immediately, taken out of service or disposed of
  - vii) the cloakroom areas are small and space is restricted. Coats and bags must be placed tidily on or under benches or on pegs. Class teachers must ensure that the children in their classes follow these guidelines
  - viii) under no circumstances should children be permitted to stand on chairs, desks or window sills
- 3 teachers will be required, at the direction of the headteacher, to carry out periodic risk assessments in their own working areas

#### 2.4.2 Occasional adults in school

All adults working in school for any significant length of time must be made aware of,

and follow, the school's health and safety policy and related guidelines.

As part of their induction they will be given a summary pack of the school's documentation and asked to sign a declaration that they have received it and that they understand their health and safety obligations while they are working in school.

These provisions cover students working in school (professional mentor responsible for the above), supply teachers (headteacher responsible) and parent helpers (class teachers responsible).

## 2.5 General responsibilities of the caretaker

- i) general responsibility for the application of the school's health and safety policy to own area of work ( directly responsible to the headteacher and DSO)
- ii) particular responsibility for ensuring that the cleaning staff are fully trained in the use of any heavy/ electrical equipment and maintain safe working practices
- iii) to establish and maintain safe working procedures including handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments)
- iv) to carry out regular health and safety assessments of the activities for which they are responsible, and report to the headteacher/ (DSO cleaning manager where appropriate) any defects which need amending
- v) to ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements
- vi) to ensure, where appropriate, that relevant advice and guidance on health and safety matters is sought
- vii) to advise the headteacher (DSO cleaning manager where appropriate) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery

### 2.5.1 Special responsibilities of the caretaker

- i) toilet areas to be checked at the beginning and end of the day. Paper towels and toilet rolls to be replaced as necessary. Floors are swept daily by the caretaker/ cleaning staff
- ii) the caretaker's room is out of bounds for all children and all cleaning materials, fluids etc. are kept out of reach of the children
- iii) No person should attempt to lift furniture or heavy items by themselves. Step ladders are to be used rather than chairs for reaching displays etc.
- iv) a warning sign should always be displayed where a floor area is wet
- v) in frosty/ snowy weather paths and steps and the staff car park must be cleared and gritted before children and staff begin to arrive at school
- vi) paths to be kept clear of trailing weeds to avoid any slippery areas
- vii) the playground to be checked daily and any hazardous materials e.g. dog fouling, glass, stones etc. to be removed . This includes the grounds surrounding the nursery.
- viii) sweeping mops and wet mops and buckets must be made available for use by members of staff at all times during the school day
- ix) to take all possible steps to prevent parents parking on the school premises during the school day

## 2.6 School health and safety representative

The governing body and headteacher recognise the role of health and safety representatives appointed by a recognised trade union.

## 2.7 Visitors and other users of the school

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

More specifically :

- i) children and parents are to use the pathways and the pedestrian gate. They should not enter school through the staff car park area
- ii) the staff car park is not to be used by parents in the course of the school day
- iii) all visitors are to enter the school via the main entrance where they will be welcomed by a member of staff. Visitors are expected to sign in and to wear a visitors' badge
- iv) entry from other exterior doors is not possible after 9.10 a.m.
- v) no dogs are allowed on the school premises

## 3. Health and Safety Arrangements

### 3.1 Supervision of pupils

In common law, teachers stand "in loco parentis" so far as pupils in their charge are concerned. If the degree of care exercised by a teacher is at least that which would be taken by the average, careful parent in the same circumstances, then this legal duty is discharged. The headteacher is expected to maintain an adequate system of supervision to protect pupils at all times. Whether a level of supervision is adequate in given circumstances will depend on a number of factors such as :

- i) the age, maturity, usual standard of behaviour and number of pupils in question
- ii) the nature of the activity and where it is carried out
- iii) the supervisory ability of the staff

#### 3.1.1 Breaktime and lunchtime supervision

- i) there must always be a member(s) of staff/ midday supervisor out on duty whenever the children go out at breaktime
- ii) during breaktimes the playground should always be supervised by at least one member of the teaching staff and at least one support assistant
- iii) The teacher concerned must be outside to meet the first children coming out
- iv) children must not run along the sides of the school buildings
- v) All children must stand still on the first whistle on the second whistle children should walk quietly into school

#### 3.1.2 Movement of children around the building

- i) Children should walk inside school at all times

### 3.1.3 Contract transport

- i) the teacher in charge of any group of children travelling on contract transport must have a register of all of the children and must check the numbers at the start of both the outward and return journeys. All children must remain seated throughout the journey with seatbelts fastened and should behave in a quiet and sensible manner. The teacher in charge should check that seatbelts are put on and adjusted correctly
- ii) when taking children on a day visit or a school journey the teacher in charge must take a suitable first aid kit with him/her. All members of staff should carry a list of any medical conditions children might have, i.e asthma, epilepsy etc. (See 'policy for Visits out of School')

### 3.1.4 Home economics equipment

- i) when not in use the cooker is to be kept clean and tidy in the appointed area, with the plug removed from socket. Periodic inspection of plug and flex by caretaker with maintenance as and when necessary by the designated authority
- ii) appliance to be used only under adult supervision, after thorough explanation of safety rules
- iii) after use appliance to be thoroughly cleaned in hot water
- iv) surfaces to be thoroughly cleaned before and after use using anti-bacterial cleaner. Storage area to be kept clean and checked regularly
- v) microwaves should be washed internally every week. Fridges should be emptied and thoroughly cleaned every half term
- vi) wooden spoons should not be used under any circumstances. All utensils should be cleaned before use. All cracked utensils should be disposed of.

### 3.1.5 Health and safety in physical education

Special care must be taken in all aspects physical education within school, i.e games, gymnastics, movement, dance, swimming.

- i) each teacher must have a strict policy of how the children behave in the gym and at the swimming baths and the children must be aware of this policy. It must be strictly adhered to at all times
- ii) the teacher must be aware of the children for all of the lesson and know exactly what he/she wants from the lesson. It is essential that the teacher has control at all times and stops any potentially dangerous activity before it has a chance to develop

See Appendix 1 'Health and Safety in PE Activities' for detailed advice on movement and gymnastic activities.

### 3.1.6 Outdoor education

The school's policy on health and safety in outdoor education is in line with the Kirklees stated policy outlined in the booklet 'Outdoor Education Guidelines', except in the following situations :

- i) children do not take part in sailing, climbing or caving, as there is no qualified teacher on the staff, except when visiting residential centres employing their own qualified staff
- ii) the headteacher will satisfy herself as to the qualifications of such staff beforehand

### 3.1.7 Outdoor PE and games

Children are encouraged to be aware of the objects they could encounter on the grass or playground and if the teacher feels it is necessary, a preliminary search to check for stones, tin, glass etc. should be made. If there are any doubts about the surface for any reason the teacher should cancel the lesson and move elsewhere.

### 1.1.8 Dress policy

No jewellery, apart from watches and small earring studs, should be worn in school. If a child does wear studs then they should be able to take them out for PE, or tape them up with micropore tape.

### 3.1.9 Peanut shock syndrome

It has been well documented that some children suffer fatal anaphylactic shock when exposed to peanuts or peanut products. For this reason all nut-based foods are prohibited on school premises

### 3.1.10 Contractors on the premises

The head will make all staff aware of contractors working on the premises either at a staff meeting, or by display on the staffroom noticeboard.

## 3.2 Provision of first aid (See appendix 2 for 'The Administration of Medicines/medical treatment in school' )

First aid boxes are located at clearly marked points around the school. These boxes contain first aid requisites and a list of contents. It is school policy to try to ensure there are an adequate number of first aiders to meet health and safety requirements.

## 3.3 Emergency procedures

### 3.3.1 Illness or accident

If anyone should become ill or suffer injury as result of an accident the procedures below should be followed :

Reviewed Sep 2018

- i) first aid should be administered, but only as far as knowledge and skills allow. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger
- ii) First aid is carried out by qualified members of staff or any member of staff if necessary
- iii) all cases of injury and illness must be reported to the headteacher/ deputy to ensure that the patient receives proper attention and if necessary make arrangements for hospital treatment. In the case of a pupil every effort is made to contact the parents or other nominated responsible adult
- iv) if an ambulance is required the emergency 999 service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis.
- v) Wherever possible patients should be accompanied to hospital and a member of staff will remain until the parents arrive

Appendix 2 gives guidance about how to deal with the administering of medicines or medical treatment in school, including how to help asthmatics and epileptics.

### 3.3.2 Accident books and forms

- i) as soon as possible after the incident every case of injury or accident should be fully reported on the appropriate forms and detailed statements obtained from witnesses. The Accident Book is kept in the Office and Accident Forms must be filled in by the relevant member of staff and signed by the head
- ii) accident forms must be filled in for minor injuries whenever a forceful blow to the head has been suffered, where there has been a substantial loss of blood or nasty cut etc. Any accident which might lead to parental enquiries/ concerns must have a completed accident form
- iii) it is essential that accident forms only contain statements of fact and that those facts are accurate and that witnesses are sought and questioned before an accident form is filled in
- iv) whenever an employee has an accident, no matter how minor, a Report of Injury Form (at section 9 in KMC Health & Safety Policy Part 2) MUST be completed and forwarded to the CEO within seven days
- v) all fatal or major accidents to pupils must be reported IMMEDIATELY BY TELEPHONE to the Health and Safety Executive (Leeds 2446191) and to the CEO. Written reports must be submitted within seven days to both of the above.  
Major injuries include all fractures (apart from hand/foot) and any injury which results in immediate admittance into hospital for more than 24 hours
- vi) the KMDC Health & Safety Policy – Manual of Guidance for Schools, kept in the headteacher's office, gives more detailed advice on accident procedures

### 3.3.3 Fire and emergency procedures

It is the duty of all members of staff on discovering FIRE or other emergency to carry out the procedures as follows:

- i) raise alarm by using nearest fire raising alarm.
- ii) if emergency alarm is not working use HANDBELL to raise alarm, calling out FIRE while patrolling the school

A fire practice will be held every term.

See attached guidance on procedures for evacuation of the building in case of fire. These same procedures will be used in the event of a bomb scare. Nobody must re-enter the building until the all clear is given. School should be clear within 3 minutes in any emergency.

All registers should be sent to the office after they have been completed. It is the responsibility of the office staff to bring out class registers and the register of those children arriving late when a fire practice takes place. They should also take out the visitors log, staff signing in book and the gate keys.

It is important that fire exit points are left clear. Shoes and coats on cloakroom floors should not hinder

#### 3.3.4 Review of emergency procedures

From time to time it will be necessary for the headteacher to review the provision of first aid and emergency procedures in school. Where necessary the headteacher will make recommendations to the governing body for improving the procedures laid down.

#### 4. Conclusion

- i) it is the responsibility of everyone to make sure that these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free
- ii) suggestions by any member of staff to improve standards of health and safety are welcomed by the headteacher