

## **SWINTON QUEEN PRIMARY SCHOOL**

### **POLICY STATEMENT FOR HEALTH AND SAFETY IN SCHOOL**

#### **AIMS**

- To make adequate arrangements for the health, safety and welfare of the staff and pupils
- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on the matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

#### **STATEMENT OF GENERAL POLICY**

The Headteacher will take all steps within its power to provide safe and healthy working conditions for all employees, children, students, visitors and contractors. This policy will be reviewed every year after consultation between employer and employee giving prime consideration to the health and safety of the pupils. We will take expert advice and will provide information and training for employees wherever necessary. Every employee will receive a copy of the school's policy statement.

The Authority Policy, circular 88, will be kept in the Headteacher's stock cupboard for reference purposes.

#### **ORGANISATION FOR IMPLEMENTING THE POLICY**

All health and safety issues must be reported to the Headteacher immediately who will take appropriate action and report to the Authority if deemed necessary.

When building or maintenance work is carried out by LA personnel or by a contractor employed by them, the responsibility lies with the LA to ensure the safe organisation of the activity. When the contractor is employed by the school's governing body, the responsibility lies with them and the Headteacher to ensure adequate health and safety measures and appropriate insurance. All contractors coming onto the school site must report to the Headteacher (or Deputy Headteacher) who is still responsible for monitoring the health and safety arrangements on the premises.

Specialist consultants include Education Advisers, Inspectors, Fire Prevention Officers, Safety Officers and Occupational Health Adviser who will be consulted when necessary. Fire alarms are tested regularly. All electrical equipment is checked and maintained annually, and a yearly inventory of electrical equipment is kept. Electrical equipment is PAT tested and checked

regularly so that there are no trailing wires etc. Staff must not bring their own equipment to use in school. All electrical work is to be carried out by the LA.

All dangerous materials are kept in a locked cupboard. C.O.S.H.E. regulations are followed. All individual employees have a duty to take responsible care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, in addition to a duty to co-operate with their employer or any other person so far as is necessary to enable the employer or other person to perform or comply with any duty or requirement imposed on him or her by the HSW Act.

### **ARRANGEMENTS FOR CARRYING OUT AND MONITORING THE POLICY**

First Aid Training is carried out every three years for all teaching staff whilst all other employees are encouraged to attend. As is positive handling and child protection.

Caretakers/cleaners training regarding health and safety matters is provided by the LA or the contractor.

The Headteacher is responsible for ensuring that maintenance staff work with due care and attention to the health and safety needs of all on the school site.

We endeavour to make the working environment as comfortable as is reasonably practicable and to ensure it meets statutory requirements (eg temperature, ventilation, lighting).

All contractors on site must report to the office on entry and all hazards must be controlled.

Staff, children, caretaker and cleaners (working under the directions of the Headteacher) will endeavour to keep the workplace in a clean, orderly and safe condition.

Corridors are to be kept clear at all times as they provide fire exits.

Any hazardous substances brought onto the premises which are likely to cause slipping or a health risk are to be cleaned immediately. This precludes bicycles, pushchairs, prams, roller boots and other wheeled toys from entering the buildings.

Children should wear suitable, safe clothing and shoes at all times. For physical education lessons they will preferably be in bare feet. If a child suffers from any foot infection (eg verruca) then socks with plimsolls may be worn or the verruca may be covered with an elastoplast. Jewellery (especially earrings) should not be worn. Children wearing earrings other than studs will not be allowed to participate in PE lessons or swimming lessons.

Any major hazards in school must be brought to the attention of the Headteacher and basic safety rules must be applied by all staff. Children on climbing equipment must be supervised.

The Headteacher will co-ordinate fire prevention activities. Fire extinguishers are situated at

critical points throughout the school. The appropriate fire warning system has been installed by the LEA and is checked annually by their representatives. Fire drills are held once a term. On hearing the fire alarm, staff must get their class to leave the building in an orderly manner, by the route furthest away from the fire. They are to encourage the children to move quietly and without panic. The children are to assemble in class lines. If the fire is in the Main building all children will line up on the field. If the fire is in the Infant block, Junior children will line up along the top wall in the top playground and Infant children will line up either along the top wall or on the field depending on the site of the fire. The staff are to check all children and helpers are out of the building and shut classroom doors and switch off the lights. Once children are lined up the teacher must check the register or count the children. If there is a fire in Foundation Stage 1 all children will line up along the wall in the top playground.

All staff are capable of administering basic first aid treatment. If it is felt that further medical advice is required then the child's parents will be contacted. In the event that they are not available the Headteacher (in loco parentis) will take necessary action. First aid equipment is readily available and its whereabouts clearly indicated. The contents of the first aid boxes are adequate to cover basic first aid. Relevant medical details of individuals are given by the parents and filed for easy access.

All staff report accidents to children in the accident book immediately, filling in details of the accident, type of injury and action taken. If a child sustains a bump to the head then parents are notified either verbally or by letter. For more serious accidents the LA must be informed immediately by telephone. Staff fill in the accident forms in accordance with the Authority's procedures and copies are sent to the Director of Education. Accidents to employees are reported in the yellow accident book in accordance with the Authority's procedures and copies are sent to the Director of Education and Central Administration Office.

Inhalers are kept in the classroom in a safe place but are readily available to be administered by a responsible adult.

We will administer medicines provided certain rules are followed:-

1. The medicine is brought by the parent (or a responsible adult) to the secretary's office.
2. The parent signs our medicine book each day that the medicine needs to be taken.
3. We will not accept responsibility for medication where the timing of the administration is of vital importance or where serious consequences could result if the medication is forgotten.
4. We will not administer anything where some technical or medical expertise is required, other than where specific training has taken place for children with individual care plans. There are nominated staff to carry out the appropriate treatment although all staff are aware of these children.

## **RISK ASSESSMENT FORMS**

Risk Assessment forms for educational visits are kept in the school office. Permission for educational visits must be given by the LA.

Risk Assessment forms are filled in by the Team Leader every time a new visit is organised. The teacher fills in the health and safety risks possible and the steps taken to ensure these do not occur. The forms are kept in the school office and will remain effective for two years. Attached to these forms are a list of names of the adult helpers accompanying the visit.

Teachers are required to make a visit prior to the field trip to assess any hazards and the suitability of the environment. The children are always advised about correct clothing and footwear needed. All visits will be led by at least one teacher who has a current first aid training certificate. The adult pupil ratio on these visits is always greater than the statutory requirements (approx. 1:10). Each visit is covered by insurance taken out by the LA and paid for by the school.

## **C.O.S.H.E. REGULATIONS**

The C.O.S.H.E. regulations are adhered to within the school. The caretaker monitors the cleaning liquids and their usage to ensure they are used in accordance with the relevant instructions. Protective clothing is worn when and where required. All liquids and substances are locked away in accordance with the C.O.S.H.E. regulations.

## **HEALTH AND SAFETY OFFICERS**

The following people are responsible for the health and safety of the school:

Mrs S. J. Joyce	Headteacher
Mr I. Wilmot	Caretaker
Mr R. Myerscough	Governor – Chair of Governors

All staff have a copy of our Health and Safety policy and one is kept centrally.