

Hutton Cranswick CP School



Together We Achieve

Health and Safety Policy

Date Completed: September 2018

Review Date: September 2019

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Health and Safety Policy

Introduction

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence inline with relevant legislation.

Responsibilities

The governing body shares with the local education authority overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The School Business Manager, caretaker or Headteacher will liaise with contractors as appropriate.

A yearly check will be carried out by the Governors' Leadership and Management Committee to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

All staff will carry out monitoring on a day to day basis.

The caretaker will monitor school grounds and premises daily, with problems reported to SBM/Headteacher.

The policy will be reviewed annually.

Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly.

Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested regularly in accordance with East Riding of Yorkshire County Council policy. Plugs and leads will be visually checked regularly.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

Curriculum - Use of Resources

We follow the county guidelines with regard to the curriculum. In particular the following documents are available on the Local Authority website (www.eriding.net);

PE; Safe Practice in Physical Activities in School Sport

Design Technology; Design and Technology Association, Health and Safety Accredited Teacher Status

Science; CLEAPS (newsletters also available in school from Headteacher)

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

PE

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 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. It is advisable to collect all such items prior to the lesson and stored safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Entrance to the school is through the main gate and a further gate onto the playground and then into the classrooms. At 9.05 am, the gate into the playground is locked and for the remainder of the school day, the only access is through the main admin area which has double door security including lobby area. The gate is opened at 3.10 pm ready for the finish of school at 3.20 pm.

All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. 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 reported to the school office.

Vehicles

Parents are requested not to bring their cars onto the school site.

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.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark and that a member of staff or family member is aware they are on site.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

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

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

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 on 999 if concerned about their own or the school's well being.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed at [Appendix B](#), are practised termly and reviewed annually or more regularly if appropriate.

5. Supervision of Children

School Hours:

Morning Session 8.45 a.m. – 12 noon.

Morning Break 10.40 a.m. – 10.55 a.m.

Children should not arrive at school before 8.40 a.m. or after 8.55 a.m.

Office Hours

The school office is open during school hours.

Duties

Pupils remain the responsibility of parents until they enter school. Staff should be in class by 8.45 am, with flexible opening for those children that arrive at this time.

At 3.20 p.m. the class teachers supervise the children leaving school. Key Stage One teachers will ensure that pupils are collected by an appropriate adult.

At break times a minimum of two members of staff are on duty. Duty staff should send a child to inform teachers that the children are returning to class. Staff should collect the children from the playground at the end of break time ready for lessons to resume.

Indoor Duty: If it is a wet playtime, staff should ensure that their class is supervised before leaving for a 'comfort break'.

All members of staff are responsible for making sure that their classroom is clear of children at the end of sessions.

All staff should be in their classrooms to receive the children as they come in first thing in the morning, from break and after lunch.

Lunch-time Supervision

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

The Headteacher and/or Deputy Headteacher also provide support at lunchtime.

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 must be supervised.

First Aid

Health and Accidents to Children or Staff

School 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 first aid training, but the designated first aiders with more extensive training are Mrs Drewery and Mrs Hayhurst.

First aid and medical treatment is available in the admin area.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin along with any material used to wipe/dress blood/cuts.

First aid boxes for school journeys are stored in the resource room as well as other items required to be on hand during a journey

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

For minor incidents, a first aid form is completed and sent to parents. A duplicate copy is kept in a file in the first aid cupboard.

Incidents of a more serious nature are recorded in the accident book. A copy of the accident report is sent to parents. 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 in the school office.

Any major incidents are reported to the Health and Safety Executive. Contact details are displayed in the staffroom.

Medication Policy

The school has adopted the Local Authority policy on the administration of medicine, which does not allow for employees at the school to administer medicine.

However, at the Headteacher's discretion, regular medicine may be administered to pupils following written permission and instructions from parents. No staff can be made to administer any medication against their will.

Asthma inhalers may be stored in the Resources Room, but children are encouraged to take responsibility for their care and administration.

Allergies

Information about children who suffer from an allergy will be published in the staff room, and each child will have their own Health Care Plan. Class teachers are issued with lists informing of any medical issues concerning children. All staff are trained 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.

We follow county guidance on advice/reporting of diseases.

If in doubt we contact the school nurse.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred and a general letter is sent to all members of the class.

Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher or Deputy 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.

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. A stepladder is available for use and is stored in the caretakers' room.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Information on safe lifting techniques is provided in the Caretakers Training Manual.

Violence

Staff should always take steps to minimise the possibility of violence in school. Any incident should be reported to the Headteacher or Deputy immediately.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present. The Headteacher has the right to ban violent or abusive adults from entering the site.

VDU Operators

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests. **Off**

Site Activities

Any visit off site must be approved by the Headteacher and the Deputy Headteacher, who is the school's Educational Visits Co-ordinator. The school follows the policies set out by the Local Authority for the planning and conducting of Educational Visits, and uses their generic risk assessments as a template for use when taking children out of school.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for local visits (within walking distance).

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil:adult ratio recommended by the authority for the activity must be met.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed, ensuring business insurance is used in cars. These are available from the school office.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach nor in the centre back seat where possible.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Paper towels and hankies; and 'Sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices for the following Critical Incidents Planned Responses:

- Dealing with the pupils in the event of an evacuation
- Road traffic accident involving pupils/accident during school trip
- Disaster in the community.

APPENDIX A

Fire Policy Statement

Hutton Cranswick CP School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Headteacher will be responsible for:

- *Checking all fire doors are free from obstructions and slip/trip hazards.*
- *Checking all escape routes are clear.*
- *Checking all fire doors can be opened quickly and easily.*
- *Checking all fire resisting doors close properly.*
- *General housekeeping standards are adequate.*
- *Building generally tidy.*
- *Rubbish and waste materials are not being allowed to accumulate.*
- *There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).*

Responsibilities:

Checking all areas: Headteacher (overall supervision)

Class rooms: Class teachers

KS1 toilets: Class teachers

Y3/4 toilets: Class teachers

Y5/6 toilets: Admin staff

Visitor toilets; Admin staff

All classrooms have copies of evacuation plans on display.

The fire alarm is tested weekly by the caretaker.

A fire drill is completed once a term. A record is kept in the Fire Record which is kept by the SBM.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire record which is kept in the Office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Children will line up in a sensible manner.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

Admin staff will call the fire brigade.

The admin staff will issue registers and check signing in/out book for roll call by class teachers at the assembly points. Admin staff will also bring the visitors book to ensure all visitors are accounted for.

They will then open the playground gate to allow access for the fire brigade.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that a child arriving after registration reports to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Children will line up in register order.

Everyone on site, children and adults, must leave by the nearest exit.

Admin. staff will call the fire brigade.

The admin staff will issue registers, check the signing in book and open the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Critical Incident Planned Response Dealing with the pupils after a school evacuation

Immediate action;

Headteacher will ascertain the possibility of the pupils being able to return to the school building. This will depend on the nature of the evacuation. For example after a fire it is unlikely that the full school site will be usable, whereas after a bomb threat, it may be possible to return after a full search if so advised by the police.

Action as soon as possible

Sending children home will be organised by ;

Headteacher/Deputy Head will contact local media (Radio Humberside/Viking) in order to have public announcements. The Local Authority (LA) will also be informed so that they can advise any parents who may call them for advice.

Parents will then be contacted by phone if possible. This may involve utilising mobile phones, and obtaining pupil records via LA database.

Parents will be asked to care for other pupils as well as their own to facilitate quick movement of children to a safe environment.

Creative use of school accommodation to keep children comfortable in the interim will be needed. If this is not possible, it may be appropriate to ask for help from the village pub in sheltering the pupils and providing basic comforts.

Later action

The Headteacher should work with the emergency services, the Local Authority and relevant contractors with regard to re-opening the school site. In the first instance, a site assessment will ascertain how much of the site is suitable for use. Alternative or extra provision will be sought within the village, The Methodist Church Hall and the Warreners Hall (WI) which are both within a few hundred yards of the school site will be the first buildings to be requested for use. In the event that either of these buildings is used, there will always be a minimum of two adults with any group of children, to ensure safe working practices.

APPENDIX E

Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove children from danger if possible/appropriate.

Contact emergency services.

Bring children home as soon as possible.

Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobiles/second phone line as parents may be clogging up usual phone line).

Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting of a script.

The admin office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.

The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Area School Improvement Manager and Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school hall or ICT Suite should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX F

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible:

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission" to talk.

Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff

Monitor effects of all involved.

Organise treatment if necessary.