

LONG BUCKBY INFANT SCHOOL HEALTH & SAFETY POLICY

Statement of Policy by the Governing Body

Northamptonshire County Council as the employer has statutory responsibility for Health and Safety matters and insurance. The Governors of this School have responsibilities for the effective management of health and safety. Our objective is to provide and maintain a working and learning environment which is safe and without risk to health. To this end we will, as far as it is reasonably possible:-

- ◆ take all reasonable steps to provide a safe and healthy environment for everyone who may be affected by its activities
- ◆ take steps to ensure compliance with all relevant health and safety legislation
- ◆ appoint a Health and Safety Governor
- ◆ accept that health, safety and welfare are an integral part of all school activities and will take steps to manage these effectively
- ◆ take out appropriate insurance against our liability
- ◆ help children develop increasing responsibility for their own and other's safety
- ◆ expect employees to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- ◆ provide and maintain safe equipment and systems at work
- ◆ adopt high standards in the handling, use, transport and storage of all articles and substances
- ◆ deal with injuries should they occur
- ◆ ensure reporting of accidents is carried out promptly and in line with current legislation
- ◆ address children's specific needs
- ◆ review this policy annually.

The Governors require all employees and everyone involved with the School, including contractors and visitors on site, to co-operate in the implementation of this Policy in so far as it is part of their duty. Breaches of the Policy will be treated seriously.

AGREED by the Governing Body:-

Cei Davies Linn

Signed:
(Chair of Governors)

Date:

DAY-TO-DAY RESPONSIBILITIES

Headteacher/School Business Manager

- Assessing and controlling risk as part of the day-to-day management of the school
- To liaise with staff and report to Governors all issues relating to health and safety in the school
- To monitor health and safety problems and report any exceptions to the LA
- To implement current health and safety legislation as it affects the school
- Ensure staff receive relevant training in health and safety appropriate to their role and to inform Governors
- Act in the event of any serious incident following RIDDOR procedures
- Ensure that accidents and incidents are properly recorded and reported in line with current NCC procedures
- Ensure all small portable electrical appliances are tested annually
- To ensure all equipment is safe to use
- Ensure that adequate first aid arrangements are in place and that a qualified First Aider is available when the children are on site together with a Paediatric First Aider
- Review first-aid training needs annually
- Ensure that safety aspects of contractors on site are properly considered.
- Ensure all necessary documentation and risk assessments are completed for both on and off-site activities
- Undertake a fire risk assessment of the premises and maintain adequate fire precautions
- Ensure all staff and others in school have access to the Health and Safety Policy
- Ensure people on work experience are made aware of the school's Health and Safety Policy

Teaching and Support Staff

- On the basis of risk, set acceptable standards throughout the School and ensure they are followed
- To undertake first aid and/or health and safety training as required
- To report accidents and consult with the Headteacher/First Aider
- To complete accident reports and other documentation as and when necessary
- Educational visits co-ordinator to comply with all the latest legislation relating to off site activities
- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clear
- Do not obstruct emergency exits

Lunchtime Supervisors

- Ensure all safety procedures are followed
- Ensure children play sensibly and with consideration for others
- Ensure acceptable standards are implemented throughout the School
- Undertake first aid and/or health and safety training as required
- Report accidents and incidents where necessary and consult with the Headteacher/First Aider
- To complete accident reports and other documentation as and when necessary
- To ensure hall floor is thoroughly clean and dry following lunchtimes
- To ensure all tables and chairs are cleaned after use and stored safely

Cleaning Staff

- Ensure all safety procedures are followed including fully implementation of COSHH guidelines
- Undertake relevant training as required.

Health and Safety Governor

- Undertake a Health and Safety review of the school and grounds three times a year
- Keep up to date with current health and safety legislation and inform the Governing Body of relevant issues

FIRST AID

There is no specific room available as a separate First Aid Room, so children are generally attended to in the area outside the school office.

As far as is practical, there should be a minimum of one First Aider on the premises during the school day, to give immediate help to casualties with common injuries or illnesses and when necessary, ensure that an ambulance or other professional medical help is called. A list of trained First Aiders is held in the School Office. Staff will be given information on pupils with disabilities, medical conditions or allergies and up to date lists will be available by the first aid boxes

First Aid Boxes - Boxes are stored outside the Staff Room and a second in the school Hall. Contents are in accordance with the HSE guidelines and are checked and restocked as necessary by the Schools Administrator. A specific first aid container is taken on any off-site activities.

Hygiene and Infection Control - All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves must be used and care taken when dealing with blood, other body fluids and the disposal of dressings or equipment. Suitable plastic bags are available for disposal of the above. DfE guidelines are to be followed to avoid infection with HIV or AIDS.

ACCIDENTS

Report forms for accidents are kept in a folder outside the Staff Room and in the School Hall. These are to be completed for each incident as deemed necessary.

ANY major accident should be notified immediately to the Headteacher, who will ensure the parent/carer is informed. If the parents cannot be contacted, then medical advice must be sought. In the case of any major accident, the parents will be contacted immediately with a decision taken as to the most practical way of getting further prompt attention for the patient. For more serious injuries, resulting in the need to attend hospital, the local authority health & safety team will be consulted to determine whether the accident needs to be reported to the HSE. If required, individual report forms will be completed as soon as possible after the event (and two copies sent into the L.A.)

The following should be notified in the event of an incident:-

Major accident - Headteacher, parent/carer, L.A. Health and Safety Officer (where hospital attention required), School Governors

Minor accident - Headteacher, class teacher or supervisor

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Children who sustain bumps to the head should have the relevant sticker attached to their clothes to let teachers/support staff know to keep an eye on them. Parents are usually informed by a note sent home at the end of the day (unless the parent has requested they are informed on all occasions, in which case the parent would be contacted immediately) Stickers for other injuries are also given to children to make staff and parents aware that the child was treated for a minor injury during the school day. Parents are also informed by a note of any accident which results in an obvious injury.

MEDICATION

Refer to the Administering of Medicines Policy. All medicines will be stored out of a child's reach.

BUILDING AND GROUNDS

These are surveyed three times a year by representatives of the Resources Committee.

All building maintenance work will be carried out in line with NCC guidelines. Regular safety inspections of the school and its grounds are carried out by the Health and Safety Governor and procedures are followed for reporting defects or issues. The Headteacher will deal promptly with any health or safety risk caused by minor building faults, or issues raised during inspections.

Contractors

All work carried out by contractors will take full account of health and safety issues. Only contractors who have the necessary training and insurance cover will be employed by the School.

Fixed Outdoor Play Equipment and PE Equipment

The safe use of such equipment provided for physical development of pupils relies on adequate supervision and control within the School. To this end:-

- ◆ Pupils are only allowed to use such equipment under supervision
- ◆ Pupils must wear suitable footwear and clothing
- ◆ Use of outdoor play equipment to be curtailed during inclement weather
- ◆ Equipment to have a daily visual inspection by a member of staff, termly inspection by the site supervisor and annual contractor's inspection and report

FIRE SAFETY

The Headteacher will ensure that appropriate arrangements are formulated and implemented for the provision and maintenance of effective fire precautions along with procedural guidelines covering:-

- ◆ Evacuation procedures
- ◆ Fire extinguishers
- ◆ Means of escape
- ◆ Fire alarms
- ◆ Arson prevention
- ◆ General fire safety

CHEMICALS

The Headteacher will ensure that there are restricted quantities of hazardous chemicals on site and those that do exist are kept in a locked cupboard.

RADON

Inspection for radon will be carried out at intervals as recommended by Property Management Handbook.

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ASBESTOS

Removal or maintenance of asbestos containing materials will be carried out in accordance with current guidelines.

TRANSPORT

The Headteacher will ensure that the choice of vehicle is suitable for the intended use, the needs of the passengers and that its design meets current standards. Where appropriate, only vehicles fitted with sufficient seatbelts will be used. Where parents request the use of a booster seat, these must be supplied and fitted by the parent into the appropriate vehicle.

EDUCATIONAL VISITS

The necessary documentation and risk assessments for off-site activities/trips will be completed prior to the activity.

PHYSICAL ACTIVITY

Appropriate clothing and footwear is to be worn for any physical activity. Jewellery, including ear studs, is not to be worn during any physical activity. Shoulder length hair or longer should be tied back

HEALTHY EATING

The School promotes healthy eating and requests that parents provide their child with a lunch that does not contain sweets, chocolate, fizzy drinks, nuts or nut products. The eating of gum is not allowed at any time. Children should have access to water at all times. The school will provide each child with a water bottle for use in the classroom. Where parents provide drinks with packed lunches these should be in a non-spill flask - not (glass) bottles or cans, or a juice carton with straw.

DISLAY SCREEN EQUIPMENT

In accordance with the Health and Safety Display Screen Equipment Regulations 1992, users are entitled to eye and sight tests if requested. An assessment of the work stations is undertaken as required. The daily workload of users should be planned so that the user is interrupted periodically.

COMPUTERS USED BY PUPILS

Computers used in classrooms will be applicable to the needs of the children. They will be tested as part of the annual portable appliance testing. Suitable internet security and filtering systems are installed throughout the school's ICT systems.

ELECTRICAL EQUIPMENT

All portable appliances within the school will be tested on an annual basis. Any appliance which is defective will be repaired where possible or disposed of.

ELECTRICAL INSTALLATION

The fixed electrical system will be inspected and tested at least every 5 years by a competent contractor. Sockets will be switched off when not in use.

SCHOOL CAR PARK

The use of the school car park is restricted to staff, visitors and deliveries only. Care should be taken when entering or leaving the car park in case of pedestrians crossing in front of the entrance. Parents/carers may only use the school car park with agreed permission from the Headteacher. Children should not enter or leave the school grounds through the car park, but should use either the small gate to the right hand side of the car park, or the main entrance gate in the centre of the front railings.

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SCHOOL SAFEGUARDING PROCEDURES

All visitors will be encouraged to maintain entry into the school through the intercom system next to the main entrance gates. Once access has been granted, the member of staff who has enabled the access will greet the visitor in the corridor and direct them to the signing in book.

Any parent wishing to collect their child from the school during the school day must report to the school office to sign their child out prior to the member of staff collecting the child from the classroom.

RISK ASSESSMENT

Risk assessments for curricular activities are carried out by teaching staff prior to any outing or curriculum activity taking place. These are available for Off Site Visits as part of the Off Sites Visits Policy and can be seen in the Visit Risk Assessment file. A separate Risk Assessment Policy & File covering all activities and other aspects of school life is also available.

LONE WORKING

The School's Policy on Lone Working is available for all staff to see in the School Policy file.

STRESS AND WORK-LIFE BALANCE

The Governing Body has responsibility for the provision of a working environment and practices designed to alleviate stress and for creating and promoting a supportive and caring culture in the work place. Work-life balance should be maintained as set out in Government guidelines. Training on stress management, coping with stress and stress counselling is available for staff at all levels, appropriate to their needs. The L.A. Policy on Stress at Work is available in the school office for staff to read.

VIOLENCE AND AGGRESSION

A system for recording violence and aggression, either physical or verbal, operates within the LA. All incidents considered serious enough to warrant notification by the victim (staff, pupils or others) will be reported.

ROLE OF THE GOVERNING BODY

Governing bodies have responsibility for ensuring that reasonable measures are put in place to ensure that health, safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. These responsibilities can be satisfied by ensuring that the management of the establishment:

- Produce a local health, safety and well-being policy and devise appropriate procedures for managing related issues
- Implement the policies of the County Council and any agreed local policies or procedures where appropriate
- Consider the costs of implementing policies, seeking and setting aside sufficient funds for their implementation
- Receive and action regular health, safety and well-being reports from the establishment's management to enable it to monitor and evaluate the effectiveness of the health and safety management systems.

ARRANGEMENTS FOR MONITORING AND EVALUATING THIS POLICY

This Policy sets out the framework for managing health and safety within Long Buckby Infant School and its grounds. To ensure its success, monitoring and evaluating will take place as follows:-

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- ◆ Review by the Resources Committee of documents listed in this Policy to check that standards relating to the promotion of the safety culture are complied with in line with the school's policy review schedule
- ◆ All training needs are assessed by the Headteacher to ensure they are being met
- ◆ The inspection of the premises, grounds and equipment by the Health and Safety Governor three times a year
- ◆ The Governing Body has access to a summary of pupil accident/incident log book and this is reviewed regularly.
- ◆ The Health and Safety Policy will be reviewed and updated on an annual basis

The information gathered by the various monitoring methods adopted will be used as part of the annual review to determine the effectiveness of this Policy in achieving the objectives set down by the Governing Body.

As a governing body we recognise that our school policies are only effective if they are robust, relevant, understood and adhered to by all stakeholders. Our policies are written through consultation with all stakeholders and additionally with the guidance of external bodies where necessary.

Sub Committee Reviewed (date) <i>May 2018</i>	Signed (Headteacher) <i>Sarah Dugdale</i>
Full Governing Body Ratified (date) <i>May 2018</i>	Signed (Chair of Governors) <i>Cei Davies Linn</i>
Review Date	<i>May 2019</i>