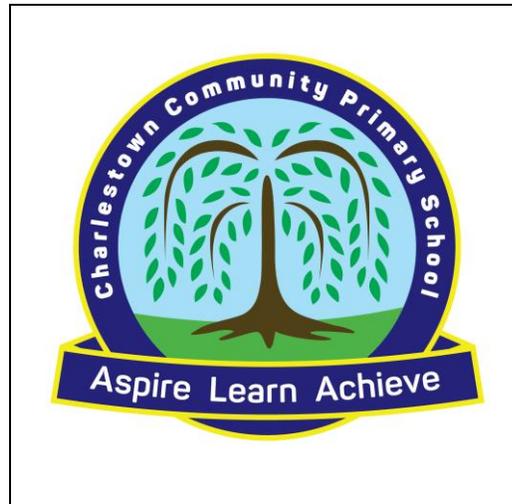


# **Charlestown Community Primary School**



## **Health and Safety Policy**

**Reviewed : April 2016**

## Charlestown Community Primary School

### Health and Safety Policy:

#### **INTRODUCTION:**

- The purpose of this policy is to further our aim to provide a secure, safe, healthy and pleasant working environment for all pupils, staff and visitors to the school.
- The Governing Body, together with the LA, take responsibility for protecting the health and safety for everyone in school and we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.
- The content of the policy has been based upon LA and DCSF guidance.

#### **PURPOSE;**

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Teach safety as part of pupils' duties where appropriate.

#### **ROLES AND RESPONSIBILITIES:**

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The Governing Body will:

- Decide policy.
- Give strategic guidance.

- Promote high standards of Health and Safety within the school.
- Assign responsibilities, including designating a Governor for Health and Safety. (This will be Mr. K Power Chair of Governors).
- Monitor and review health and safety issues through the Health and Safety Committee and the Premises committee (which is combined with the staffing and finance committee) and through reporting back to the Full Governing Body.
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises and school activities.
- Provide appropriate resources from the schools delegated budget to ensure that risks and hazards are minimised or eliminated.
- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities.
- Ensure that any hirers are aware of their duty to arrange insurance cover for their activities.
- Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)
- Review this policy and update annually.

**THE HEADTEACHER: (Mrs. Sarah Starkey)**

The Head teacher is responsible for ensuring that all Health and Safety procedures are followed. She will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment.
- A culture of safety is developed throughout the school.
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training.
- Staff, pupils and others are encouraged to promote health and safety.
- Risk assessments are carried out for activities on and off the school site.
- LA and DCSF guidance is followed for all school trips and visits.
- All defects and / or hazards are made safe in a time scale commensurate with the risk they pose.
- Specialist advice is sought as and when necessary.
- Records are kept relating to ensuring health and safety, including dealing with accidents and incidents.
- That arrangements for the implementation of the Authority's accident reporting procedure and that this is drawn to the attention of all staff at the school as necessary.

- That staff, pupils and other users of the school are informed of relevant safety procedures.
- That regular safety inspections are undertaken.

**ALL STAFF:**

Will:

- Be familiar with and support the Health and Safety Policy and all safety regulations laid down by the Governing Body
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Make regular safety inspection of their areas of work and report to the Head teacher (Health and Safety Officer) or Caretaker any danger to health and safety, whether serious and immediate or not.
- Only use equipment that they are competent to use.
- Follow instructions when using any machinery, equipment, dangerous substance or safety device.
- Report any concerns of abuse to pupils to the Child Protection Officers (Gemma Stewart / Nicola Denham. Caroline Morrison / Alice Giles)
- Complete an accident / incident / Violence investigation form available in the photocopying room or from the Head teacher in the event of an accident or incident of violence. Accidents should also be recorded in the accident book (For children this is kept with the First Aid Box in Upper key Stage 2 and with the First Aid Box in KS1 and also in the new Foundation Stage Unit ,for staff or visitors this is kept in the Head's Office.)
- To keep SENCO (Gemma Stewart) informed of any children's medical needs and any other relevant members of staff, including supply staff.

**Caretaker: (Michelle Kurzinski)**

Will:

- Ensure that she is familiar with the school's Health and Safety policy.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Conduct weekly checks on Fire Alarms, premises, external fencing , security, fixed play equipment i.e. trim trail etc and sign to say that these have been carried out
- Conduct daily checks of means of escape routes.
- Week running of water systems in line with Legionella health checks.
- Report to the Head teacher or in her absence the Deputy Head any defects and hazards brought to her notice.
- Inform the Head teacher whenever contractors are due to enter the school or undertake maintenance, service or works contracts and wherever possible provide supervision and checking of DBS's.

- Maintain a record of hazardous substances used for cleaning and similar purposes.

**The Health and Safety Officer (Sarah Starkey Head teacher):**

Will carry out a termly Health and Safety check of the school premises with the school caretaker and Health and Safety Governor.

A report will be prepared and presented to the Full Governing Body.

An annual Fire Safety Check will also be undertaken by the Head teacher and Health and Safety Governor.

A report will be prepared and presented to the Full Governing Body.

**The School Business Manager:**

Will:

- Report to the Head teacher and Caretaker any defects and hazards that are brought to her notice.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety policy.

**The Senior Learning Mentor who has responsibility for organising lunchtimes will:**

- Report any health and safety concerns at lunchtime to the Head teacher / Caretaker.
- Organise First Aid cover at lunchtime.
- Ensure that accident / incident forms are completed and given to the Head teacher.
- Ensure that if a child has an accident procedures are followed.
- If a child does not need to go home or receive hospital treatment then staff on duty at Lunchtime need to ensure that an 'accident / bumped head letter is given to the child to take home and that the class teacher is informed of the accident.

**Pupils:**

Are expected to:

- Exercise personal responsibility for the safety of themselves and other pupils.
- Observe standards of dress consistent with safety and / or hygiene.
- Follow the safety rules of the school and in particular the instructions of all staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

## **Parents / Carers:**

Are expected to:

- Support the school in any health and safety matters reported to them through such as school newsletters / school website.

***All pupils and visitors to the school will be expected to take reasonable care of their own health and safety and that of others who may be affected by their actions.***

## **Health and the Curriculum:**

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.
- Teachers take every opportunity to educate children in this regard in the normal school curriculum, e.g. handling equipment safely and avoiding accidents.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also teach them how to move and play safely in PE lessons.
- Our school promotes a healthy lifestyle. As sweets damage children's teeth, we do not allow sweets to be eaten in school. Fruit in School is available for Foundation and KS1 children and is for sale to children in KS2 at break time. Fresh water is freely available for staff and drinking fountains available all the classrooms for children.
- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children or if the children are in Reception Year 1 or Year 2 they will be entitled to a free school meal through the Universal Free School meals programme. We ensure that all menus provided meet the required nutritional standards. If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

## ARRANGEMENTS

### Accidents and Incident Reporting

- Any pupil complaining of illness or who has been injured will have a qualified First Aider to inspect and, where appropriate, treat. (First Aiders are Mrs. Griffin / Mrs. Morrison / Mrs. Southworth / Miss Absalom / Miss. McConnell)
- All incidents, ailments and treatment are reported in the accident book.
- More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the photocopying room or Head teacher.
- Parents are contacted if there are any doubts over the health or welfare of a pupil. Only First Aiders will make the decision to contact parents / carers.
- In the event of a serious incident an ambulance is called and a member of staff may accompany the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the First Aider immediately. If an injury has been sustained, the pupil should not be moved.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the Head teacher. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- School also had a defibrillator which is kept in the school office and staff have been trained in the use of this.

### Administration of Medicines

- Information is sought from parents about any medical needs on admission to school. Medicines are not usually administered during the school day, other than asthma preventative treatment. Exceptions may be applicable in exceptional circumstances. All medicines must be booked in to school via the school office. Only prescribed medicines, labeled with correct administration details may be administered in school. **(SEE ALSO SUPPORTING PUPILS IN SCHOOL WITH MEDICAL CONDITIONS POLICY)**
- Our trained First Aiders and other Staff or office staff administer medicines for chronic or long-term conditions. This is only carried out with the signed permission for the Parent / Carer.
- Medicines are stored in a locked cupboard or the fridge in the Head teacher's office. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorise Staff to administer medication.
- Parents of children with asthma are asked to complete asthma cards which are kept in the school office. Medication for asthma is stored in teacher's class

evaluation boxes so that it is out of the reach of other children but can be accessed by the teacher for the child who requires the medication. Pupils are supervised by a member of staff when taking their asthma medication.

- Any child who suffers from asthma is required to take their medication with them on any educational visits or to swimming lessons and the class teacher will take the class evacuation box with them.
- A list of children's medical needs is given to the LA swimming team for those children / classes who attend weekly swimming lessons.
- Those children who have a medical need will have a care plan put in place. This is completed through consultation with the child's parent / carer and the school SENCO Mrs. Stewart.

### **Asbestos**

- An asbestos report is held by the Head teacher and checks are carried out in accordance with LA procedures.
- The Head teacher or Caretaker will make it available to contractors working on site.

### **Communication of Information to Users of the Premises**

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the School Office.

### **Control of Hazardous Substances**

The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

### **Cooking**

- Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

### **Educational Visits**

- The Head teacher, Sarah Starkey, is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy.
- Our procedures are based on the LA's Health and Safety Guidance.

## **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

## **Evacuation of the Building**

- Fire exits are clearly labeled.
- Fire bells and fire doors are tested weekly by the Caretaker.
- A fire drill is practiced once a term and reported by the Head teacher to the Governing Body.
- Fire appliances are checked annually.

## **First Aid Provision**

- The Head teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently six Staff who are trained in First Aid these are Caroline Morrison (Family Worker) and Shelly Griffin (Learning Mentor), Sarah Absalom TA , Helen Southworth (TA) Lisa McConnell (TA) and James Aykroyd (TA).
- Portable First Aid kits are taken on educational visits and are available from the Staff room.
- Whenever possible a qualified First Aider will go on any educational visit.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.
- School also has a defibrillator and staff have received training in how to use this.

## **Head Injuries**

- Parents are informed of a head injury by telephone. The First Aider outlines the injury and symptoms and will let the parent decide if they need to take the child home.

## **Head Lice**

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.

## **HIV**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid Boxes.

- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

### **Hot Drinks**

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. Members of staff should not take hot drinks into lessons when the children are in class and lessons have started.

### **Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Those staff who have to use manual handling as part of their role in school receive regular annual training.

### **Movement Around School**

- Pupils should walk around school in a quiet and sensible manner and should stay in single file unless told to do otherwise.
- No pupils should remain unsupervised in classrooms or other parts of the school.

### **On Site Vehicle Movements**

- The only cars parked in school should be staff, visitors or contractors. Parents are asked not to park in school unless they have been given permission to do so by the Head teacher or Governing Body. Car parking is separate to the areas where the children spend break and lunch times.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance or outside of the school kitchen. They have to report to the main office or the school kitchen. Contractors are asked to deliver at appropriate times during the day when children are not around.
- If any contractors vehicles need to be present during playtime or lunchtime in any of the children's play areas then, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground or children are not allowed into the playground and will use another playground but this will be avoided whenever possible.

### **PE Equipment**

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

The PE leader carries out a weekly check of gymnasium equipment.

## **PE Safe Practice**

The school PE subject leader has attended Health and Safety in PE training and follows guidance given.

## **Playground**

- Staff actively encourage pupils to play safely and discourage fighting or other rough games. (See school Behaviour Policy).
- More than two members of staff supervise the KS2 playground during morning playtime.
- One member of staff and a TA supervise the KS1 playground during morning break.
- We have lunchtime organisers in the Foundation Stage and Key Stage 1. In Key Stage 1 the teaching assistants supervise the children alongside some Lunchtime Organisers.
- KS2 lunchtimes are supervised by Learning mentors and teaching assistants.
- Staff on duty should ensure that all gates are closed.

## **Safe Stacking and Storage**

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

## **Security**

Details of school security can be found in our Security Policy.

## **Site Inspections**

- The Caretaker inspects the site as part of her daily routine.
- Urgent matters are referred to the Head teacher or Administration Officer and actioned as soon as possible.
- The Head teacher and Caretaker / Health and Safety Governor inspect the site on a termly basis and report back to either the Staffing and Finance Committee or the Full Governing Body.
- The Head teacher conducts Risk Assessments on an annual basis or as and when necessary. All significant matters are reported to the Governing Body.

## **Slips, Trips and Falls**

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, and worn carpet, trailing cables to the Head teacher, Business Manager or Caretaker.
- Staff and pupils are asked to ensure that all floors in shared learning areas and classrooms and other areas of school are kept clear and free of obstructions or trip hazards and are expected to wherever safely possible remove the hazard.

## **Smoking:**

The school is a no-smoking area.

## **Swimming**

- We use Broadway Baths for swimming lessons and follow the LAs Policy.
- Swimming instruction is provided by qualified swimming instructors.
- Risk assessments are carried out for any children who have physical disabilities.

## **Supervision of Pupils**

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- Supply teachers should not be asked to do break duty, only those supply staff that are on long term contracts should be asked to do this once they have been made aware of policy and procedures by their line manager.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the Head teacher, Deputy or member of the Leadership Team should be informed.

## **Transporting Pupils:**

Staff transporting pupils in their own cars should ensure that they are covered by their personal insurance and that they have written consent from the pupils' parents / carers.

Pupils will only be transported in vehicles which have seat belts. This may only not apply if children are traveling on public transport i.e. buses / trains / trams.

## **Working at Height**

- Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Stepladders are located in the caretaker's room.
- Once step ladders have been used they should be returned to the caretaker's room. If any faults are noticed then the ladders should not be used and any faults reported to the Caretaker or Head teacher.

## **Working During the Evening**

If activities are planned for the evening after 6.00pm then staff needs to ensure that the school Caretaker is informed so that appropriate security can be put in place and health and safety procedures followed.

## **Theft or violent incident**

- The teacher or Head teacher will investigate any incidents of theft involving children.
- If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident in the incident log file located in the Head teacher office.
- Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

## **Arrangements for monitoring and evaluation**

- The Governing Body has a named governor with responsibility for health and safety matters. (This is Mr. K Power Chair of Governors). It is this governor's responsibility where possible to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

- The Governing Body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment. In addition, risk assessments are made by staff for school activities, including off-site visits.
- The Head teacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- The Head teacher reports to governors annually on health and safety issues. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The Governing Body will evaluate those outcomes and will consider whether any further action should be recommended.

### **REVIEW OF POLICY**

A review of the policy will be undertaken annually by the Staffing and Finance Sub-Committee. Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.

Signed.....

Date: April 2016