



## HEALTH AND SAFETY POLICY

### General statement.

Southwick Community Primary School is committed to achieving a positive and effective health and safety culture throughout the school. This document sets out our policy for protecting the health and safety of employees and others who may be affected by the way we conduct our activities and services.

Our aim is to achieve a level of excellence in managing health and safety above and beyond mere compliance with legal standards. It is our intention to ultimately eliminate all preventable work related accidents, injuries and illnesses to any person, or damage to property that may result from our activities. Unsafe events, whether or not they resolved and property damage or injuries, may represent failures in control systems. All such instances will be investigated in order to improve controls and measure performance.

In order to achieve our objectives we will:

- work on the principle that work related accidents, injuries, dangerous occurrences and ill health conditions can be prevented, and promote actively and amongst all those associated with the school's activities, the high standards of health and safety consciousness, discipline and individual accountability that this principle demands.
- Recognise the vital importance of a continued commitment of all employees to the highest standards of health and safety, and ensure that they have the necessary skills and support to achieve this.
- Actively promote employee participation and corporation in establishing and maintaining measures to improve health and safety at work.
- Ensure through systematic risk assessment programs, that risks associated with the school's activities are identified and then eliminated, reduced or adequately controlled.
- Require that any company contracted to work for the school applies health and safety standards that are fully consistent with our own.
- To ultimately ensure that school employees, service users and the public are properly protected.
- Balancing benefits and risks, with a focus on reducing real risks -- both those which arise more often and those with serious consequences.
- Control risks enabling a first-class delivery of school services not stifling them.
- Ensure that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to being accountable for those acts or omissions.

The school recognises that for this policy to be effective, the management of health and safety must be fully integrated into, and treated with at least equal status to, any other areas of our work. Before making decisions the management team should consider any health and safety implications associated with their actions.

This policy will be reviewed annually to establish its effectiveness and amended where appropriate

## 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 and safety 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.
- 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.

## Responsibilities

All aspects of premise management are co-ordinated and overseen by the headteacher. The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

- **Chair of Governors' Finance and Premises Committee:** Mrs L.
- **Headteacher:** Mr C. Robson
- **EVC** - Mrs Debbie Hutton
- **Premises Manager** - Mrs P. Walmsley
- **Caretakers** – Mr D. Reid/Mr J. Percy
- **Financial aspects of premise management** - Mrs A. Donoghue – Office Manager
- **DSE administrator:** Mrs A. Donoghue – Office Manager

The Governing Body will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Premises, Health, Safety and Security Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work, which are safe, and without risks to health.
  - b) Make arrangements for handling, storage and transportation of articles and substances.
  - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
  - f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
  - g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.

The Headteacher will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.

- Report to Governors on pertinent issues through the Premises, Health, Safety and Security Sub-Committee (termly operational management meetings).
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Health, Safety and Security Sub-Committee.
- Ensure relevant staff has access to appropriate training.
- Meet with the Premises Manager on a weekly basis to manage site issues.
- Report to the Premises Manager any defects and hazards that are brought to her notice.

All staff will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher and Premises Manager.
- Report any defects and hazards to the Premises Manager through recording in his file in the School Office.
- Report any concerns of abuse to pupils to the Headteacher who is the child protection officer.
- Complete an 'Accident / Incident / Violence Investigation' form, available from Mrs Donoghue in the School Office, in the event of a significant accident or incident of violence.
- Staff meetings with the Inclusion officer to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

The Caretakers will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Headteacher and Health and Safety Representative.
- Conduct a daily update with the Premises Manager to manage site issues.
- 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.
- Report to the Headteacher and Premises Manager any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information, instruction and is risk assessed prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The Premises Manager will:

- Report to the Headteacher any defects and hazards that are brought to her notice.
- Liaise with the Caretakers when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher on a weekly basis to manage site issues.

- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.
- Risk Assess any curriculum subjects that undergone.

The Senior Midday Supervisor will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents, file forms and send originals to the Corporate Health and Safety Unit of the LEA.

Pupils are expected to:

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

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

## **Procedures**

Accidents and Incident Reporting

- Any pupil complaining of illness or who has been injured is sent to qualified First Aiders to inspect and, where appropriate, treat. A list of trained first aiders are on the notice boards in KS, KS2 and Early Years
- 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 School Office. Parents are contacted if there are any doubts over the health or welfare of a pupil.
- Parents are contacted if there are any doubts over the health or welfare of a pupil
- In the event of a serious incident an ambulance is called and a member of staff will accompany the pupil to hospital. Parents will be asked to go immediately to the hospital.
- If staff are concerned about the welfare of a pupil they should contact the parent/carer immediately and If injury has been sustained, the pupil should not be moved unless it is hazardous to their health.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or adult concerned should seek medical advice without delay.

## **Administration of Medicines**

- Our trained First Aiders administer medicines for chronic or long-term conditions.
- Medicines are stored in a locked cupboard in designated areas or fridge based in the main office.
- Parents give written consent to authorise First Aiders to administer medication which records type of medicine, dosage and time administered.
- Medication for asthma is stored in an unlocked cupboard in the respective classroom cupboards. Pupils are supervised by a first aider when taking their asthma medication, this is also logged on medication forms.

## **First Aid Provision**

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 14 members of staff trained. Their names are displayed in the School Office and on the school notice boards.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- A qualified First Aider will go on any educational visit.
- A designated First Aider will ensure the contents of the first aid boxes are correct and maintained.
- All staff will be trained in any aspects of first aid deemed necessary e.g. asthma, epilepsy and the use of an epipen.

## **Head Injuries**

- Parents are informed of a head injury by letter, the letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury.

## **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 all designated areas.

## **Pregnant Workers and Nursing Mothers**

The Headteacher will carry out a risk assessment in accordance with LEA guidance. Appropriate action will be taken to ensure they are not exposed to any significant risks.

## **In the case of Fire**

We will follow the school's fire procedures to exit from doors marked with running man onto designated areas.

School Fire Stewards are:

Mrs Debbie Hutton – checking shower rooms and crowd control

Mrs P. Walmsley – Open MUGA gates, liaise with Austin House and School

Mr D. Reid/Mr J. Percy – Liaise with Fire Service Austin House and School.

Ms C. Armes – Registers

Ms K Macdonald/Mr M Scott checking KS2 toilets

Miss Bilton – check KS1 toilets

## **Evacuation of the Building**

- Fire exits are clearly labelled with the running man/fire exit green sign
- Plans showing exit routes are displayed by the door of each classroom.
- Fire bells and fire doors are tested weekly by the Site Supervisor.
- A fire drill is practised once a term followed by a meeting of the fire Stewards
- Any findings are reported by the Headteacher to the Governing Body.
- Fire appliances are checked annually.

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

Any persons booking a lettings at the school will receive a copy of this Health and Safety Policy from the Administrative Staff.

## **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 to enable them to be safe during a cooking activity.

## **Educational Visits**

- Mrs Debbie Hutton Ferguson and Ms Julie Foster has undergone training as an 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 of these procedures.
- Staff are responsible for completing relevant risk assessments and forms for any visits undertaken.

## **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. No electrical items are used in school that are not PAT tested.

## **Control of Hazardous Substances**

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

## **Asbestos**

Southwick Community Primary School has no asbestos onsite.

## **Hot Drinks**

Staff should ensure that they transport hot drinks around school in insulated cups. Hot drinks should not be transported when pupils are moving around school. Members of staff should only have hot drink in the classrooms at break times. The use of closed cups (travel mugs) is recommended for such purposes.

## **Manual Handling**

Staff and adults in school should only lift equipment and furniture if they have completed the relevant training.

## **Movement Around School**

- Pupils should walk around school in single file and stand in single file when waiting.
- No pupils should remain unsupervised in classrooms.

## **On Site Vehicle Movements**

Contractors come onto the premises when loading/unloading equipment and park outside the Sports Hall. They can only gain access by contacting a member of staff to open the service road gates for them.

If the vehicle is present during playtime, it is supervised by a member of staff until it leaves the site.

## **PE Equipment**

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

## **PE Safe Practice**

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by each teacher

## **Safe Stacking and Storage**

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

## **Playground**

The KS2 playground is zoned for different activities – ball games, skipping, quiet area etc. during lunchtime activities are timetabled and pupils have a choice of what activities they wish to take part in. Children are escorted by members of staff if they are using the playing field or MUGA areas.

Staff encourage pupils to play safely and positively. They will discourage fighting or other rough games. Two members of staff supervise the KS1 and KS2 playground during morning playtime.

We have fourteen Midday Supervisors on duty at lunchtime who are timetabled to ensure that adequate cover is on the yard for each area.

## **Site Inspections**

- The Caretakers inspect the site as part of their daily routine.
- Urgent matters are referred to the Headteacher or Premises Manager and actioned a.s.a.p.
- More routine matters are discussed at the weekly premises meeting between the Headteacher and Premises Manager these are actioned accordingly.
- The Headteacher and Premises Manager inspect the site on a termly basis and report their findings to the governing body involved with premises.
- The Headteacher conducts Risk Assessments on an annual basis or as and when necessary. All significant matters are reported to the Premises, Health, Safety and Security Sub-Committee.

## **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, worn carpet, trailing cables to the Headteacher, or Premises Manager.

## **Working at Height**

Only members of staff who have completed Work at Height training are able to carry out this task, and should only use stepladders for displaying work etc. Stepladders are located in the caretakers cupboard next to the computer room and are inspected on a weekly basis. Chairs and tables should not be used for this purpose.

## **Swimming**

Swimming instruction is provided by qualified swimming instructors at Sunderland Aquatic Centre

## **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 report it to the Headteacher to organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- 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 then the next of kin named on the information sheets will be contacted.

**Transporting Pupils**

Both mini buses are driven by trained staff and have up to date MOT, Road Tax and Insurance, service and repairs are conducted as and when required or twice yearly through an approved garage. Children will only be transported by the school mini buses.

**Working During the Evening/Lone Working**

Staff sometimes stay late at school, during these times the caretakers are on site. The school entrance is supervised by Office staff until 5.00p.m each evening. Staff should alert the caretaker that they are staying late (after 6pm) so that he can ensure staff are safe.

**Review of Policy**

A review of the policy will be undertaken annually by the Premises, Health, Safety and Security 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.

**FIRST AID OFFICERS** – see attachment

Headteacher Signature..... date

Chair of Governors .....