

# Hedon Primary School

## Health and Safety and Welfare Policy

**Approved by committee**

**Approved by full governors 19<sup>th</sup> Nov 2013**

**Reviewed 10<sup>th</sup> Nov 2015**

**Reviewed 15<sup>th</sup> Nov 2016**

This policy is specific to Hedon Primary School and gives a framework within which all staff work. This policy should be read in conjunction with the ERYC Corporate Health and Safety Policy and Codes of Practice and the LEA Schools Health and Safety Policy.

### **Introduction**

The health and safety of the staff, pupils and visitors of Hedon Primary School are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

### **Staff Induction**

Mrs Bedford ensures all new starters are familiar with risk assessment and appropriate policies relating the health and safety when they take up post. This information is given and a signature obtained. Mrs Barnett ensures all new teaching staff have a more detailed induction into curriculum based policies and the opportunity to meeting with other relevant senior leaders such as Child Protection Coordinator and SEN Coordinator.

As policies are updated staff are asked to familiarise themselves with them and sign to confirm this will be completed.

### **Training**

Training is identified by a senior manager as part of the appraisal process and can be requested by staff as necessary.

### **Curriculum**

In order to equip our pupils with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives, we teach them about health and safety. This is often part of our everyday school routine as we learn, move around school and play but may be in discreet lessons such as PSHCE or Science.

Pupils will learn who helps them to stay safe, safety rules for science experiments, playtimes and PE sessions and how to look after themselves. They also brush their teeth daily in school. These important skills and habits are reinforced through our cross curricular approach.

Our school also promotes the spiritual development of our pupils through the RE curriculum, assemblies and celebration of special events or festivals.

All pupils know who to go to if they have a problem and the addition of listening boxes means pupils can share problems without having to single out a member of staff. Teachers handle these concerns with sensitivity and have a clear understanding of reporting procedures relating to child protection.

### **Physical Education**

Resources are kept within the hall and in the PE store in both the hall and off the key stage 2 playground. Larger apparatus is checked yearly for damage and action taken.

All children change for PE. Whilst black shorts and a white t-shirt, outdoor tracksuit and trainers may be worn for outdoor activities. Muddy shoes are removed well away from the front of the school to prevent causing a trip hazard.

Generic risk assessment has been completed and shared with all staff for the school hall and outdoor space.

Long hair must be tied back for PE sessions and stud ear rings, if not removed, covered with tape. Children undertake gymnastic and dance activities in bare feet but should not walk around the school building without footwear.

### **Risk Assessment**

Risk assessments for school activities, educational visits, individual pupils, staff and sports activities are revisited yearly by Mrs Barnett in September and distributed to staff to read and sign receipt of.

Gymnastic equipment is inspected yearly but thorough inspection before every use is required to ensure safety for all pupils. See checklist Appendix 1. Smaller equipment is also assessed on a yearly basis by the PLT. All faults or concerns should be reported directly to the Head teacher. Identified equipment is then repaired or amended as appropriate.

Consideration should, before each lesson, be given to the area the children will be working in. See specific Risk Assessments Files if necessary. Portable markers should be used, where necessary, to designate a safe working area.

Only equipment provided should be used in school and should never be improvised beyond its design. Apparatus should always be returned and left in a stable, safe position.

Safe handling and use of all equipment will be taught and encouraged at all times. Specific procedures for lifting, carrying and placing gymnastic apparatus correctly are taught and reinforced throughout the school. Wherever possible pupils will be taught to assemble and dismantle apparatus safely. Staff must always check apparatus before use and should encourage pupils to remain alert and report unintended adjustments.

Mats, crash mats, benches, planks, tables, small A frames may need four Key Stage 1 pupils to lift them safely. Consideration should be given, by staff concerned whether fewer pupils are necessary in Key Stage 2 as a larger number of older pupils may prove more dangerous if they cannot grip equipment or position themselves safely as below.

Pupils must:

- a) bend knees, back straight to lift and lower, chin tucked in, stand close to load with feet apart, one foot in front of other.
- b) always travel in a forward/sideways direction – be able to see in the direction of travel;
- c) place apparatus carefully in position;
- d) hold apparatus securely – thumbs separate from fingers;
- e) carry apparatus at waist height, not lifting too high.

Staff should ensure pupils stopping and moving off the apparatus to listen to instructions using clear starting and stopping signals. Clear expectations of noise level permitted is needed to ensure a quiet safe working environment. It is essential that problems can be identified immediately. Pupils must adhere to rules about the number of pupils allowed on a single piece of apparatus at any one time. This should be explained each lesson as safe numbers, are equipment and activity specific.

## **Mats**

Mats are used primarily to absorb impact. It is important the pupils understand mats are never a fail-safe protection system and that they must still land correctly to prevent injury. This needs to be taught and reemphasised regularly. Mats should be clean both on top and underneath, lie flat and be free from holes and tears. They should be carried by between 2 to 4 children depending on the age/size of the children and the size of the mat.

Mats must always be used with a specific purpose in mind for example to provide a cushioned area for floor work or offer limited protection in the event of any uncontrolled descent.

## **Safe Preparation**

Safe preparation is an integral part of every lesson. Pupils always complete an appropriate warm up prior to physical activity. The warm up involves:

- a) mobility exercises to prepare joints;
- b) pulse raising activities to prepare the cardiovascular system;
- c) relevant stretches suited to activity to be undertaken.

The warm up is gradual and of a sufficient intensity to increase muscle/core temperature without causing fatigue or reducing energy stores.

## **School Meals**

Our school meals provide a healthy, balanced diet for our pupils. Some pupils choose to bring their own packed lunches and, as with our school meal pupils, they are provided with a safe, supervised place to eat. Pupils all wash their hands before coming into the dining hall and also use hand wash in the dining hall.

We take part in the national fruit and vegetable scheme for Foundation and KS1 pupils. The under-fives are also provided with milk daily.

## **School Uniform**

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours.

This is outlined in the school prospectus and every effort is made to support parents in providing uniform for their child.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the governing body to ensure that the school uniform policy is enforced. However, it is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents not to send their child to school with extreme hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. Long hair should also be tied back for safety reasons.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. Nail varnish is also not appropriate for school.

## **Child Protection**

See Child Protection Policy and Procedures

## **School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. The school gates are not open to traffic whilst pupils are arriving or leaving the site and all doorways/fencing are secure once pupils are inside. Mr Suddaby checks the site daily and records his findings.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear identification badges at all times whilst on the school premises. Members of staff wear identification badges and sign in everyday. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a Senior Manager immediately and remove pupils as necessary. The Senior Manager will warn any intruder that they must leave the school site straight away.

If the staff have any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

Some pupils may also be collected daily from the school office using a password to ensure their safety.

## **Safety of Children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Senior Management before the activity takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. The first aid room is manned all day via the school office.

Should any incident involving injury to a child take place, one of the qualified members of staff will be called to assist. If necessary, the office staff will telephone for emergency assistance.

We record all incidents involving injury in the school logbook, and we inform parents of head injuries cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

## **Legionnaires**

Mr Suddaby checks water temperatures (TMV) weekly as trained. Quarterly checks take place by an outside agency to ensure water quality is maintained.

## **Injuries and Illness in School**

**Playground** - before and after school; morning and afternoon breaks

a) If a child is injured on the playground and the injury is of such a nature that the child can walk -

i) ask older child to take injured child into entrance hall and inform First Aider

b) If the child cannot move, due to possible concussion, leg or back injury, send another adult/older child into school for assistance by First Aider, who will then take decision as to moving the child.

**Playgrounds** – lunchtime

Injuries should be treated in the above manner but should in the first instance be reported to the Lunch time first aider.

Injuries, however small, should be recorded in the Yellow Accident book, which is to be found in the First Aid room.

With regards to the use of plasters, checks should be made with regards to allergic reactions; children should be asked if they normally wear plasters for minor cuts.

Any head injury requires a phone call home informing parents of the injury and asking parents to monitor their child as necessary. When first aid is administered but a phone call is not made, parents are informed using a small slip which is sent home with the child (See Appendix 6).

When it is deemed that medical attention by a doctor is required, the parent should be immediately informed and requested to collect child to take them to surgery/hospital. If a parent is unavailable or unable to attend quickly, the school acts in 'loco parentis' and takes above action. All relevant information about the child should be printed from SIMS and taken to the hospital along with any information regarding medication being administered in school.

### **Classroom**

Should an incident occur during class time either:

- child to First Aider OR
- ensure class is monitored by another member of staff and take child to First Aider.
- log injury

If a child is ill during school time and is considered to require more attention than the teacher can provide, then they should be referred to the office who will contact parents if necessary to take their child home.

### **EMERGENCY CALL 999.**

Give clear details about the child and the injury sustained and ensure senior management are aware so that the appropriate gates can be unlocked to allow access for emergency vehicles. Staff should stay on the phone with the emergency services until arrival. The child's parents should be phoned as soon as possible.

Staff injuries should also be logged.

N.B. Gloves should be worn for blood/body fluid related injuries, available in the first aid box.

Maintenance of the First Aid boxes is the responsibility of Mrs Hebb/Henery.

### **Medicines**

See Medicines in School Policy

### **Inhalers**

See Medicines in School Policy and Medical Conditions Policy

### **Educational Visits/Transport**

See Educational Visits Policy.

### **Stress Management**

The Head and Deputy have an 'open door' policy to discuss ways in which stress can be managed. Referrals may be made to Occupational Health. Staff are also encouraged to contact their union help lines.

### **Lone Working**

This covers situations in which staff find themselves alone on the site, working without supervision. This would normally be the caretaker, but may apply to staff working out-of-hours on the school premises after the caretaker has left. Staff have a responsibility to take reasonable care of themselves. Staff should be capable of responding correctly to emergency situations and should have access to first aid facilities for treating minor injuries.

All health and safety procedures should be adhered to when lone working and no risks should be taken. Any staff working in the building should be aware of the risks and ensure their own safety. Windows and doors should be secure. The caretaker should be made aware of the fact they are on site and when they expect to leave. Staff should assess the risks of allowing another person on to the site without the caretaker present. They should be aware of the nearest and safest exit in case of an emergency. See specific risk assessment.

### **Electrics**

Portable electrical equipment is checked annually. Gang sockets/cable reels should be kept to a minimum and where possible should only be used on a temporary basis. Residual Circuit Breakers (RCDs) should be used for portable equipment used by entertainers, performers etc. on a temporary basis. Bulbs and fuses should not be replaced by anyone other than the caretaker or qualified electrician. Other electrical works should only be attempted by a qualified electrician. Reference should be made to LEA Codes of Practice.

Emergency lighting is checked on a monthly basis by the caretaker and inspected six monthly.

Security Alarms are checked periodically by an external agency.

Mains circuit boards and fixed wiring is inspected on a five year rolling programme.

### **Gas**

The school only has Gas in the school kitchen. This is checked yearly by contractors and emergency cut off vales are in place.

### **Electrical**

The school's electrical installation is checked yearly by contractors. All electrical equipment is PAT tested yearly and disposed of should wear and tear hinder its use.

### **Biomass Boiler**

The biomass boiler is checked daily by Mr Suddaby. It is maintained in accordance with LA guidance. Please see risk assessment for further details.

### **Asbestos**

An asbestos report is kept in the school office cupboard and is handed to all contractors as they arrive on site alongside Child Protection information (If working in school hours). The asbestos management plan is updated yearly by Mrs Barnett or sooner if necessary.

### **ICT/Internet**

See Acceptable Use and IT Policies.

## **Fire Plan**

Registers are taken and staff sign in daily to allow accurate checking should a fire drill sound. Staff should make themselves aware of the nearest and next nearest fire exits from the classroom or area they are working in and should be aware of where fire extinguishers are located.

Fire practised take place termly and the fire alarm is checked weekly by the school caretakers.

**Escape Routes:** all doors to be unlocked when the premises are in use

**Fire Doors:** should never be obstructed

**Fire Alarm:** one long bell sound

The Head teacher is responsible for ensuring that Drills are practised each term. It is best practice for this to be at different times of the school day.

### **Alarm:**

Sound the alarm by breaking the glass of the alarm (red box) and report the source of the fire to the Head teacher once evacuation has taken place.

Using a mobile phone, office staff should call 999 once they have vacated the premises.

The emergency bag must be taken by office staff. The parental text service allows easy contact of parents should pupils need to be collected.

### **Action:**

Classes on the playground or field should proceed by the nearest safe route to the designated location

Classes will exit by the nearest/safest route to the designated location, escorted by their teacher

Teacher take class list, check classrooms and ensure doors are closed behind them

Headcount as soon as possible, check against register and report to head teacher

Designated staff on each corridor, as below, to check toilets and ensure exit fire door is shut when everyone has left the building

All non-teaching staff and visitors report to the Head teacher

Only deal with a minor fire if trained to do so. Never put yourself or others in danger. No one is to re-enter the building until it is declared safe.

Keys if needed are in classrooms with clear signage to allow the gates to be opened.

TAs should lead the children safety out of the nearest exit whilst teaching staff quickly check their own classrooms and toilet areas before leaving the building. Staff must remember that if they are not in their classroom area, they are to leave from the nearest exit and not travel through school.

Head teacher or admin staff will check the admin block including toilet.

If the fire alarm should sound during playtime, pupils line up on their classes spots and exit with the teachers on duty through the nearest/safest exit. Teachers must also leave from the nearest/safest exit. Pupils should not go back into school at breaks, roll call once evacuation has taken place should be used to establish if any pupil is missing and this must be reported to the head teacher who will inform the fire service. Staff should not walk the length of the building to check corridors unless it is safe to do so. If it is safe to do so, nominated staff will complete this task and collect gate keys if appropriate. At this time office staff may need to open playground gates.

Head teacher checks all classes are evacuated correct and liaises with caretaker and fire service as appropriate.

At lunchtimes pupils will again be evacuated by the nearest/safest exit and line up on their playground spot. Lunch supervisors will escort pupils off the playground and registers will be taken. If appropriate designated staff may check their corridor and take a gate key out. If this is not safe, office staff will open the gate and roll call will be used to establish whether any pupils are missing.

The school hall has a maximum capacity of 200. This includes provision for seating.

The fire alarm is checked yearly by a contractor and on a weekly basis by Mr Suddaby. Checks on emergency lighting and fire extinguishers are also made and recorded as appropriate. The emergency lighting and fire extinguishers are maintained yearly by a contractor. Mrs Barnett makes termly checks to ensure all maintenance is up to date.

### **Bomb Alert/Critical Incident**

In case of a bomb alert, all pupils and staff leave the building as in a fire alert. The fire alarm will be activated and once roll call has taken place all pupils, staff and visitors will move to Inmans Primary School. Telephone- 01482 899485 Ring 999 and contact the Police. No one is to re-enter the building until it is declared safe.

See Emergency Plan.

### **Arson**

The ERYC Code of Practice SSU19 contains at section 5.6 some guidance concerning arson. The Fire Safety Inspection undertaken as part of the termly health and safety inspection by Senior Managers also provides prompts concerning measures against arson. Few hazardous materials are kept in school. Cleaning materials should be kept locked in the cleaner's and caretaker's stores. Stationery and other supplies are kept in stores or cupboards. Rubbish is collected daily and removed to a safe place.

The school has a comprehensive fire procedure. Alarms are regularly tested and maintained. Lighting is switched off except security lighting.

Heating is switched off overnight.

See fire risk assessment.

### **Theft or other Criminal Acts**

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. See Emergency Plan for more information.

Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive and support staff in question if he or she wishes the matter to be reported to the police.

### **Winter Weather**

See winter weather plan for role and responsibilities.

### **Health and Safety Documentation**

Class teachers are responsible for completing a classroom health and safety checklist termly. This is checked by Mrs Barnett and actions placed in the caretaker's maintenance book as necessary. Ongoing checks are made daily by staff before activities begin.

Health and Safety issues should be reported to the Office and added to the Maintenance Log which is completed to highlight jobs that need to be done and have been undertaken.

The following documentation is kept in files in the Head teacher's office:

- School Policies

The following documentation is kept in the locked admin cupboard

- Fire Protection Folder
- Emergency Lighting Folder
- Test Certificates
- Alarm Security Folder
- Asbestos Survey and management Policy

The following documentation is kept in the office:

- DBS
- AIR1
- Completed Accident Reports BI510

The head teacher keeps the:

- Health and Safety Audit and information

The Educational Visits Coordinator keeps the:

- Educational Visits File. DFES/LEA Guidelines, Risk Assessments, EV Forms

### **Monitoring and Review**

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility 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 LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The head teacher implements the school health, safety and welfare 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. Staff are asked to sign in receipt of all health and safety documentation and new staff/visitors take part in a health and safety induction programme.

The head teacher reports to governors on health and safety issues at the half-termly Leadership, Management and Resources Committee meetings.