

Purston Infant School Health and Safety Policy

Introduction

This is a statement of organisation and arrangements for Purston Infant School. This does not replace the LA's safety policy or the Children's Services safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils.

This statement deals with those aspects over which the Governing Body and Headteacher has responsibility and control and covers safety associated with the building structure, boiler house, fixed equipment and services for which other officers of the Authority also have responsibility; it describes how the Headteacher is discharging her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using the premises:

- to establish and maintain a safe and healthy environment throughout the school
- to establish and maintain safe working procedures among staff and pupils
- to make arrangements for ensuring safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances which are hazardous to health
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- to maintain a safe and healthy place of work and safe entry and exit from it
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- to lay down procedures to be followed in case of accident
- to provide and maintain adequate welfare facilities
- to formulate effective procedures to ensure all electrical equipment is regularly checked and maintained.

Part 1: Delegation of Tasks- Roles/ Responsibilities/Monitoring

Governors will:

- Monitor (including consideration of inspection reports).
- Prioritise actions, in relation to risk, where resources are required.
- Ensure timely and effective actions are taken.
- Include health & safety on governors' meeting agenda.
- Annually report on health & safety performance.
- Ratify the school's health & safety policy.

Head teacher will:

- Provide leadership and clear objectives for health & safety.
- Ensure they have access to competent health & safety advice, as defined within the Management of Health & Safety at Work Regulations. Wakefield Council's corporate health & safety team acts as the authority's competent person.
- Ensure that there are up-to-date policies for health & safety and that these are implemented, and are brought to the attention of all staff.
- Ensure day-to-day management of all health & safety matters, including educational visits. This includes ensuring that risk assessments are carried out for significant risks and that these are documented and regularly reviewed.
- Ensure regular inspections and audits are carried out; it is highly recommended that the governing body health & safety representative is invited to take part in the health & safety inspections.
- Where appropriate, ensure any recommendations from inspections and audits are actioned.
- Ensure there are regular opportunities within the school for health & safety matters to be discussed, and ensure staff and trade union representatives are consulted on health & safety matters.
- Ensure staff with specific roles and responsibilities are competent and appropriately trained
- Ensure that all appropriate procedures are followed and accident reporting is carried out in line with policy

Nominated Health & Safety Governor (Chair- Mr Derrick Taylor) will:

- Act as a champion for health & safety, co-ordinating health & safety arrangements and be a point of contact.
- Take part in the health and safety inspections of the school
- Support the headteacher and school staff in undertaking general risk assessments
- Support the caretaker for managing asbestos, legionella, carrying out basic repairs, work at height etc.
- Undertake regular health & safety audits (of systems) and inspections (of premises and grounds) around the school and report findings to the head teacher, and where appropriate, to the governing body.

The caretaker will:

- Ensure they are familiar with the schools health and safety policy
- Conduct health and safety assessments together the headteacher and chair of governors
- Conduct perimeter checks daily and record any health and safety issues
- Meet with the head teacher when needed to manage site issues
- Participate in weekly premises meetings with the Headteacher and School Business Manager
- Ensure that all cleaning staff are aware of the health and safety policy as it affects their work e.g. storage arrangements for materials, equipment and substances
- Report to the Headteacher and Admin staff any defects and hazards
- Check the water temperature
- Ensure that everything received from suppliers (for direct school use), machinery and equipment substances etc is accompanied by adequate information and instruction 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
- Ensure that contractors have sight of the school asbestos report
- Maintain a record of hazardous substances used for cleaning and similar purposes
- Maintain a site file, incorporating health and safety information, COSHH information and risk assessments cleaning jobs

All staff will:

- Ensure that they have read and comply with the school's 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 or omissions
- Co-operate with their management in complying with relevant statutory provisions.
- Inform the Headteacher of any aspect of their work that they believe requires a risk assessment
- Follow written risk assessments and safe systems of work
- Ensure that their working environment is safe, including familiarisation with the asbestos plan
- Use equipment safely
- Follow all prescribed safe working practices and not work while unfit to do so.
- Ensure, as far as reasonably practicable, that pupils use equipment safely
- Report situations which may present a serious or imminent danger to the Headteacher
- Follow procedures for safeguarding children and report any concerns of abuse to the Headteacher, who is the Designated Lead for child protection.
- Complete school accident reporting forms in the event of any accident or injury
- Familiarise themselves with any pupils with medical needs
- Ensure communication radios are charged and in good working order

Lunchtime supervisors will:

- Report any health and safety concerns at lunchtime to the Headteacher
- Undertake first aid at lunchtime if necessary
- Log any incidents/ and or accidents at lunchtime and inform the teacher
- Ensure that accident forms are completed for minor or serious accidents, either for themselves or children in their care

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and others
- Observe standards of dress consistent with safety and / or hygiene
- Follow the safety rules, 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.
- Inform the Headteacher of any health and safety concerns they have.
- Adhere to school rules and expectations when picking up and dropping off children
- Comply with school's collection and non-collection of children procedures

Visitors are expected to:

- Enter school via the main entrance
- Wear a visitors badge
- Observe the safety rules of the school, including fire drill and safeguarding procedures

PART 2: Health & Safety of the School Community

The Health and Safety of Pupils

The School Day:

- The school complies with the appropriate staffing ratios and maintains good discipline, safeguarding the health and safety of all. No child will be left unsupervised.
- A member of staff will oversee the opening of classroom doors in the morning and will hand over children to parents at the end of the day.
- If a parent fails to collect their child after school, children will be taken to the office and parents contacted. If parents cannot be contacted staff will go to the next person on the contact form. If this fails, the police will be informed.
- The parent of any children arriving late must sign fill out the late arrivals form.
- Children must be brought to school and collected at home time, or anytime during the day if the children are leaving early with permission, by a responsible person.
- The same duty of care applies when staff are supervising after school clubs
- Risks are assessed when staff supervise specific curriculum areas, such as DT, PE etc- see risk assessments

Playtimes and Lunchtimes

- Teachers should ensure that their classrooms are vacated at the beginning of playtimes.
- Children should be encouraged to visit the toilet prior to going out to play.
- Children should gain permission from the teacher on duty or lunchtime supervisor if they wish to visit the toilet during playtimes.
- The Learning Mentor is always on duty at playtime, alongside a teacher and support assistant
- Staff actively encourage pupils to play safely and discourage 'play-fighting' or other rough games.
- At least three lunchtime supervisors are on duty at any one sitting at lunchtime.
- One member of the lunchtime supervisors team should closely supervise the 'tyre area' when on the field.
- Children should not enter the conservation area unless supervised by a member of staff
- Children are not allowed out to play until the teacher or lunchtime supervisor is on duty is on the playground/ field or unless supervised by another adult.
- The children are supervised whilst walking back to their classroom

'Tyre area'

- One member of staff or lunchtime supervisor closely supervises the use of the tyre area at playtimes.
- Pupils should not use the tyre area until a member of staff or a lunchtime supervisor is in attendance.
- Staff should regularly remind pupils of safe use.
- If surfaces are wet and slippery, the tyre area should not be used.
- Children should wear appropriate footwear before playing on the tyres

Movement around school

- Pupils should walk around school at all times.
- At the end of playtimes pupils stand still when the bell rings, they walk into school with supervision.
- No pupils should remain unsupervised

Road Safety

- Children and adults should be encouraged to use safe places to cross roads, eg zebra crossing, lollipop ladies, etc.
- It is considered important that the children attending Purston Infant School are made aware of road safety , dangers of the school drive and car park from an early age through assemblies, visitors into school and the curriculum.
- Children are encouraged to follow the footsteps on the school path whilst walking to and from school, and not the road.

Health and Safety of Staff

The Health and Safety Law poster is displayed in the staffroom

Violence to Staff:

Any form of abusive behaviour, including verbal will not be tolerated. The school's Behaviour policy accessible for parents via the school website outlines expected behaviour on site. A home school agreement is in place and parents sign it to agree they accept conditions of the policy.

Occupational Health and Managing work-related stress

Work related stress can have negative effects on health and performance and needs to be considered as part of good health and safety management. Policies and procedures are in place to reduce any undue work related health issues. We follow the LA policies, procedures and risk assessments for Sickness Absence, Work/Life balance, Pregnancy and Managing Work Related Stress.

Information for staff related to health and well-being can be found on the staffroom notice board.

Use of Physical Intervention or Restraint

Use of physical restraint and intervention on pupils is undertaken in accordance with DfE guidance and should always be a last resort wherever possible. In certain circumstances it may form part of an approved behavioural plan or is necessary to prevent the pupil seriously harming themselves and others. The use of force must be justified, reasonable and proportionate. Trained, designated staff should use minimum force necessary to prevent injury and maintain safety, consistent with their appropriate training. Refer to the behaviour and exclusion policy. Any restraints will be recorded in the bound and numbered book.

Visitors

All visitors are required to read and follow the guidance from the 'Information for Visitors' leaflet in order to keep themselves and others safe. It can be located in the school entrance foyer.

Part 3 : Recording & Reporting First Aid/ Accidents/ Medical Needs

First Aid

- The Headteacher is responsible for ensuring that there is an adequate number of qualified first aiders
- First aid is administered in the school office and in the cloakroom areas at lunchtime
- Portable first aid kits are taken on educational visits
- All teaching staff are first aid trained and some are paediatric trained. They are responsible for first aid provision on any educational visit
- The admin support assistant 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

Illness or Accident

- First aid should be administered, but only as far as knowledge and skills allow. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- Most first aid is carried out by school assistants. All cases of illness and injury must be reported to the school admin staff. The school assistant on duty will liaise with the head/deputy head to ensure that the patient receives proper attention and if necessary make arrangements for hospital treatment. In the case of a pupil, every effort is made to contact the parents or other nominated responsible adult.
- Transport to hospital - if an ambulance is required the emergency '999' service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. There will be cases of a less severe nature than those requiring transport by ambulance. If a child needs hospital treatment every effort is made to contact the child's parents. A child will always be accompanied by a member of staff who will remain with the child until the parent/nominated adult arrives.
- All accidents should be recorded on the appropriate forms.
 - Accident/ incident/ incident bound book for any accident or injury in school to children
 - Numbered accident record for staff accidents/incidents or injuries
 - Serious injuries/ill health or dangerous occurrences involving staff and children are reported to the Health and Safety Executive using the 2013 RIDDOR form, this will be completed by the headteacher and school admin officer.
- All accidents/incidents must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses.
- Accident forms are kept in the school office and Lower Foundation office and should be completed by the person supervising the child at the time the accident occurs or, in the case of accident to an adult, by the adult concerned.
- An accident form must be completed for all accidents, (to employees, pupils, members of the public), however minor. Information about the correct forms to be used and the procedures to be followed can be found at the school office.

Administration of medicines

- Any child needing medication prescribed by a doctor as part of a course of treatment must leave all medicines at the school office.
- No medication will be given to children unless it has been provided by the child's parent/guardian and with written permission from them and instructions as to dosage, in accordance with Dfe guidance and school policy.
- Pupils and staff should familiarise themselves with these arrangements
- Staff should be aware of children with persistent health problems as detailed on the staffroom wall and those recorded in the front of the class register. This ensures that should a member of staff be absent, the teacher covering that class will be aware of any problems that may arise.
- The School Nurse will update staff on current procedures, such as the use of inhalers or epi-pens when necessary.
- It is the responsibility of a healthcare professional, alongside the class teacher and/ or SENco to write individual health plans for individual pupils.
- Further guidance can be seen in the managing medicines policy on the school website or Dfe guidance on 'Supporting pupils at school with medical conditions' (Sept 15)

HIV/AIDS

- Protective gloves must be worn when treating a child who is bleeding. These can be found in the first aid kits.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination
- In the event of any needles being found on the premises, an assessment should be made as to whether it is safe to pick up. If in doubt, seek the advice of the Headteacher. If it is thought safe to pick up the needle, it needs to be placed in a sharps disposal box and collected by cleansing services
- If it is not safe to pick up, staff need to make sure the needle is in a secure position and there is no danger of children coming into contact with it. Cleansing services should be contacted to arrange collection as soon as possible and informed of the problem. If there is a danger of children coming into contact with the needle, there should be a member of staff present at all times until it is removed

Headlice

- Parents will be informed if eggs or lice are noticed in a pupil's hair parents allowing them the opportunity to treat appropriately.
- The school nurse no longer carries out regular checks so it is important that parents remain vigilant. A general letter is sent out to the parents of all pupils in a class if there is a case of head lice in the class

Policy and Procedures for off- site visits, including educational visits

- The school's policy on Health and Safety with respect of off- site visits, including educational and residential visits is in line with the Wakefield LA policy and adheres to the DfE guidance the ' Health and Safety of pupils on Educational Visits'. (see separate policy for Education Visits)
- Written consent from parents is not legally required for pupils to take part in the majority of off- site activities (with the exception of nursery) as most of our activities take place during normal school hours. However we feel it is important to keep parents informed at all times. Therefore we inform parents when children are taken off site during the school day and ask for written permission when the activity is thought to carry a higher risk or when the activity extends beyond the school day.
- Contract transport used at school is usually a coach/bus for taking children on visits/journeys.

Health and Safety Emergencies

- School has an emergency plan in place in line with SFVS requirements. This includes shelter and evacuation procedures. It can be located in the Headteacher's office, Admin office, staffroom and nursery office.
- Staff are familiar with the above procedures and know where to find them.

Part 4: Premises

Security

- All gates to the school are locked at approx. 6.00:pm, or when the last member of staff leaves.
- The main gate is opened from 6:30am.
- Pupil access gates are opened from 6.30 am until 9:15am when they are locked. They are then opened again at 3:00 pm. Nursery gates are opened for picking up at 11.30, locked, then opened again at 12.30 for afternoon nursery, before being locked for the afternoon.
- The gate between the car park and the field is padlocked.
- All external doors have coded locks.
- All windows are fitted with security mechanisms.
- The school is protected by a motion sensor security alarm.

Site inspections

- The Caretaker inspects the site as part of her daily routine.
- Urgent matters are referred to the Headteacher and are actioned as soon as possible.
- Less urgent matters are discussed at the weekly Premises Working Group meeting and reported back at Governing Body meetings.
- A Premises meeting with a LA representative is held every term, this is reported back to the full governing body.

Manual handling

- Pupils, the staff and any other supervising adults should only lift equipment and furniture within their own individual capability. (see separate risk assessment)
- Heavy objects should be moved around school by the caretaker, using appropriate equipment

Working at Height

- Staff and other supervising adults should use step ladders when working at height – e.g. when putting up displays. Chairs and tables should not be used for this purpose. Step ladders are kept in the cupboard next to the computer suite. (see separate risk assessment)

Slips trips and falls

- Staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables etc to the Headteacher, admin assistant or Caretaker.

On-site vehicle movements

- Anyone using a vehicle is asked to be extra vigilant when driving into the school grounds as the car park is near to the children's walk way.
- When space is available, contractors come on to the premise when loading/uploading equipment and park in the staff car park.
- Contractors can only gain access to the playground during school hours by contacting a member of staff to open the gate for them.
- The Headteacher will make all staff aware of contractors working on the school premises if appropriate.

Management of Asbestos

- An asbestosis register is held in the school office on display by the signing in book.
- Staff are made aware of where asbestos is in the school.
- The caretaker ensures it is available to contractors working on site.
- The LEA premises officer ensures that regular asbestos inspections take place and that the report is kept up to date.
- Contractor's should be made aware of the asbestos plan if repairing or altering the building

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 and instructions for their safe use.

Electrical testing

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked every other year.

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.

Selecting and Managing Contractors

- School mainly use the LA for contracted work in school. They follow Health and Safety regulations, in line with LA guidance, if any other contractors are selected other than the LA, the caretaker will provide them with site details, information for visitors leaflet, health and safety information and the asbestos plan where necessary.

Fire and Emergency Procedures

It is the duty of all members of staff to carry out the procedure as follows:

- In the event of a fire operate the nearest alarm
- When the fire alarm rings, staff should ask all children to quietly stand, line up, and vacate the premises, in a quiet and orderly fashion, using the nearest fire exit.
- Lead all children to the assembly point on the field.
- Staff should acquaint themselves with fire procedures in all classrooms and in the school hall.
- Staff should bring with them the class register and, on reaching the assembly point, check that all the children are present and/or accounted for.
- Fire exits are clearly labelled
- Plans showing exit routes are displayed by the door of each classroom
- The fire bell, fire doors and emergency lighting are tested weekly by the caretaker
- A fire drill is practised once a term and reported by the Headteacher to the Governing Body
- The fire appliances are checked annually
- Door wedges may be used to prop open fire doors when necessary during the school day
- When cooking with children appropriate fire safety equipment is available near to the kitchen area in both Key Stage 1 and Foundation Stage. Staff ensure that pupils receive instructions and training to enable them to be safe during a cooking activity and handling of very hot substances and materials is always carried out by adults.
- In accordance with Government Legislation we operate a no smoking policy on the whole of the school site, this includes the use of e-cigarettes.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer, (eg Factories Inspector or Environmental Health Inspector), the Head should immediately advise the Chair of Governors and Director, Children's Services. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head will then initiate appropriate remedial action when it is reasonably practicable. If it proves impossible for the Head to resolve the matter she should then report the matter to the Programme Manager, Capital & Buildings Development. Hazardous situations should also be reported immediately and the same procedure followed.

The nominated Health and Safety Representative is Mrs V Stabler.

In your own interest please look at the Health and Safety Law Poster displayed in the Staffroom. The Health and Safety reference book is kept in the school office.

REVIEW

A review of the procedures, should take place each year in time for the commencement of the new academic year.

Reviewed: January 2016

Review Date: January 2017

Signed: (Headteacher)

Signed: (Governing Body)

Appendix 1: Risk Assessments/ Health & Safety Management Areas

Additional to the Health and Safety Policy, there are a number of areas that require a separate risk assessment. Below is a list of the areas that require a risk assessment most can be found in the Health and Safety file, in the staffroom.

Activities

Educational visits
PE
School Fayres
Concerts
Outdoor Equipment
Outdoor Activities
School Disco
Breakfast and After School Clubs
Sports Day

Staff & Community

Manual Handling
New or Expectant Mothers
Individual pupils
Working at Height
Lone working
Work –related Stress

Premises/ Buildings

Classrooms
Kitchen Areas
Playgrounds
Buildings

Specific Areas

Fire
Asbestos
Legionella