

Trusting in God; Growing in Wisdom



# Health and Safety Policy

**Date: September 2023**

**Review Date: September 2024**

**With thankful hearts, we trust in God as we grow in his love which shines through us. We aim to live our faith and grow in wisdom.**

## **1. HEALTH AND SAFETY POLICY STATEMENT**

1.1.1 Whitegate CofE Primary School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

1.1.2 The provisions in this policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.

1.2 The purpose of the policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety;
- To set out duties and responsibilities;
- To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met;
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

1.2.1 The Governing Board is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

1.2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their senior colleague. Special care should be taken with the health and safety issues of any new venture.

## **2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

2.1 The Head teacher has overall responsibility for the implementation of this policy and will work with the Site Maintenance and School Business Manager to ensure this is done effectively. These three members of school staff will work alongside the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective

area. Collectively, the Governing Board requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

### **Risk Assessment**

- 2.2 The underlying process, which secures this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Head teacher, line managers and subject leaders to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Council risk assessment process.

### **Consultation**

- 2.3 Employees with concerns should normally raise them with the Headteacher. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union and or appointed safety representative. Requests for external help should be raised initially with the Headteacher who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

### **Contractors and School Partnerships**

- 2.4.1 Contractors carrying out work for the school will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head teacher to ensure that the School's Governing Board and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 2.4.2 All contractors are expected to report their arrival and departure to the Site Manager and/or School Business Manager before commencing work. They must sign in and out using the electronic system. If they are working in an unsafe manner they are requested to stop work by the Site Manager. Contractors must be supervised unless they hold a current DBS.
- 2.4.3 School linked partners and hirers, will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.
- 2.4.4 All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number for the key holders.

### Inspection and Monitoring

- 2.4.5 The Head teacher, Site Manager and Health and Safety Governor will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school annual health and safety review. Feedback from this process will be referred to the Governing Board.

### 3. RESPONSIBILITIES

- 3.1 The Governing Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to day responsibility to the Head teacher. The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises. The Governing Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

- 3.2 The Head teacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Governing Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

In the Head teacher's absence, the Deputy Headteacher assume the above day-to-day health and safety responsibilities.

3.3 School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Draw any health and safety matters to the attention of the Head teacher immediately, who will record it in the incident book.

3.4 Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.5 The Site Manager will monitor cleaning contracts, ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

3.6 The Site Manager is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems. There are four key holders, including the Site Manager and Head teacher, who will respond in an emergency.

3.7 Contractors will agree health and safety practices with the Site Manager through the before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4 PROCEDURES**

### **4.1. Fire Safety**

A set of regulations for emergency evacuations are displayed within each classroom. All exits are marked and kept free of obstructions. There are 18 fire extinguishers and two fire blanket in the school. Fire safety equipment is checked regularly by Stewart Fire Protection LTD and records of their visits are kept. The Site Manager checks the alarm on a weekly basis. Fire practices are held termly and recorded in the fire practice book. In the event of a fire, all staff and children congregate on the bottom playground facing towards the school. Named staff are responsible for checking toilets. It is the responsibility of the Head teacher to call the fire brigade. It is the responsibility of the class teacher to take the fire register out.

Children who have additional needs will be supported by their 1:1 LSA and those who have a physical disability will have a pre-determined alternative route.

If the fire alarm sounds in the main building, the first adult outside will inform those in the hall and the mobile classroom that the alarm has sounded.

#### **4.2. First Aid Provision**

There are recognised First Aiders across school, First Aid at Work and Paediatric, who wear a lanyard so that they are easily recognisable. The School Business Manager maintains a list of First Aiders, along with their training dates.

Every classroom holds a first aid kit. There is a dedicated first aid station in the disabled toilet. Adults supervising during break times carry first aid kits.

Every injury should be reported using the reporting slips which can be found above the water cooler opposite the disabled toilet. Once populated with the information, these need to be returned to the school office. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the Council's PRIME on-line accident reporting and recording system will be used. The Health and Safety Team will review the accident and report it to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 if applicable.

Injury forms are checked each term by the Health and Safety Governor for trends of accidents.

Letters/text messages are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by a member of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

### **5.0 ENSURING SAFETY**

#### **5.1 Playground Safety**

- School rules about playground behaviour are designed to maximise playground safety
- Conscientious supervision of playgrounds
- Regular inspection and maintenance of playgrounds by Site Manager
- Risk assessment completed yearly for all outdoor environment

## **5.2 Safety during Physical Education/Sporting Activities**

- All PE equipment regularly checked and recorded
- Close supervision and appropriate rules in place
- Asthma sufferers to take their inhalers with them
- Risk assessments available for staff to adhere to for outdoor PE Activities
- Inclement weather risk assessment must be adhered to by staff and visiting PE specialists

## **5.2 Safety during educational visits**

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for visits outside of school hours is always sought.

Staff should be aware of the LA guide-lines for educational visits.

When taking pupils off the school premises, we will ensure that:

- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits (a paediatric first aider will accompany visits when the children are 7 years old, or younger.)

## **5.0 ELECTRICAL SAFETY**

Electrical equipment is numbered and logged. Equipment should be carefully sited to avoid trailing leads. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault - Do Not Use".

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

No electrical equipment should be introduced into school from home without the prior agreement of the Head teacher.

## **6.0 GAS SAFETY**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

## 7.0 LEGIONELLA

The responsible person is the Site Manager who completes monthly monitoring checks. A water risk assessment is completed yearly. Identified operational controls are conducted and recorded in the school's maintenance file.

## 8.0 ASBESTOS

The responsible person is the Site Manager. The asbestos register can be found in the maintenance file in the school office.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

## 9.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and the key kept out of reach of children. Teaching staff should note that the use of chemicals in science should be checked with the Science Lead or the Head teacher.

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

## 10.0 EQUIPMENT

10.1 It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Head teacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

- Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.
- DT Equipment, including glue guns - Children are instructed in the correct use of this equipment and fully supervised when using tools.
- Ladders – A pair of ladders is available in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
- PE Equipment - PE equipment is inspected annually by an outside contractor.

10.2 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## 11.0 WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height

- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **12.0 MANUAL HANDLING**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

## **13.0. HEALTH AND HYGIENE**

### **13.1. Notifiable and Infectious Diseases**

Details of notifiable diseases and periods of exclusion are kept in the school office.

### **13.2 Medicines**

Only the First Aiders and one-to-one support staff administer medicine to children. If medicine is to be administered, a request must be received on the appropriate form which may be obtained from the office. Medicines are stored in a locked cupboard or the fridge in the Meeting Room which is locked by the use of a keypad on the door. Exceptions to this are EpiPens and inhalers, which are clearly named and kept in a box in the child's classroom.

### **13.3 Smoking**

Smoking and e-cigarettes are not allowed within the school building and grounds.

### **13.4. Hygiene**

It is the responsibility of the Site Manager to monitor the cleanliness of the building; any issues are reported to the Head teacher. This is part of the daily visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

There is a programme of Health Education for all pupils through our PHSE curriculum.

#### **14.0. NEW AND EXPECTANT MOTHERS**

New and expectant mothers Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

#### **15.0 OCCUPATIONAL STRESS**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

#### **16.0. ANIMALS IN SCHOOL**

No dogs are allowed in the school grounds. Our School Nurture Dog is an exception as he is fully up to date with vaccinations and worming and flea treatments. He is trained to worked specifically as a therapy dog. (See risk assessment)

On occasions other animals may be kept in school to enhance learning, such as chicks. A risk assessment will be written before such an event.

#### **17.0. SECURITY**

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown, identification should be requested. Visitors are requested to enter only by the front door.

Staff who remain in school late are advised to ensure that the staff entrance door is locked and that doors should not be opened to anyone who is not known to the school. (See Lone Working Policy – part of the Staff Handbook).

In the event of anything suspicious or a child or a teacher is at risk of injury then a pre-coded card will be sent to the Head Teacher or to the office and they will act appropriately (i.e. red card = emergency).

Any act of violence or abuse towards a member of staff must be reported to the Head teacher, who will take the appropriate action. Further notes on our security policy are set out in appendix 1.

Classes in the mobile classrooms are taught by a teacher and at least one additional adult and so at no time an adult is left alone. A telephone is also provided.

#### **18. STAFF AND THE HEALTH AND SAFETY POLICY**

All staff, teaching and non-teaching, are given a copy of the policy. New staff are given a copy and are required to confirm they have read it.

**19. TRAINING AND INFORMATION**

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the School Business Manager.

**20. POLICY REVIEW**

This Policy will be reviewed annually. The Governing Board will receive a summary report covering key issues, based on the Annual Risk and Safety Review each term and this will form part of the Head teacher's Report to Governors.

**Date of Policy: September 2023**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>CAROLINE MACKENZIE</b>
<b>APPROVED:</b>	<b>FGBM 3.10.23</b>
<b>SIGNED:</b>	<b>R CHARLTON</b>
<b>TO BE REVIEWED:</b>	<b>SEPTEMBER 2024</b>

## Appendix 1

### Security in Action

#### **Management Practice**

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the police, the LA and the diocese as appropriate
- A budget for essential security items is requested as necessary
- Advice from LA Safety Officer is sought when security or safety is being reviewed
- All staff are asked to be alert to suspicious activities.

#### **Evacuation Plans**

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The Head teacher is responsible for telephoning the police and/or fire service.

#### **General Building Security**

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is regularly maintained by EPG
- The key holders for the school are controlled. Currently these are the Head Teacher, Site Manager, EYFS/KS1 Lead and KS2 teacher
- Access to the building during school hours is restricted by the use of card readers on doors and playground gates
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

#### **Security Outside of School Hours**

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- Hirers of the school are advised to take account of security
- The school has CCTV

### **Equipment/Money**

- Computer equipment is kept in locked trolleys/caddies. It is security marked and records are kept of serial numbers
- Cash holdings are kept to a minimum
- The Site Manager varies the timing of bank visits

### **Activation of Security Alarm**

As we are in a rural area, the alarm system can often be activated due to a spider on an alarm sensor, or a rodent travelling around school at night.

If more than one sensor has been activated, the company responsible for monitoring the alarm will advise that it is a 'confirmed intruder'.

It is advised not to attend site alone.

Walk around the perimeter of the building for any signs of entry before accessing the building.

The alarm keypad will confirm which sensors have been activated.

If in any doubt, do not enter and contact the emergency services.

## Health and Safety Policy Check List

Yes/No

1. Have you got a copy of the schools Health and Safety Policy?
2. Do you know how to report an injury?
3. Do you know where the slips are kept for recording an injury?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?

Name:

Signature:

Date: