



HEALTH AND SAFETY POLICY

1.0 GENERAL

- The Governing Body notes the provisions of the Health and Safety at Work, etc. Act 1974 (S.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are in his or her employment (or not) but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils staff and others using the school premises. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- The aim of the Governing Body is 'to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.
- For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play, which could include Science, English or Technology and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be taught through a health related topic such as anti-smoking.
- At our school, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, menus follow strict nutrition guidelines and children are requested not to bring sweets/chocolate in their packed lunches. At break time snacks of fruit are available for the Foundation stage and KS1; toast is available for key stage two. Milk is available on request. (*Article 24 (health and health services) Every child has the right to the best possible health) RRSA*
- We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom;
- When using equipment e.g. scissors, tools, PE apparatus;
- When moving around school;
- In the playground;
- When carrying out investigations;
- When on educational visits.

RESPONSIBILITIES

THE GOVERNORS

The general duties of the Governors are set down in Section 2 of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school (particularly the Management of Health and Safety at Work Regulations (1999 No. 3242) requiring employers to carry out risk assessment and make arrangements to implement necessary measures).

The Governors have appointed one of their members who will oversee health and safety matters. Currently, this is Mr John Hall

The relevant sections of the Health and Safety at Work Act state:

Section 2(1) "It shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees".

Section 2(2)(a) "The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health".

Section 2(2)(b) "Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances".

Section 2(2)(c) "The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees".

Section 2(2)(d) "so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks".

The Governing body in consultation with the Head Teacher will:

- a) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- b) periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- c) identify and evaluate all risks relating to:

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- i) accidents
- ii) health
- iii) school sponsored activities

d) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

2.2 In particular the Governing Body undertakes to provide:

- i) a safe place for staff and pupils to work including safe means of entry and exit.
- ii) safe and healthy working conditions which take account of statutory requirements.

3.0 THE DUTIES OF THE HEAD

3.1 As well as the general duties which all members of staff have, the Headteacher has responsibility for the day to day maintenance and development of safe working practices.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure all relevant legislation and guidelines are met and to encourage staff and pupils to promote health and safety and report any defects in the premises as soon as possible. The Headteacher is also required to collate accident and incident information and monitor first aid provision.

3.3 To carry our Risk Assessments as necessary. Management of Health and Safety at Work Regulations 1999. (1999 No 3242).

4.0 THE DUTIES OF STAFF

4.1 All members of staff will be responsible to the Headteacher or the member of staff nominated by the Headteacher for the implementation and operation of the school's Health and Safety Policy.

4.2 As part of their day to day responsibilities they will ensure that safe methods of working exist and are implemented throughout the school. Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 also apply to all staff

4.3 a) all staff will be familiar with the safety policy and safety regulations as laid down by the governing body

b) they will report any defects in the premises which they observe

c) they will take an active part in promoting health and safety throughout the school and suggest ways of reducing risks.

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5.0 HIRERS, CONTRACTORS AND OTHERS

- 5.1 The BSS, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The BSS and her cleaning staff maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the BSS or through the use of authorised contractors. Defective equipment should be taken out of use by relevant staff immediately. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standard and is maintained regularly.
- 5.2 When the premises are used for purposes not under the direction of the Headteacher the person in charge of activities for which the premises are in use will have responsibility for safe practices.
- 5.3 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors etc that they comply with all safety directives of the governing body and that they are familiar with this policy and that they will not, without prior consent of the governing body:
- a) introduce equipment for use on the school premises
 - b) alter fixed installations
 - c) remove fire or safety notices or equipment

6.0 EMERGENCY PLANS

- 6.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- a) save life
 - b) prevent injury
 - c) minimise loss

7.0 FIRST AID AND MEDICINES

- 7.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents
- 7.2 All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid during lessons, break time/dinner time (for example: grazed hand or knee)
- 7.3 If an accident occurs and specific first aid is required, or a person feels unable to deal with a situation/injury, then the member of staff should request the assistance of another member of staff who is a school 'First Aider'. At lunchtimes first aid is administered by a qualified first aiders.

7.4 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good.

GENERAL POINTS WHEN DEALING WITH FIRST AID

7.5 SAFETY PROTECTION

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home. Medical waste bins are provided.

Recording Accidents

All accidents must be recorded in the Accident Book. All details need to be filled in, including any treatment given and the 'copy' from the book is to be sent home to the parents.

Allergies/Long Term Illnesses

A record is kept in the School Office on individual record cards of any child's allergies to any form of medication (if notified by the parent) any long term illness or specific allergy's , for example asthma, and details of any child whose health might give cause for concern.

Courses

Staff attend a rolling programme of first aid training. Other relevant courses will be attended as appropriate to the needs of the school.

Accidents

Accidents fall into four categories:

1. Fatal.
2. Major injury.
3. To employees resulting in more than three days consecutive absence.
4. Other accidents.

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive at the Birmingham LA office

The accident should be reported by telephone immediately and then confirmed in writing. Category 3 accidents are reported to the Health and Safety Executive within seven days.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher, Deputy Headteacher or designated First Aider who will send for an ambulance if needed and contact parents.

Other Accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head but not minor cuts and grazes).
- If a child has a bump on the head, details are recorded in the accident book and a 'bumped head note' is sent home via the child. Parents are informed about ALL bumps to the head via a phone call.

Copies may be required for:

- Health and Safety Executive
- Area Education Office
- The school file

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises.)

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed in writing within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but a letter must be sent to the HSE within seven days of the accident.

7.6 Medicines – See ‘Medicines in School Policy’.

All children are taught to take care of themselves and each other but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff, although there are trained first aiders within the school. A first aid box is kept outside the secretary's office and the school's accident register, accident forms and a list of allergies children have is kept in the office. If the accident is more serious, the aim of the school is to ensure the child receives qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention or caused by any defect in the school or its equipment.

8.0 SECURITY

- 8.1 All reasonable steps will be taken (without resorting to extreme measures) to ensure the safety of children, staff and visitors. The schools security procedures will be reviewed annually by the Headteacher and the nominated Health and Safety Representative. Any proposed changes to them will be reported to the Governing Body.

9.0 FIRE PRECAUTIONS

- 9.1 Notices regarding the action to be taken in the event of fire will be displayed around the school.
- 9.2 All fire exits will be clearly marked and must be kept free from obstructions at all times.
- 9.3 Practice evacuations will take place termly and the Headteacher will record the outcomes. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.
- 9.4 Inspections of fire safety equipment will be carried out regularly. There is a maintenance contract for all extinguishers. Fire alarms are tested at regular intervals.

FIRE PROCEDURE

Any person discovering a fire is instructed to sound the alarm by pressing the nearest fire alarm system 'break glass'

On hearing the alarm

1. Headteacher/Deputy Headteacher or member of office staff will call the Fire Service immediately. (999 or 112)
 - i) Office staff will then evacuate the building taking with them the class registers, visitors book and external gate key. Registers are to be handed immediately to class teachers and the external gate opened.
2. Class teachers and teaching assistants (and any other adults) will lead the class quickly and calmly to the nearest door/fire exit – making their way to their designated assembly point on the top playground.
3. Upon receiving class registers the class teacher will take a register of the class to check all children have exited the building and are with the class.
4. When the register is completed and all children accounted for the register is held in the air for collection.
5. Children and adults are not permitted back into the building until given permission.

Lunchtime Fire Procedure

- All dinner supervisors on duty in the playground shall on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- Dinner supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Staff in classrooms where children are working shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Staff will organise children into classes and take registers following 'normal' fire procedures.
- The Headteacher or Deputy Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.
- Children must not be left unattended in any working areas/classrooms.

10. Educational visits

- 10.1 Whenever educational visits take place, the LA Procedures are followed.
- 10.2 All members of staff planning or participating in such visits will receive a briefing in advance from the Headteacher.
- 10.3 In accordance with LA safety regulations, educational visits are carefully planned in advance and supervised by the Head Teacher and Educational Visits Co-ordinator. Staff pre- visits are made where possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is always followed and a first aid kit and list of emergency phone numbers taken

Car Parking

Car parking is a concern at our school as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it, or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school, should leave a note of their car registration number as they sign in, in case the car has to be moved etc.

Where there is provision for disabled parking, only orange badge holders should use these spaces. There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents/guardians emphasise the following:

- Care of our neighbours;
- Use of the Parking at Robin Hood Public House instead of driving right up to school;
- No parking on the yellow lines;
- Any sporting events stating time for children and staff;
- Trips: try to arrange coach times before or after 9.00 am, that is 8.30 am or 9.20 am

Personal contact with any adult who continually parks in an obstructive way. All comments by parents or neighbours will be followed up.

BSS

It is the responsibility of the BSS to check daily that:

- All locks and catches are in working order;
- The emergency lighting is working;
- The fire alarm has no faults;
- The security system is working properly.

Before leaving the premises, to check:

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- All windows are closed;
- The doors are locked and secure;
- The security alarm is set;
- All gates are locked.

Headteacher

It is the responsibility of the headteacher to perform the above functions in the absence of the site manager.

In addition, the headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the general office and sign the visitors' book and wear an appropriate badge for identification.

All parents and other adults are requested, when bringing children to school or collecting them afterwards, to walk around the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first. These points must be adhered to, but in no way detract from the open door policy of the school.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the headteacher, office manager or the BSS.
- All contractors must report to the general office. The BSS will then be informed of their arrival.
- Contractors will work under close supervision of the BSS so as not to endanger the health and safety of children or adults in the area which children or adults are occupying including cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the BSS and any concerns reported to the headteacher, the contractor concerned and the appropriate department at the LA.

Guidance for Contractors

We have been recommended by the Health and Safety Inspector Birmingham LA, to ask you to refrain from:

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- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play/moving around school
- Working on or near the playgrounds when children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the headteacher or BSS.

Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.
(Control of Substances Hazardous to Health)

Any member of staff using chemicals must:

- Check the substance against the COSHH register;
- Follow procedures laid down for use;
- Be aware of procedures for avoiding exposure and for control;
- Inform the Headteacher or Deputy Headteacher of any difficulties.

11.0 The Governing Body will review this policy statement and update, modify or amend as it considers necessary to ensure the health and safety of staff and pupils.

**POLICY ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON
14th September 2022.**

Review date: September 2023

Signed (Chairman of Governing Body)