

HEALTH AND SAFETY POLICY

Link governors: Eileen Cassley

Policy written by: Lisa Wood

Date ratified by governors: October 2019

Date of next review: October 2020 or sooner if appropriate

STATEMENT OF GENERAL POLICY

This policy is in addition to the Sunderland Local Authority Corporate Health and Safety policies to benefit staff, pupils, visitors and other users of premises. Copies of these documents are available on request).

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

RESPONSIBILITIES

All aspects of premise management are co-ordinated and overseen by the headteacher.

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

- Chair of Governors' Finance and Premises Committee: Mrs. Caroline Comer
- EVC: Mrs. Lisa Wood
- Premises Manager: Mrs. Lisa Wood

- Assistant Premises Manager: Mr. Stuart Bell
- Site Supervisor: Mr. Stuart Bell
- Financial aspects of premise management: Mrs. Christina Holland (Business Manager)
- Health and safety support administrator: Mrs. Christina Holland (Business Manager)
- DSE administrator: Mrs. Christina Holland (Business Manager)

The Governing Body will:

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

The Headteacher (Lisa Wood) will:

- Be responsible for the implementation of the health and safety policy
- Develop a culture of safety throughout the school
- Report to Governors on pertinent issues through the Premises, Health, Safety and Security Sub-Committee on a termly basis

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

All staff will:

- Ensure that they have read the Health and Safety Policy and signed to say they have done so
- Fully support all health and safety arrangements
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Ensure, as far as is reasonably practicable, that their classroom or office is safe
- Use equipment safely
- Ensure, as far as is reasonably practicable, that pupils use equipment safely
- Report situations which may present a serious or imminent danger to the Headteacher, Site Manager or Administration Officer
- Report any defects and hazards to the Site Manager through recording in his file in the School Office
- Report any concerns of abuse to pupils to the Headteacher who is the designated safeguarding lead
- Complete an 'Accident / Incident / Violence Investigation' form (IR1), available in the staff room, in the event of a significant accident or incident of violence

The Site Manager (Stuart Bell) will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Headteacher and Health and Safety Representative.
- Conduct a half-termly site check with the Headteacher

- Meet with the Headteacher / Deputy Headteacher and Administration Officer on a weekly basis to manage site issues
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and Administration Officer any defects and hazards that are brought to his notice
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly
- Inform the Headteacher, by using the shared diary, whenever contractors are due to enter the school to undertake maintenance, service or works contracts either
- Maintain a record of hazardous substances used for cleaning and similar purposes

The Business Manager (Christina Holland) will:

- Report to the Headteacher and Site Manager any defects and hazards that are brought to her notice
- Liaise with the Site Manager when organising health and safety works
- Report to the Headteacher on any financial implications for health and safety issues
- Meet with the Headteacher/Deputy Headteacher and Site Manager on a weekly basis to manage site issues
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy and sign to say they have received it

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas

The Senior Midday Supervisor (Doreen Parkinson) will:

- Report any health and safety concerns at lunchtime to the Headteacher
- Organise first aid cover at lunchtime
- Ensure 'Accident / Incident / Violence Investigation' forms (IR1) are completed for any serious incidents. Forms to be given to Administrative staff to record on the on-line reporting system

Pupils are expected to:

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

Parents are expected to:

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

ARRANGEMENTS

Arrivals and Departures

See policy

Accidents and Incident Reporting

- Any pupil complaining of illness or who has been injured is treated by the nearest First Aider, where they will be assessed, if required appropriate treatment will be given, or a phone call made from the school office to the pupil's next of kin.
- All incidents, ailments and treatment are reported on accident forms, one copy for file, other for parent/carer.
- More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms (IR1) obtainable from the Staff Room. Completed forms to be given to Administrative staff to enter onto the on-line reporting system. Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and the next of kin, if a parent is not available or going to be a while then a member of staff accompanies the pupil to hospital and parents are asked to meet them at the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the nearest First Aider immediately. If an injury has been sustained, the pupil should not be moved.
- Staff should complete the IR1 form if they sustain an injury at work. The form can be obtained from the Staff Room or Main Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Classrooms

- No kettles, microwaves
- To be kept tidy, clutter-free
- No cups, crockery, cutlery on show in classroom

Children's movement around School

Children must be accompanied when they move:

- from the classroom to the playground and v.v.
 - from assembly to the classroom and v.v.
 - as they enter and leave the building at the start and end of every day
 - as KS2 classes use the stairs
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- Children must walk at all times
 - Children should talk in 'indoor voices' at all times unless during PE or other supervised activities

Cooking

- Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.
- Children should not use cookers without adult supervision.

Display Screen Equipment (DSE)

From September 2019, all staff are asked to complete DSE Assessment e-learning and sign to say they have done it.

Educational Visits

- The Head teacher, Lisa Wood, is the Educational Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy of the school policy and have signed to say they've received it.
- Our procedures are based on the Sunderland City Council Educational Visits Code of Practice 2018.
- See EVC policy for more details.

Electrical Equipment

- All items of portable electrical apparatus and equipment in use at the school are portable appliance tested (PAT) annually.
- All staff are responsible for ensuring that they use and handle equipment safely and sensibly.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Evacuation of the Building

- Fire exits are clearly labelled.
- Fire bells and fire doors are tested weekly by the Site Manager.
- A fire drill is practised once a term and reported by the headteacher to the Governing Body.
- Fire appliances are checked annually.
- School have an agreement to use local church, The Mission to evacuate to if necessary.
- The school also practice Lockdown scenarios; some of which require evacuation of the building.

See Appendix 1 for a list of Fire Wardens

Fire: In the case we will follow the school's fire evacuation procedures.

First Aid Provision

- The headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently eight. Their names are displayed in the Staff Room and in the Staff Hand Book.
- First Aid is administered locally by a qualified First Aider.
- Portable First Aid kits (5) are taken on educational visits and are available from the Mrs Atkinson (Year 6).
- A qualified First Aider will be required for any educational visit.
- The Administrator 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 epipen.
- Gloves must be worn when dealing with bodily fluids.

See Appendix 2 for the list of First Aid Officers

See Appendix 3 for the location of first aid boxes

Gaining the attention of children

- All staff are expected to use 'show me five'
- With effective eye contact and expectations

- By the time the countdown has finished all fingers should empty, no talking and all children's eyes focused on teacher/adult

Hazardous Substances – control of

- The Site Manager has undertaken COSHH training in December 2017. This will be refreshed every 3 years.
- The Site Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.
- Hazardous substances are stored safely and suitably labelled.
- Products and assessments are reviewed on a regular basis. This is monitored by the headteacher termly.

Head Injuries

Parents are informed of a head injury by telephone. An accident form is given to parents.

Head Lice

A general text message is sent to the parents of all pupils in a class if there is a case of head lice in the class.

Hot Drinks

Hot drinks must be transported in closed cups/cups with lids (e.g. travel mugs) whenever staff are in the vicinity of pupil.

If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position. The use of closed cups/cups with lids (e.g. travel mugs) is recommended for such purposes.

Height: working at height

- Staff and other supervising adults should only use foot stools for displaying work. Chairs and tables should not be used for this purpose.
- Only site supervisor to use the step-ladder in school.
- Nobody in school is registered to 'work at height' and so contractors are expected to provide own equipment.
- The roof has a 'safe area' fenced off. Access beyond this area is by trained persons only.

Kitchen

- Staff rota - all to share responsibility and to be accountable for a clean, tidy and safe hygienic kitchen environment

- Administrator will monitor

Laminators

Must be stored in cupboards, away from reach of children. These must be PAT tested annually.

Lift

No child should use the lift unless accompanied by a member of staff.

Manual Handling

- All staff complete manual handling e-learning every 3 years. A record is kept of this.
- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.
- If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- See manual handling policy for additional information.

Medicines: Administration of Medicines

- Our trained personnel administer medicines for chronic or long-term conditions.
- Medication is signed in/out at the main office.
- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorise personnel to administer medication.
- Medication for asthma is stored in an unlocked cupboard in the classroom. Junior children can store their inhalers in their desks for easy access if required. Pupils are supervised by a member of staff when taking their asthma medication and it is recorded.
- See medication policy for more information.

Mobile Phones

- Visitors, peripatetic teachers, students and volunteers are asked to turn their mobile phones off and they are to be placed in a locked cupboard in the classroom they are working in. Lockers are available in the main office.
- Lunchtime staff must leave their handbags and mobile phones in the office – they will be stored securely
- Parents will be reminded at the beginning of meetings, assemblies, concerts, to refrain from using mobile phones or cameras, under any circumstances

Movement around School

- Pupils should walk around school in single file and stand in single file when waiting.
- No pupils should remain unsupervised in classrooms.
- Any person using the stairs should walk on the left hand side.
- No child should ever be unsupervised / unaccompanied when using the lift.
- Children will be encouraged and expected to use the handrail of the stairs at all times

Paper Cutters

Must be stored in cupboards, away from reach of children.

Children should NOT use paper cutters.

PE Equipment

- Gymnastic/climbing equipment is checked annually by an accredited contractor and repaired or removed as appropriate.
- Pupils are taught to use equipment safely.
- Where pupils have been taught to carry and set up equipment, this must be checked by a member of staff BEFORE it is used.

Playground

- The playground is zoned for different activities – basketball, football, quiet area and adventure trail. Pupils have to stay in the zoned areas when participating in chosen activities.
- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- Two members of staff from each key stage supervise the playground during morning playtime.
- Lunchtime supervisors will be allocated areas of responsibility for close supervision. They should never stand in twos and should be vigilant at all times
- One member of staff or Midday Supervisor should closely supervise the Spider's Web when in use.

Play Equipment: Outdoor Play Equipment, Use of Apparatus and Play Areas

- Timetable for play areas are given to staff at the beginning of each term.
- Children are reminded of how to use the equipment safely on an annual basis and/or more frequently if necessary.

Plimsolls

- Nursery and Reception children will only change into plimsolls for indoor PE. And for walking through the main part of the school; this is in order to facilitate the smooth transition from indoor to outdoor play

- KS1 children will take off their outdoor shoes as soon as they enter the building and carry them to their cloakroom areas where they will put their outdoor shoes into their box / shoe bag
- KS2 children will take off their shoes at the top of the stairs before walking on the carpeted areas.
- They will carry their outdoor shoes to the exit door (KS1) or top of stairs (KS2) where they will change into outdoor shoes. A classroom monitor will be responsible for ensuring plimsolls are stored in the respective plimsoll bag and stored in the respective class plimsoll storage box.

Pregnant Workers and Nursing Mothers

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

Running

No child should ever run in the school building

Safe Stacking and Storage

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

Security

Details of school security can be found in our Security Policy.

Shouting

- No member of staff is entitled to shout at children
- Children should never shout in school

Site Inspections

- The Site Manager inspects the site as part of his daily routine.
- Urgent matters are referred to the Headteacher or Business Manager and actioned ASAP.
- More routine matters are discussed at the weekly premises meeting between the Headteacher, Site Manager and Business Manager and actioned accordingly.
- The Headteacher and Site Manager inspect the site on a half-termly basis.
- The Headteacher, Site Manager and Health and Safety representative conduct a bi-annual health and safety survey and report back to the Premises, Health, Safety and Security Sub-Committee.
- The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the Premises, Health, Safety and Security Sub-Committee.

Slips, Trips and Falls

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Business Manager or Site Manager immediately.
- Staff should tidy the floor area frequently to remove trip hazards.

Staff lunches

To be kept in staff fridge only, located in staffroom and HT Room.

Staffs' Personal property

- Staff handbags, phones and coats must be locked in a cupboard.
- Mobile phones will not be used / accessed during lesson times or during any activity staff are in the company of children

Suntan cream

- Will be kept in classrooms and used as appropriate. Staff may help children to apply this.
- Children are encouraged to put on suntan cream before they come to school. They are also encouraged to wear a sunhat and long sleeves when the weather is sunny

Swimming

- a) We use Castle View Academy Baths for swimming lessons and follow the LEAs Code of Practice.
- b) Swimming instruction is provided by qualified swimming instructors.

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- A member of staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after-school clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, we would follow the Policy for Uncollected Children.

Toilets

- Children may visit the toilet ONE AT A TIME.
- They are allowed to go as needed during lessons in order to stop queues during playtimes.
- No child, unless they have a medical note should visit the toilet more than once during any lesson

Time-keeping

Buzzer for timings (KS1 and KS2)

8.44 – doors open, all teachers to be in classrooms and TAs on doors to welcome children (rota for both key stages)

8.54 – buzzer for start of day

8.45 gate locked

10.30 buzzer - playtime indicated – duty staff must follow the buzzer

10.43 buzzer– staff to collect children from yard

10.44 whistle blown

10.45 children should be entering school

12.00 buzzer - lunchtime

12.53 buzzer – staff to go out on yard to collect children

12.55 whistle blown

3.05 buzzer –end of school for KS1

3.10 buzzer – end of KS2 day

Transporting Pupils

Staff who transport children in their car MUST have business insurance.

MIDAS training for minibus driving has been undertaken by members of staff (Mr Bell, Mr Wilcox and Mrs Holland) Insurance for the minibus is from the company.

Water Bottles

- All classes should have children as monitors to fill water bottles

- Children may fill water bottles ONE AT A TIME.
- Children should not have to refill bottles during lessons
- Children do not need to ask permission to have a drink but should not do so during teacher talk time

Vehicles – vehicular movement on site

- Car parking is within the school grounds.
- The car park is closed between 08.30 and 09.00 and again between 15.00 and 15.30.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance or by alternative entrances in agreement with the Headteacher.
- Refuse collectors and kitchen deliveries park at the chorale where the bins are located and there is direct access to the kitchen.

Users of the premises: 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 Administrative Staff and will be asked to sign to say they have received it.

Inclusion Statement

At Hylton Castle Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities.

Pupils have Special Educational Needs if they have a learning difficulty which calls for special educational provision to be made for them. Pupils with a disability have special educational needs if they have any difficulty in accessing education and if they need any special educational provision to be made for them, which is anything that is additional to or different from what is normally available in schools in the area.

At Hylton Castle Primary School we undertake the duties, including in relation to **this policy**:

- Not to treat disabled pupils less favourably for a reason which relates to their disability
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To do our best by all disabled members of our school community in relation to the requirements of this particular policy

Equality & Diversity Statement

Hylton Castle Primary School fully recognises its duty to comply with equality and diversity legislation, and its Gender Equality Scheme sets out the school's aims in relation to equality and what it will do to ensure that equality is fully embedded in practice. The school fully acknowledges its responsibilities in terms of equality issues in relation to gender, age, race, disability, religion or belief, sexual orientation and gender reassignment, including in relation to **this policy**.

Hylton Castle Primary School is firmly committed to equality and diversity, and when carrying out our functions, we shall have due regard to the need: to eliminate unlawful discrimination and harassment; to promote equality of opportunity between men and women.

This Policy should be read in conjunction with the School's:

1. Safeguarding Policy
2. Display Policy
3. Arrivals and Departures
4. Child Protection
5. Behaviour Policy
6. CCTV Policy
7. Staff Handbook
8. Code of Conduct
10. Our school's Emergency Plan
11. Sunderland Council's Health and Safety Codes of Practice