



## STATEMENT OF GENERAL POLICY

# HEALTH & SAFETY

This policy is in addition to Complete Cares Corporate Health and Safety Manual and Health and Safety Guidance in order to benefit staff, pupils, visitors and other users of the premises. Copies of the Complete Cares H&S manual are available in the admin office

Our policy deals with those aspects over which the Head of Education and Learning 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 Head of Education & Learning discharges their 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.

### GUIDELINES

#### Responsibilities

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

**S.L.T.** will:

Decide policy.

- Give strategic guidance.
- Monitor and review health and safety issues through Senior Management Team (SMT – Head of Ed & Learning & Head of Inclusion ) reporting Senior Leaders Team (SLT).
- 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 **Head of Education & Learning** will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to (SLT) on pertinent issues regarding Health, Safety
- Report accidents and incidents on a termly basis to SLT.
- 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 SLT.
- Ensure relevant staff have access to appropriate training.
- Meet with the Head of Inclusion and Administration Officer on a fortnightly basis to manage site issues.
- Report to the Directors and Administration Officer any defects and hazards that are brought to his notice.

All **staff** will:

- Ensure that they have read the 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.

- 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 Head of Education & Learning , Site Technician or Administration Officer.
- Report any defects and hazards to the Site technician through recording in his file in the School Office.
- Report any concerns of abuse to pupils to the Head of Inclusion who is the Designated Safeguarding Officer
  
- Complete an Accident / Incident / significant event form, available in the School Office, in the event of a significant accident or incident of violence.
- Complete the students personal Folder in the staffroom to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

The **Site technician** will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Head of Education & Learning and Health and Safety Representative.
- Conduct a half-termly site check with the Head of Education & Learning.
- Meet with the Head of Education & Learning 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 Head of Education & Learning 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 Head of Education & Learning whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The **Health and Safety Representative** will:

- Conduct a termly health and safety survey with the Head of Education & Learning and Site technician and report back to the SMT/SLT.

The **Administration Officer** will:

- Report to the Head of Education & Learning and Site technician any defects and hazards that are brought to her notice.
- Liaise with the Site technician when organising health and safety works.
- Report to the Head of Education & Learning on any financial implications for health and safety issues.
- Meet with the Head of Education & Learning and Site technician on a monthly basis to manage site issues.

The **Lunch Time Supervisors** will:

- Report any health and safety concerns at lunchtime to the Head of Education & Learning.
- Ensure first aid cover is available at lunchtime.
- Ensure 'Accident / Incident / Significant Event' forms are completed for any serious incidents and file forms and ensure parents and LEA are informed.

**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 willfully 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.

## **ARRANGEMENTS**

### **Accidents and Incident Reporting**

- a) Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the accident book.
- c) More serious accidents or incidents of violence are recorded on a significant Event form obtainable from the School Office.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to 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.

- f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School 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.

### **Administration of Medicines**

- a) Our trained First Aiders administer medicines for chronic or long-term conditions.
- b) Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.
- c) Parents give written consent to authorise First Aiders to administer medication.
- d) Medication for asthma is stored in an unlocked cupboard in the School Office. Pupils are supervised by a First Aider when taking their asthma medication. **See Medication Police**

### **Control of Hazardous Substances**

The Site technician completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

### **Educational Visits**

The Head of Education & Learning, is the Education Visits coordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.

- a) Our procedures are based on the LEA's HASWA Guidance Note C1.

### **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

### **Evacuation of the Building**

- a) Fire exits are clearly labeled.
- b) Fire bells and fire doors are tested weekly by the Site maintenance.

- c) A fire drill is practiced once a term and reported by the Head of Education & Learning to the Directors.
- d) Fire appliances are checked annually.

#### First Aid Provision

- a) The Head of Education & Learning is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently eight. Their names are displayed in the School Office.
- b) First Aid is administered in the School Office.
- c) Portable First Aid kits are taken on educational visits and are available from the School Office.
- d) A qualified First Aider will go on any educational visit.
- e) The Admin officer will ensure the maintenance of the contents of the first aid boxes and other supplies.

#### Head Injuries

- a) Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- b) First Aiders contact parents by phone if they have concerns about the injury.

#### Head Lice

- a) If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents.
- b) A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- c) If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.

## HIV

- a) No person must treat a pupil who is bleeding, without protective gloves.
- b) Protective gloves are stored in the School Office.
- c) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

## Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. 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.

## Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

## Movement Around School

- a) Pupils should walk around school in single file and stand in single file when waiting.
- b) No pupils should remain unsupervised in classrooms.

## On Site Vehicle Movements

- a) Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff to open the door for them.
- b) If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

## PE Equipment

Gymnastic equipment is checked termly by the site technician and repaired or removed as appropriate.

## Playground

- a) The playground is used for different activities – basketball, netball for larger team games other areas close to the school will be utilized.
- b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.

- c) All members of staff are listed to supervise the students during morning break.
- d) All staff take part in Supervising lunchtime.

### **Pregnant Workers and Nursing Mothers**

The Head of Education & Learning will carry out a risk assessment in accordance with LEA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

### **Safe Stacking and Storage**

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

### **Site Inspections**

- a) The Site technician inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Head of Education & Learning or Administration Officer and actioned ASAP.
- c) More routine matters are discussed at the weekly premises meeting between the Head of Education & Learning, Site technician and Administration Officer and actioned accordingly.
- d) The Head of Education & Learning and Site technician inspect the site on a half-termly basis.
- f) The Head of Education & Learning conducts Risk Assessments on an annual basis or as and when necessary.
- g) All significant matters are reported to S.L.T.

### **Slips, Trips and Falls**

- a) 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 Head of Education & Learning, Administration Officer or Site technician.

## **Swimming**

- a) We use Atherstone Leisure Center for swimming lessons and follow the LEAs Policy Guidance Note.
- b) Swimming instruction is provided by qualified swimming instructors.

## **Supervision of Pupils**

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised.
- c) Staff should be in class when pupils come into class in the morning.
- d) Staff should be punctual in collecting pupils from the playground.
- e) The same duty of care applies when staff supervise pupils in after school clubs.
- f) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- g) Other staff on duty should inform supply teachers of their duties regarding supervision.

## **Transporting Pupils**

Staff should ask parents/volunteers who are transporting pupils to an event to complete a form entitled 'School Visits/Off Site Activities' obtainable from the Head of Education & Learning before allowing them to transport pupils.

## **Working During the Evening**

Staff sometimes stay late at school. During these times the Site technician is on site and supervises the school entrance. Staff should alert the Site technician that they are staying late (after 6pm) so that he can ensure lights are on and staff are safe.



## **REVIEW OF POLICY**

A review of the policy will be undertaken annually any amendments or updates will be reported to S.L.T.

Any new legislation or directives will be incorporated into the policy as necessary.

Reviewed: January 2108 Mr M Finnie (Head of Inclusion)