



Leighfield Primary School

Health and Safety Policy

Adopted by the Governing Body on 12th March 2013

Health and Safety Policy

1. Introduction

- 1.1 Leighfield Primary School assumed Foundation Status in September 1999. The governors of the school are the employer. The governing body takes responsibility for protecting the health and safety of all children and members of staff.
- 1.2 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

2. Responsibilities

THE HEADTEACHER is directly responsible for the day to day management of all health, safety and welfare matters and for ensuring, as far as is reasonably practicable that:

- The pupils at the school are safe.
- The right of an employee to be protected whilst at work is recognised.
- Risk assessments are prepared for hazardous activities and shared with relevant staff.
- Safe systems of work are established and operated, in consultation with staff.
- All employees are aware of the Health and Safety policies and of their responsibilities within these policies.
- Statutory guidance and Codes of Practice are followed.
- Employees are provided with adequate information, training and supervision.
- Care is exercised in respect of the landlord's property.
- Accident and incident reporting procedures are followed.
- All accidents and serious incidents are investigated.
- Governing bodies receive regular health and safety reports.

THE GOVERNING BODY of the establishment has direct responsibility for the health, safety and welfare of staff and pupils and for ensuring so far as is reasonably practicable that:

- The pupils at the school are safe.
- The right of an employee to be protected whilst at work is recognised.
- The policies of the County Council are implemented within the establishment.
- The establishment produces documents and implements its own Health and Safety Policy including appropriate procedures.
- Procedures for Fire Safety and First Aid are formulated and implemented.
- Adequate resources are devoted to the implementation of health and safety regulations, policies and codes of practice.
- It monitors the operation of Health and Safety policies through the receipt of regular reports and discussion at Governors' meetings.

THE HEALTH AND SAFETY COMMITTEE who meet at least three times per year, is comprised of staff and governors.

Their role is to:

- Monitor and review all aspects Health and Safety
- Carry out an annual Health and Safety Audit.
- Monitor the School Premises Health and Safety Procedure Document.
- Ensure appropriate actions are carried out as required.
- Report to the full governing body.
- Indicate issues with financial implications.

THE PREMISES OFFICER is responsible for:

- Maintaining the safety of the premises, as detailed in our School Premises Health and Safety Procedure Document.
- Making safe any immediate risks such as trip hazards when identified and arranging for the situation to be rectified.
- Arranging routine maintenance, such as PAT testing.
- Health and Safety induction of newly appointed staff.

ALL EMPLOYEES are responsible as far as is reasonably practicable for:

- Working safely and with due regard for the health, safety and welfare of themselves and others.
- Using plant, equipment and substances correctly, including the use of appropriate safety equipment.
- Co-operating with the management of the establishment and the LA on matters concerning health and safety including the investigation of accidents and incidents.
- Encouraging pupils and visitors to comply with health and safety requirements.
- Reporting to their immediate supervisor all accidents and incidents that may lead to injury and all unsafe or unhealthy situations or practices.

The degree of care excised in any circumstances will be greater where more than usual vulnerability is concerned e.g. when dealing with pupils, students or those with disabilities.

3. Risk Assessments

Risk Assessments are carried out for activities off site. This risk assessment will be carried out before setting off on a visit or activity. This is normally undertaken by the group leader. The risk assessment should include the following considerations:

- What are the hazards, and what levels of risk do they offer?
- What safety measures will be in place to reduce risks to an acceptable level?
- What steps will be taken in an emergency?

The risk assessments must be shown to the headteacher, deputy headteacher or member of the Senior Leadership Team, who will approve the activity.

The group leader will complete a report of the trip on their return, indicating any points to note for future trips.

Risk assessments for activities on site requiring special arrangements are carried out to identify possible hazards and actions required.

For residential trips, the risk assessment is sent to Leicestershire County Council, who will approve the trip.

4. Emergency Procedures

4.1 Fire

- Fire drills will take place at least three times a year. All school staff are made aware of the appropriate exits across the school and where to line up on the school playground. This information is displayed prominently around school.
- In case of an emergency, all occupants will leave the building by the nearest possible exit. Children to line up with their class group on the playground, facing away from the building. A roll call will be made. Responsibility for clearing and checking teaching areas will be that of the teachers within that area at the time. The administration area will be checked by the headteacher or office staff. If there is time, it will be the responsibility of the headteacher or office staff to ring the emergency services. To obtain an outside line from a school phone an extra 9 must be dialled before 999.
- If necessary the fire brigade will be called. If the authorised person is not available, then another member of senior staff must dial (9)999.
- Access must be clear for the fire brigade.
- Teachers will be expected, if possible, to secure the class register and take a roll call.
- Registers will normally be brought to the roll call area by the office staff or headteacher. Only when the headteacher, or their representative, has given permission will anyone be allowed back into the building.
- If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the mains.
- At all times fire doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building. The premises officer or headteacher will check this.
- Exits are clearly identified.
- Visitors to the school must sign in and out and should be aware of arrangements in the case of a fire.

- The headteacher and premises officer undertake an annual fire assessment of the premises.
- The premises officer carries out routine checks of the fire equipment and keeps records.
- There are two school fire wardens.
- Extinguisher Training may be offered to staff, approximately every 3 years.
- Details of fire drills are reported to governors in the Headteacher's Report.

4.2 Accidents

There are at least six nominated first aiders on the staff.
Accidents in the building or on the playground are referred to them.

A first Aid cupboard is kept in the First Aid area. A TA is nominated to keep the cupboard and boxes stocked.

The Headteacher will assume the responsibilities of the appointed person. In their absence, a teacher will take responsibility.

The responsibilities are:

- 1) to take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- 2) to ensure that the nominated TA keeps the first aid box stocked with designated items.

In case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian/ family member.

All injuries, whether staff, pupil or visitors must be entered in the accident book. An accident book for children's injuries is kept in each of the first aid area. Accident books, as well as Health and Safety/Hazard forms, are kept on the office.

All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.

Head injuries are to be regarded as potentially serious and staff on duty, including dinner supervisors, must inform either the Headteacher or class teacher if a child has banged his or her head. Notification must be also given to parents or guardians through the Head Injury Form and/ or sticker. In the case of very young children, either a phone call or direct contact with parents will be necessary.

No attempt to move an injured person should be made until appropriate examination and assessment has been completed.

Turning spaces in the car park are coned off to allow access for emergency vehicles at all times. Parents are regularly reminded to keep these areas clear through newsletters.

Fatal or Major injuries

These must be reported immediately by telephone to Health and Safety Executive, the police and the Chair of Governors.

Dangerous occurrences must also be reported immediately. Accident forms must be completed and sent to the Rutland County Council.

In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

The LA Safety representative must also be informed of injuries and dangerous occurrences.

Immediate Actions

1. Necessary medical attention must be given first priority and the safety of all must be ensured.
2. Parents/guardians or next of kin must be contacted as soon as possible. If parents or next contact person cannot be contacted or are unable to cope, where possible the school will provide an escort.

An ambulance should be called for anyone requiring hospital treatment.

5. Out of School Hours and visitors to school

- 5.1 Anyone using the school premises after normal school hours (i.e. FOLS or governors) will need to be aware of the Health and Safety Policy as it relates to them.
- 5.2 Precautions must be taken for large gatherings such as plays.
Appropriate emergency exits must be unlocked and pointed out.
- 5.3 If the premises officer discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.
The Headteacher must be informed immediately.

Contractors

All contractors and visitors to school must report to reception. Their names will be entered into a visitors' book and they should sign out when they leave.

Contractors:

1. State the nature of their visit and to outline any potential health and safety dangers associated with the work.
2. Create a safe and secure barrier for working.
3. Use electrical equipment only if tested to the appropriate standard.
4. Proceed cautiously and not to undertake any action which may be a hazard to any individual in the school. This will particularly apply to the use of electrical appliances, the use of tools or hazardous substances. If in doubt, they should consult with the headteacher, senior teacher or nearest class teacher.

Visitors

1. Report to reception to sign in and out of the premises.
2. Do not leave the reception area without permission of the Headteacher or other suitably responsible individuals (i.e. senior teacher, secretary or class teacher).
3. Do not visit any other part of the school unless with permission from the Headteacher or their proxy.
4. Anyone collecting children must wait in reception whilst the secretary brings the child to reception, unless office staff have signed them in and agreed to them entering the school.

After School Clubs

Club leaders will maintain their own club registers and will take their own roll call in the event of emergency evacuation.

Club leaders are responsible for handing the child over to the person collecting them and collecting a signature, unless permission has been granted by their parents for the child to walk home.

They will be given a club leaders handbook.

6. Medicines

Non-prescription medicines should not be brought to school.

Exceptions will be taken when a child suffers from conditions which require on-going medication. Where possible, medication should be administered by parents.

Where this is not possible the Headteacher or a specified member of staff will be responsible for administering such medicine. A medicine form must be completed by parents and include written directions for administering the medicine.

Asthma Inhalers may be used and kept in the child's classroom. Teachers must ensure inhalers are accessible.

Where a child is known to suffer from a medical condition, a risk assessment will be prepared and agreed with parents and circulated to staff.

6.1 Allergies

Where pupils require an EpiPen for allergies this is to be kept in a clearly labelled box in the staffroom cupboard, away from children but not locked. The school nurse gives regular training to staff. In the event that the pen needs administering, one staff member would administer the pen and another phone for an ambulance in the event of a reaction.

6.2 Epilepsy

1. If a known sufferer of epilepsy suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit them quietly and to closely monitor their condition. If the person suffers an injury during the seizure, then immediate first aid should be given.
2. If the fit is violent and /or prolonged, medical help should be sought, or ambulance called as well as contacting parents, or partners in the case of adults.
3. All staff are to be informed of children who have epilepsy and are to be aware of action to be taken.
4. If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

6.3 Asthma

- Names of pupils with asthma are included in the medical list with each register and in the Supply Teacher File.
- Medical information regarding staff with asthma is kept in the office.
- Children's named inhalers and spacers are normally kept in the classroom. They can take their inhaler to the playground if that is appropriate for them or alternative arrangements may need to be made on an individual basis.
- On trips the inhaler should be kept in the person with asthma's bag and the group leader be notified by the trip leader. For very young children, the group leader may need to carry the inhaler.
- Adult's inhalers are kept in an appropriate place for them to access, which other staff they usually work with should know about.

Signs of an Attack

- Coughing
- Being short of breath
- Low volume repeated clearing of throat/ cough
- Wheezy breathing
- Tight feeling in chest
- Being unusually quiet

What to do

- Keep calm and encourage the person with asthma to breathe calmly and slowly
- Ensure the inhaler is taken immediately. Assist young children if they need it.
- Loosen tight clothing
- Stay with them and try to keep them calm. Keep them upright.
- If no improvement, ensure the inhaler is used every minute for 5 minutes. Do not worry about overdosing. If it is still needed, continue to give it.
- Dial 999 if:
 - no improvement after 5 minutes or
 - if lips start to turn blue or
 - the person with asthma is too exhausted to speak or
 - if you are in any doubt

The patient should continue to use the inhaler until help arrives.

- Phone parents or contact numbers held by school.

7. Supervision of pupils

7.1 The beginning of the day

- Our staff are on duty from 9.00am.
- The premises officer ticks the children off the school buses and younger children enter school. KS2 pupils go to the playground.
- The teachers open their cloakroom doors after the first bell at 9.00am. The children come into the cloakroom areas and then move quickly through to their classrooms. Registration is at 9.10am.
- Reception staff will be on duty in the classroom area to welcome children and parents prior to registration at 9.10am.

7.2 Break

- At least two teachers are on duty.
- Children at break are the responsibility of the teacher on duty, who should ensure that they are present on the playground promptly at the beginning of breaktime.
- When the bell goes at the end of break, the class teachers open the cloakroom doors to let pupils in from the playground.

7.3 Wet Playtimes

Children remain in class and are monitored by the teachers on duty.

7.4 Lunchtimes

Lunchtimes are the responsibility of the Headteacher, Deputy or member of the Senior leadership team, assisted by the Midday Supervisors.

On wet days the children will remain in their own classrooms at lunchtime. There are specific activities in each class which can be used during wet lunchtimes.

7.5 The End of the Day

All teachers oversee the cloakrooms and the safe passage of children out of school. Children who are not collected should report to reception.

The two teachers on bus duty are responsible for taking the bus register and safely escorting the bus children to the bus.

The teachers are on duty for 10 minutes after the end of the school day.

7.6 Missing Children

If a child should leave the premises during the school day or if a child cannot be located after school, an initial search of the building and grounds will be carried out by staff. If this initial search is not successful, parents and the police will be called as a priority.

8. Child Protection

8.1 There is at least one named person responsible for child protection in the school.

8.2 If any teacher suspects that a child in their class may be a victim of abuse, they should immediately inform the named person about their concerns and complete a concerns sheet. These are stored in a locked filing cabinet.

8.3 The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating incidents. We handle all cases with sensitivity and we place paramount importance on the interests of the child.

8.4 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

8.5 A central record is held at the school, with details of CRB clearance and qualifications of staff and regular volunteers.

8.6 Visitors employed by outside agencies, but working in school (eg club leaders), are required to produce their CRB clearance.

8.7 There is a leaflet for volunteers as guidance of what to do in the event that they have concerns about a child.

9. Personal Safety

9.1 When working alone on school premises staff should ensure all security doors are kept shut and there is access to a phone. In every case another person must be informed of their whereabouts. This may be a family member or other member of staff. Staff must avoid working at height and not use ladders unless another person is on the premises.

9.2 Violence to Staff

- If any member of staff is subjected to verbal or physical abuse or to any aggression on school premises, they must inform the Headteacher immediately.
- Staff are asked to keep written accounts of such episodes.
- Appropriate steps will be taken by the headteacher to deal with such situations.
- If necessary, the police, Governors and LA will be informed and involved.

9.3 Dealing with Potentially Violent Situations

Where members of staff feel that a given situation with an adult may lead to violence, either toward themselves or children in their care, they should attempt to do the following:

1. Try to have another member of staff present at the meeting.
2. Try to calm the person down, whilst at the same time alerting the headteacher, or any other adult to the situation.
3. Anyone behaving aggressively should be reminded that their manner is giving cause for concern and that if they fail to calm down they will be asked to leave the premises.
4. Any negative response to this statement will lead to a warning that the police will be called and they will be removed.
5. Under no circumstances should staff attempt to physically restrain the aggressor unless this in self-defence.

10. Sun Safety

- Shady areas are available at playtime and dinnertime.
- All children are encouraged to bring a hat and sunscreen to school. Sunscreen must be named and kept in the child's bag.
- Children must apply their own sunscreen as staff are not permitted to apply it. It may not be used by any other pupil.

11. Ladder Safety

- Staff and pupils must not stand on the furniture in school. A ladder must be used for reaching places above your reach. Always make sure another person is on the premises if a ladder is to be used.
- Carry a mobile phone in your pocket if you have one.
- The Health and Safety Executive advice leaflet is displayed on the staffroom board.

12. Chemicals

A data sheet of hazardous chemicals is kept by the premises officer. This includes where they are stored and what they are used for.

13. Related Policies

School Premises Health and Safety Procedure
Child Protection and Safeguarding
Safe and Secure use of ICT
Food
Pandemic Influenza
Drugs
Sex and Relationships
Personal, Social and Health Education

14. Vehicles

Pupils and parents use the Millennium path before and after school. Parents are asked not to bring cars down the drive, unless there is a reason to bring their vehicle into the car park, such as collecting a sick child.

15. Training of Staff

The Headteacher will be responsible for ensuring that all staff have adequate training in the health and safety matters directly relating to them and their areas of responsibility.

16. Monitoring and Review

16.1 The governing body has a named committee with responsibility for health and safety matters. It is these governors' responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regards to health and safety matters. The governors in question will also liaise with the external agencies if necessary.

16.2 The headteacher reports to governors annually on health and safety issues.

16.3 This policy will be reviewed at any time at the request of the governors, or at least once every three years.

Approved and accepted by the Governing Body on