

Heptonstall J & I School

Health & Safety Policy



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1. Statement of Policy

- 1.1 The Governors of the schools recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come on to the school premises. It is the intention of the governors that for health and safety purposes the school will apply all health and safety instructions and advice issued by the Education Department.
- 1.2 The Executive Headteacher / Head of School is required to draw up the necessary arrangements to secure compliance with the health and safety requirements, to write them down and circulate this information to all staff and Governors, and subsequently to monitor implementation of the arrangements as appropriate. In her absence one of the Deputies/senior teachers will be nominated to take on this role.
- 1.3 Our policy deals with those aspects over which the Executive Headteacher / Head of School 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 Executive Headteacher / Head of School discharges her responsibilities in respect of staff, pupils and visitors. This policy should be read in conjunction with the Emergency plan which sets out how the school should deal with emergencies.

2. Purpose

- 2.1 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.
 - Ensure 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.

3. Duties and Responsibilities

- 3.1 General duties for all management include:
 - To produce a written statement of the Health and Safety requirement for the school and to bring it to the attention of all the staff.
 - To regularly monitor the Health and Safety arrangements of the school and seek to resolve any Health and Safety related problems which arise
 - To refer to the appropriate authority any Health and Safety matters which cannot be resolved at school level or for which responsibility lies elsewhere
 - To note all Health and Safety instructions and advice issued by appropriate bodies and to ensure that they are brought to the attention of all staff. To keep a file of such information and make this information available to all staff.
 - To co-operate with the Health and Safety representative and support them in the carrying out of duties.
 - To ensure that all areas of the school are inspected once per term and to complete the Safety Assessment Summary annually.

- To ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrences.
- To ensure that all visitors, including maintenance contractors, are informed of the hazards on site of which they may be unaware and that work undertaken is carried out with due regard to the Health and Safety of staff and pupils.
- To ensure that new employees are briefed about Health and Safety arrangements and to ensure, where practical, that they receive a copy of the School's Health and Safety statement and the opportunity to read it before starting work.
- To ensure that any necessary protective clothing and equipment is used and that it is properly maintained and renewed when required.
- To ensure that effective arrangements are in place to facilitate ready evacuation of the buildings in the case of fire or other emergency, and that firefighting equipment is available and maintained.

3.2 The **Executive Headteacher / Head of School** will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Executive Headteacher / Head of School report.
- 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 governing body
- Ensure relevant staffs have access to appropriate training.
- Meet with the Finance and Estates personnel regularly manage site issues.
- Report to the Finance and Estates personnel any defects and hazards that are brought to their notice.
- Assign First Aid Cover at Lunchtimes

3.3 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 Executive Headteacher / Head of School or School Office Manager.
- Report any defects and hazards to the School Office Manager.
- Report any concerns of abuse to pupils to the Executive Headteacher / Head of School who is the Designated Safeguarding Lead.
- Complete the Accident book and Health and Safety concerns book available from in the School Office, in the event of a significant accident or incident of violence.
- Update the medical notice 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.

3.4 The **Site Supervisor- Contracted HSCS LTD**:

- Ensure that they are familiar with the school's Health and Safety Policy.
- Meet with the Executive Headteacher / Head of School or Office Manager on a regular basis to basis to manage site issues.
- Test and record the fire bells and fire doors weekly.
- Test the Sprinkler system weekly

3.5 The **School Office Manager** will:

- Report to the Executive Headteacher / Head of School any defects and hazards that are brought to their notice.
- Conduct a termly health and safety survey with the head teacher.
- Conduct a half-termly site check with the senior leaders.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.
- Inform the senior leaders whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Contracted works should also be placed in the School diary and School office informed so that contractors can sign in complete a Visiting Contractors form (VC1/04)
- Maintain a record of hazardous substances used for cleaning and similar purposes.

3.6 The **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.

3.7 The **Midday Supervisors** will:

- Report any health and safety concerns at lunchtime to the Executive Headteacher / Head of School / School Office Manager
- Ensure aware of who is assigned first aid cover at lunchtime.

3.8 The **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.

3.9 **Parents** are expected to:

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

4. Arrangements

Accidents and Incident Reporting

- 4.1 Any accidents or injuries sustained by a child or adult during the school day **MUST** be recorded in the Accident Books which is located in each classroom, staff room, school office and Hall.
- 4.2 Details of date, time, occurrence, injury and action taken should be stated in every case.
- 4.3 If possible, the member of staff first notified should deal with the occurrence but if this is not possible another member of staff should be alerted. Under no circumstances should other children be left unattended e.g. playground duty or classroom, in order to administer first aid.
- 4.4 Most incidences will involve minor injuries and first aid can be competently administered by a member of staff.
- 4.5 Please remember to follow the guidelines relating to spillage of body fluid's which is displayed next to the First Aid cabinet.
- 4.6 Plastic gloves should be worn at all times when dealing with open wounds or spillage of body fluids. Used tissues that are contaminated with body fluids should be disposed of in a yellow contaminants plastic bag.
- 4.7 If there is cause for concern regarding an injury a second opinion should be sought.
- 4.8 **Incidences involving head injuries should always be reported to the Executive Headteacher / Head of School and a phone call made to the parents.**
- 4.9 Where an accident results in a serious injury (see point 5 definition below) the Executive Headteacher / Head of School or the Deputy Heads of School should be informed immediately. All major injuries and dangerous occurrences should be reported to the Health and Safety Team, by completing the relevant form and sending it via email to Calderdale's Health and Safety officer, Email: lee.broadbent@calderdale.gov.uk Any serious accidents at school or the before and after school club should be reported also. This is necessary for accidents to children or staff involving 2 or more hours away from school or Hospital treatment. For these incidences record as much information as possible on a major accident form and notify the Executive Headteacher / Head of School as soon as possible. RIDDOR systems will be instigated following any serious incident occurring in school or child care provision.
- 4.10 Parents will need to be informed straight away if it is considered necessary to take a child to hospital. When parents cannot be contacted, the Executive Headteacher / Head of School/Deputy Executive Headteacher / Head of School's will assume full responsibility, taking such action as is necessary until the parent or responsible relative is located.
- 4.11 If a serious injury occurs, an Ambulance will be called by the Executive Headteacher / Head of School, and an adult will accompany the child if the parents cannot be located.
- 4.12 In the event of a fatal injury, the chair of Governors must be informed. Nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out by the local authority Health and Safety team.
- 4.13 **Serious Accident Definitions**
 - Persons or child needs hospital for treatment due to the incident either taken directly from school, or in an ambulance is called, or if they attend hospital at a later date.
 - Broken Bones.
 - Police attendance

5. First Aid

- 5.1 Any adult on the school pay roll can administer emergency first aid if a trained first aider is not available.

- 5.2 The first aid boxes are located centrally throughout the building, they are held at top of the hall, one in the kitchen, one in each classroom, one in the medical room and one in the staff room and School office. The Defib is stored in the medical room.
- 5.3 It is the duty of all first aiders to check the first aid box and to replenish any shortages.
- 5.4 The organiser of each educational visit should be responsible for tasking the first aiders on the trip to take with them a travelling first aid kit.
- 5.5 A large proportion of staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.
- 5.6 The only items permissible in the first aid kit are:
- A leaflet giving general guidance on first aid (in first aid cupboard).
 - Individually wrapped adhesive sterile dressings.
 - Sterile eye pads with attachment.
 - Triangular bandages (sterile or, if not, with suitable sterile coverings for serious wound).
 - Safety pins.
 - Selection of medium, large and extra-large sterile un medicated dressings.
- 5.7 **Accidents involving external bleeding, normal first aid procedures should be followed. First aiders should ensure that:**
- Disposable gloves should be worn at all times.
 - When bleeding has stopped, blood should be washed off the surrounding skin with plenty of water but without disturbing the wound.
 - Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
 - Contaminated surfaces should be cleaned thoroughly.

6. Hazards

- 6.1 All staff must report to the Executive Headteacher / Head of School and / or school office manager any hazards observed around the school. The hazard will be removed if possible, or will contact the appropriate services to deal with it. In the meantime, it may be necessary to provide temporary rectification. Rubbish and combustible material should not be left in escape routes or in the boiler house.

7. Art, Design and Technology

- 7.1 The school will adopt the safety guidance issued by the local authority entitled 'Safely Made'.
- 7.2 Staff must ensure that:
- Pupils are supervised at all times
 - Protective clothing and eye protection is worn where appropriate
 - Sharp edge tools are store safely
 - Tools must only be used for their intended purpose
 - Only low temperature Glue guns can be used and should only be used when supervised

8. Asbestos

- 8.1 The school will adopt the Calderdale asbestos [policy\[JA1\]\[SG2\]](#) as published in the Health and Safety document. A Premises Asbestos Management Plan (PAMP) is located in the School office and is updated regularly by the site team and SLT.

9. Boiler Room

- Access to the boiler room is limited to authorised persons only.
- The site manager will have direct responsibility for the maintenance and upkeep of the boiler room.
- Unobstructed access will be maintained to all controls, pumps etc.
- Children are not allowed in the boiler room at any time unless under the direct supervision of a member of staff and with a particular purpose.

10. Bomb Threats

- The school will adopt the local authority policy on dealing with bomb alerts.
- Whoever is made aware of the threat must use the form below to record the initial details
- If a bomb threat is made, the person receiving the threat should take careful details of the message and note the exact time.
- The police should be informed immediately.
- Evacuation to The Playpark, Heptonstall
- A search will be initiated when the Police and Fire service arrive.
- The Executive Headteacher / Head of School will decide when the building should be re-occupied.

11. Control of Hazardous Substances

- Substances which are hazardous to health will be kept in adequately labelled, suitable containers in the COSHH store which will be kept locked when unattended during the day.
- COSHH Risk Assessment sheets relating to all substances identified on the Calderdale List will be held in the COSHH File located in the Facilities Manager office.
- These sheets, along with the CLEAPSS Hazards and documentation <http://primary.cleapss.org.uk/> provided in relation to cleaning and caretaking cover all potentially hazardous substances kept on the premises.

12. Caretaking and Cleaning – Outsourced to HSCS LTD

- The caretaking and cleaning staff will be kept up to date with new safety publications / training.
- All substances will be in labelled containers with the name of the substance and directions for its use.
- Washing and toilet facilities will be maintained to ensure they are clean.
- Waste, scrap etc. will be disposed of safely by the cleaners.
- Every effort will be made to ensure all external paths, fences; play areas are in good condition and are adequately lit.
- Any defects noticed while carrying out daily cleaning and care taking duties should be rectified immediately if possible or reported to the Site Manager by all the staff.
- All cleaning materials and equipment will be kept in the site manager's store/cleaner's cupboard which will be kept locked at all times when not in use.

- The Site Manager will be responsible for supplying appropriate protective clothing which will be kept readily available and used when necessary.
- Electrical equipment will be checked regularly by the competent person and a record kept of inspections and repairs.
- The interior of the school building will be kept clean at all times.
- Washing and toilet facilities will be maintained in clean and sanitary conditions

13. 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 the oven.
- All work areas/utensils should be kept clean.

14. Contractors

- The school will adopt the policy for contractors working in Educational.
- The School Office Manager will make periodic checks on contractor's activities.
- All contractors will be required to report to the Admin office before starting work during term time and to the Site Manager/School Office Manager/Head of School during holiday periods.
- All contractors will report to the School Office Manager before starting work.
- Contractors will be required to complete the Visiting Contractors form[SA3] (VC1/04) before they are allowed to commence works.

15. Educational Visits

- All school visits will take place in accordance with the School policy/guidelines on School visits.
- A risk assessment must be carried out before permission is given for a visit.
- The Executive Headteacher / Head of School must give permission for any school visit.
- Evolve will be completed for all visits.
- Letters should be sent out to parents in good time before the visit giving full details on the visit, cost, dates, transport arrangements, clothing or equipment needed.
- Parents should give consent unless it is a local area visit and parental permission has been given through the Parental Permission form sent out at the beginning of the year.
- The staff/pupil ratio will vary according to the age of the children and the nature of activities. See School Educational Visits policy for further details on ratios.
- Adults in charge of groups containing children with medical conditions should be made aware of this and any medication required e.g. inhalers should be taken with the child.
- Each group should carry a First Aid kit and there should always be a member of staff who is First Aid trained.
- Each group leader should have a copy of the proposed itinerary and routes and one copy should be left at school with the list of children.
- If the trip is out of school hours then an agreed contact person should be informed so that information can be relayed to parents.
- In the event of an accident or emergency similar procedures should be adapted to those required within school.
- Staff should carry out regular headcounts and have agreed procedures in the event of children or groups becoming separated from the main party.

16. Electrical Testing

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.
- The school has a Fixed wire test undertaken every 5 years.

17. Evacuation of the Building

- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each classroom.
- Fire bells and fire doors are tested weekly by the Site Manager.
- A fire drill is practised once a term and reported by the Executive Headteacher / Head of School to the Governing Body.
- Fire appliances are serviced annually by an approved contractor and checked monthly by the Site Manager.
- **For full information, please see document: Evacuation Procedures**

18. Extra-Curricular Activities

- Parental permission should be obtained for all children taking part in school activities outside normal school hours.
- Parents must be informed in advance if after school activities have to be cancelled. Where this is not possible efforts must be made to contact the parents, or pupils must be kept in school until the time they normally leave at the end of the activity.

19. Head Lice

- If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents.
- A general letter is sent to the parents of all pupils in a class if there is a case of head lice.

20. Hot Drinks

- Hot drinks in an open top mug may be offered in a designated safe area where there are no pupils present.
- All hot drinks taken out of the staff room into school must be in a sealed thermostat drinking cup.
- If a pupil should inadvertently be brought into a room where hot drinks are being consumed, then every effort must be taken to minimise potential risk to the pupil.
- All staff on playground duty who do not get a break may have a hot drink, provided that the drink is served in a sealed thermostat drinking cup and it is not left unattended in an area where pupils are present. Or alternatively, if an open top mug is utilized in a designated safe area.

21. Kitchen Staff

- Kitchen staff will be kept up to date with relevant safety publications.
- All flexible cables and plugs will be regularly checked for damage.

22. Manual Handling

- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.
- Any task within a job role that requires specific manual handling (e.g. Support

Assistants/catering staff) will be risk assessed and the necessary formal training will be given

23. 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

24. On Site Vehicle Movements

- Car parking is separate to the school grounds.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance in the yard.
- Car park has a speed limit of 5 mph in place.

25. Physical Education

- The teacher with responsibility for physical education will carry out a safety audit each term and submit a written report to the Executive Headteacher / Head of School on any maintenance required
- Current safety publications will be brought to the attention of all staff
- P.E. lessons will only be taught by appropriately qualified staff
- Gymnastic equipment, fixed and portable will be inspected by contractors annually.
- All equipment will be checked by teachers each time it is used and defects reported immediately to the PE Manager.
- Safe storage and handling techniques will be taught throughout
- Staff will pay particular attention to the supervision of pupils with medical conditions
- If a parent has put a restriction on a child's activities on medical grounds, it is the parent alone who can remove it.

26. Playground

- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- There will be the minimum of 3 members of staff supervise per year group in the playground during morning/afternoon playtime and lunch times.
- One member of staff or Midday Supervisor should closely supervise the climbing frame when it is in use.

27. Pregnant Workers and Nursing Mothers

- The Executive Headteacher / Head of School will carry out a risk assessment in accordance with the local authority guidance and template.
- Appropriate action will be taken to ensure a pregnant/ nursing employee is not exposed to any significant risks.

28. Pupil Protection for science/DT activities

- Wear clean aprons and no loose clothing
- Tie back long hair
- Wash hands thoroughly
- Cover cuts and scratches with water proof dressings
- Pupils should not carry hot liquids
- Should be supervised at all times

29. Safe Stacking, Storage and Ladders

- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.
- The school will adopt the Calderdale policy on the safe Use of Ladders as[JA4] published in the Health and safety document.
- All ladders and work platforms on site are inspected every 6 months by A N OTHER and a ladder register maintained.

30. Site Inspections

- The Office Manager / Site Supervisor / Head of School inspects the site as part of their daily routine.
- Urgent matters are referred to the Executive Headteacher / Head of School or Office Manager and actioned ASAP.
- More routine matters are discussed at the weekly premises meeting between the HR Director Manager and Head of School / Office Manager and actioned accordingly.
- The Executive Headteacher / Head of School / Office Manager /Site Supervisor will inspect the site on a half-termly basis.
- The Executive Headteacher / Head of School, Office Manager / and Health and Safety representative conduct a termly health and safety survey and report back to the governing body.
- The Executive Headteacher / Head of School / Office Manager will review risk assessments on an annual basis or as and when necessary.
- All significant matters are reported to the governing body.

31. Slips, Trips and Falls

- 32.1 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, and worn carpet, trailing cables to the Executive Headteacher / Head of School or Site Manager.

32. 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.
- 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, the emergency procedure should be followed[JA5].

33. Swimming

- We use Todmorden Swimming Pool for swimming lessons and follow the LAs Policy Guidance Note.
- Swimming instruction is provided by qualified swimming instructors.

34. Training

- All staff will be made aware of the school policy.
- Any specific training which is required in order to carry out the detail of the policy will be funded from the school budget.
- All new members of staff will receive induction training in safety issues.

35. Other policies and procedures

This policy will be supported by the following policy and procedures:

- Business Continuity Plan
- Evacuation Procedures
- Medical Conditions , Medicines and First Aid Policy
- School Accessibility Plan
- School Trips Policy
- School Asbestos Plan (PAMP)

Communication of Information to Users of the premises:

- All staff will be notified of the policy after each revision (displayed on staff board and staff areas)
- Contractors will be provided with a copy of the policy
- Any persons booking the school will receive a copy of this Health and Safety Policy.

REVIEW OF POLICY

A review of the policy will be undertaken annually. Any amendments or updates will be reported to the full Governing Body.

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

Signed by Executive Headteacher / Head of School

Signed by the Chair of Governors