



Water Mill Primary School Health and Safety Policy

INTRODUCTION

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. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

RESPONSIBILITIES, DUTIES & OBLIGATIONS

The Governing Board, Headteacher and the Health and Safety Co-ordinator (currently the Headteacher) accept prime responsibility for the implementation of, and adherence to the current legislation and aim to maintain safe premises, systems of work and provide adequate training.

All staff accept their duty under Health & Safety Law to take reasonable care to avoid injury to themselves and to others by their work activities, and co-operate with management and each other in meeting statutory requirements. A poster showing an overview of the Law is displayed in the staffroom.

RISK ASSESSMENT

The Site Manager, Headteacher and, when possible, a member of the Governing Board will carry out school site risk assessments at least annually & more frequently if a potential hazard is suddenly identified. (See Premises Management Policy and Risk Assessments)

The Headteacher & relevant member of staff will carry out risk assessments for particular circumstances, events etc. e.g. a school visit.

Those carrying out the risk assessment will:

- Look for hazards;
- Decide who might be harmed and how;
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done;
- Record the findings
- Review the assessment from time to time and revise it if necessary.

(Hazard - a situation with the potential to cause harm arising from a work method, use of equipment, substances etc. Risk - the likelihood that the potential from the hazard will be realised)

The Governing Board will discuss any Health and Safety Reports/Risk Assessments when necessary. Health & Safety is a standing agenda item at board meetings.

EMERGENCY EVACUATION / FIRE DRILL

The emergency evacuation of the school is practised at least once per term. Fire notices are displayed in each classroom. It is important to keep corridors, doors and staircases clear to allow easy movement of classes, especially in an emergency.) Lockdown (internal safety closure) is practised at least annually. (See Lockdown/Emergency Evacuation Procedures

ELECTRICAL / P.E. EQUIPMENT / FIRE EXTINGUISHERS / FIRE & BURGLAR ALARMS

All gas, water, electrical and PE equipment, alarms and extinguishers are subject to the minimum of an annual safety check.

Staff must follow our emergency evacuation/lock down procedures in the event of an incident (see evacuation procedures).

SAFETY PROCEDURES

Staff must use the correct equipment for working at height, as directed. It is not safe to climb on chairs or desks.

All staff must be aware of our asbestos management plan and where there is known asbestos in school.

Any contractors working on site must read and sign our asbestos register.

SMOKING POLICY

The school follows the LEA's no-smoking policy.

STAFF SAFETY

Should any incident involve physical violence, verbal abuse or other aggressive behaviours against a member of staff, the Headteacher will report this to the appropriate departments of LA and the Chair of Governors and support the teacher in question if he or she wishes the matter to be reported to the police.

Staff are advised to always remember the following

- Always be aware of personal safety.
- Not to see parents/carers alone if there are any doubts about the parents' behaviour.
- Always try to inform someone that they will be seeing a parent/carer when the meeting takes place outside the usual consultation times.
- Always ensure a position where there is a clear exit.
- To follow 'lone working' guidance.

Staff should be careful to follow guidance concerning lifting heavy objects and not standing on inappropriate furniture when reaching above head height.

Staff should observe safety signs on staircases and hold onto hand rails.

CHILD PROTECTION & SAFEGUARDING

There are 4 designated senior leads for safeguarding and child protection in the school. These are the Headteachers, Paula Rudd and Martin Hill, Assistant Headteacher, Claire Hoyer (Lead DSL) and After School Club Play Manager /Damian Johnson who have all received the appropriate training. All staff have a responsibility for safeguarding our pupils.

If a member of staff suspects that a child may be the victim of abuse, they should inform one of the above people about their concerns at the earliest opportunity and record this on CPOMs. (see Safeguarding and Child Protection Policy).

The school's named child protection officer works closely with Social Services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child and the suspicions/facts remaining confidential within the school's staff on a 'need to know' basis.

We follow safer recruitment procedures for all adults working in school and require all adults employed in school to have their application vetted in accordance with these procedures to ensure that there is no evidence of offences involving children or abuse. This check also applies to adult volunteers & students/tutors working in school as well as School Governors.

SAFETY IN CURRICULUM ACTIVITIES / PLAYTIMES

It is the responsibility of each teacher/teaching assistant to ensure that all activities are safe. If a member of staff does have any concerns about pupil safety, they should draw them to the attention of the Head Teacher before the activity takes place.

It must be remembered that only qualified teachers have the legal responsibility for his/her class. No unqualified person should ever be left in sole charge of a class during schools hours, unless there is agreement by the Head Teacher (see lunchtime arrangements/student teachers).

Pupils should not be put in the position of possible danger when helping staff e.g. standing on furniture, lifting heavy items etc. Children should never be left alone in class without the supervision of an appropriate member of staff.

Children are expected to move quietly and sensibly around school, either as individuals or in classes. Special care should be taken on the staircases.

We do not take any child off the school site without the prior permission of the parent. When using transport we only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. Risk assessments are completed for all off site visits.

(See Educational Visits Policy)

At playtimes it is the responsibility of the members of staff on duty to ensure supervision is well managed by being in the playground at the correct time (see timetable) and whilst on duty changing their observation point regularly, doing their best to scan the whole scene. All classes are supervised into the playground by an appropriate member of staff. Staff deal with any problems as they arise and take what they consider to be appropriate action in line with the relevant school policies.

If an accident does happen, resulting in an injury to a child, a member of staff will do all s/he can to aid the child concerned. We keep a first aid box in the main reception hall as well as additional boxes in the corridors. The specific staff at the school have been trained in first aid (names and pictures are outside the office door): However all staff in school have taken part in basic first aid training and are able to carry out basic first aid.

Should there be an incident involving injury or a medical emergency to a child or adult, one of the above-mentioned members of staff will be called to assist. If necessary, the school office manager or Head Teacher will telephone for emergency assistance.

We record all incidents involving injury to pupils in the school **Accident / Incident Book** kept in the main reception hall. We inform parents in all but minor cases through completing the school's standard accident note (kept by the Accident Book). Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. The same rules of severity apply to a child who is unwell. **Contact Forms:** Kept in PPA office. (NB: *These forms are strictly confidential*). If a child is subsequently taken to hospital as a result of an injury this is reported to the LA via the online form.

For accidents involving injury to staff information is recorded on the LA accident report online form a copy of which is then sent to the LA.

(See relevant sections of the Staff Handbook, Asthma Policy, Administration of Medicines & School's Prospectus)

All staff and pupils are asked to follow our hygiene and infection control policies. Staff are requested to notify the headteacher or site manager of any potential health & safety risks and to read and follow risk assessments.

THE SCHOOL CURRICULUM

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, we regularly have assemblies involving our local police and fire officers. Also, through various topics we teach children about the danger of fire, how to avoid accidents, about hazardous materials and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in various areas where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment e.g. awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the PSHE and the Relationships and Sex Education Policies.) We teach about healthy relationships and wellbeing through the Relationships curriculum. Online Safety is taught through these areas of the curriculum and through the Computing curriculum.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship. (See RE & Collective Worship Policies).

Each class has the opportunity to discuss problems or issues of concern with their teacher. Staff use designated lesson time to help children as a class discuss and overcome any fears and worries that they may have. Staff handle these concerns with sensitivity and will talk to small groups during break times if it is more reassuring for the children concerned than a whole class situation.

SCHOOL SECURITY

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. CCTVs are positioned around the school with a monitor in the School office. CCTV can be used to identify risks, monitor the site and building and to record incidents. (see CCTV Policy)

We require all adult visitors, including staff, to sign in on the monitor in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any unknown adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away if considered safe to do so. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police. (See Emergency Evacuation/Lock Down Procedures)

THEFT OR OTHER CRIMINAL ACTS

The Headteacher will investigate any incidents of theft or criminal activity.

If there are serious incidents of theft &/or vandalism on the school site, the Headteacher will inform the police and record the incident and inform the LA using the appropriate forms.

SCHOOL MEALS

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support or means tested Job Seekers Allowance, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle and discourages pupil's from bringing inappropriate foods and drinks to consume at lunch / break times. Fizzy drinks, glass bottles/containers, chewing gum & sweets are not allowed in school. The school participates in the 'Free Fruit for Schools' scheme & ensures the fruit is washed and appropriately prepared. We offer breakfast in the form of bagels to all pupils when arriving in school and at morning break..

SCHOOL UNIFORM

It is our school policy that all children are encouraged to wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent.

We ask parents not to send their child to school with 'extreme' hairstyles. Long hair (past shoulder length) should be tied back, for hygiene and safety reasons. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school. Stud earrings are allowed, however we ask children not to wear these on days when they have swimming or PE.

Staff must dress appropriately for PE lessons and in accordance with the staff Code of Conduct.

LINKS TO OTHER POLICIES

This policy should be read in conjunction with:

Hygiene Policy

First Aid Policy

Risk Assessment Policy & individual risk assessments

Medical Conditions Policy

Care and Control Policy

Codes of Conduct

Staff Handbook
Uniform Policy

There are also links to Health & Safety in specific curriculum policies e.g. PE Policy

MONITORING AND REVIEW

The Governing Body has to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governing body & the Head Teacher liaise with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The Head Teacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Head Teacher reports to governors regularly on health and safety issues. Health and safety is a standing item at governor meetings.

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