



Goodrington School

Health and Safety Policy

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Statement of Intent

The health, safety and welfare of pupils, staff and the wider community within our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone. The governing body takes responsibility for protecting the health, safety and welfare of all children, staff, Governors and visitors to the school.

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 practices amongst staff and pupils.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire or other emergencies.

Responsibilities

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

The **Governing Body** will:

- Discuss and approve policy.
- Monitor and review health and safety issues through taking an active role in risk assessments and via updates and discussions at Governing Body meetings.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health & Safety at Work Act 1974 so far as is reasonably practicable to:
 - a) Provide 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 health and safety practices.
 - e) Maintain the premises in a condition that is safe and without risks to health.
 - 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) Maintain a close interest in all health and safety matters so far as they affect activities in the premises under the control of the school.

The **Head Teacher** will:

- Be responsible for the overall management of health and safety within the school.
- Develop a culture of safety throughout the school, through regular discussion and consultation with staff during fortnightly staff meetings.
- Report to Governors on pertinent issues through the termly Headteacher's report.
- Report accidents and incidents of violence to the Governing Body.
- Ensure that all staff fulfil their duties to co-operate with the policy and that they receive necessary training and instruction, where appropriate, in relation to risk assessments and manual handling.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with the Business Manager, on an annual basis, or as and when necessary, reporting back to the Governing Body.

- Ensure relevant staff have access to appropriate training.
- Meet with the Business Manager regularly to discuss and manage site issues.
- Report to the Business Manager any defects and hazards that are brought to her attention.

All **staff** will:

- Ensure that they have read and understood the Health and Safety policy as part of their induction process.
- 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 Teacher or School Business Manager.

The **Business Manager** will:

- Be responsible for the day to day management of health and safety within the school.
- Test the fire bells and fire doors on a weekly basis and record appropriately.
- Conduct annual risk assessments with one of the Governors.
- Consult the asbestos register before allowing any works to begin within/around the school buildings.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

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 the 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.

Visitors/Contractors are expected to:

- Read and note the Building and Security Visitors' Notice (please see appendix 1).

Arrangements

Accidents and Incident Reporting

- Any pupil complaining of illness or who has been injured is sent to the School office, before being seen by a first aider. Where appropriate, minor scrapes should be dealt with within class or within the playground by staff in class or the Midday Assistants.
- All accidents and treatment are reported in the accident book.
- If a sick child is waiting to be collected by their parents, they should rest in the Medical Room in the care of the Office Administrator.
- Parents are contacted if there are any doubts over the health and welfare of a pupil.
- In the event of a serious incident an ambulance is called and a member of Senior staff accompanies the pupil to hospital. Parents should be contacted and 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.

- If staff are seriously concerned about the welfare of a pupil and they feel the child cannot go to the school office independently, they should contact the school office immediately, by sending a child or available adult with the class 'red card' to the office. If an injury has been sustained, the pupil should not be moved.
- Staff should complete an Accident form if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is a possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Asbestos

- An asbestos register is kept in the Health and Safety file in the school office. Chrysotile (white asbestos) has been detected in the spare classroom (next to the computing room) in the panelling above the radiator. However, it is considered a low risk.
- All contractors must be shown the register before work commences.

Contractors

- When selecting contractors always check their competency by viewing their risk assessments and method statements
- Share health and safety information with contractors e.g. relevant schools risk assessments, asbestos file etc.
- Ensure good co-operation between the school and contractors.
- Make staff aware of the work and the agreed safety arrangements
- Monitor contractor's activities to ensure they are meeting the agreed health and safety requirements

Control of Hazardous Substances

- The Business Manager holds a Safety Data Sheet, where relevant, for the cleaning products used within the school. All cleaning products are stored in a locked cleaning cupboard. The key for this cupboard is held in the school office.

Cooking

- Cookers should only be used with essential precautions being immediately available e.g. fire blanket, fire extinguisher.
- Staff should ensure pupils receive instruction, supervision and on task training to enable them to be safe during cooking.

Curriculum

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.

Disaster Recovery and Emergency Procedures

- The Head Teacher or designated person (in her absence) is responsible for declaring an emergency and leading the emergency operation. They must ensure good communications and the activation of the Disaster Recovery and Emergency Procedures.
- An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the school and may require the assistance of outside agencies to ensure that the organisation returns to normal.
- The full Disaster Recovery and Emergency Procedures are available from the school office.

Educational Visits

- The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy.
- Our procedures are based on the LA's HASWA guidance Note C1.

Electrical testing

- All electrical items are subject to an annual Portable Appliance Test.
- A periodic inspection report for an electrical installation is conducted every 5 years.

Evacuation of the Building

- Fire exits are clearly labelled.
- Fire bells and fire doors are tested weekly by the Business Manager.
- A fire drill is practised once a term and reported by the Headteacher to the Governing Body.
- Fire appliances are checked annually.

Fire Safety

- The school will provide a safe and healthy working environment with respect to fire safety. The Fire Emergency Plan and Fire Risk Assessments can be found in the school office.

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Their certificates are displayed in the Medical Room.
- First Aid is administered in the Medical Room.
- Portable First Aid kits are used by Midday Assistants to deal with minor injuries and larger portable First Aid kits are taken on educational visits and are available from the School Office.
- The Registered First Aider will ensure the maintenance of the contents of the first aid boxes and other supplies.

Head Injuries

- Parents are informed of a head injury by letter. This letter outlines the injury and symptoms to look out for, in case the Parent feels that they need to take any further action in respect of the injury.
- First Aiders contact parents by phone if they have concerns about the injury.

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 the pupils in the school, if there is an identified case.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect the pupil from class.

Hot Drinks

- Staff should ensure that they only transport hot drinks around school in the appropriate closed containers, 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 spills a hot drink on a floor surface, it must be cleared away immediately.
- If a member of staff has a hot drink in the classroom, they should ensure that a pupil cannot reach it and that it is in a safe position.

Legionella Testing

- The school's current Legionella Testing Certificate is kept in the Health and Safety File in the school office.

Manual Handling

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

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.

On Site Vehicle Movements

- Car parking and vehicular areas are not accessible to pupils during the school day.
- Parents/carers are responsible for keeping their children away from the car park prior to and after the school day.

PE/Clubs

- All pupils will change into suitable clothing for the activity in which they will participate – details of clothing are provided to pupils upon joining the school.
- Separate changing areas, according to gender, are provided for the pupils from Year 3 and above.
- Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to the children and allows for a greater degree of manoeuvrability for demonstrating skills or accessibility to a child should an accident occur.

Playground

- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- Two members of staff supervise the KS1 and KS2 playgrounds during morning playtime.
- We have between 3 and 4 Midday Assistants on duty at lunchtime.

Violence and aggression to Staff

- The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, governors, parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be asked to vacate the premises, and accepted back under strict conditions, or only by appointment.
- The risk of violence and aggression in most school workplaces towards staff is normally low, however when an incident does occur, it is often unexpected and the effect can be devastating for those staff involved.
- Violence and aggression towards staff, is not something that Goodrington School, is prepared to ever tolerate.

Pregnant Workers and Nursing Mothers

- The Business Manager will carry out a risk assessment for all pregnant workers and nursing mothers. Appropriate action will be taken to ensure they are not exposed to any significant risks.

Risk Assessments

- The Business Manager conducts risk assessments with one of the Governors on an annual basis.
- Copies of the Risk Assessments can be found in the Health and Safety file in the school office.

Safe Stacking and Storage

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

School Security

- Every effort will be made to ensure that the school is a safe environment for all those who work or learn here. We review security measures regularly and draw upon the advice of experts (e.g. police officers, fire officers and other consultants).
- The school has a door entry system which enables all visitors to be identified before they can gain access into the building.
- CCTV operates at the exterior front and exterior back of the school as well as inside the front entrance.
- All adult visitors arriving in normal school hours are required to show identification to verify they are who they say they are. They are required to sign the visitor's book by the front door and wear a visitor's badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter the classroom if the school visitor's badge does not identify them.
- All staff must sign in and out of the building when they leave during school hours.
- All exit doors should be closed shut and should not be left open unless being attended by an adult.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher will warn any intruder that they must leave the school site straight away. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

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 Head Teacher and/or Business Manager.

Staff Welfare/Stress

- Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other.
- Staff who feel under stress, that is more than the normal expected stress of working in the school should report this initially in confidence to the Head Teacher, or in their absence, the Business Manager. The school is committed to supporting all staff and working with them to alleviate any stress they are experiencing through creating an open dialogue to seek practical solutions.
- Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupils should be left unsupervised.
- Staff should be in class when pupils come into the class in the morning and after play and lunchtime breaks (unless they are on duty).
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that they are unable to undertake a duty they should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a child after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the Head Teacher, Deputy Head or Business Manager should be advised.

Working at Height

- Staff and other supervising adults should use step ladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- A Step ladder is kept in the resources cupboard.

BUILDING SECURITY AND VISITORS' NOTICE

Welcome to Goodrington School.

Please read and note the following information.

- Signing in and out: please remember to sign both in and out of the visitors' book.
- In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible; do not stop to collect belongings.
- You must go to the assembly point via the marked fire escape routes. Please evacuate by the nearest safe exit.
- Our Designated Safeguarding Lead is Rosalind Ellenby, Head Teacher.
- In the event of any injury: please inform a member of the office staff.
- If you should identify a hazard, please tell a member of staff.
- Toilets: staff and visitors' facilities are situated on the ground floor next to the office and on the first floor opposite the Medical Room.
- Badge: you are required to wear a visitor's badge while in school. Please obtain one from a member of staff in the office and remember to return it when leaving and signing out.

Thank you.