



Health and Safety Policy November 2018

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1.0 **Statement of Intent**

‘Together we learn, Together we stay safe’

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Henry Bloom Noble Primary School for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of the DoEC have been taken in to account.

- The allocation of duties for safety matters and the particular arrangements made.
- To implement the policy are set out in this document. An annual review of the policy will take place.
- The Policy will be kept under constant review and reviewed at least annually.

2.0 **Responsibilities**

2.1. **The L E A**

The LEA is responsible for setting DoEC policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

2.2. **The Governing Body**

The Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The headteacher reports regularly at meetings of the full Governing Body. Health and Safety is always an agenda item for governors’, Staff and at SMT meetings. The Governing Body is responsible for making recommendations relating to safety.

2.3. **The Headteacher**

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and in his absence with the designated team leader in charge, usually the Deputy. It is the Headteacher’s responsibility to ensure compliance with the DoEC’s policy for health and safety.

2.4. **Safety Representative**

The head and the caretakers undertaken termly safety inspections. Records of the inspections are discussed at the meetings of the Governing Body.

2.5. **Employees**

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Headteacher immediately who will record it in the incident book.

3.0 **Arrangements**

3.1. **Fire Safety**

All exits are marked and kept free of obstructions. There are numerous fire extinguishers on both sites. Their location is marked with a red fire sticker. Fire safety equipment is checked regularly by the Fire Service and records of their visit are kept. The Caretakers checks the alarm on a weekly basis. Fire practices are held termly and recorded. In the event of a fire, all staff and children congregate on the playgrounds next to the far wall, facing towards the school. Designated staff are responsible for checking toilets. It is the responsibility of the Headteacher/Caretaker to call the fire brigade. The school administrators will take the fire registers out to check roll call. All evacuation times and roll call times are recorded by the administrators.

3.2. **Accidents**

We have first aid boxes, they are kept in the school offices. All accidents are recorded and monitored. All staff hold an emergency first aid certificate. Emergency first aid courses are held for all staff on a three year rolling programme. Notifiable accidents and incidents are recorded and passed to the DoEC as appropriate.

Letters to parents and phone calls informing them of accidents to their children are recorded. The accident book is monitored for trends of accidents. Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids.

If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

3.3. **Reporting Hazards**

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. The health and safety committee monitors the action taken to remedy hazards.

4.0 **Electrical Safety**

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault Do Not Use"

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

5.0 **Control of Substances Hazardous to Health Regulations**

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboards are locked during the day, master keys are held by the caretaker, head and deputy.

Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Headteacher. Please inform the Headteacher of any additional potential COSHHE items that have been brought into school.

6.0 **Equipment**

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

Staple Guns - These are not to be used by children and must always be stored in a drawer when not in use.

DT Equipment - Children are instructed in the correct use of this equipment and fully supervised when using tools.

Ladders - Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.

PE Equipment - PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

Cookers - Staff are only permitted to use the cookers. Parents are shown how to operate the cooker. All pupils must be supervised at all times when undertaking cooking.

7.0 **Health and Hygiene**

7.1. **Notifiable and Infectious Diseases**

Details of notifiable diseases and periods of exclusion are kept in the school offices.

7.2. **Medicines**

It is the school policy not to administer medicine except in the case of chronic illness or regular daily medication e.g. Ritalin, after discussion with parents. All such medicines are kept in the school safe. The administration of medicines is logged and countersigned by two people. In general only inhalers and epipens are kept in school, these are clearly labelled and are located in the first aid room. KS1 inhalers are kept in a cupboard in the shared area, KS2 inhalers in the medical room. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

7.3. **Smoking**

There is a no smoking policy within the school building and grounds.

7.4. **Hygiene**

It is the responsibility of the Headteacher and the caretakers to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

8.0 **Animals in School**

Fish may be kept in school. No dogs are allowed in the school grounds other than Guide, Police and Therapy dogs.

9.0 **Outdoor Visits**

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** and the Evolve form completed and approved before the trip can go ahead. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by the school's EVC.

The Y6 pupils undertake an annual residential visits to Wales. Parents are invited in to school to discuss the visit in detail. Staff should be aware of the DoEC guide-lines for educational visits.

10. **Security**

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. All staff should approach an unknown person within the school to check who they are and what they are doing in school. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have entered the school at the beginning of the day, at the end of playtimes and when they have left the premises. Thumb locks on doors prevent entry. In the event of anything suspicious or if a child or a teacher is at risk of injury then staff should stay with the situation/child and seek immediate support and send for a senior member of staff. Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action. Further notes on our behaviour policy are available from the office

11. **Contractors**

All contractors are expected to report their arrival and departure to the Headteacher, office staff or caretaker before commencing work. If they are working in an unsafe manner they should be requested to stop work by the Headteacher. Additional advice is available from the Works Division.

11.1. **Lettings**

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number for the school.

12.0 **Health and Safety Policy**

All staff, teaching and non teaching, are given an electronic copy of this policy. New staff are given a copy and are required to confirm they have read it. A copy of the policy is kept in hard copy so that it is available for all other staff and supply staff.

12.1. Staff are encouraged to attend health and safety courses as appropriate.

Appendix 1

Booklets and Books

1. Health and Safety - DoEC Guide-lines
2. Safety Guide-lines for Educational Visits and Outdoor Activities

Appendix 2

Security in Action

Management Practice

- Records are kept of acts of vandalism, theft
- Any damage is quickly repaired
- Incidents are reported to the police and DoEC as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer/DoEC Safety Officer/Community Police Officer is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

Contingency Planning

- Keyholders are logged with both police and the DoEC
- Computer back-up records are kept off site.

Evacuation Plans

Termly fire practices are held

The fire bells/equipment are tested regularly

Escape routes are clearly marked

Each room has clear instructions for the evacuation of the building

Staff have clear guidelines for checking toilets in the building.

The headteacher/caretaker is responsible for telephoning the police and/or fire service.

General Building Security

The boundary of the school is clearly defined

The school has an intruder alarm

The alarm system is set only by the headteacher/deputy headteacher or caretaker

The alarm system is regularly maintained.

The keyholders for the school are controlled. Currently these are the Headteacher, Deputy headteacher, Caretaker and Works.

Access to the building during school hours is restricted by the use of thumb locks on doors and padlocks on gates.

Visitors are asked to use the front door
Staff are encouraged to challenge strangers and ask for identification.

Security Outside of School Hours

Parents are encouraged to report any suspicious activities to the police
The schools have external lighting
Hirers of the school are advised to take account of security
CCTV is installed at both sites

Equipment/Money

Computer equipment is kept in classrooms and resource rooms. It is security marked and records are kept of serial numbers.
Staff have pigeon holes in the staff room or resource room, which can be used for personal property.
Cash holdings are kept to a minimum.
Cash is counted with the front door locked. Money is not left unattended.
The secretary varies the timing of bank visits

Staff Health and Safety Policy Check List

Yes/No

Can you answer YES to these questions?

1. Do you have access to a copy of the Schools Health and Safety Policy and Emergency Plan?
2. Do you know how to report an accident?
3. Do you know where the accident book is kept?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?
8. Are you aware of the safety policy regarding doors and wedges?
9. Have you signed the H & S register?

Chair of Governing Body:..... Date:

Headteacher:Date:

Review date: May 2020