

SCHOOL HEALTH AND SAFETY POLICY STATEMENT

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE AT HORBURY ST PETER'S & CLIFTON CE PRIMARY SCHOOL

1. INTRODUCTION

1.1 This is a statement of organisation and arrangements for the above-named School. The statement does not replace the Local Authority (LA) General Statement of Safety but is in addition to it for the benefit of all users of the premises. Copies of this policy, along with other information on Health, Safety and Welfare matters will be found in the Headteacher's Office. Copies of this policy statement will also be available to all staff.

Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure, the health, safety and welfare of all persons using the premises in particular:

- i) to establish and maintain a safe and healthy environment throughout the school.
- ii) to establish and maintain safe working procedures among staff and pupils.
- iii) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of articles and substances.
- iv) to ensure the provision of sufficient information, instruction and supervisions to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required;
- v) to maintain a safe and healthy place of work with safe access and egress;
- vi) to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- vii) to lay down procedures to be followed in case of accident;
- viii) to provide and maintain adequate welfare facilities.

PART II ORGANISATION

2 RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

The Local Authority (LA) and Governing Body requires the school staff to work together to ensure their health, safety and welfare objectives are achieved.

2.1 THE GOVERNING BODY

The Governing body has a duty in controlling school premises and managing schools, including health, safety and welfare responsibilities towards staff, pupils and visitors.

2.1.1 In particular the Governing Body is responsible for:

- i) Ensuring the Health and Safety Policy is implemented and monitored within the school
- ii) Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations. This is best achieved by making health and safety an integral part of the schools development plan
- iii) Ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety and from time to time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed
- iv) Receiving health and safety guidance and information distributed by the LA and ensuring that proper arrangements are made within the school for complying with the guidance
- v) Ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented
- vi) Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- vii) Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through
- viii) Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials
- ix) Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy
- x) Ensuring that procedures exist for checking that items offered for the school by the school are safe
- xi) Ensuring that school journeys for which they give guidance and approval are arranged and properly supervised in accordance with the departments own guidance and the DFS Guidance
- xii) Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;
- xiii) Ensuring that induction training includes temporary, part-time and supply staff.

2.1.2 Planning and setting standards which include:

- i) identifying hazards, undertaking risk assessments and setting standards
- ii) have clear plans for coping with sudden emergencies

- iii) developing a positive health and safety culture

2.2 HEADTEACHER'S RESPONSIBILITIES

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- i) be the focal point for reference on health safety and welfare matters and give advice or indicate source of advice
- ii) co-ordinate the implementation of the LA and governors' health and safety and welfare procedures in the school
- iii) make clear any duties in respect of health and safety which are delegated to members of staff
- iv) ensure that problems in implementing health and safety policy are reported to the LA
- v) make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations
- vi) review periodically
 - i) emergency procedures
 - ii) provision of first-aid in the school
 - iii) the risk assessmentsand make appropriate recommendations to the Governing Body
- vii) put in place procedures to monitor the health and safety performance of the school
- viii) report all known hazards immediately to the LA and stop any practices or the use of any plant, tools, equipment etc. he/she considers to be unsafe, until satisfied as to their safety
- ix) review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises
- x) report to the Governing Body annually on the Health and Safety performance of the school

2.3 Obligations of all Staff. All employees are expected:

- i) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied
- ii) to observe standards of dress consistent and appropriate with safety and/or hygiene
- iii) to exercise good standards of housekeeping and cleanliness
- iv) to know and to apply procedures in respect of fire, first aid and other emergencies
- v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others
- vi) to co-operate with other employees in promoting improved health and safety arrangements in the school
- vii) to report all accidents, defects and dangerous occurrences to the Headteacher

2.4 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

These staff include for example Deputy Headteacher, Curriculum Co-ordinators, Caretakers:

All employees have a general responsibility for the application of the school's Health and Safety Policy to their own department/area of work; and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

In order to facilitate this all employees are expected:

- i) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied
- ii) to observe standards of dress consistent with safety and/or hygiene
- iii) to exercise good standards of housekeeping and cleanliness
- iv) to know and apply the procedures in respect of fire, first aid and other emergencies
- v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others
- vi) to co-operate with other employees in promoting improved health and safety arrangements in the school

2.5 CLASSROOM TEACHERS OBLIGATIONS

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- i) check classroom area is safe
- ii) check equipment used is safe before use
- iii) ensure safe procedures are followed
- iv) give clear instruction and warnings to pupils, as often as necessary
- v) report defects to the Headteacher
- vi) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher
- vii) follow safe working procedures personally

2.6 CARETAKER RESPONSIBILITIES

The Caretaker will have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Headteacher.

- i) will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments)
- ii) will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher any defects which need amending
- iii) will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the schools health and safety training requirements
- iv) will, where appropriate ensure relevant advice and guidance on health and safety matters is sought

- v) will carry out regular checks on the fire alarm system and keep a record
- vi) will carry out Portable Appliance Test (PAT) and will keep a record

2.7 SCHOOL HEALTH AND SAFETY REPRESENTATIVE

The Governing Body and Headteacher recognise the role of Health and Safety representatives. This will be an administration officer from the school office. Health and Safety representatives must be allowed:

- i) to investigate accidents and potential hazards
- ii) to investigate complaints about matters relating to health, safety and welfare
- iii) to carry out school inspection within directed time
- iv) to receive information that inspectors are required to provide

2.7.1 They are also entitled to time for training for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on part of the Governing Body or Headteacher.

2.8 VISITORS AND OTHER USERS OF THE SCHOOL

Visitors and other users of the premises will be required to observe health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

3.1 SUPERVISION OF PUPILS**i) Responsibilities for pupils on the premises.**

- (1) Teachers are responsible for the supervision of pupils in their class during school session times. They are also expected to ensure the safe entry and exit of children to and from the school at the beginning and end of the morning and afternoon sessions. Directed time is set aside for this purpose, details of which are in the Staff Handbook.
- (2) Where clubs and after school activities take place out of the normal session times, staff should ensure that parents are aware of their child's participation. As the school crossing patrol may not be on duty at the end of an after school activity, parents may wish to arrange for their child to be met afterwards. If a club or after school activity is cancelled parents should be made aware beforehand, or Headteacher informed so that children can be kept until they can be collected.
- (3) If children are ill or have an appointment necessitating them leaving during school session time they should be collected by a parent or, on their behalf, by a named adult. The child should be signed out, and back in if appropriate, in the book for this purpose in the school office. Details of the child, the reason for leaving, the time and who collected the child should be recorded.

ii) Break times and lunch time supervision.

- (1) Four members of staff, two from KS1 and two from KS2 are to be on duty in the playground each break time. These are prescribed by rota prepared each term by the deputy Headteacher.
- (2) If it is a wet playtime and the children are inside, teachers should ensure the children are settled before leaving them. The staff on duty should supervise children in each classroom.
- (3) At lunchtimes a member of the teaching staff and dinner supervisors should be on duty. The children in the Hall should be supervised by the Headteacher, or a teacher electing to carry out a duty and dinner supervisors should also assist. The children should be brought to the Hall a class at a time by another dinner supervisor. Other dinner supervisors should be on duty in the playground. As the children finish lunch all dinner supervisors should go on duty outside.
- (4) If it is a wet dinnertime and the children are inside, the supervisors should supervise children in their classrooms.

iii) Movement around the school.

- (1) All teachers should ensure their classroom is vacated at the beginning of playtime and at the end of any session. No child should be allowed in school during playtimes except selected, responsible children given a specific task.
- (2) Children should be encouraged to visit the toilet on the way out of school at breaktimes and lunchtimes. They should gain permission from a teacher or lunchtime supervisor if they wish to visit the toilet on their way into school.
- (3) Children should also be encouraged to make a decision about coats on the way out of school at breaktimes and lunchtimes. They should not be allowed to run in and out of school collecting and returning coats.
- (4) At the end of break a session bell will ring. At the sound of the bell all children should stand still and wait until asked to walk inside.
- (5) The staff members on duty will then instruct the children to enter school, a class at a time so that it creates a smooth flow into school.
- (6) All movement around the school should be at walking pace. Making sure they kept to the left hand side in the direction they are going, including when ascending and descending the stairs.

iv) Exit and entry to the school grounds and building.

- (1) On arrival at school, children should enter the grounds by the pedestrian gates to the site. There is one gate on Highfield Road and two on Shepstye Road.
- (2) Gates to the site are locked at 9:10. Children arriving after this time will have to enter via the pedestrian gate next to the main car park gate. There is an intercom on the gate, the gate will be opened once the school office has been alerted that a child is waiting to come in.
- (3) Parents are not to use the school car park to drop or collect their children, neither should children be allowed near the car park without the strict supervision of a member of staff.
- (4) Access for the children should be direct to their classroom.
- (5) Visitors to the school should enter via the main gate. Entry to the car park can be gained by using the intercom at the side of the gate. Once the school office has established the identity of the visitor they will be allowed to enter. Once in the car park, visitors should report to reception, where they will be asked to sign in and they should sign out before leaving the building by the same route.

v) Car Parking

- (1) The school car park is for staff and visitors use. No children should go through the car park, but where this is necessary they should only do so if strictly supervised.
- (2) Parents whenever possible park in the various car parks close to the school and walk the short distance from the car parks. They should avoid parking on the roads near to the school, showing respect for the residents close to the school.
- (3) Deliveries are made via the main entrance and care should be taken to allow access into the car park. Space needs to be allowed for the dustbin men to have access on Wednesday and Thursday.

vi) When contractors are on site

The Headteacher will make staff aware of contractors working on the school premises in the weekly bulletin, at a staff meeting or a written message.

vii) Use of Home Economics Equipment

- (1) Electrical Equipment - Fridge, microwave, hot water boiler.
 - When not in use these are to be kept clean and tidy in the appointed area in the staffroom with mains supply switched off. Periodic PAT Testing will be carried out by the caretaker.
 - When in use appliances to be used only by the teacher or non teaching assistant.
 - After use all appliances to be thoroughly cleaned in hot water and put away tidily in the appropriate storage area.
- (2) Hygiene - Surfaces to be thoroughly clean before and after use using anti-bacterial cleanser. Storage areas to be kept clean and checked regularly. Cleansing products are to be kept in the staffroom or caretakers store and are only to be used by or under the strict supervision of the class teacher or non teaching assistant.
- (3) The above equipment is stored in the staffroom and is used by staff. Issues of safe use, storage and hygiene should be noted by staff when equipment is operated for personal use.

viii) Use of DT Equipment

When DT/Woodwork tools are being used, the following code of practise should be followed:

- (1) A member of staff should be in the room at all times
- (2) Never run or dash about the room. Be aware of others around you

- (3) Make children aware of the tools available to them and of their potential hazard. Teach the children how to use them properly before making them freely available.
- (4) Children should only saw wood when it can be securely held with a bench hook.
- (5) Train children to always keep tools tidy when not in use and to put them away in their correct places when finished with.
- (6) Clean all working surfaces after use.

ix) Using Computers

Computers like any other electrical equipment present a potential hazard.

- (1) Children should be reminded of such hazards and reminded about simple safety procedures.
- (2) No eating or drinking is to be allowed whilst operating a computer. Computer workstations should also be left clean and tidy after use.

x) Interactive Whiteboards

- (1) The boards are connected to a laptop and to a digital projector fitted to the ceilings and operated through a laptop on a trolley. Care must be taken when connecting and disconnecting the laptop and wires placed to avoid trip hazard.
- (2) As with computers the interactive whiteboards should be closed down if not in use and must not be left on with children unsupervised in the classroom.
- (3) Children should be reminded about taking care of this equipment. Damage could be easily caused to the projector, laptop or whiteboard if knocked into.

xii) Contract Transport

- (1) The school does not possess its own minibus, however some staff are qualified to drive such a minibus.
- (2) Contract transport used is usually a hired coach or bus, with driver, for either:
 - (a) transporting children to the local swimming baths
 - (b) taking children on visits or journeys
- (3) The teacher in charge of children travelling on contract transport must have a register of all children and must check the number at the start of both the outward and return journey. All children must be provided with a seat of their own and must remain seated throughout the journey and must behave in a quiet and sensible manner. Seat belts should be fitted and the children should be asked to wear them. When taking children on a day visit or a school journey the teacher in charge must take a suitable first aid kit with them. They should also be aware of any medical conditions children may have, e.g. asthma, epilepsy etc. and the emergency treatment necessary.
- (4) If transporting children in cars, owned by either staff or parents, care should be taken to obtain parental permission first. In such situations it is also necessary to ensure that the driver is adequately insured in case of accident, as liability will be the driver's.

xiii) Outdoor Education

The school's policy on Health and Safety with respect to Outdoor Education is in line with the LA policy on Health and Safety with respect to Outdoor Education as outlined in the LA Handbook for Schools which has a section on Outdoor Education. Details of the school's policy are also to be found in the Staff Handbook.

- (1) Children from Horbury St Peter's & Clifton CE (VC) Primary School do not take part in activities requiring specialist instructors such as sailing, canoeing, caving or abseiling as there is no qualified teacher on the staff. An exception to this may be made when visiting residential centres employing or providing their own qualified staff.

- (2) It is the policy of the school that children are never allowed to participate in any activity if not always accompanied by an adult.

3.2 PROVISION OF FIRST AID

1. First aid boxes are provided in the following areas:

Lower Foundation – under the sink next to the door to the outdoor play area.

Upper Foundation – under the sink next to the cloakroom area

Key Stage1 – in the cupboard in the entrance to the playground

Key Stage 2 – the box is taken each day from the SEN Room and placed in the area outside the main hall.

All contain only standard first aid requisites. A list of contents is attached to the inside of each box. Office staff will check these periodically, but if anything needs replacing please inform them.

2. Additional first aid supplies are kept in the SEN room in a tray unit set aside for the purpose. This unit also contains bandages and hot water bottles as well as travelling first aid kits to be carried when the children are taken out on visits. If using a travelling first aid kit please check the contents at least a day beforehand. Please inform the office staff on return, if any of the kits were used.
3. Details of what stock is to be kept and procedures to be followed in relation to first aid are outlined in the copy of “Guidance on First Aid for Schools” published by the DfE. This is kept in the First Aid Storage Units and a further copy in the school office, in the file marked “Health and Safety”.

4. Administration of Medicines

- i) Any child needing medication prescribed by a doctor as part of a course of treatment must leave all medicines in the school office. If necessary, this may be stored in the fridge in the SEN Room, which is designated for medication. On no account may medicines be kept in the classroom. The only exception to this rule is where a child needs an inhaler for asthma or suffers from fits and a child needs medication kept close at hand.
- ii) No medication will be given to children unless it has been provided by the child’s parent/guardian and has been prescribed by a Doctor, with written instructions as to dosage etc. For More details refer to separate Medicines Policy.

5. Emergency contact addresses/Medical details

These can be obtained from Integris (G2 the School Management Information System). A paper copy is also kept in the Child’s personal record file, kept in the SEN room in case of power cuts. These are updated when changes are advised by parents. Please also note that these are confidential documents and should only be accessed by teaching staff, or office staff.

6. Signing out procedure

A book is kept in the school, office and should be completed for any child leaving school before the end of the school session. The child’s name, reason for leaving, action taken, the time the child was collected and the name of the adult collecting the child should be recorded. If the child is to be returned to school this should be recorded and the child signed in on return.

7. Control of Infectious Disease in School

If any child is known or suspected to be suffering from a serious infectious disease the Headteacher should be advised. A copy of the guidelines can be found in school office.

8. Non Communicable Disease:

Guidance Notes for Teachers covering medical problems such as diabetes, fits and faints is also kept in the above file. Advice on treating children with asthma can also be found in the same handbook.

3.3 EMERGENCY PROCEDURES

Child protection

1. Staff should refer to the school policy statement on Child Protection Matters. Full details of procedures to be followed are contained in the Child Protection Handbook in the Headteacher's office, or on the website: www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/
2. A summary of these is also displayed on the staffroom notice board. Should there be any question about the welfare/safety of a child at the school this takes precedence over any other issue. The Headteacher should be informed immediately of any concerns, or in his absence the Deputy Headteacher. Cause for concern sheets (pink form) or incident sheets (blue form) should be completed and passed to the Headteacher. The forms are kept in the store cupboard off the staffroom.

Illness or Accident

1. If anyone should become ill or suffer injury as a result of an accident, the procedures below would be followed:- Please also note "Accident Procedure" on the following page.
2. First aid should be rendered, but only as far as knowledge and skill admit. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
3. All first aid is carried out by school staff. All cases of illness and injury must be reported to the school office. The school assistant on duty will liaise with the Head/Deputy Head to ensure that the patient receives proper attention and, if necessary, make arrangements for hospital treatment. Normally, Mrs Peat will see the patient, but all staff are qualified first aiders. In the case of a pupil, every effort is made to contact the parents or other nominated responsible adult.
4. Transport to hospital - If an ambulance is required the emergency "999" service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis. (If a member of staff uses their own car for these purposes they must ensure that they have obtained specific cover from their insurance company). These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so. If a child needs hospital treatment every effort is made to contact the child's parents. A child will always be accompanied by a member of staff who will remain with the child until the parents arrive.
5. Accident Forms - as soon as possible after the incident every case of injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are kept in the school office and are completed by the member of staff on duty at the time of the accident. For any accident involving pupils, employees or members of the public form- BI 510 is to be completed. Completed forms are passed immediately to the Headteacher. An accident form must be completed for all accidents (to employees, pupils, members of the public) however minor, and any entry must be placed in the accident file, which is held in the school office. Information about the correct forms to be used and the procedures to be followed can be found on the notice board in the staffroom. Further information can be got from the HSE website www.hse.gov.uk

ACCIDENT PROCEDURE

Accidents do happen!

a) In the Playground

If an accident occurs, please ensure:

- the child is escorted by another child or an adult into school for attention
- try to remain outside on duty
- find out what happened
- see if there were any witnesses
- if the accident was severe or involved any part of the head then it **must** be recorded in the accident Book and reported to the Health & Safety Executive

b) Inside school

- get another pupil to fetch adult help
- get the injured pupil escorted to appropriate help
- don't leave the rest of the children unsupervised
- find out what caused the injury and any possible witnesses
- try to ensure it cannot happen to another child
- if it involves equipment, apparatus or the state of the building, please report it to the Headteacher with the minimum of delay
- report the accident on the Accident Form and pass a copy to the school office. This is then recorded and placed in the Accident File
- check whether this is a reportable accident to HSE and follow the appropriate procedure.

c) The child must report to any of the following people or be referred to them by an adult in attendance

- Mr Berry
- Mr Gunning
- Mrs Peat
- Mrs Day
- Mrs Payne
- Mrs Cudworth

d) Once the extent of the injury has been assessed, then appropriate action can be taken.

Major injuries must have hospital attention with the minimum of delay. Parents must be notified, but a failure to initially contact must not delay taking the child to hospital. (They may catch up later). It is our responsibility not the parents to get the child to hospital.

Minor injuries should be treated appropriately (see the First Aid Manual) and the parent notified at the end of the school day.

d) Please remember - have another member of staff in attendance if changing a child and always wear gloves if there is contact with any body fluids. Record book for Foundation Stage should be completed giving name of person changing the child and dated.

Foundation Stage and Key Stage 1

Minor injuries should be treated appropriately and the parent/carer notified either by telephone, accident note (sent home at the end the school day) or for very minor injuries a sticker.

Cuts and bumped heads – an accident note should be completed in every case and sent home. An accident sticker should also be placed on the child so that all staff are aware an accident has occurred.

All accident notes issued should be copied and given to the office staff. These are then recorded and placed in the accident file.

An Accident Book is also kept as an aide memoire for Foundation and Key Stage 1 children only. It should be completed for **all injuries however minor**, although it may not always be necessary to issue a note.

Key Stage 2

Minor injuries should be treated appropriately and the parent/carer notified either by telephone, accident note (sent home at the end the school day) or for very minor injuries a sticker.

Cuts and bumped heads – an accident note should be completed in every case and sent home. An accident sticker should also be placed on the child so that all staff are aware an accident has occurred.

All accident notes issued should be copied and given to the office staff. These are then recorded and placed in the accident file.

3.3.2 FIRE EMERGENCY

Staff should be aware of the location and operation of fire alarms and what to do when these are sounded.

Alarm switches are labelled as such and are contained in red boxes mounted on the walls around school. There are 25 alarm points, staff should make themselves aware of their location.

The alarms can be activated by pressing the black dot in the centre of the red fire alarm box. Occasionally, during a drill or as a maintenance check by the caretaker, the alarm will be sounded without the need for this. The alarm is to be checked once a week by the caretaker and a record of the checks kept in the Fire Register Book. The Fire Register Book is to be kept in the school office.

Fire fighting equipment is located at the points around the building, staff should make themselves aware of their location, but in the event of a fire the first priority will be to evacuate the building.

Fire Blankets can be found in the locations where there is cooking facilities

Lower Foundation Stage Kitchen
Science Practical Room
School Kitchen

The fire fighting equipment is subject to regular maintenance, but concern or damage to any equipment should be reported to the Headteacher immediately.

Fire Exits should be kept clear at all times and routes through rooms and corridors to these exits should not be blocked.

Fire Doors in particular should be kept shut when not in use.

Potential Fire Hazards

Thought should be given to the potential hazard of using and storing certain items in the building. Aerosol cans e.g. Spray Mount and fixative should not be exposed to heat - this includes strong sunlight - as there is a risk of explosion.

Electrical equipment is checked by the caretaker, but any concerns should be reported immediately. When not in use any electrical equipment should be switched off.

In certain situations children will require close supervision e.g. carrying out investigations using candles.

FIRE DRILL

In the event of a fire **the priority is for the building to be evacuated quickly and calmly**. The signal for this to take place will be the sounding of the Fire Alarm which is a loud siren followed intermittently with a voice advising to evacuate the building.

Once the alarm is sounded, children should be stopped, asked to stand and then to quietly proceed outside to the Fire Assembly Point in the Ball Court with their teacher. Teachers should take the class list with them, and should be aware of the number of children present for a particular session. Once outside, the children are to be lined up in their class away from the building, and the roll called to ensure everyone is present. The Headteacher is to be told if anyone is missing.

Both children and teachers should take the most direct route to the outside.

Children not in class - e.g. those having music lesson in the lunch room, etc. should proceed outside with the closest member of staff and join their class for the roll call.

If children are in the hall when an alarm is sounded, then additionally all both fire exits from will have to be used

Fire practices are held regularly, but tend to take place when children are not in the hall doing PE, or when the weather is bad. Should the alarm sound, it must always be treated as genuine. If the children are changed for PE, they must proceed outside straight away; similarly no one should stop in the cloakroom to put on coats, or to collect belongings.

When the Fire Alarm sounds, everyone must assemble in the Ball Court. This means all staff, including those in the kitchen and anyone else on the premises. Foundation children should make their way to the Ball Court if safe to do so KS1 children

should also meet in the Ball Court away from the building. KS2 children should meet in the Ball Court again away from the building.

In the event of a fire the Headteacher or person on duty in the school office should be responsible for contacting the fire brigade.

Office staff will bring the evacuation report, staff register sheet, telephone messages book and the late book with them so they can be referred to if necessary.

PLAN OF SCHOOL

3.3.3 REVIEW OF EMERGENCY PROCEDURES

The Headteacher will arrange for an annual review of the emergency procedures and of the provision of first aid in the school. Where necessary he will make recommendations to the Governing Body.

3.4 INFORMATION ABOUT ARRANGEMENTS.

Setting down arrangements by which the Headteacher will ensure that pupils and staff are made familiar with the arrangements part of the Policy Statement.

- 1) Headteacher will supply all staff with a copy of the Health and Safety Policy in a slide binder. An additional copy will be kept in the staffroom.
- 2) Staff, and as far as is practicable and appropriate, pupils will be expected to be familiar with the arrangements the policy outlines.
- 3) In September each year the policy and the arrangements within will be reviewed, amended where necessary and details of changes given to all staff.
- 4) Where changes to arrangement take place before the annual review, staff will be advised as above.

3.5 MAINTENANCE AND INSPECTION OF EQUIPMENT

1) Electrical equipment

- i) All members of staff are required to visually check any electrical equipment used in their classroom/department.
- ii) This check should be carried out each time the equipment is used. Equipment that is not in regular use should be checked at least once each term.
- iii) If there is any doubt of the safety of any piece of electrical equipment it should immediately be taken out of use and the fault reported to the Headteacher.
- iv) The caretaker who has attended a course will be responsible for carrying out an additional check of electrical equipment through the year (PAT Testing).
- v) any electrical work in the school should be carried out by a qualified electrician and appropriate certificates must be issued.

2) Gym Equipment

Staff should be familiar with its use and children trained to put out and replace equipment under supervision.

If in doubt about use of the PE Equipment, the Headteacher should be consulted.

If there is any doubt about the safety of equipment it should be immediately taken out of use and the fault reported.

Metrogym will carry out an annual check of the PE equipment in the hall.

3) Fire Equipment

An annual inspection of Fire Fighting equipment is arranged by the LA and where necessary replacements made. Staff should report any concerns about such equipment to the Headteacher.

3.6 LETTING OF THE SCHOOL PREMISES TO OUTSIDE HIRERS

The school premises will be let only with the approval of the governing body, or with the approval of the premises committee.

Hirers should have access to a mobile phone in case of emergency. Hirers of the premises will also be familiarised with the building and emergency procedures in case of fire.

Areas of the building to be accessed by the hirer will be defined beforehand.

Consideration of the security of the premises and its contents must be given before a letting is agreed.

Similarly the security and safety of any person using the premises must also be considered. The hirer is to be made aware that they will be responsible for ensuring satisfactory arrangements are in place to secure this.

HEALTH AND SAFETY IN PHYSICAL EDUCATION

1 INTRODUCTION

Physical Education is a normal part of any school curriculum and therefore all aspects of Health & Safety have to be considered, but because it is an “active” subject, special care must be taken. These notes relate to all activities which come under the broad area of Physical Education within the school. These include:- games, gymnastics, movement, dance, swimming and PE.

2 THE HALL

- 2.1** The teacher should always be aware of the space he/she is working in and should ensure it is clean and safe.
- 2.2** If a teacher feels the floor is too dirty, slippery, gritty etc. they should decide whether to continue with the lesson or to cancel it until the floor has been seen to. This is particularly the case after lunchtime.
- 2.3** The wall apparatus should be checked and everything should be safe and secure.
- 2.4** Any benches, boxes, mats, red top stools etc. must be stored correctly.

3 OUTDOOR PE AND GAMES

- 3.1** Encourage children to be aware of the “objects” they could encounter on the grass or playground and if the teacher feels it necessary, a preliminary search to check for stones, tins, glass etc., should be made. If there are any doubts about the surface for any reasons, including the remains of dog walking, the teacher should cancel the lesson and move elsewhere.

4 HEALTH AND SAFETY ISSUES RELEVANT TO BOTH INDOOR AND OUTDOOR PE AND GAMES

- 4.1** The teacher should have a strict policy of how the children behave in the hall, and this should be adhered to at all times.
- 4.2** The motto is “Awareness and Control” - this simply means that the teacher should be aware of the children for all the lesson and know exactly what he/she wants from the lesson. It is important that the teacher has control at all times and stops any potentially dangerous activity before it has a chance to develop.

CLEANLINESS

- 1.** Over the years the treatment of verrucae and other foot problems has been varied and confused. Some doctors treat verrucae with lotions and creams and advise that they be kept covered on wet floors, whilst others advise they are best left uncovered. As teachers we realise that any disease of the feet will spread very quickly in a school, therefore we encourage children to be aware of their feet.
- 2.** From an early age children should be taught to check their own feet and encourage their parent to check them after the bath or shower. Any spots, lesions or rough patches should be reported and dealt with.
- 3.** Verrucae must be taped up or a verrucae sock worn.

4. Where children put their bare feet down on a floor, that floor should be as clean as possible.

ESSENTIAL PROCEDURE FOR PE

Children should be trained from an early age how to conduct themselves for a PE/Games lesson. This does not only benefit the teacher and children but ensures a safe lesson.

1. The lesson begins in the classroom:- children change and line up in quiet and sensible way.
2. When ready they walk, in single file, quietly to the hall.
3. For indoor activity shorts should be worn, consistent with the school policy.
4. Children should be encouraged to get changed sensibly and quietly.
5. When all are ready they should line up and be led into the hall. Then find a space, sit down and wait for the lesson to proceed.
6. At the end of the lesson the children line up and are led back quietly and sensibly into the classroom.

KIT REQUIRED FOR PE - JEWELLERY

Indoor lessons:

Boys White/Black PE shorts
White tee shirt (with or without house motif)
Pumps (when necessary)

Girls Navy PE shorts
White tee shirt (with or without house motif)
Pumps (when necessary)

Outdoor lessons:

Boys Shorts and shirt (any colour)
Football boots or trainers/ shin pads

Girls Navy PE shorts
White tee shirt
Pumps or trainers

Tracksuits or joggers can be worn by children during the cold weather.

Jewellery Ear-rings, which might injure the wearer should not be worn in school. Earrings should be removed before PE or plaster used to cover them. They should always be removed before swimming. Children should not wear necklaces, rings or bracelets (unless it is to advise of a medical issue), as they soon get lost and cause much distress.

5 MEDICAL CONSIDERATIONS

5.1 It is important that careful consideration be given to cases of children with medical disabilities, particularly epilepsy, whose parents wish them to take part in normal school swimming. As a rule parents should be asked to obtain written medical clearance from their General Practitioner but if difficulties arise, reference should be made to the Area Health Officer. It is strongly advised that epileptic children do not swim under water or undertake diving activities, as there is evidence that such actions may precipitate an attack.

5.2 MONITORING HEALTH AND SAFETY PERFORMANCE

The school Health and Safety Policy is to be monitored on a regular basis. The LA guidance on monitoring Health and Safety Performance should be referred to. All staff are expected to be aware of and to minimise risks and

advise the Headteacher of any concerns immediately. The Governor's Premises Committee will also be responsible for monitoring the effective implementation of the policy and an item on Health and Safety will appear on every Governors Meeting agenda. The policy will also be formally reviewed once a year.

PART IV SUPPLEMENTARY SECTION

6. Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure as far as reasonably practicable that the working life of everyone is accident free.

6.1.1 If an improvement or prohibition notice is served by an enforcement officer (e.g. HSE Inspector) or Environmental Health Inspector), the Headteacher should immediately advise the LA and the Chair of Governors. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

6.1.2 Any member of staff noticing a failure to comply with this statement or Organisation and Arrangements or other advice/guidance issued by the LA or Headteacher in pursuance of the health and safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to restore the matter he/she should then report to the appropriate Service Group of the LA.

6.1.3 Hazardous situations should also be reported immediately and the same procedure followed.

6.1.4 Suggestions by any member of staff to improve standards of health and safety are welcome by the Headteacher.

6.2 REVIEW

A review of the organisation and arrangements, particularly those in parts II and III will take place each year in time for the commencement of the new academic year.

Confirmed by the Governing Body of Horbury St Peter's & Clifton CE (VC) Primary School on

Date:

Visits

The importance of well-planned visits, whether day or residential cannot be underestimated. Where possible, staff should have a good working knowledge of the place/are to be visited.

All visits should enhance and be a focus for curricular needs. The aim of the visit should be clear and outlined in any planning and an appropriate risk assessment prepared and given to the Headteacher. All letters sent out to parents should be first seen by the head.

The visits, financed by voluntary contributions from parents, need to be self-financing. All transport arrangements are to be made by Mrs Peat, who will help with costing.

Staff should note that it is necessary that children each have a seat of their own when travelling on a coach. A mini bus may also be required therefore. Vehicles should also be fitted with seatbelts and used.

When using outdoor centres, staff should check that centre staff have appropriate qualifications for the activities being undertaken.

Parental consent forms for the visit should be kept by the organising member of staff until after the visit has taken place. It is also important that emergency permission forms (available from Mrs Peat), are taken away in case of medical problems on the visit. First aid kits, and contact details and a mobile phone should also be taken.

It is important that there are adequate staffing levels for visits. For one day and residential visits, it is quite in order to invite parents, governors or students as additional helpers. Although appropriate DBS clearance need to be obtained for residential visits. Prior to going children should be made aware of a 'code of conduct' and expectations of the visit. Appropriate clothing should also be considered.

An information evening for parents should be held in school before a residential visit. Follow-up meetings after the visit have also much to comment them.

For further information, staff should consult the LA Guidance on Educational Visits.

Please note that all visits need to be approved by the Headteacher (also who acts as the Educational Visits Coordinator) and by the governors. In addition certain types of visits require the submission of risk assessments to the LA beforehand. These include all visits near to water.

Please Note

The Act

Duty of Care

Information

Health and Safety on School Visits a Good Practise Guide dfe 1998 (kept in the Headteacher's office)

DBS Checks

SAFEGUARDING — MAKING DBS CHECKS MANDATORY

New regulations

On 12 May 2006, new regulations came into force which make it mandatory to obtain enhanced DBS disclosures for all new appointments to the schools workforce and those who have been out of the workforce for more than three months. This change is part of an ongoing process by the Government to tighten current vetting and barring procedures to ensure that the system is as robust as possible.

The regulations apply to all maintained schools and include local authority appointed staff. The school workforce includes anyone employed by the school, including those employed to deliver extended services

However DBS checks are only part of the process. Headteachers, governing bodies and local authorities are expected to follow recruitment good-practice guidance, including verifying references. This will ensure that employers make decisions about appointments in full knowledge of the facts of whether or not a potential employee has previously worked in the education sector and is suitable to take up a particular appointment.

Training package

The Headteacher and a school governor has undertaken training in Safer Recruitment which includes include child-protection issues. The school is also aware of the need for continuing awareness.

Volunteers in school

Not all volunteers need to be DBS checked, for example, those volunteering for one-off trips, as we would not expect them to be left unsupervised in charge of children. No DBS is required if a volunteer does not come into school more than once each week and no more than four times in a month. We would expect DBS checks for those volunteers who work at the school on a regular basis.

Tradespersons working in school

We would not expect a person attending the school on a "one-off" basis to be checked — e.g. an electrician making repairs. However, we would not expect that they would be allowed to walk around the school unaccompanied.

School Governors

We would expect those whose voluntary work involves contact with pupils, or who regularly work, or volunteers in the school to get a disclosure.

Safeguarding Training

All new members of staff should carry out Safeguard training. Arrangements should be made for on-line training to be done as soon as is possible once they have started their employment with the school. Arrangements should also be made for some Governors to carry out the same training.

Maintenance of the Building and Equipment

Statutory and Cyclical maintenance has been included within the planned programme. This is carried out by the LA and includes the following:-

Air Conditioning Units	Boilers – Annual Boiler Inspections
Boiler Pumps	Chimney Inspections
Domestic Hot Water gas boilers/heaters	Emergency Lighting
Fire Alarms (only modern systems with panels) – twice per year	Fixed Electrical Testing (5 year Cycle)
Fire Hose Reels	Gas boilers in caretakers' accommodation
Fume Cupboards	Legionella Monitoring
Induced Draft Fans	Lightning Conductors
Lift & Hoist Servicing	Sewage Pumps/Ejectors
Pressurisation Units	Swimming Pool Equipment
Sprinkler Systems – twice per year	

The caretaker carries out a monthly Legionella Risk Assessment check. This is forwarded to NPS Group and a Report is then returned to school with comments and recommendations. Both the check sheet and monthly report is kept in the Legionella File in the school office.

HSE INFORMATION SHEET

Accident & Incident Reporting Guidance

Reporting Accidents to Local Authority

Where the local authority is the employer (eg ESC's, Community, VC and special schools) **all** incidents to employees (no matter how minor in nature) must be reported to the LA using its accident or violent incident form within 10 days of the event.

Minor incidents involving pupils (ie those requiring no or nominal first aid treatment) may simply be recorded in the school's own accident book. However more serious pupil accidents and dangerous occurrences **must** also be reported to the local authority within 10 days of the event.

Reporting Accident to Health & Safety Executive (HSE)

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR)

In some circumstances it is also necessary for the Health and Safety Executive (HSE) to be notified.

All incidents that are reported to the HSE must also be reported to the LA's Health and Safety Team

Further guidance on when it is appropriate to inform the HSE of any incident is given on the HSE website:

www.hse.gov.uk

From 12th September 2011 statutory reporting to the HSE will move to an on-line system:

www.hse.gov.uk/riddor/report

The expectation is that schools will report on-line **for everything where possible**. A telephone facility will remain only for reporting Fatal and major injuries (as defined in RIDDOR) these must be reported immediately by telephone to HSE Infoline: 0845 345 0055

The HSE website provides further guidance on the definition of a major injury:

- www.hse.gov.uk/riddor/riddor.ht
- www.hse.gov.uk/riddor/guidance.htm#reprtable Definition of a major injury

MONITORING HEALTH AND SAFETY PERFORMANCE

The monitoring arrangements for ensuring health and safety is being undertaken should be identified within the school. (It is not acceptable to issue instructions and subsequently take no further action).

Monitoring arrangements should be both active and reactive. Active monitoring gives information before an accident happens, its primary purpose is to measure success and reinforce positive achievement. Reactive monitoring ensures that lessons are learned from incident, accidents or cases of occupational ill-health. In essence reactive monitoring measures the extent of failure.

Active Monitoring Arrangements:

- are designed to measure performance in safety before things go wrong
- checks that the procedures devised by the school are being properly applied
- it looks at how well the schools standards are being met

Active Monitoring will need to indicate:

- a) when periodic checks and routine inspections are being undertaken by who and how often?
- b) how common problems or weaknesses are identified?
- c) how training needs identified are being met?
- d) how deficiencies are rectified and assigned correct priority for action
- e) how resource implications are recognised and programmed?
- f) where the information from monitoring is being recorded and who ensures it is acted upon?
- g) that the introduction of any new equipment or substance is being monitored by whom and where necessary appropriate information is being recorded and reviewed to ensure safety is being addressed.
- h) that all members of staff are expected to report all significant hazards to the Headteacher/or person nominated who will deal with the matter promptly

Reactive Monitoring

- Looks at incident, accidents and occupational ill health through investigation and analysis of statistics, including investigating complaints.
- All accident involving injury need investigating accidents can or may result from failures in health and safety management.
- Arrangements will require systems for reporting:
 - injuries and cases of ill health;
 - damage to property;
 - incidents (including those which have potential to cause injury, ill health);
 - any hazards;
 - weaknesses or omissions in performance standards.

Inspection

- Is best done by people who know the school/subject area.
- Persons undertaking the task will ensure that safety performance meets the standards set in the health and safety policy and where it does not, on the action required.
- It is best done during the normal day so that good practice can be highlighted.
- Evening and weekend activities undertaken by the school may need reporting on.

Investigating procedures must ensure:

- Investigation of reports arising from active and reactive monitoring, prioritise those circumstances of greatest risk.
- The identification of both the immediate and the underlying problem.
- The referral of information to the appropriate level of the school management with authority to initiate remedial action, including organisational and policy changes.
- The adequate analysis of all collected information to initiate improvements.

AUDITING

Ensures procedures for health and safety are effective.

Audit systems assess:

- the policy – its intent, scope and adequacy;
- the organisation, including:

the acceptance of their health and safety management role by line managers;
arrangements for communicating the policy and relevant information;
adequacy of control, allocation of responsibilities and supervision;
involvement of employees in the health and safety effort;
arrangement for information and training to ensure competence;
planning and policy implementation including;
overall control and direction of the policy;
adequacy and relevance of standard setting;
allocation of resources;
the extent of compliance with standards;
effectiveness of risk control;
long-term improvement in health and safety performance;
the adequacy and relevance of monitoring/inspection systems;
the reviewing process and the ability of the organisation to learn from experience.

This policy is in addition to the Wakefield Health and Safety Handbook for schools, available on the GoWild web site at:

<http://www.gowild.org.uk/ManagementAdviceAndGuidance/OrganisationAndManagement/HealthAndSafety/Default.htm>

APPENDIX I

Accident note sent home to parents



Horbury St Peter's & Clifton CE (VC) Primary School
Shepstye Road, Horbury, Wakefield WF4 5BE
Tel/Fax: 01924 302965
Headteacher: Mr John Berry

Date Time

Name Class

Injury

Cause.....

Place of Incident.....

Action

Returned to Class Advised to see Doctor

Parent Telephoned Advised to go to Hospital

Kept in Office Taken to Hospital

Sent Home **Staff dealing with incident**

N.B.
In case of head injuries parents are advised to watch for signs of concussion and seek medical help if necessary.

Health and Safety - re Wild Area and Pond

The rules of the Wild Area are:-

1. No running
2. No noisy behaviour
3. Treat all the areas with respect

The children are told that fungi, though very fascinating, is not to be touched. On some occasions an adult may remove fungi using gloved hands. If it is touched accidentally the children are to wash their hands immediately.

Tools and equipment are to be put away carefully and the children are to wash their hands after working in the Wild Area.

Some wellingtons and gardening gloves are available for the children's use. Some children bring their own.

1. Tools

The children are taught how to use and store the tools and when they can be used.

- a) Large tools are stored in the racks in the study centre and checked by Year 6 monitors.
- b) When tools are in the Wild Area but not being used, they are to be placed safely: i.e. rakes, spades, hoes and trowels to be turned over so as to avoid accidents if trodden on etc.
- c) Secateurs are to be used only under supervision.
- d) Electric lawn-mover is only used by an adult (usually the caretaker) when the children are not on site. The mower is safely stored in the green hut away from the school.

2. Laburnum

The children are taught to recognise the Laburnum tree and to note that Laburnum pods are poisonous. As with fungi, they are not to be touched. Hands are to be washed thoroughly should this happen accidentally.

3. The Pond

The pond area is located at the side of the staff car park in an enclosed area. The entrance is through a gate from the car park, which is kept locked at all times. The children are not allowed under any circumstances into the area unless supervised by a member of staff.