



Health, Safety and Welfare Policy

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by Welfare & Pupil Discipline Committee

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POLICY STATEMENT

The Governors seek to ensure the Health and Safety of all at Hatchell Wood Primary School; staff, pupils and visitors.

It is our aim, as far as reasonably possible:-

1. To provide and maintain equipment and systems of work which are safe.
2. To adopt high standards in the handling, use and transport of all substances and articles.
3. To maintain a working environment that is safe and without risk to health.

The Governors are committed to providing information, training, supervision, and resources with regard to health and safety. In this respect, Health and Safety will form part of the School Management Plan and so ensure the implementation of the policy and its regular review.

The Governors fully accept responsibility under all relevant Statute Law and also under Common Law, for the Health and Safety of our employees and also persons other than our employees and those affected by our activities.

The Governors require all employees of the school and others to cooperate in the implementation of the policy in so far as it is a part of their duty. Breaches of the policy will be treated as very serious matters.

In terms of insurance against liability in this area, the Governors will rely on the cover provided by the Education Authority. The Governors policy will be to seek to act in good faith in these matters.

POLICY STATEMENT

As the Head Teacher I recognise my responsibility for giving effect to the Director of Children and Young Peoples' Services safety policy on the protection of all school staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of my school.

In association with the Governing body, I will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which I exercise control. Applying the principles of risk management I will ensure that any necessary risk control measures are introduced and maintained.

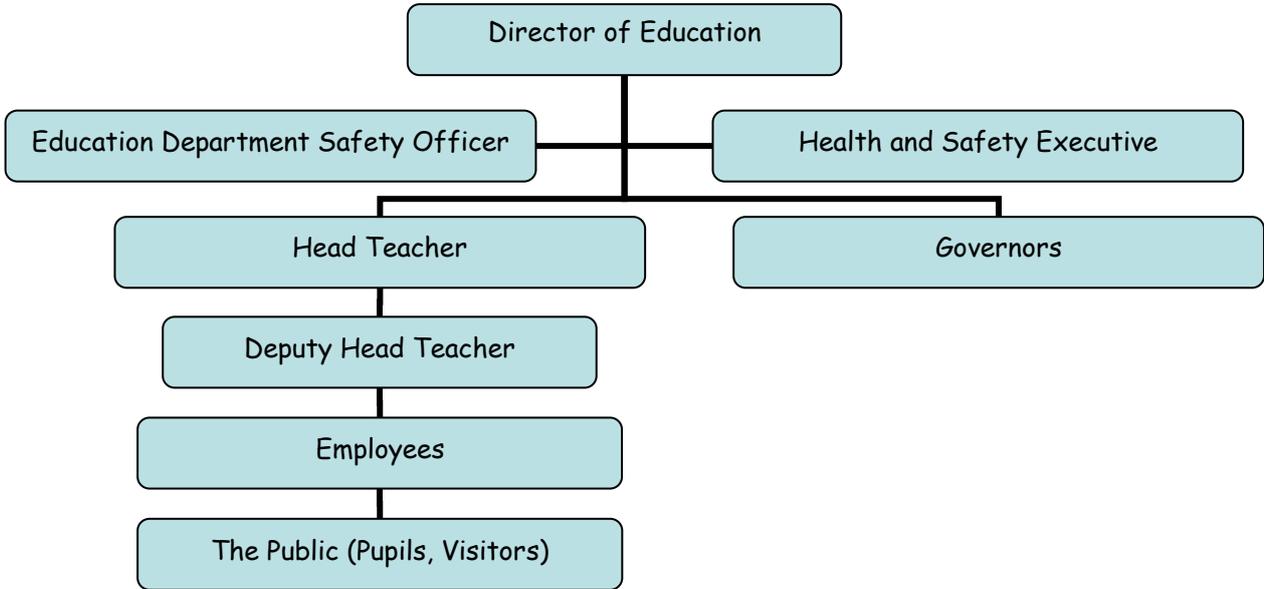
So far as it is reasonable, I will ensure that all staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the LA.

It is equally the duty of all school staff to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, co-employees, pupils, and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

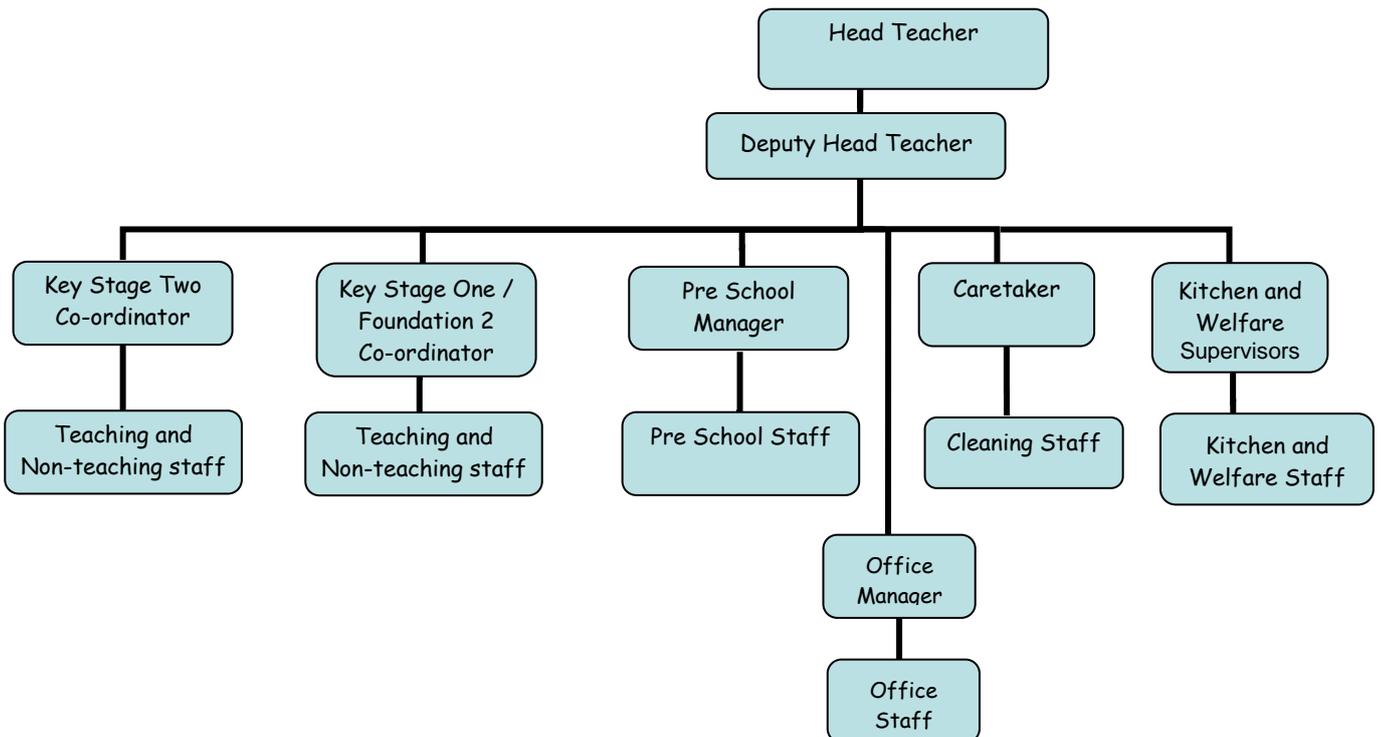
J Harris Head Teacher

ORGANISATION ARRANGEMENTS

Line Management Organisation



Hatchell Wood Primary School Internal Line Management Organisation.



1.0 Individual's Duties

1.1 Governors' Roles and Responsibilities

- ensuring that appropriate documentation is in place;
- monitoring its implementation;
- reviewing it on an annual basis.

At Hatchell Wood Primary School, this will be achieved:

- by the appointment of a Health and Safety Governor;
- through the Premises/Estates/Health and Safety Committee
- by Governors receiving termly reports from the Head Teacher

1.2 Head Teacher's Responsibilities

The Head shall be responsible for ensuring, so far as is reasonably practicable, all health, safety and welfare matters affecting the operations and activities of the school, including those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of the Education Committee's policies affecting the health, safety, and welfare of staff, pupils, and other persons of their responsibility. The Head teacher therefore:

- Takes day-to-day responsibility for the health, safety, and welfare matters in the operation of the school.
- Ensures effective communications on health, safety, and welfare matters exist between the school and the Education Department's Safety Co-ordinator (see Education Safety Policy).
- Co-ordinates work with the Governing Body and the LA to achieve standards and procedures prescribed for health, safety, and welfare.
- Provides Governors with an annual report on all matters affecting health, safety, and welfare in the school.
- Together with school staff, assesses and controls the risks to health, safety, and welfare of all persons from hazards within the school and any other of its activities, wherever they are undertaken.
- Provides equipment and articles for the school that are adequate for their intended use, are correctly serviced, and properly maintained.
- Ensures hazardous materials and substances are properly used, stored, and disposed of.
- Maintains first aid facilities and accident reporting schemes that are suitable for the school.

- Chairs the school's health and safety committee, or other forum, at which health and safety matters are discussed.
- Evaluates the need for health and safety training of staff and arrange its delivery.
- Brings to the attention of the Governing Body and the LA any matters of health and safety that cannot be resolved, or are of imminent danger to any person.
- Liaises with contractors (along with or delegated to the site manager), or their representative undertaking any works on the school site, to ensure the safety of all persons exposed.
- Ensures LA guidance on fire precautions and fire safety in schools is implemented and complied with.
- Co-operates with accredited safety representatives appointed by recognised Trade Unions in accordance with the LA agreement.
- Keeps the school's health and safety policy under review and bring any amendments to the notice of all staff.

The Head teacher will be advised and guided in these responsibilities by specialists appointed by the LA. Particulars of these specialists will be made known to the Head Teacher and Governing Body through health, safety and welfare publications and information circulated by the council.

1.3 The Deputy Head Teacher's Responsibilities

The Deputy Head Teacher is responsible to the Head Teacher for:

- All health, safety and welfare matters of the school in the absence of the Head Teacher.
- Supervising the withdrawing from use any unsafe equipment, its proper repair and return, and where necessary its correct disposal.
- In the absence of the head, initiating the necessary action to remedy defects in the school buildings and grounds (e.g. heating, lighting, and play equipment.)
- Reporting to the Head Teacher any problems or imminent danger associated with their responsibility as soon as it is practicable to do so.

1.4 Teaching and Support Staff Responsibilities

- Exercise effective supervision of the pupils;
- Check classroom or work area is safe;
- Check equipment is safe before use;
- Give clear instructions and warnings as often as necessary;
- Follow safe working procedures personally;
- Ensure safety procedures are followed;
- Ensure protective equipment is used where appropriate;
- Report defects, problems and hazards to any member of the senior leadership team
- Carry out special tasks; e.g. first aider, etc, if appropriate training has been given;
- Teach children to use equipment safely;
- Teach children safety rules;
- Inform children about emergency evacuation procedures.

1.5 The Site Manager's Responsibilities

- Ensuring, so far as is reasonably practicable, the health, safety and welfare provisions and procedures affecting cleaning staff or ground maintenance contractors are adhered to.
- Yellow forms are provided around school to be filled in and left in site manager's office for any health or safety issue that needs attention. These will be seen to when practicable.
- That cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use.
- That all waste materials from the school are disposed of in accordance with the LA policy.
- Maintain a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- Maintaining a high standard of housekeeping.
- Reporting to the Head Teacher any problem, or imminent danger associated with their responsibilities, as soon as it is practicable to do so.

First Aid is a statutory welfare provision. We also have a moral and civic duty to provide adequate first aid provision to all those people who may use the school. Staff should be aware of the location of the first aid kits and those people who have attended first aid courses. We are also obliged to ensure adequate heating and lighting for all those using the school.

2 Health, Safety and Welfare Arrangements

2.1 Fire Procedures

1. If a fire is spotted, the Fire Brigade should be called immediately.
2. Emergency evacuation of the building will be signalled by a continuous ringing of the alarm bell.
3. On hearing the alarm, keep the children calm and evacuate the building.
4. The teacher should leave the room last.

Key Stage 1 and Key Stage 2 Assembly Point is at the back of the playground. Pre school will line up next to Key Stage 1 and where safe will wait in the pre-school outdoor play area until the Key Stage 2 classes have passed. In the event of a fire the quickest route from school should be taken. Kitchen staff will, where possible, turn off cookers and make their way around to the assembly point.

- All doors should be closed as the children leave
- Teaching assistants will check cloakrooms, toilets, corridors and library if possible.
- The Office Manager will take the registers to the assembly point and pass to teachers.
- Teachers will follow emergency procedures and check children against the registers.
- Fire Wardens to check the building in their designated zones.
- Only Fire Wardens to use fire extinguishers.
- Missing children will be reported to the Headteacher or Deputy Headteacher immediately.
- Nobody should go back into the building
- The Headteacher or their representative will give all clear after consultation with the Fire Brigade Officer in charge.

2.2 First Aid Procedures

First aid boxes are situated as follows:

- School Office
- First Aid Room
- Staffroom (plus educational visits boxes)

First Aid Personnel: Please see current list

In the event of an accident:-

1. STAY CALM ensure there is no further danger to the casualty, other children or yourself.
2. ASSESS THE SITUATION - looking for signs of injury.
3. BEGIN TO DIAGNOSE - find out what happened, where does it hurt?
4. If needed: send for assistance
5. send for an ambulance
6. GIVE IMMEDIATE AID
 - If the casualty is **unconscious**, open the airways, check for breathing, resuscitate if necessary
 - Control **bleeding**
 - Minimise **shock**
 - **Reassure**
 - Check level of responsiveness, monitor
 - Ensure **comfortable**, recovery position if necessary
 - Do not move more than necessary

7. GET ASSISTANCE WHERE NECESSARY

- take to the staff room/nearest first aid for attention
- contact parents (if necessary) and ask to collect or take home. The office must be informed if parents are to be contacted.
- If it is necessary to arrange urgent removal to hospital (take child or call ambulance depending on the incident) then these procedures should be followed
 - • Name
 - • Date of birth
 - • Address
 - • Check records for relevant medical information (medication, asthmas, epilepsy, allergies)(Details on Admission Form)

In the event of a Head or serious injury

As above plus:

- ECP (Emergency Care Practitioners) contact numbers (for minor injuries), 999 calls to be used a necessary
- Parents are informed by letter if non serious and speak to the adult picking up, by phone if any concern around the child's well being.
- Procedures for handling/observing head injuries, especially when emergency services are contacted as a result of the injury. Follow emergency services advice, up to date HSE advice can be found at:
<http://www.hse.gov.uk/services/education/index.htm>

Any injury which results in loss of consciousness **must** be reported to Corporate Safety, the Head or Deputy Headteacher (school's responsible person with regard to health and safety as per RIDDOR 2013) to ensure specified reporting requirements are met.

Health and Safety advice and support is available to the school following a reportable incident. Peter Harrison can be contacted via email at peter.harrison@doncaster.gov.uk

2.3 Physical Activities

(a) Apparatus

All staff **must**

1. Ensure that pupils are thoroughly trained in the handling, assembly and storage of apparatus
 - Two/four children to carry a big mat, one at each corner.
 - two children to carry a small mat, one at each end.
 - two children to carry a bench, bending knees to lift and place on the floor.
 - four children to carry a jump stool (lift, do not drag).
 - two children to carry a ladder, ensuring one end is fixed before proceeding.
 - four children to carry an A frame, walking. A frame down and up before and after carrying.
2. Check all apparatus for correct assembly before it is used by the children.
3. Check all apparatus when it is returned to storage.
4. Ensure children are suitably clothed (no tights, socks, long trousers, any ear-rings, glasses, jewellery, necklaces etc.) All children work in bare feet for gymnastics.
5. Ensure that children have sufficient space from each other when using apparatus.
6. Remove and report all defective equipment.

(b) Outdoor P.E.

All staff must ensure that

1. Equipment is carried out in a safe and proper manner
2. Children bring a change of clothes (trainers, plimsolls, shorts etc)
3. Children are not allowed to participate in sandals or other unsuitable footwear
4. Equipment is counted out and in to ensure against loss
5. Equipment is carried in safely and replaced in its designated storage area in the hall

(c) Football

All staff must ensure that

1. Children bring a change of clothes and suitable footwear
2. Children walk to the pitch
3. After the session children assemble on the field and walk back to school where they will be supervised for changing and collection by an appropriate adult.

(d) Swimming

1. Adult/Pupil ratio – see Educational Visits Policy.
2. Children will assemble in an orderly line in pairs and exit **walking** through the main entrance.

3. Children will follow a route through the car park keeping to the left and stop immediately in the event of any moving vehicle.
4. Children will board the bus seating themselves from the front – two to a seat. Children should not lean forward in the seats but should be encouraged to sit right back.
5. Staff will count the children on and off the bus.
6. On arrival one member of staff should alight from the bus to receive the children as they disembark from the bus in an orderly manner. One member of staff /adult should remain on board until all children have safely alighted.
7. Children should walk in pairs to the changing rooms.
8. Children should not be allowed to wear earrings or other jewellery and a letter requesting the wearing of goggles must be given to the teacher.
9. Staff will be able to access each changing room (boys and girls) to supervise children.
10. Once changed children will assemble to walk through the showers supervised by one member of staff.
11. Children will walk to the swimming area under supervision and only enter the water when asked to do so by the **Swimming Instructor**.
12. Children will leave the pool when instructed and **walk** to the changing rooms, supervised by a member of staff and depart in the manner in which they arrive.

Procedures whilst in the water

1. Whistle : Feet on floor, quiet and look at the instructor.
2. Drowning Alarm: Get out of the water, stand facing the wall

Any child not obeying the safety rules or the Instructor will be withdrawn from session.

3. Playtimes

1. Two members of staff to be on duty at break time
2. the staff on duty should be outside with their classes promptly to ensure that children are supervised at all times
3. All children will be reminded periodically, in class and in assemblies, of playtime behaviour rules, for their own and others' safety
4. 'Good' playtime behaviour will be encouraged with praise, stickers, certificates etc.
5. Dangerous behaviour/games will result in a range of sanctions from teacher intervention to exclusion from playtime
6. End of playtime will be signalled by one whistle blow when all children will stand still and then be informed to **walk** to their class lines
7. In the event of a serious injury, emergency procedures will be enacted
 - injuries will be reported to staff and in the case of head injuries, the child will be monitored and the incident recorded in the accident book, located in the office

- the appropriate accident form will be completed for the information of parents

4 Supervision and safety by all Mid-day Supervisors

In the playground

- Midday Supervisors must be outside at all times when children are present.
- Midday Supervisors must patrol individually at all times covering all areas regularly – particular attention should be paid to the doorways, side entrances and the central passage.
- All accidents, whether resulting in injury or not must be reported and entered in the accident book by the end of the dinner break (the accident book is kept in the first aid room). Injuries to the head require written notification to the parent (forms are in the office).
- Serious injury must be reported immediately to either the head teacher or the deputy head teacher.

5 Accident Reporting

It has been said that accidents are events without apparent cause. If this were so then we would all be in the hands of fate, not able to influence our well-being. This is clearly not so, and we therefore need to examine accidents and their nature.

We cannot avoid certain accidents, such as children bumping into each other in the playground, as these events are unforeseen. Generally, though, accidents are avoidable and their effects can be minimised by reasonable precautions, but it is necessary to have some appreciation of the causes of accidents if appropriate measures are to be devised and deployed.

We must ensure that the number of accidents is kept to a minimum by creating and maintaining a safe environment.

Accident Investigation

An investigation of all accidents, even minor ones, is necessary to establish whether the accident could have been avoided. Below is a checklist of points to bear in mind when conducting an investigation.

1. Ask open questions
2. Allow the whole story to be told without interruption
3. Do not jump to conclusions
4. Establish the following
 - Where did the accident happen?
 - When did the accident happen?
 - Who was injured?

- Nature of the injury?
- Site of the injury?
- Who else was involved?
- Who witnessed the accident?
- What was the injured person doing at the time of the accident?
- Was supervision in force?

Accident Reporting and Recording

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 offer guidelines to assist us in this process. Guidance available from health & safety executive.

Within Hatchell Wood Primary School we record all accidents which result in children requiring treatment. The accidents are recorded in a book, kept in the First Aid room.

Accident forms are filled in at the office for children or staff sent home.

6 Electrical safety

As schools rely upon electricity more and more, there is an increased need to take greater care. The regulations regarding electrical apparatus can be examined on request, but in order to keep this document as simple as possible it is necessary to be familiar with the outline details. All electrical appliances in school are recorded and assessed for their potential hazards. They are tested every year. If they pass they are given a green sticker, if they fail they are given a red sticker and must be repaired or discarded. Before using any appliance staff should check the plug for damage, the cable for frays and loose wires and the appliance for general safety and soundness.

7 Water Safety

See Hatchell Wood water hygiene report for full details of guidance and recommendations. This is kept in the site manager's room.

8 Health, Diseases and Hygiene

A number of agencies are involved with health in schools. The school nurse is our first point of contact and can be contacted via the school office. He/She also makes regular visits to school.

Department for Children and Young people Administration of Medicines Policy has been adopted. Occasionally children will be required to take medicine in school. It is only allowed when this is essential (eg it has to be given four times a day), and in such cases a medical form from the parent, giving permission for the medicine to be administered, the dosage and the frequency must be provided. The staff are under no obligation to undertake this task, and only the or named member of staff, in his/her absence, the office manager, will administer the medicine. The staff reserves the right to refuse to administer medicine. In all cases the medicine must be kept in a safe place. The medicine must be prescribed to the child and in its original container.

For children with specific medical needs, Health Care Plans are to be completed with the child.

Key Stage 2 Asthma sufferers are encouraged to keep their inhalers with them so that they can administer treatment as they need it, epipens must be accessible for children with nut allergies and kept in the NTA room.

Medicines in School DFE guidance is used. (Policy folder)

Some health problems, like accidents, are avoidable by maintaining a clean and efficient environment, but certain diseases are contracted by virus over which we have no control. The following short list contains some serious conditions but which can be avoided by careful hand washing if all are vigilant. Guidance for dealing with infections and diseases is kept in Head teacher filing cabinet under 'Medical & Health' issues.

- Bacillary dysentery
- Food poisoning
- Gastroenteritis
- Hepatitis A
- Hepatitis B
- Bird Flu and Swine Flu

9 Risk Assessments

It is vital to assess any possible risk before undertaking any activity. Normal school activities incur little risk, but it is our practice to assess all risk to ensure maximum safety. School visits are assessed using the online form QES Offsite Activity Planner

Security and Monitoring of visitors

- All visitors must enter the building by the main entrance and sign in
- All staff must check that doors are closed after use to ensure the continued security of the school
- Children are not allowed to open doors to people even if they know them
- All staff are asked to challenge any stranger on the premises to ascertain their credibility

- All contractors arriving to do work on the school premises shall be required to report to the school office on arrival and be given all school information and rules regarding Health and Safety whilst on the site. Any contracts entered into by the school or persons representing the school shall contain the proviso that the school policy on Health and Safety be observed by the contractor. Control of contractor's forms must be completed for all work (Appendix 6)

Parking

Parents are not to park on the premises unless specifically asked to, e.g. to collect an injured child. Children are encouraged to walk on designated paths only and not down the drive.

10 Staff safety measures

General safety measures to be followed by all staff

Staff must ensure that

- steps are used at all times when putting up and taking down displays, and replaced in the stock room after use. Staff must not stand on chairs, desks or other items of furniture
- all staples, pins (broken or whole) are removed from pin-boards etc. at the time a display, picture or model is taken down.
- pupils are adequately supervised and have received the necessary instructions for the work they are set or permitted to do (e.g. tools, equipment, practical activities etc.)
- safety equipment and protective devices is in use as necessary (e.g. protective clothing)
- no child/children are left in a classroom without a teacher or other school employee being present. In an emergency, another member of staff or the head teacher should be sent for to supervise the class. In an emergency situation, class teachers may arrange for another adult to supervise a class or group of children for a brief period.
- the staffroom corridor is out of bounds to all children unless accompanied by an adult
- pupils or colleagues, if injured or unwell receive appropriate assistance
- they inform the head teacher of all accidents and damage in their areas of work before the end of the day, and if necessary submit a written report, whether anyone is injured or not
- they are responsible for a safe working environment