



HOMELANDS PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

ADOPTED BY THE HEALTH AND SAFETY COMMITTEE ON.....16.11.99.....

REVIEWED.....23.10.12.....

REVIEWED.....08.10.13.....

REVIEWED.....30.09.14.....

REVIEWED.....20.10.15.....

Signed.....*Chair of Governors*

Signed.....*Headteacher*

The following Policies are linked to the Health & Safety Policy:

- Fire Policy
- Emergency Plan
- First Aid Policy
- Medicines Policy
- Lettings Policy
- Security Policy

- Supporting Children at School with Medical Conditions Policy

1. STATEMENT OF INTENT

The governing body of Homelands Primary School is fully committed to taking all practical steps to ensure the health and safety and welfare of staff, pupils and visitors.

This policy ensures that:

- a suitable management structure for health and safety exists
- safe working practices are adopted
- training needs are identified and prioritised
- adequate resources are provided to meet health and safety responsibilities
- effective procedures are in place
- health and safety is regularly monitored and risk assessments carried out

The governing body will keep this policy under annual review and will consult staff when there are proposed changes.

2. MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY

L.A.
Headteacher/ F.M.Contract Manager
Governing Body (Health and Safety Committee)
All Staff
Pupils

3. RESPONSIBILITIES

Local Authority

The Local Authority is responsible for setting Torbay's policy for health and safety and informing schools about changes within this policy. They provide advice on all matters related to health and safety.

The Governing Body

Through the Health and Safety committee the Governing Body

- approves a clear written policy statement which is reviewed regularly
- ensures that measures are in place to monitor the effectiveness of this policy
- ensures that training needs are identified and appropriate training provided

- ensures that when required support and advice is obtained from the LA, the Health and Safety Executive or other professional bodies as appropriate.
- makes recommendations relating to health and safety
- consults with staff as appropriate
- works closely with F.M. providers

The Health and Safety and Premises committee meets at least once a term and the chair of this committee conducts annual risk assessments with the headteacher. These assessments are discussed by the full committee. The committee also assists in safe work systems and discusses new regulations received from the LA or H.S.E and reviews other risk assessments as appropriate.

The Headteacher/ F.M. Contract Manager

Homelands Primary school is a PFI school. The Headteacher and F.M. provider share overall responsibility for health and safety arrangements in the school.

The headteacher is responsible for :

- providing advice on health and safety matters related to pupils and curricular activities
- ensuring there is dissemination of health and safety matters related to all school employees and pupils.
- ensuring risk assessment relating to curricular activities are carried out
- informing F.M. provider of any concerns related to equipment or the building
- arranging fire practices in conjunction with F. M. provider
- ensuring procedures relating to accidents involving staff/pupils are adhered to
- monitoring the F.M. contract to ensure outputs are being met

The F.M. Contract Manager is responsible for :

- ensuring the safe working of F.M. provider employees and contractors
- carrying out risk assessments related to the building and its equipment
- maintaining a fire log
- liaising closely with headteacher
- regular maintenance of all building systems and F.M. equipment

- ensuring the testing of all portable appliances
- controlling any on site contractors

All Staff

All employees have a responsibility for health and safety at work and should:

- take reasonable care of themselves and of any other persons who may be affected by their acts or omissions at work.
- Co-operate with the employers, so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provision.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- Be aware of the health and safety policy of the school
- Exercise good standards of housekeeping and cleanliness
- Report all accidents, defects and dangerous occurrences.

In addition to the above duties class teachers are also expected to:

- Raise any health and safety concerns with the headteacher .
- Exercise effective supervision of pupils and be aware of emergency procedures.
- Know about health and safety measures to be adapted in particular subject areas e.g. P.E., Science, I.T. and D.T.
- Give clear instructions and warnings to pupils
- Follow safe working procedures
- Avoid introducing any items of electrical equipment or any other item or substance which may cause a risk.
- Build safety awareness into the curriculum as appropriate

The pupils

Pupils are expected to:

- exercise personal responsibility for health and safety of themselves and others
- observe standards of dress consistent with safety or hygiene
- observe the health and safety rules of the school and in particular the instructions of staff given in an emergency
- not misuse, neglect or interfere with things provided for health and safety.

Visitors

Visitors are expected to:

- observe the health and safety policy of the school
- sign in and out of the school
- make themselves aware of evacuation procedures in the school.

School Health and Safety Representative

The school currently does not have a health and safety representative appointed by a recognised trade union.

4. PROCEDURES

4.1. Fire Safety

(Please see relevant Fire Safety policies – Fire policy, Emergency Plan)

A copy of the emergency plan is kept off site with the Chair of the Health and Safety committee, the Headteacher and the F.M. manager. It is the responsibility of all staff to make someone else aware if they are leaving the school during the school day.

4.2 Accidents

An accident book is located in the first aid room. Caroline Peet is responsible for the maintenance of first aid boxes. Caroline Peet, Leigh Stephens and Nicky Hughes hold First Aid at Work certificates. Notifiable accidents and incidents are recorded and passed to the LA as appropriate. The Governing Body, through the Health and Safety committee, monitors accident trends closely.

Letters for parents to inform them of accidents to their child are kept in the first aid book. Letters are always sent 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 spillage of body fluids. If there is an emergency situation an ambulance should be called to transport a child to hospital. Wherever possible, the parent should accompany. If this is not possible, the child is accompanied by a member 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.

Please see First Aid Policy

4.3 Reporting Hazards

All staff are responsible for reporting hazards immediately on discovery to the headteacher. It is then the Headteacher/ Contract Manager's responsibility to follow these up and to keep the health and safety committee informed of action taken to remedy the hazard.

4.4. Electrical Safety

F.M. provider identify all electrical equipment on an electrical register. All staff are expected to visually check equipment before use and report any damage.

In addition portable appliances are tested annually by a contractor. Our F.M. provider are responsible for arranging this. All ICT equipment is PAT tested under arrangements made directly by the school

Staff should note particular care needs to be taken with any extension leads to avoid trailing wires creating a hazard. Electrical equipment must not be introduced into school from home.

4.5. Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms and staff should check that instructions are followed when using such substances. Any substances are risk assessed and kept in the caretakers cupboard which is kept locked during the day. The COSSH register is kept in the F.M. Health and Safety File.

4.6 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. The following points about equipment should be noted:

- **Step ladders** -These are available in school. Teachers and T.As are instructed to use ladders not chairs when displaying work. Staff have also had training (06.10.15) on Working at Heights and Risk Assessment re using high step ladders
- **P.E. Equipment** - P.E. equipment is inspected annually by an outside contractor. Records are kept of these inspections.

4.7 Manual Handling

Any staff involved in manual handling should be trained. Any moving of equipment/furniture should be carried out by FM staff.

5. HEALTH AND HYGIENE

5.1 Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in the nursery and office.

5.2 Medicines

The responsibility for administering medicines to pupils lies with their parents. If training for administering a particular medication is needed, this will be given before staff agree to administer it.

The volunteered staff can at any time terminate this arrangement.

The medication will normally be prescribed by a doctor and be sent into school in a child proof container. No medication shall be handed in to class teachers or retained by a child. It shall be handed in at the office so it can be stored in a locked cabinet. Inhalers are an exception to this rule. They are kept in the classroom for FS/KS1 and in book bags for KS2, so that children can administer these themselves. Medicine administered to, or by, the children will always be recorded and witnessed by a member of staff. The record will show the name of the child, the medication and dosage and by whom administered and witnessed.

Parents are reminded that they are responsible for checking the expiry dates of any medicines including inhalers.

5.3 Hygiene

All staff are responsible for encouraging good hygiene habits in the children.

5.4. Smoking

Homelands operates a no smoking policy on its site.

5.5 Expectant Mothers

It is the responsibility of any employee to inform the Headteacher if they are pregnant. A risk assessment will then be undertaken using Torbay guidelines.

6. ACCESS

The school is fully accessible to promote inclusion of children or adults with disabilities. Risk assessments are undertaken as appropriate. Staff receive relevant training to ensure they are able to carry out their responsibilities.

7. ANIMALS IN SCHOOL

Fish and the following small animals can be kept in school - gerbil, mouse, hamster, guinea pig. Guidance on keeping animals is located in 'Be Safe'. Stuffed animals should be displayed in glass cases. Animals will be permitted in school as part of the curriculum and risk assessments will be undertaken accordingly. No dogs are allowed on school premises except for guide dogs and dogs for the disabled.

8. OUTDOOR VISITS

Outdoor visits are an important and integral part of our work. Any outdoor visit is carefully researched and a preliminary visit made by the teacher. A risk assessment is carried out before the visit takes place. **(Please see Educational Visits policy)**

9. EXTERNAL AREAS

The external areas including ponds are risk assessed. Playground equipment is subject to weekly visual checks and a full annual inspection.

10. TRANSPORT POLICY

The school often uses coaches for visits out. Appropriate risk assessments are carried out and reviewed for each trip.

Traffic on Site – The car park is not used by parents to drop off children, other than those with a permit, thus ensuring traffic and pedestrians are kept separate. Parents permitted to use the staff car park may only do so at the beginning and end of the school day and not for any after school clubs. All staff should ensure that they park appropriately and do not prevent emergency vehicles entering the site. Staff who leave at the same time as the children should take particular care exiting the car park as the entrance is also the footway.

11. CONTRACTORS

All contractors are expected to report their presence at the office before commencing work and sign in the register. F.M. provider ensures that safety to work permits are issued.. All planned works are carried out out of school hours.If emergency work needs to be completed during the school day then workmen will be accompanied by the school caretaker. Regular contractors will be CRB checked.If contractors are working in an unsafe manner they will be requested to stop work by the caretaker or headteacher.The caretaker ensures that any temporary rules resulting from building work is made known to staff,pupils and visitors.

12. LETTINGS

(Please see Lettings policy)

13. STAFF AND THE HEALTH AND SAFETY POLICY

All staff, teaching and non teaching are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. A copy of the policy is kept in the staff handbook so that it is available for supply staff. All staff are encouraged to undertake training as appropriate.

14. SECURITY (See separate Policy)

F.M. provider will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs). The outcome of the assessment should be recorded and an action plan set up. All security incidents should be reported to the Headteacher and F.M. provider and recorded on the security log. Incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils and drug and solvent abuse. In addition the Headteacher will ensure that the appropriate accident report form is completed for violent aggressive or threatening behaviour. Copies of these forms are located in the filing cabinet in the office. The headteacher and governors will keep personal security under review and in particular will:

- fully co-operate and notify all assaults to the police
- obtain appropriate advice from the LA's legal department
- respond formally to abuse or threats made on staff
- fully support staff who have been assaulted or suffered verbal abuse ensuring these staff have access to counselling service.
- ensure all security incidents are fully investigated
- keep F.M. provider informed about any security issues

APPENDIX 1

FIRE EVACUATION

On discovering a fire

- 1. Operate the nearest fire alarm
- 2. Leave the building by the nearest available exit
- 3. Report to the assembly point

On hearing the fire alarm

- 1. Leave the building by the nearest available exit
- 2. Report to the assembly point

FS Toilets will be checked by.....

KS2 Toilets will be checked by.....

KS1 Toilets will be checked by.....

YOUR ASSEMBLY POINT IS:.....

APPENDIX 2

The following letter is sent home on yellow paper

IMPORTANT NOTICE

Dear Parents/Guardians

.....**has had an**
accident today.....at.....

Please find details of the accident below.

.....
.....

The following letter is sent home on red paper

IMPORTANT NOTICE

Dear Parents/Guardians

.....**received a bump on the head at**
.....on.....

We would like to advise you to observe your child for 72 hours and if they show any of the signs below or you have any concerns at all, please contact your doctor.

Is your child:

- Tired and wanting to sleep**
- Telling you he/she has a headache**
- Feeling or being sick**
- Behaving out of character**
- Breathing in a noisy or laboured way**
- Displaying a slow, yet full strong pulse**
- Displaying unequal or dilated pupils**
- Flushed in the face with a raised temperature**

Showing signs of weakness or paralysis down one side of the face or body.