

# **Bramley Vale Primary School**

## **Health and Safety General Statement 2020**

<b>Approved date</b>	<b>Signature</b>

This policy is in addition to the Derbyshire LEA Corporate Health and Safety Manual and Health and Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises. Copies of the Derbyshire LEA documents can be located in the school office.

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges his responsibilities in respect of staff, pupils and visitors.

## **PURPOSE**

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

## **GUIDELINES**

### **Responsibilities**

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

The **Governing Body** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Premises, Health, Safety and Security Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a. Provide plant, equipment and systems of work, which are safe, and without risks to health.
  - b. Make arrangements for handling, storage and transportation of articles and substances.
  - c. Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - d. Promote the development and maintenance of sound safety, health and welfare practices.
  - e. Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.

- f. Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- g. Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- h. Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Headteacher** (Rob Rumsby) will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Resource Management Sub-Committee.
- Report accidents and incidents of violence to the Resource Management Sub-Committee on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Health, Safety and Security Sub-Committee.
- Ensure relevant staff have access to appropriate training.
- Meet with the Caretaker and Secretary on a weekly basis to manage site issues.
- Report to the Caretaker and Secretary any defects and hazards that are brought to his notice.

All **staff** will:

- Ensure that they have read the Health and Safety Policy assessments and that their practice in school conforms with guidelines in the risk assessments.
- Ensure that they have read the establishment risk assessments and that their practice in school conforms with guidelines in the risk assessments.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher, Caretaker or Secretary.
- Report any defects and hazards to the Caretaker through recording in his file in the School Office.
- Report any concerns of abuse to pupils to the Headteacher, who is the child protection officer.
- Complete an 'Accident / Incident / Violence Investigation' form, available from Mrs Knowles in the School Office, in the event of a significant accident or incident of violence.
- Complete the Inclusion Folder in the staffroom to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

The Caretaker (Pete Darby) will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Headteacher and Health and Safety Representative.
- Conduct a half-termly site check with the Headteacher.
- Meet with the Headteacher and Secretary on a weekly basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and Secretary any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The **Health and Safety Representatives** (Gwenda Culkin & Lisbeth Adsetts) will:

- Conduct a termly health and safety survey with the Headteacher and Caretaker and report back to the Resource Management Sub-Committee.

The **School Business Officer** (Lydia Knowles) will:

- Report to the Headteacher and Caretaker any defects and hazards that are brought to her notice.
- Liaise with the Caretaker when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher and Caretaker on a weekly basis to manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.
- Send out medical alert questionnaires to parents in September and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form.
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents, file forms and send originals to the Corporate Health and Safety Unit of the LEA.

**Subject Leaders** will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Senior Midday Supervisor** (Marilyn Lovell) will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.

**Pupils** are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an

emergency.

- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

**Parents** are expected to:

- Support the school in any health and safety matters reported to them.

## **ARRANGEMENTS**

### **Accidents and Incident Reporting**

- a) Any pupil complaining of illness or who has been injured is sent to the first aid room or school office (at times other than breaks) for the qualified First Aiders to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the accident book.
- c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

- a) Our **trained** First Aiders administer medicines for chronic or long-term conditions.
- b) Medicines are stored in the staff room, out of the reach of children. Staff record the time medication is given and sign the record sheet.
- c) Parents give written consent to authorise First Aiders to administer medication.
- d) Medication for asthma is stored in an unlocked cupboard in the First aid room, unless a pupil needs to have their medication immediately to hand – if this is the case it is stored in the pupil's tray or bag with parental permission. Pupils are supervised by a First Aider when taking their asthma medication.

- e) The school has a policy for the administration of asthma medication.

### **Tyre Park**

- a) One member of staff or Midday Supervisor closely supervises the use of the Tyre Park at playtimes.
- b) Pupils should not use the Tyre Park until a member of staff or a Midday Supervisor is in attendance.
- c) If the Tyre Park is used for extra playtime then a member of staff should closely supervise it.
- d) Staff should regularly remind pupils of safe use.

### **Asbestos**

- a) An asbestos register is held by the Headteacher, Secretary and Caretaker.
- b) The Caretaker makes it available to contractors working on site

### **Communication of Information to Users of the Premises**

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the Secretary.

### **Control of Hazardous Substances**

The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

### **Cooking**

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

### **Earrings**

In accordance with BAALPE guidelines children should not wear earrings in school. We do understand that sometimes it takes longer than expected for earring piercing to heal. As such Derbyshire County Council Guidance advises schools that the wearing of jewellery in school can constitute a hazard, especially for certain activities that involve specialised equipment or physical activity.

As such:

- Children whose piercing has not healed by the return to school will have earrings taped up. Please note that staff members cannot tape up earrings.
- If earrings are taped then children are allowed outside for break time and lunchtime. Parents will advise children not to engage in overly physical play and assume any risk of injury at these times. Parents are aware that wearing an earring may exacerbate another incident or injury.
- Children will not be allowed to actively physically participate in PE lessons with earrings in even if they are taped.
- The school and staff reserve the right to withdraw children from other activities if they believe that wearing of earrings could constitute a hazard.

## **Educational Visits**

- a) xxx is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy.
- b) Our procedures are based on the LEA's HASWA Guidance Note C1.

## **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

## **Evacuation of the Building**

- a) Fire exits are clearly labelled.
- b) Plans showing exit routes are displayed by the door of each classroom.
- c) Fire bells and fire doors are tested weekly by the Caretaker.
- d) A fire drill is practised once a term and reported by the Headteacher to the Governing Body.
- e) Fire appliances are checked annually.

## **First Aid Provision**

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. All staff, teaching and non teaching are currently trained first aiders. The named person with overall responsibility for first aid is xxx, who holds a full 4 day First Aid at work certificate. Staff working in Early Years also hold a full Paediatric first aid certificate in compliance with the EYFS statutory requirements.
- b) First Aid is administered in the staff room.
- c) Portable First Aid kits are taken on educational visits and are available in every classroom.
- d) A qualified First Aider will go on any educational visit.
- e) The named first aider, xxxx, will ensure the maintenance of the contents of the first aid boxes and other supplies.
- f) All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

## **Head Injuries**

- a) Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- b) First Aiders contact parents by phone if they have concerns about the injury.

## **Head Lice**

- a) If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents.
- b) A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.

#### **HIV**

- a) No person must treat a pupil who is bleeding, without protective gloves.
- b) Protective gloves are stored in the School Office.
- c) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

#### **Hot Drinks**

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink outside of the staff room it should be stored in a thermos cup with a safety lid.

#### **Manual Handling**

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

#### **Movement Around School**

- a) Pupils should walk around school in a calm, careful and sensible manner and stand in single file when waiting. All staff are responsible for reinforcing these rules.
- b) No pupils should remain unsupervised in classrooms.

#### **On Site Vehicle Movements**

- a) Car park is open from 7.30 am until 8.40 am. Staff stand by the main gate from 8.40am until 8.50am when the gate is closed. The gates are opened again at 3.30pm when children leave school and are manned until the site is clear of children and parents.
- b) Contractors come onto the premises when loading/unloading equipment and park in the main car park. The car park is separate from the playground and the main school premises.

#### **PE Equipment**

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

#### **PE Safe Practice**

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by each teacher.

#### **Playground**

- a) The playground is zoned for different classes and different activities – basketball, football and quiet area and tyre park. Pupils are encouraged to stay in the zoned areas.
- b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.



- c) Two members of staff supervise the upper and lower playground during morning playtime. Foundation stage children have their own play area and do not play with the older children.
- d) We have a total of 7 Midday Supervisors on duty at lunchtime.
- e) This statement sets out typical policy and is currently superseded by Coronavirus risk assessment.

### **Pregnant Workers and Nursing Mothers**

The Headteacher will carry out a risk assessment in accordance with LEA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

### **Safe Stacking and Storage**

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

### **Security**

Details of school security can be found in our Security Policy.

### **Site Inspections**

- a) The Caretaker inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Headteacher or Secretary and actioned ASAP.
- c) More routine matters are discussed at the weekly premises meeting between the Headteacher, Caretaker and Secretary and actioned accordingly.
- d) The Headteacher and Caretaker inspect the site on a half-termly basis.
- e) The Headteacher, Caretaker and Health and Safety representative conduct a termly health and safety survey and report back to the Resource Management Sub-Committee.
- f) The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- g) All significant matters are reported to the Resource Management Sub-Committee.

### **Slips, Trips and Falls**

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Secretary or Caretaker.

### **Swimming**

- a) We use Mansfield Rebecca Adlington centre for swimming lessons and follow the LEAs Policy Guidance Note.

- b) Swimming instruction is provided by qualified swimming instructors.

### **Supervision of Pupils**

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) Staff should be in class when pupils come into class in the morning.
- c) Staff should be punctual in collecting pupils from the playground, where appropriate.
- d) The same duty of care applies when staff supervise pupils in after school clubs.
- e) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- f) Other staff on duty should inform supply teachers of their duties regarding supervision.
- g) If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure displayed on the School Office notice board should be followed.

### **Transporting Pupils**

Staff should ask parents/volunteers who are transporting pupils to an event to complete a form entitled 'School Visits/Off Site Activities' obtainable from the Headteacher before allowing them to transport pupils.

### **Working at Height**

- a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- b) Stepladders are available, please speak to the caretaker about their use.

### **Working During the Evening**

Staff sometimes stay late at school. During these times the Caretaker is usually on site and the school entrance is secure. Staff should sign in and out of the staff log book on entering and leaving school.

### **REVIEW OF POLICY**

A review of the policy will be undertaken annually by the Resource Management Sub-Committee. Any amendments or updates will be reported to the full Governing Body. Any new legislation or directives will be incorporated into the policy as necessary.

#### **Signed by:**

Chair of Governors

Head Teacher

Date:

Date: