



# Health and Safety Policy

Date Approved            10/11/15

Date of Renewal        11/16

Headteacher             .....

Chair of Governors    .....

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters, and the particular arrangements which we will make to implement the policy, are set out in this document.

The policy will be kept up to date, particularly as the operation changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed as necessary.

The Governing Body recognises the need to maintain health and safety within the school environment and to promote safe methods of work.

It is the Governing Body's policy to attempt within its powers to prevent personal injury, health hazards and damage to property.

It is the Governing Body's responsibility as far as reasonably practicable to extend this protection to pupils, staff, contractors and members of the general public. In order that the school shall function safely all staff, contractors and personnel who visit the school should adhere to the school's health and safety policy and should:

- a) not misuse equipment
- b) report where appropriate any noticeable defect in building or equipment
- c) comply with instructions issued for their safety, including the use of safety equipment and protective clothing.
- d) behave in a manner which shows regard for the welfare and safety of themselves and others.

Copies of the school's Health and Safety Policy will be available in the Staffroom.

## **Emergency Arrangements**

### **1. First Aid**

#### **Names, location and means of contacting designated first aiders or appointed persons:**

All members of teaching staff are first aid trained. This is renewed every three years.

**Location(s) of first aid boxes:** First Aid Room. Epipens are kept in the Staffroom.

#### **Accidents/Assaults**

Name of manager responsible for first line accident/assault investigation and reporting: Stephen Cotton

Location of Accident Book and Accident/Assault Report Forms: Accident Book in First Aid Room and Forms in the School Office.

#### **Emergency Services**

All emergency contacts with the emergency services should be instigated using the 999 system.

### **2. Risk Assessment**

#### **Name and area of responsibility of risk assessors:**

Stephen Cotton, Headteacher. Responsible for all areas of risk. Location of completed risk assessments/Risk Assessment file: Headteacher's Office

#### **Workplace Inspection/Monitoring**

Name of person responsible for quarterly inspection: Stephen Cotton, Headteacher.

### **3. Buildings Maintenance and Repair**

Name of manager responsible for ensuring maintenance and repair of properties: Stephen Cotton, Headteacher.

Note: Individual members of staff are responsible for fault reporting to their line managers.

#### **4. Safety of Plant and Equipment**

Location of inventories of plant and equipment and any maintenance schedules or logs: Business Manager's Office

#### **5. Electrical Equipment**

Location of inventory of equipment and record of inspection/examination: Business Manager's Office

#### **6. Special Safety Training Requirements**

List activities with type and level of special training required: Manual Handling, COSHH.

### **RESPONSIBILITY OF GOVERNORS AND STAFF**

#### **The Governors**

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils.

The Governors must be informed by the Headteacher on matters relating to Health and Safety at Governors' Meetings, while urgent matters should be dealt with promptly by the Headteacher, if time permits he will consult with appropriate governors, who should always be informed after the incident.

#### **Headteacher**

The Headteacher should as far as possible ensure that the school's policy for Health, Safety and Welfare is implemented and understood and that the policy is monitored, revised and reviewed as necessary.

#### **School Staff**

All school staff should immediately report any fault or defect relating to the equipment or the school building to the Headteacher.

#### **Teaching Staff**

Staff should as far as possible ensure the health and safety of the pupils in their care during the activities of the day with the whole school environment.

#### **Premises Officer**

The Premises Officer should carry out his/her duties in accordance with the specific safety policy issued by the Governing Body.

#### **Contractors, Visitors and Access to the School Building**

All contractors or visitors entering school premises must report to the Headteacher or the School Office and should be issued with an identification badge.

The Headteacher must be made aware of maintenance work taking place prior to the start of school sessions and ensure as far as possible that staff and pupils are not endangered.

The staff should immediately report the presence of unauthorised persons on school premises to the Headteacher.

The main door to the main building is protected by security systems. Proximity keys allow the door to be opened by authorised personnel.

The gates to the school playground and on the Village Hall drive should shut during school hours.

The burglar alarm should always be set when the school is uninhabited and all doors should be locked and bolted.

## **PUPIL SUPERVISION**

Each day there will be two members of staff on playground duty from 8.30 - 8.55 a.m. and three members of staff from 10.05 - 10.20 a.m. and 11.25 – 11.40 a.m. supervising the school and Village Hall playgrounds. Sessions begin at 8.55 a.m., 10.20 a.m., 11.40 a.m. and 1.25 p.m. Parents will be notified of these arrangements in the school prospectus.

During the midday break the children will be supervised by midday supervisors from 12.20 p.m. - 1.25 p.m. with the Headteacher or Teacher in Charge on the premises to take final responsibility. Serious breaches in discipline/injuries must be reported to the teaching staff. The children will not be left unsupervised in the playgrounds or in classrooms.

Children using the Village Hall playground will be allowed the use of soft foam balls during breaks and also a box of play equipment at the discretion of the midday supervisors. After the afternoon school sessions the Headteacher will ensure that the children have safely left the school premises by 3.45 pm.

When children need to be taken out of school for medical/dental appointments etc. the school must be informed in writing or by phone. The identity of persons collecting children should always be known before hand and the class teacher must be informed by the duty teacher if children are collected during break time. If the collection is at dinnertime the teacher should complete a proforma which is sent to the school kitchen and collected by the midday supervisors.

Children should never be dismissed before the appointed time.

Parents should always inform the school if they will be late collecting children, i.e. after 3.30 p.m. Children should return to their own classroom, the office or to a member of staff if their parents/guardian do not arrive. They must never leave school premises unaccompanied without permission.

## **FIRST AID**

All members of staff should attend the Appointed Persons First Aid inset training in August every 3 years. The next training will be in August 2018.

All teaching staff will act in loco parentis during school times.

First Aid will be kept in the First Aid room and only items identified in the Health and Safety manual will be used.

First Aid boxes are kept in the First Aid room.

The first aid cupboard and first aid boxes will be checked at least once a month to ensure that the cupboard and boxes are fully stocked and items within date.

Inhalers must be kept with asthmatic children at all times. Spare inhalers are kept in the First Aid room.

A First Aid box will always be taken on trips and to the school field during sports activities.

Minor injuries will be treated on a self help basis if possible (child to wash cuts and abrasions themselves) or by members of staff in loco parentis. Parents/given contacts will be phoned if staff are at all concerned. In the case of any head injury a standard letter will be sent home or the parent will be informed personally.

Serious injuries will be transported to hospital by ambulance accompanied by a member of staff (teaching or support) when parents cannot be contacted. Responsibility will end when the child is handed over to the parent/guardian.

All accidents must be recorded in an Accident Book kept in the First Aid room.

Forms recording more serious accidents will be sent to the Health and Safety Executive and copies kept by the Headteacher.

No child may carry medicines in school except when the child requires on-going medication, e.g. asthma, cystic fibrosis.

If medicines have to be administered during school hours, e.g. anti-biotics the medicine will be:

- Handed over to a teacher with a letter of permission stating dosage and time;
- Kept in a locked container in the fridge in the staffroom;
- Taken under supervision of staff.

Sani-dri is available in Classes 1, 2, 3, 4 and 5.

Information regarding infectious diseases, exclusion periods will be available to parents in a handbook kept in the office.

## **ACCIDENTS**

### **Bleeding**

In the case of small cuts the child should wash the affected area personally with an antiseptic wipe and/or water.

Where aid is required hands should be washed before and after by First Aider or disposable latex gloves should be used.

Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.

The affected area can be covered by a bandage if required.

### **Major Injuries**

No attempt should be made to move an injured person until an appropriate assessment has been completed. Necessary first aid should be given in extreme cases, e.g. blockage of airway)

Immediate medical help should be summoned and all serious injuries should be transported to hospital by ambulance.

Parents/guardians/contact number must be contacted as soon as possible. If parents cannot be contacted/are unable to cope, the school will provide an escort if possible.

Major and fatal injuries must be reported immediately to the Chair of Governors and the Health and Safety Executive.

In the event of a fatal or serious injury nothing must be moved at the site of the injury until the relevant authorities arrive.

## **PUPIL PROTECTION**

Children should be well supervised in craft/DT lessons. Protective clothing should be worn when appropriate.

Key Stage 1 children must not use pointed scissors. At Key Stage 2 they may be used under teacher supervision.

Only staff should use Tippex Fluid.

No pupils may carry hot water.

Kettles/hot plates should not be used in classrooms.  
Pens supplied to children should have ventilated tops.  
Jewellery must be removed during physical activity/games sessions.

### **ELECTRICAL SAFETY**

Key stage 1 children should not touch sockets or adapters. Key Stage 2 only with permission. An appropriate authority must annually check electrical appliances and records kept in the Business Manager's Office.

### **ANIMALS**

Animals may be brought to school only inside a suitable container. No animals on prohibited list should be on school premises.

### **SWIMMING**

Class 3 is the only class that has swimming lessons.

A teacher and teaching assistant will accompany the children on the coach to the swimming pool.

The number of children present will be reported to pool staff on arrival.

The class teacher, teaching assistant and two qualified swimming instructors will be present during swimming lessons.

A qualified lifeguard will be responsible for pool safety.

The general public will not be allowed use of pool during swimming sessions.

Emergency procedure/alarm for clearing the pool rapidly and roll call will be practised regularly.

The children of Class 3 will be taught the necessity for responsible behaviour in the water and will be promptly disciplined or excluded if code of conduct is breached.

### **AGGRESSION AND VIOLENCE TO STAFF**

At parent/teacher interviews, another member of staff or the Headteacher should be informed if the teacher feels there is a possibility of violence. If violence does occur the Headteacher must be informed immediately.

Violence by pupils can lead to exclusion from the school, either on a temporary or permanent basis. This overrides the Inclusion Policy.

### **PERSONAL SAFETY**

There are red triangles in each classroom labelled for each member of staff that uses that room on a regular basis. The children have been informed that if the member of staff in the room is alone and is incapacitated they should take the triangle to the school office in order to get help.

There is a separate system of orange triangles for Mr Randle who suffers from diabetes. If he is starting to feel unwell, he will ask one of the children to take the orange triangle to the school office to summon support. That member of staff will then stay with Mr Randle as a precaution.

### **WORKING AT HEIGHTS**

It is necessary on occasions to change light bulbs. On such occasions the children must not be present in the relevant room. Another member of staff, it is usually the Headteacher, should be present to assist the Premises Officer to ensure his/her safety.

Twice a year the lights for the stage lighting are placed on the lighting pole in the Village Hall. Again the children should not be present and a member of staff should assist the Headteacher in this task.

### **FIRE SAFETY**

All fire doors are marked Fire Exit.

Fire extinguishers are serviced annually and are to be found in:

- 2 in Class 1
- 1 in Class 2
- 3 in Class 4
- 2 in Class 5
- 2 on the landing outside the staffroom
- 2 in the admin area corridor
- 1 in the main school corridor
- 1 in the Pupil's Kitchen
- 1 in the school kitchen

Fire blankets are found in:

- 1 in the Pupil's Kitchen
- 1 in the school kitchen

Once a term the fire alarm will be tested to ensure that it is effective and to enable everyone to become familiar with evacuation procedure.

On sounding the alarm, all staff, pupils and visitors will leave the building quickly and quietly without running and closing the doors behind them if possible and not return.

The assembly point for a fire drill is the Village Hall playground where registers are to be distributed by the office staff and a roll call taken. The Headteacher will give permission for the children and staff to return to their classes.

The Headteacher or School Business Manager will inform the teacher if there is a class in the Village Hall of a fire in the main school and the class will follow the above procedure and line up in the Village Hall playground. In the event of a fire children would be led to a safe place by staff for a roll call. If there is no risk to personal injury, the Headteacher or a member of staff under the direction of the Headteacher may attempt to tackle the fire by using extinguishers.

Staff should be aware that the power supplies from the mains can be switched off in Class 1.

At all times, fire exits must be unobstructed and all external classroom doors should be unlocked while rooms are occupied, as these are designated fire doors.

Visitors spending any length of time in the school should be made aware of fire drill.

In the event of discovering a fire, staff should operate nearest alarm and carry out evacuation drill.

Smoking is not allowed within school premises.

## **DRIVING ON SCHOOL BUSINESS**

Business insurance is required for teachers if transporting children. A copy of the teacher's driving licence and current insurance should be on file with the school.

Two adults/staff in car is not necessary, but there should be more than one child. If only one child he/she should be in the rear seats.

If the child is shorter than 135 cm then a booster seat is necessary. However, if the adult doesn't have a booster seat and it is a short unplanned journey, then that is reasonable. For example, if a child is left unexpectedly at a football match then it is reasonable for the teacher to bring the child back to school, even if the child is below 135cm and the teacher hasn't got a booster seat with them.

Parents transporting other parents' children should only be done if the parent has arranged the transport via the parent themselves, the school must not initiate this process.

The minibus at Broomfield can be hired. It must be ensured that the driver has the relevant driving licence, business insurance and minibus driving proficiency

#### Mobile Telephone Use Whilst Driving

1. Using a hand-held mobile telephone, or other device that performs an interactive communication function (oral or written communication as well as internet browsing) by transmitting or receiving data, while driving is dangerous and against the law.
2. Even the use of a hands-free mobile telephone or other interactive communication device while driving can reduce concentration and increase the likelihood of an accident occurring.
3. Consequently, the school asks that nobody use their device while driving a private, school or leased motor vehicle on a road on school business. We recommend that these rules are adhered to during your personal time for your own safety.
4. "Driving" for these purposes includes any time while the vehicle is on the road and its engine is running, even if the vehicle is stationary. Where it is necessary to make or receive a call, employees should find a safe place to pull over and park.

#### **PARENTAL CONSENT/SCHOOL VISITS**

Written permission must be obtained before children are taken beyond the village. Parents sign a general permission note when the child enters the school giving permission for trips around the village and specifically to the cricket field.

Children participating in out of school activities and residential trips should be well supervised with the risk assessment determining adult/pupil ratios. One of those adults must be a member of the teaching staff.

Trips beyond the immediate environment will be covered by additional insurance.

The Governing Body must give permission for any residential visit and the Headteacher will report to the Governors prior to the school trip giving details of pupil/adult ratio, transport, level of qualification for activities and provision of first aid.

#### **MAINTENANCE OF PE EQUIPMENT**

PE equipment must be checked annually by qualified personnel for defects, which would render the apparatus unsafe for use. Defective equipment must be removed from use immediately and repaired by qualified personnel or condemned as unfit for usage and disposed of.

#### **ENVIRONMENTAL PROTECTION**

The Governing Body acknowledges its responsibilities to the Environmental Act and delegates responsibility for appropriate action to the Business Manager.

#### **RISK ASSESSMENT**

Any equipment or procedures that represent a risk must be reported immediately to the Headteacher.

#### **SUN AWARENESS**

Damage to the skin is health and safety issue that all members of staff need to be aware of. Children should not be exposed to long lengths of time exposed to sun without protection. The greatest dangers are to fair skinned



children in the summer months. If a school trip is planned it maybe advisable to ensure that parents apply high factor sun cream at home before the trip starts. It is inadvisable for members of staff to apply their own creams, or children share creams, because of possibilities of allergic reactions.

## **IT HEALTH AND SAFETY**

There is no specific mention made of teachers and pupils in relation to ICT in any Health and Safety regulations or E.U. legislation. Nevertheless, regulations should be interpreted to include teachers and pupils who use computers during the school day. Educational establishments must be aware of certain issues in order to minimise risk and to ensure the safe use of ICT.

In recent years, several issues have given cause for concern in relation to the use of ICT equipment. These include:

- Repetitive strain injury (RSI) Eye strain and related problems caused by working with VDUs

Carefully designed working environments can help to alleviate these problems and enable individuals to work more efficiently.

### **ICT and Health and Safety legislation**

In response to an E.U. Directive, UK regulations, relating to the use of display screen equipment, came into force, in the form of the Health and Safety (Display Screen Equipment) Regulations 1992.

These affect "workers who habitually use VDUs for a significant part of their normal work" (TVs and LCD displays are not included).

The Electricity at Work Regulations 1989 require all electrical systems and equipment to be maintained in a safe condition.

### **Health and Safety and ICT in Schools**

Legislation, in the main, relates to the conditions in which Administrative Staff work but must be interpreted to include teachers who use computers in their work.

There are certain issues, which should be taken into account when working in a school environment in order to promote the safe use of IT.

### **Electrical safety**

Under the Electricity at Work Regulations 1989, all electrical equipment should be regularly maintained by the school and by a competent technical expert. All equipment should be tested annually.

CO2 extinguishers should be positioned near any IT equipment.

Things to consider:

- Damaged plugs and frayed, worn or damaged cables should be replaced.
- Ensure correct rating of fuses for particular appliances.
- As a general rule, ICT equipment should positioned close to an adequate power supply.
- Where trailing flexes are unavoidable, they should be re-routed and secured or covered to prevent accidents and wear on the cable.
- Extension cables should not be seen as a permanent solution to the powering of ICT equipment. Overloading and power surging can occur when using long extension leads.
- Avoid coiled cables - heat could be generated which would be sufficient to start a fire.
- Accidental damage - cuts to cables, damage from spilt liquid etc.

- Battery charging and disposal - batteries should only be charged for the correct period as they become overheated if left for longer periods. Nickel cadmium, lithium and nickel hydride batteries contain harmful chemicals and should be disposed of as directed and not thrown in the dustbin.

## **Noise**

- Software, which uses sound can be distracting in the classroom. Earphones should be used whenever this kind of software is being used.
- Headphones and speakers should be adjusted so that the volume is not too loud. It is advisable to check this before use by pupils.

## **Software**

Health and safety legislation covers this area in relation to stress -

- Software should be easy to use and appropriate for the task.
- Sufficient training in its use should be given to all users.
- Advice should be sought and reviews noted prior to purchase in order to ensure appropriateness of software.
- Always check CD-ROMs and DVDs for defects, cracks etc. as they may cause the disc to shatter in a high-speed drive and lead to pieces escaping from the drive.

## **Comfort and safety**

- Breaks - all computer users in school should take frequent breaks from concentrated computer work, e.g. a ten minute break every hour in order to allow eyes to readjust to greater distances.

## **Health issues**

### **Photosensitive Epilepsy**

Teachers should be aware of pupils with this condition and should make sure that the monitor being used has no visible flicker. The screen should have a brightness control, which can be adjusted.

### **Eyesight**

Use of clear, steady monitors should have no detrimental effects on eyesight. One should be able to see the screen clearly from a distance of 75cm and spectacles used as necessary. Contact lens wearers may experience some discomfort in computer rooms where the air is dry due to poor ventilation.

Staff using computers for long periods (more than 2 hours a day) may be entitled to eye tests at their employer's expense.

Long periods of use should be avoided. Ten-minute breaks every hour should be taken. Short frequent breaks are more beneficial than longer breaks.

### **Repetitive Strain Injury**

There is some debate about RSI and its consequences. In some quarters, it is felt that most users in school are not professional typists and unlikely to suffer from this condition. On the other hand, it could be said that RSI poses a potential risk for anyone typing with only one or two fingers, especially when there may be added strain from playing games on home computers.

It is important that keyboard users make sure that they are in a comfortable position before they begin to use the keyboard.

## **Equipment**

Users should be able to adjust:

- the keyboard - to the most comfortable position and have the option to have it flat or tilted.

- the screen - height and angle should be adjustable. The top of the screen should be at eye-level. Users should be able to adjust brightness and contrast.
- the seating - the height of the chair should be adjustable. Users should aim for a particular position when using computer equipment - lower arms should be in a horizontal position and knees should fit comfortably under the work surface with thighs roughly horizontal. Footrests should be provided to ensure this.

### **Hazardous substances**

- Printer toner should be treated with care. It is a fine dust and should not come into contact with the skin or be inhaled. Older printer toner, which may still be in use in some institutions, was carcinogenic. This should be handled with care, using rubber gloves and disposed of safely.
- Cleaners and solvents, e.g. surface cleaners and floppy disk cleaners are dangerous to inhale, should only be used in a well-ventilated area and should be stored safely. Other cleaning fluids and some fluids used in reprographic processes are flammable and should be used with care.

### **Manual handling**

It is advisable to use trolleys if possible when transporting computer equipment. If monitors have to be carried, they should be carried with the screen towards the body, never facing down. When lifting computer equipment, use the correct posture, i.e. back straight, bend knees. Avoid carrying equipment with leads dangling - remove or tape to equipment.

### **Food and drink**

Never eat or drink near a computer. Spilt liquids can "short" a keyboard.