

# DIMPLE WELL INFANT SCHOOL AND NURSERY



## Health and Safety Policy

Our policy deals with those aspects over which the Headteacher and Governing Body have 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 and Governing Body discharge their responsibilities in respect of staff, pupils and visitors.

### Purpose

The aim of the policy is to:

- Make sure that all reasonably practical steps are taken to ensure the health and safety and welfare of all persons using the premises.
- Make sure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in a site visit.
- 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:**

- Produce and implement the school's health and safety policy.
- Give strategic guidance on health and safety planning - including implementation of safety management system.
- Monitor health and safety issues.
- Ensure the school has an effective communication system for consulting about health and safety issues and for conveying health and safety information between the Headteacher, staff, safety representatives, parents and pupils and other stakeholders.
- Consider and approve appropriate categories of educational visits.
- Ensure the school has appropriate policies for related issues such as security and personal safety, pupil behaviour etc.
- 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) Ensure safe arrangements for handling, storage and transportation of articles and substances
  - c) Ensure the provision of 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) Ensure that the premises are maintained in the condition that is safe and without risk to health
  - f) Ensure that the premises allow safe access and egress to mobility impaired staff, pupils and visitors
  - g) Ensure that a reasonable alterations to the property are made to accommodate the disabled, in line with disability discrimination act
  - h) Ensure and maintenance of a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults
  - i) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff in void in the school, for the safe use of machinery equipment and substances
  - j) 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 Head teacher will:**

- Implement the school's health and safety policy
- Implement and establish a safety management system.
- Ensure specific requirements outlined within guidance issued by Wakefield Authority
- Undertake, or arrange for a member of staff to undertake, regular health and safety inspections of the school.
- Adopt or adapt generic risk assessments and guidance provided by the Health and Safety Officer of Wakefield Authority, for example by ensuring that pupils with special educational needs or that employees with a disability are included within preventive and protective arrangements.
- Approve, by signing, any risk assessments produced by designated staff and ensure the control measures required are implemented.
- Ensure risk assessments of the premises and working practices to be undertaken are recorded and reviewed annually.
- Ensure that all staff and pupils who may be affected are informed of the significant risks that may affect them and the control measures they should use to reduce the likelihood of injury.
- Bring to the attention of appropriate staff and Governors health and safety guidance issued to schools by Wakefield Authority.
- Ensure new employees, relief staff, students who are undergoing school based training and volunteers (including teaching and non-teaching staff) receive suitable induction regarding health and safety issues within school.
- Include health and safety issues within the school's development plan wherever necessary.
- Assist the Governing Body to monitor health and safety by providing reports about safety issues and providing an annual review report of progress in the management of health and safety.
- Review safety objectives set and implement appropriate action when necessary.
- Ensure that Wakefield Education Authority's accident reporting procedure is followed and that there are suitable arrangements in place to undertake investigations of accidents and incidents.
- Consult with safety representatives regarding matters, which may affect the staff they represent.
- Ensure designated staff and staff with specific responsibilities are aware of and accept their responsibilities and are given reasonable resources to enable them to carry these out.
- Ensure that staff are provided with relevant information, instruction and training.

### **All staff will:**

- Ensure that they have read and comply with the school's Health and Safety policy
- 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 or omissions
- Co-operate with their management in complying with relevant statutory provisions.

- Inform the Headteacher of any aspect of their work that they believe requires a risk assessment
- Follow written risk assessments and safe systems of work provided by the Assistant Head.
- Ensure that their working environment is safe
- Use equipment safely
- Follow all prescribed safe working practices and not work while unfit to do so.
- Ensure, as far as reasonably practicable, that pupils use equipment safely
- Report situations which may present a serious or imminent danger to the Headteacher or Deputy Head
- Report any concerns of a abuse to the Headteacher, who is the child protection officer
- Complete school accident reporting forms in the event of a minor accident
- Complete, and return to the LA, form HS3a, in the event of a serious accident, injury or dangerous occurrence, or form HSV/2 in the event of an assault or violent incident (forms available in the school office)
- Ensure that all staff are aware of any pupils with medical needs, allergies or pupils who may need specific handling.

**The caretaker will:**

- Ensure that he is familiar with the schools health and safety policy
- Conduct a termly health and safety survey with the Headteacher
- Meet with the head teacher when needed 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 and substances
- Report to the Headteacher and Deputy Head any defects and hazards that are brought to his notice
- Ensure that everything received from suppliers (for direct school use), machinery and equipment substances etc is accompanied by adequate information and instruction prior to use
- Test and record the fire bell and break glass points weekly
- Inform the Headteacher / Deputy Head whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- Ensure that contractors have signed to acknowledge sight of the school asbestos report and conduct an annual visual survey of affected areas
- Carry out monthly water temperature checks and report to Local Authority
- Conduct annual PAT tests on all electrical equipment used in school
- Maintain a record of hazardous substances used for cleaning and similar purposes
- Maintain a site file, incorporating health and safety information, COSHH information and risk assessments cleaning jobs

### **Subject leaders will:**

- Ensure staff and any other supervising adults are aware of any matters pertaining to the health and safety in their particular curriculum areas
- Make all staff aware of any relevant health and safety issues through their subject policy documents

### **Lunchtime supervisors will:**

- Report any health and safety concerns at lunchtime to the Headteacher / Deputy Head
- Organise first aid provision at lunchtime
- Ensure that School accident forms are completed for minor incidents and that form HS3a is completed in the event of a serious accident

### **Pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and others
- 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.
- Inform the Headteacher of any health and safety concerns they have.

## **Arrangements**

### **Incidents and incident reporting**

- a) Any pupil, complaining of illness or who has been injured during break or lunchtime is sent to the first aid area for the qualified first aiders to inspect and, where appropriate, treat
- b) Parents are contacted if there are any doubts over the health or welfare of the pupil
- c) 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 the pupil to hospital without using an ambulance. In such cases, staff should ensure they have specific cover from their insurance company and are accompanied by an additional adult.
- d) If staff are concerned about the welfare of a pupil then they should contact the school office immediately. If a serious injury has been sustained, the pupil should not be moved.
- e) 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 the

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) Staff, who are first aid trained, administer prescribed medicines for chronic or long term conditions, where medication has been prescribed by a doctor 4 times a day.
- b) Each child with medical needs has a parental agreement form, outlining any medication or treatment to be administered. This is left with the medication, in the locked first aid cabinet, in the staffroom.
- c) Pupils are supervised by a member of staff when taking asthma medication.

### **Asbestos**

- a) An asbestosis register is held in the school office and it is displayed in the staffroom.
- b) The caretaker ensures it is available to contractors working on site.
- c) The LA premises officer ensures that regular asbestos inspections take place and that the report is kept up to date.
- d) The caretaker completes an annual visual check of the specified areas. Any deterioration noticed is reported to the LA.

### **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 and instructions for their safe use.

### **Cooking**

- a) Appropriate fire safety equipment is available in the staff room.
- b) The staff ensure that pupils receive instructions and training to enable them to be safe during a cooking activity.
- c) Handling of very hot materials is always done by staff.

### **Data projectors**

A maximum of 1500 ANSI lumens is adequate for projection equipment and it is advised that window blinds are used rather than increasing the brightness of the projector. When entering the beam, users should not look towards the audience for more than a few seconds. Users should be encouraged to keep their backs to the projector beam when stood in the beam. Children should be supervised at all times during the operation of the projector.

## **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) The fire bell 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) The fire appliances are checked annually
- f) Smoke detectors / heat detectors are fitted at appropriate places within school

## **First aid provision**

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified first aiders
- b) First aid is administered in the First Aid area outside the Sunshine Room
- c) Portable first aid kits are taken on educational visits
- d) All teaching and support staff are first aid trained and are responsible for first aid provision on any educational visit
- e) Mrs Rogers 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 epi-pen, diabetes

## **Head injuries**

- a) Head injuries are defined as an injury to the scalp or skull
- b) Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for and parents are handed this letter personally
- c) Office staff or teaching staff may contact parents by phone if they have concerns about the injury

## **Headlice**

- a) If eggs or lice are noticed in a pupil's hair, a phone call is made informing the pupil's parents.
- b) A general letter is sent out 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 first aid area
- c) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination
- d) In the event of sharps being found on the premises, the needle find report form must always be filled in and sent to the LA Health and Safety Officer. If found by a member of staff, help should be sent for in order that the needle can be kept away from children. An assessment should be made as to whether it is safe to pick up the needle by both staff members. If in doubt, stop - seek the advice of the Headteacher or Deputy Head. If it is thought safe to pick up the needle, a sharps disposal kit must be used:
  - sharps box
  - instruments for picking the needle up
  - gloves

The sharp should be picked up using the instrument provided, keeping the needle away from the body so that if it falls it will not contact. The sharp should be placed in the box and the lid closed. Cleansing services should be contacted on 08458506506 (24 hour number) to arrange collection. If it is not safe to pick up, staff need to make sure the needle is in a secure position and there is no danger of children coming into contact with it. Cleansing services should be contacted to arrange collection as soon as possible and informed of the problem. If there is a danger of children coming into contact with the needle, there should be a member of staff present at all times until it is removed.

### Hot liquids

Hot drinks should not be transported when pupils are moving around the school. If a member of staff has a hot liquid in the classroom (e.g. for science) they should ensure that it is in a safe position.

### Manual handling

- a) Pupils, the staff at any other supervising adults should only lift equipment and furniture within their own individual capability.
- b) Heavy objects should be moved around school by the caretaker, using the sack cart.

### Movement around school

- a) Pupil should walk around school at all times.
- b) At the end of break and at 8.50am pupils walk into school when told to do so.
- c) No pupils should remain unsupervised in classrooms or in the halls.

## **On-site vehicle movements**

- a) Car parking is separated from the school playground by a gate
- b) Contractors come on to the premise when loading/uploading equipment and park in the staff car park.
- c) Children crossing through the staff car park to access Nursery must be supervised by their parents

## **PE equipment**

- a) Gymnastic equipment is checked annually by an accredited contractor and repaired as appropriate.
- b) The PE subject leader ensures that all staff are trained in the safe handling of gymnastic equipment.
- c) Staff ensure that pupils handle gymnastic equipment in a safe manner
- d) Staff ensure that gymnastic equipment in the main hall is safely secured to the wall when stored.

## **Playground**

- a) Parents supervise their child/children in the playground until 8.55am.
- b) Teaching staff should be on the playground promptly at 8:55am when the bell is rung.
- c) Two members of staff supervise the playground during playtimes and another member of staff is on duty in the First Aid Area to deal with minor injuries.
- d) A minimum of two members of staff supervise the playground at lunchtime and send injured children accompanied by another child to the First Aid area. There are 5 lunchtime supervisors on duty every lunchtime.
- e) Staff actively encourage pupils to play safely and discourage 'play-fighting' or other rough games. Children are made aware and reminded of playground expectations each half term.
- f) Under the canopy is used at playtime for children to look at books, play with the construction toys or join in singing activities.
- g) The Woodland Area is assessed daily to ensure safe to use and classes play in there on a rota basis. A member of staff is allocated to supervise this area when in use.
- h) During Summer months when the field is used all children go and play on it. The shelter is used for sitting and playing with the construction toys.

## **Security**

- a) All gates to the school are locked at 6:00pm, or when the last member of staff leaves.
- b) The main gate is opened at 7:15am.
- c) Pupil access gates are opened at 7:15am and 3:00pm. The gates at the rear of the school are locked 9:15am and re opened at 3:00 pm. The gate on Healey Road remains unlocked throughout the day, except whilst the children are playing out at break and lunch time.

- d) The gate in the car park is padlocked from 9.15am to 3.15pm.
- e) A coded door prevents children leaving through the front door.
- f) All external doors have high release catches.
- g) The school is protected by a motion sensor security alarm.

### **Site inspections**

- a) The Caretaker inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Headteacher or Deputy Head and are actioned as soon as possible.
- c) Less urgent matters are discussed at the termly Premises meeting.
- d) A termly health and safety survey is completed by the Head teacher and Caretaker which is reported back to the full governing body.

### **Slips trips and falls**

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, holds, wet/slippery surfaces, worn carpet, trailing cables etc to the Headteacher, Deputy Head or Caretaker.

### **Supervision of pupils**

- a) Staff and other supervising adults maintain good order and discipline, safeguarding the health and safety of all members of the school community at all times.
- b) No pupil should be left unsupervised.
- c) Staff should be in class when pupils come into the classroom.
- d) The same duty of care applies when staff supervising pupils in after school clubs.
- e) If a member of staff knows that they are unable to undertake a playground / supervision duty they should organise cover.
- f) Supply teachers should be informed of their duties regarding supervision by a member of the Leadership Team.
- g) If a parent fails to collect a pupil after school, children remain in the classroom and wait there. Staff should make every effort to contact the parent. If this is not possible, staff then go to the next contacts on the pupil information form. If these people cannot be contacted, the police are informed.

### **Transporting pupils**

Staff transporting pupils must have appropriate insurance cover.

### **Working at Height**

Staff and other supervising adults should use step ladders when working at height - e.g. when putting up displays. Chairs and tables should not be used for this purpose. Step ladders are available in the PE store, dining room store and the Caretaker has high step

ladders in the boiler room. Annual inspections are conducted but staff are required to do visual checks before using.

### **Use of Physical Intervention or Restraint**

Use of physical restraint and intervention on pupils should not be undertaken lightly and should always be a last resort wherever possible. In certain circumstances it may form part of an approved behavioural plan or is necessary to prevent the pupil seriously harming themselves and others. The use of force must be justified, reasonable and proportionate. Trained, designated staff should use minimum force necessary to prevent injury and maintain safety, consistent with their appropriate training. (See Physical Intervention Policy)

**Staff should not attempt to restrain a child alone.**

### **Working during the evening**

Staff sometimes stay late at school. During these times the caretaker is on site and all external doors are locked.

### **Review of policy**

Any new legislation or directives will be incorporated into this policy as necessary. The policy will be reviewed annually by the Senior Leadership Team, Premises team and Governing Body.