

West Haddon Endowed CE Primary School



'Where Happiness Promotes Success'

OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-
and life in all its fullness. John 10:10

Date Reviewed: March 2019

Next Review: March 2020

HEALTH & SAFETY POLICY

THE LAW

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In community schools, community special schools and voluntary controlled schools statutory health and safety responsibilities fall on the LA (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, the governing body must ensure that school staff and premises comply with the LA's Health and Safety Policy and practices (e.g., reporting accidents, first aid provision), and:

- Institute a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

THE ROLE OF EMPLOYEES IN ANY SCHOOL

Employees are expected to take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

THE ROLE OF THE GOVERNING BODY

Northamptonshire County Council as the employer has statutory responsibility for Health and Safety matters and insurance. The Governors of this School have responsibilities for the effective management of health and safety. Our objective is to provide and maintain a working and learning environment which is safe and risks are managed in order to be kept to a minimum. To this end we will, as far as it is reasonably possible:-

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- ◆ take all reasonable steps to provide a safe and healthy environment for everyone who may be affected by its activities
- ◆ take steps to ensure compliance with all relevant health and safety legislation
- ◆ appoint a Governor (Mr S Kerr) who will be responsible for the monitoring of Health and Safety
- ◆ accept that health, safety and welfare are an integral part of all school activities and will take steps to manage these effectively
- ◆ take out appropriate insurance against our liability
- ◆ help children develop increasing responsibility for their own and other's safety
- ◆ expect employees to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- ◆ provide and maintain safe equipment and systems at work
- ◆ adopt high standards in the handling, use, transport and storage of all articles and substances
- ◆ deal with injuries should they occur
- ◆ ensure reporting of accidents/incidents are carried out promptly and in line with current legislation
- ◆ address children's specific needs
- ◆ review this policy annually.
- ◆ The Governors require all employees and everyone involved with the School, including contractors and visitors on site, to co-operate in the implementation of this Policy in so far as it is part of their duty. Breaches of the Policy will be treated seriously.

THE ROLE OF THE HEADTEACHER

The governing body delegate the day-to day management of Health and Safety to the Headteacher who implements the Health and Safety Policy. Particular responsibilities include:

- Assessing and controlling risk as part of the day-to-day management of the school
- To liaise with staff and report to Governors all issues relating to health and safety in the School
- To monitor health and safety problems and report any exceptions to the LA
- To implement current health and safety legislation as it affects the school
- Ensure staff receive relevant training in health and safety appropriate to their role and to inform Governors
- Act in the event of any serious incident following RIDDOR procedures
- Ensure that accidents and incidents are properly recorded and reported in line with current NCC procedures
- Ensure all small portable electrical appliances are tested annually
- To ensure all equipment is safe to use
- Ensure that adequate first aid arrangements are in place and that a qualified First Aider is available when the children are on site together with a Paediatric First Aider
- Review first-aid training needs annually
- Ensure that safety aspects of contractors on site are properly considered

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- Ensure all necessary documentation and risk assessments are completed for both on and off-site activities
- Undertake a fire risk assessment of the premises and maintain adequate fire precautions
- Ensure all staff and others in school have access to the Health and Safety Policy
- Ensure people on work experience are made aware of the school's Health and Safety Policy

THE ROLE OF THE TEACHING AND SUPPORT STAFF (INCLUDING NURSERY STAFF)

Responsibilities include:

- On the basis of risk, set acceptable standards throughout the School and ensure they are followed
- To undertake first aid and/or health and safety training as required
- To report accidents/incidents and consult with the Headteacher/First Aider
- To complete accident/incidents reports and other documentation as and when necessary
- Educational visits co-ordinator to comply with all the latest legislation relating to off site activities
- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clear
- Follow subject risk assessments to ensure that all risks are minimised within lessons - see Appendix 1 (no appendix 1)
- Do not obstruct emergency exits
- Monitor the suitability of equipment within their classroom/teaching areas and complete a H & S sheet if a hazard/repair/concern is noted. This should then be given to the Headteacher or School Office so that action can be taken.

THE ROLE OF LUNCHTIME SUPERVISORS

Responsibilities include:

- Ensure all safety procedures are followed
- Ensure children play sensibly and with consideration for others
- Ensure acceptable standards are implemented throughout the School
- Undertake first aid and/or health and safety training as required
- Complete an H & S sheet if a hazard/repair/concern is noted. This should then be given to the Headteacher or School Office so that action can be taken.
- Attend to minor first aid needs and seek support from a paediatric first aider if necessary - Angela Stoneman, Lorraine Drake and Margaret Lewnes.
- Report accidents and incidents where necessary and consult with the Headteacher/First Aider
- To complete accident reports and other documentation as and when necessary.

THE ROLE OF THE CLEANING STAFF

Responsibilities include:

- Ensure all safety procedures are followed including full implementation of COSHH guidelines

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- Undertake relevant training as required.
- Complete an H & S sheet if a hazard/repair/concern is noted. This should then be given to the Headteacher or School Office so that action can be taken.
- Place wet floor signage in areas which have been recently mopped.
- Check that entrances and exits are not blocking fire exits

THE ROLE OF THE HEALTH & SAFETY GOVERNOR

Responsibilities include:

- Undertake a Health and Safety review of the school and grounds annually. This can be staggered and linked to different zones, to suit the needs of the H&S Governor
- Keep up to date with current health and safety legislation and inform the Governing Body of relevant issues
- Review the accident reports to identify concerns and patterns and ensure that risks are minimised.
- Review School Visits risk assessments are completed before each trip. Review in light of any issues on an annual basis.

OUR SCHOOL NURSERY

For the purpose of this policy the Nursery area is classed as another classroom area and is therefore included within this policy. The Headteacher will take overall responsibility for the day-to-day management of Health and Safety in this area of the school, and the staff working within this part of the school will set the acceptable standards. In addition to the responsibilities above, all staff will follow the intimate care and hygiene policies.

FIRST AID

There is no specific room available as a separate First Aid Room, so children are generally attended to in the library area.

As far as is practical, there should be a minimum of one First Aider on the premises during the school day, to give immediate help to casualties with common injuries or illnesses and when necessary, ensure that an ambulance or other professional medical help is called. A list of trained First Aiders is held in the School Office. Staff will be given information on pupils with disabilities, medical conditions or allergies and up to date lists will be held in the class register file.

First Aid Boxes - Boxes are stored in classroom, one in the Staff Room and a second in the disabled toilet. There is also a first aid kit in the outside box. Contents are in accordance with the HSE guidelines and are restocked as necessary by a nominated First Aider. A specific first aid container is taken on any off-site activities.

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Hygiene and Infection Control - All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves must be used and care taken when dealing with blood, other body fluids and the disposal of dressings or equipment. D.F.E. guidelines are to be followed to avoid infection with HIV or AIDS.

ACCIDENTS

Report forms for accidents are kept by the First Aid boxes in the Staff Room and in the School office and are to be completed for each accident/incident. Any major accident should be notified immediately to the Headteacher, who will ensure the parent/guardian is informed. If the parents cannot be contacted, then medical advice must be sought. In the case of any major accident, the parents will be contacted immediately with a decision taken as to the most practical way of getting further prompt attention for the patient. For more serious injuries, individual report forms are to be completed as soon as possible after the event (and two copies sent into the L.A.)

The following should be notified in the event of an incident:-

Major accident - Headteacher, parent, L.A. Health and Safety Officer, School Governors

Minor accident - Class teacher or supervisor, parent

Children who sustain bumps to the head should have a bumped head letter to let teachers/support staff know to keep an eye on them. Parents are usually informed verbally at the end of the day as well as the bumped head letter. Major concerns are communicated by phone to parents/carers as soon as possible.

MEDICATION

Refer to the Administering of Medicines Policy.

BUILDING AND GROUNDS

The grounds are surveyed annually by representatives of the Premises Committee but a weekly visual check is also completed by a member of the senior management team.

All building maintenance work will be carried out in line with N.C.C. guidelines. Annual safety inspections of the school and its grounds are carried out by the Health and Safety Governor and procedures are followed for reporting defects or issues. The Headteacher will deal promptly with any health or safety risk caused by minor building faults, or issues raised during inspections. Health and Safety concerns that require expenditure of over £1000 will be raised at the Finance Committee meeting and the best value process will be applied.

CONTRACTORS

All work carried out by contractors will take full account of health and safety issues. Only contractors who have the necessary training and insurance cover will be employed by the School.

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FIXED OUTDOOR PLAY EQUIPMENT AND PE EQUIPMENT

By its very nature, fixed play apparatus includes an element of risk and there will be occasional accidents. To ensure the risks are kept to a minimum:

- ◆ Pupils are only allowed to use such equipment when an adult is on the playground.
- ◆ Pupils must wear suitable footwear and clothing
- ◆ Use of outdoor play equipment will be depending on the weather
- ◆ Equipment to have a weekly visual inspection by a member of staff and annual contractor's inspection and report.

FIRE SAFETY

The Headteacher will ensure that appropriate arrangements are formulated and implemented for the provision and maintenance of effective fire precautions along with procedural guidelines covering:-

- ◆ Evacuation procedures
- ◆ Fire extinguishers
- ◆ Means of escape
- ◆ Fire alarms
- ◆ Arson prevention
- ◆ Fire safety risk assessment

CHEMICALS

The Headteacher will ensure that there are restricted quantities of hazardous chemicals on site and those that do exist are kept in a locked cupboard.

ASBESTOS

Removal or maintenance of asbestos containing materials will be carried out in accordance with current guidelines. There is an asbestos risk assessment which is kept in the school office and available for contractors.

TRANSPORT

The Headteacher will ensure that the choice of vehicle is suitable for the intended use, the needs of the passengers and that its design meets current standards. Only vehicles with 3 point seat belts are used.

EDUCATIONAL VISITS

The necessary documentation and risk assessments for off-site activities/trips will be completed prior to the activity.

PHYSICAL ACTIVITY

Appropriate clothing and footwear are to be worn for any physical activity. Jewellery, including ear studs, should not to be worn during any physical activity, including playtimes. Shoulder length hair or longer should be tied back

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HEALTHY EATING

The School promotes healthy eating and requests that parents provide their child with a lunch that does not contain sweets, chocolate, fizzy drinks, nuts or nut products. The eating of sweets or gum is not allowed at any time. Children should have access to water at all times and parents are requested to provide their child with a plastic bottle of water. Drinks should be in a non-spill flask - not bottles or cans.

DISLAY SCREEN EQUIPMENT

In accordance with the Health and Safety Display Screen Equipment Regulations 1992, named users are entitled to eye and sight tests if requested. An assessment of the work stations is undertaken at regular intervals. The daily workload of users should be planned so that the user is interrupted periodically.

BODILY FLUIDS AND SICK

- Staff will wear disposable gloves and aprons when dealing with an incident.
- Sick is covered with antibacterial granules which absorb the liquids allowing this to be disposed of easily and without the spreading of bacteria.
- Clothes that have been soiled will be double bagged and sent home with the child. Wherever possible we see the parent at the end of the day to explain the incident.
- Bodily fluids are disposed using the toilet wherever possible but if spillages are too great then all used disposable equipment will be double bagged and placed in the yellow waste bin which is situated outside the Nursery. Other equipment will be sanitised before replacing in the cleaning cupboards.

COMPUTERS USED BY PUPILS

Computers used in classrooms will be applicable to the needs of the children. They will be tested as part of the annual portable appliance testing. Suitable internet security and filtering systems are installed throughout the school's ICT systems.

ELECTRICAL EQUIPMENT

All portable appliances within the school will be tested on an annual basis. Any appliance which is defective will be repaired where possible or disposed of.

ELECTRICAL INSTALLATION

The fixed electrical system will be inspected and tested every 5 years by a competent contractor. Sockets will be switched off when not in use.

RISK ASSESSMENT

Risk assessments for curricular activities are carried out by teaching staff prior to any outing or curriculum activity taking place. These are available for Off Site Visits as part of the Off Sites Visits Policy and can be seen in the Visit Risk Assessment file. A separate Risk Assessment Policy & File covering all activities and other aspects of school life is also available.

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LONE WORKING

The School's Policy on Lone Working is available for all staff to see in the School Policy file.

STRESS AND WORK-LIFE BALANCE

The Governing Body has responsibility for the provision of a working environment and practices designed to alleviate stress and for creating and promoting a supportive and caring culture in the work place. Work-life balance should be maintained as set out in Government guidelines. Training is available for staff at all levels appropriate to their needs, on stress management, coping with stress and stress counselling. The L.A. Policy on Stress at Work is available in the school office for staff to read, their helpline is 01604 655075 (Worklife Support).

VIOLENCE AND AGGRESSION

A system for recording violence and aggression operates within the L.A. Reporting procedures are for all members of staff, pupils or others and for all incidents, either physical or verbal, considered serious enough to warrant notification by the victim.

ARRANGEMENTS FOR MONITORING AND EVALUATING THIS POLICY

This Policy sets out the framework for managing health and safety within West Haddon Primary School and its grounds. To ensure its success, monitoring and evaluating will take place as follows:-

- ◆ Review by the Premises Committee of documents listed in this Policy to check that standards relating to the promotion of the safety culture are complied with in line with the school's policy review schedule
- ◆ All training needs assessed by the Headteacher to ensure they are being met
- ◆ The inspection of the premises, grounds and equipment by the Premises Committee once per year
- ◆ The Governing Body has access to a summary of pupil accident/incident log book and a summary of accidents are reported to the Governing Body in the Headteacher's Report.
- ◆ The Health and Safety Policy will be reviewed and updated on an annual basis

The information gathered by the various monitoring methods adopted will be used as part of the annual review to determine the effectiveness of this Policy in achieving the objectives set down by the Governing Body.

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APPENDIX 1

Subject/Area _____ Art & Design _____ Completed by: _____ DR _____ Date _____
 Reviewed: _____ Sept 13 _____

Potential Hazard	Person at Risk	Preventative Actions	Risk Level
Scissors	Children	Accurate demonstration discussion how to move around classroom/carry scissors use of.	Low
Clay	Children	Ensure regular hand washing.	Low
Paint/glue	Children	Ensure regular hand washing, sensible use of. Newspapers and cloths to be used to cover at risk areas. Apron/shirts to be work.	Low
Paintbrushes	Children	Children to be taught to grip the brush like a pencil and not hold from the top.	Low
Charcoal	Children	Close adult supervision and aprons to be worn.	Low
Water pots	Children	Children to hold pots with both hands and not to fill right up to the top.	Low
Felt-tips	Children	Teacher to demonstrate how to put the top on the end of the felt-tip. Only use pens with a hold in the end.	Low
Clay tools	Children	Correct instruction by teacher on how to use them.	Low
Paper	Children	Correct instruction on how to handle paper.	Low
Gummed shapes	Children	Reinforce that only a little moisture is required.	Low
Glue	Children	Reinforce the need to wash hands.	Low
Polystyrene shapes	Children	Very flammable – get rid of immediately.	Low
Sink	Children	Only to have 2 children at the sink at any one time. At KS1 teachers to wash equipment.	Low

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Subject/Area _____ DT _____

Completed by: _____ DR _____ Date

Reviewed: _____ Sept 13 _____

Potential Hazard	Person at Risk	Preventative Actions	Risk Level
Glue gun use/burn	Children	Supervised at all times. Low melt only. Teachers put new glue in. Mats on tables/gluing station set up – metre rule for children	Low
Scissors/cuts	Children	Children taught and monitored how to handle correctly. Closed when carrying/blades held/	Low
Wire strimmers/cuts	Children	Care when handling wire. Sharp stripping edge. Children supervised at all times.	Low
Junior hacksaws/cuts	Children	Teachers check blade secure each time. Station set up away from crowds. Checked and monitored by teachers.	Low
Mitre blocks	Children	Secured to desks with G Clamp at all times. Replaced when damaged.	Low
G Clamps/fall against	Children	Use monitored and children trained. Check correct way up.	Low
Electric wire/resources	Children	Care with circuits. Ensure no power over night in case of short circuit. Limit to 1.5v.	Low
Sawing wood/cut	Children	All children take saw test/check thumbs tucked in. Monitored at all times by adult.	Low
Cutting card	Children	Use card snips only for safety.	Low
Modrock/irritated skin	Children	Children supervised. Wash hands after use. Irritation to skin could occur.	Low
Battery use. Overheating risk of fire.	Children	1.5 only. No rechargeable for children's models. All models disconnected at night for fire safety.	Low

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Subject/Area Maths Completed by: _____

Date Reviewed: Sept 13

Potential Hazard	Person at Risk	Preventative Actions	Risk Level
Broken rulers – plastic	Children	Throw out any broken rulers	Low
Counting equipment – reels, cubes, dogs, bears	Children	On going teacher intervention about safety and equipment. Talk about germs and the risk of choking.	Medium
Compass	Children	KS2 children need to be taught correctly how to use them so they don't pierce themselves.	Low
Capacity containers	Children	Adult supervision so that the floor doesn't become wet and slippery or sand flicked in eyes.	Low
Mass activities	Children	Adult supervision when using lentils so they are not put in mouths. Only adults to carry metal weights.	Low
Shapes (2D)	Children	Children to pick up shapes by straight sides without any points.	Low
Polydron	Children	Teacher demonstration so children don't hurt themselves trying to fix and dismantle pieces.	Low
Trundle wheels	Children	Adult supervision required when children on playground/field in case they fall over.	Low

Subject/Area MFL Completed by: Penny Tetley Date

Reviewed: 11/09/13

Potential Hazard	Person at Risk	Preventative Actions	Risk Level
Food tasting – allergic reactions	Children undertaking the task with any allergies	Letter to parents/carers prior to the food tasting activity to request details of any allergies.	Low
Choking hazard	All children	Avoid foods with higher choking risks, e.g. nuts.	Low
Food hygiene	All children	Wash hands, anti bac kitchen and area before preparation. Store food products in fridge if necessary.	Low

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Subject/Area ScienceCompleted by: DRDate Reviewed: Sept 13

Potential Hazard	Person at Risk	Preventative Actions	Risk Level
Tools and hot glue gun	Children - cuts & burns	Children to complete activity in small groups, supervised by the adult. Safety reminders given about correct usage at start of each session.	Low
Weights	Children – crushing fingers, feet etc.	Avoid dropping – carry small amounts safely in trays. Complete experiments on floor, near to ground.	Low
Elastic	Children – eyes, face etc.	Remind children of “twanging” hazards especially near eyes/face.	Low
Food hygiene and allergies	Children	Letter to parent/carers prior to the food tasting activity to request details of any allergies. Avoid foods with higher choking risks e.g. nuts. Wash hands, anti bac kitchen and area before preparation. Store food products in fridge if necessary.	Low
Glass	Children – cutting.	No glass to be used by children.	Low
Heating and burning	Children, staff and school	Use of candles, oven, toaster, hob only. Candles – metal tray – teacher demos only. Toaster/hob/oven – adult supervision in very small groups and adult does the handling.	Low
Chemicals	All	Not to use – refer to Be Safe Guide	Low
Electricity	Children	Low volt (12v) batteries used only. No mains to be used – warnings given to children about mains electricity.	Low
Animals in classroom	Children/adults	Biting, scratching and hygiene – wash hands before and after, teach children to handle carefully. Put animals safely back to ‘homes’ after use.	Low
Micro-organisms	All – spores and asthma	Grow mould on cheese, bread etc in sealed see-through plastic bags and bin in outside bin after use. Do not break seal of bag	Low

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Soil	All – hygiene/animal poo	Wash hands, check soil for poo before use.	
Plants	All – eating/berries etc.	Check before use in Be Safe Guide	

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