



SANDAL CASTLE (VA) COMMUNITY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Good health and safety is integral to good management and we aim to make sure that it continues to be part of the culture of Sandal Castle (VA) Community Primary School.

This is a statement of Organisation and arrangements for Sandal Castle (VA) Community Primary School.

1. STATEMENT OF INTENT

- 1.1** The statement does not replace the Wakefield MDC General Statement of Safety or the Wakefield Local Authority (LA) Health and Safety Policy Statement but is in addition to them for the benefit of all users of the premises. Copies of these documents, along with other information on Health, Safety and Welfare matters will be found in the School Office.
- 1.2** This statement deals with those aspects over which the Governing Body has control and covers health and safety associated with the School Premises, plant, fixed equipment and belonging to the School and services for which other officers of the LA also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.
- 1.3** The aim of the statement is to ensure that all reasonably practical steps are taken to secure, the health, safety and welfare of all employees and the health and safety of all persons using the premises in particular:
- i) to establish and maintain a safe and healthy environment throughout the school.
 - ii) to establish and maintain safe working procedures among staff and pupils.
 - iii) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of articles and substances.
 - iv) to ensure the provision of sufficient information, instruction and supervisions to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required;
 - v) to maintain a safe and healthy place of work with safe access and egress;
 - vi) to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
 - vii) to lay down procedures to be followed in case of accident, including First Aid provision;
 - viii) to provide and maintain adequate welfare facilities.

2. ORGANISATION

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

Local Management of Schools (LMS) requires the school staff, Governing Body and the LA to work together to ensure their health, safety and welfare objectives are achieved.

2.1 THE GOVERNING BODY

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.1.1 In particular the Governing Body is responsible for:

- i) providing health and safety leadership within school;
- ii) making sure that the Health and Safety Policy reflects current Governing Body priorities;
- iii) ensuring that the Department's Health and Safety Policy is implemented and monitored within the school;
- iv) Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations, the LA recommend that this is best achieved by making health and safety an integral part of the schools improvement plan;
- v) making sure that the school operates within a framework that effectively identifies and manages health and safety risks;
- vi) recognising its role in engaging the active participation of workers in improving health and safety by the effective utilisation of the Health and Safety Governors;
- vii) Ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- viii) Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- ix) Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- x) Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;

- xi) Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- xii) Ensuring that procedures exist for checking that items offered for the school by the school are safe;
- xiii) Ensuring that school journeys for which they give guidance and approval are arranged and properly supervised in accordance with the departments own guidance and the DfE Guidance;
- xiv) Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;
- xv) Ensuring that induction training includes temporary, part-time and supply staff.

2.2 Headteacher's Responsibilities

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- i) advise the Governing Body and LA of any problem arising in connection with the implementation of health and safety legislation and the resources needed to meet requirements;
- ii) be the focal point for reference on health, safety and welfare matters and give advice or indicate source of advice;
- iii) co-ordinate the implementation of the LA and governors' health and safety and welfare procedures in the school;
- iv) make sure that safe systems of work are developed and used where required;
- v) make sure all school staff know and accept their individual responsibilities regarding health and safety;
- vi) make sure that everyone in school has health and safety issues as a priority in their work and are able to deal effectively with such issues when they arise;
- vii) make sure that premises used by school staff and members of the public are safe and do not present a significant hazard to users or occupants;
- viii) make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- ix) review periodically
 - i) emergency procedures
 - ii) provision of first-aid in the school

iii) risk assessments

and make appropriate recommendations to the Governing Body.

- x) put in place procedures to monitor the health and safety performance of the school.
- xi) report all known hazards immediately to the LA and stop any practices or the use of any plant, tools, equipment etc. he/she considers to be unsafe, until satisfied as to their safety.
- xii) make recommendations to the LA for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- xiii) review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff (induction), volunteer helpers and other users of the premises.
- xiv) report to the Governing Body annually on the Health and Safety performance of the school after the annual review.

2.3 Obligations of all Employees under the Health and Safety at Work Act 1974.

All employees are expected:

- i) to follow the Health and Safety Policy for the school and any other policies applicable to their work;
- ii) to observe standards of dress consistent and appropriate with safety and/or hygiene;
- iii) to exercise good standards of housekeeping and cleanliness;
- iv) to know and to apply procedures in respect of fire, first aid and other emergencies;
- v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- vi) take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions, including pupils, members of the public, visitors and contractors;
- vii) co-operate with the school and its management team to enable compliance with statutory duties;
- viii) to co-operate with the appointed Trade Unions Health and Safety Representative and the officers of the Health and Safety Executives or the Local Authority;
- ix) to report all accidents, defects and dangerous occurrences to the Headteacher.
- x) inform the Headteacher of any health and safety risks or shortfalls in provision of health and safety standards;

- xi) attend any health and safety training as deemed necessary by the Headteacher;
- xii) School staff are responsible for the health, safety and welfare of visitors under their supervision and will ensure they are made aware of the health & safety rules of the school including emergency procedures. Visitors include parents and other volunteers helping out in school, including those associated in self help schemes, will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

All staff are aware of the contents of the Health and Safety Policy and a copy is always available in the Staff Room, School Office and personal copies emailed to all staff members.

2.4 Classroom Teachers Obligations

The health and safety of pupils in classrooms is the responsibility of class teachers who are expected to:

- i) check classroom area is safe
- ii) check equipment used is safe before use
- iii) give clear instruction and warnings to pupils, as often as necessary
- iv) report defects to the Headteacher
- v) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher

2.5 Premises Staff Responsibilities – in line with job description and grade

- i) will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- ii) will carry out regular health and safety assessments of the activities for which he is responsible, and report to the Headteacher/(Cleaning Manager where appropriate) any defects which need amending.
- iii) will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the schools health and safety training requirements.
- iv) will, where appropriate ensure relevant advice and guidance on health and safety matters is sought.

- v) will advise the Headteacher (DSO Cleaning Manager where appropriate) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

3. ARRANGEMENTS

3.1 Supervision of Pupils

a. Playtimes, Lunchtimes and Movement around School

Health and Safety arrangements for children are as follows for:

- (i) Commencement / end of school day including Breakfast Club and After School Clubs;
- (ii) Break time and lunch time;
- (iii) Movement between different parts of the building;

1. All teachers should ensure their classroom is vacated at the beginning of playtimes and at the end of any session.

2. Children should be encouraged to visit the toilet on the way out of school at break times and lunchtimes. They should gain permission from a teacher or lunchtime supervisor if they wish to visit the toilet on their way into school.

3. Children will make a decision about coats on the way out and then stand by that decision. They should not be allowed to run in and out of school collecting and returning coats.

4. At the end of morning playtime, staff will collect their children from the playground and walk them back to the classroom.

5. Children are expected to walk quietly across the playground and into school. They should queue sensibly at any entrances which may form "bottle-necks".

6. All movement around school should be at walking pace, keeping to the left down the stairs.

7. Children should not arrive on the playground before teacher on duty.

b. Contract Transport

Contract transport used at school is usually a coach/bus for taking children on visits/journeys uses reputable coach hire companies.

- We will use the safest form of transport, with seat belts.
- We will only allow one child per seat for safety reasons.
- Children will not use front seats in coach.

The teacher in charge of any group of children travelling on contract transport must have a register of all children and must check the numbers at the start of both the outward and return journeys. All children must remain seated throughout the journey and must behave in a quiet sensible manner with the lead teacher being responsible for ensuring all children have their seatbelts fastened. When taking children on a day visit or a school journey the teacher in charge must take a suitable first aid kit with them. They should also be aware of any medical conditions children may have, i.e. asthma, epilepsy etc., and the emergency treatment necessary.

c. **Use of I.T Equipment**

Health & Safety arrangements for children when there is use of CDT Equipment are addressed in earlier in this document.

Extensive and increasing use of VDU's and the conditions under which they are operated is controlled by the Health and Safety (Display Screen Equipment) Regulations 1992. The school's policy covers workstation layout, working patterns, training and special provisions for health and safety.

No person should use a piece of VDU equipment without consulting the policies and checking that the workstation layout is suitable for them and, if not, making appropriate adjustments.

School staff who are designated as VDU users are offered free eyesight checks

d. **Use of Cooking Equipment**

Health & Safety arrangements for children when there is use of the cooking equipment are as follows:

Cookers - When not in use to be kept clean and tidy in appointed area, with main supply switched off or plugs removed from sockets. Periodic inspection of plugs & flexes with maintenance as and when required by the designated authority. When in use - Appliances to be used only under direct supervision of teacher or authorised adult, after thorough explanation of safety rules. After use all appliances to be thoroughly cleaned in hot water and put away tidily in the appropriate storage area.

Hygiene - Surfaces to be thoroughly clean before and after use using anti - bacterial cleanser. Storage areas to be kept clean and checked regularly.

Cleaning products are kept in a locked cupboard and are only used by or under the strict supervision of the class teacher.

e. **Physical Education**

Health & Safety arrangements for children during Physical Education are as follows:

Physical Education is a normal part of any school curriculum and therefore all aspects of Health & Safety have to be considered, but because it is an "active" subject special care must be taken. These notes relate to all activities which come under the broad area of Physical Education within the school. These include: games, gymnastics, movement, dance. Key subject specific documentation AfPE Safe Practice: in PE, School Sport and Physical Activity and AfPE Safety in Gymnastics are used to support safe practice.

(i) The Hall

The teacher should always be aware of the space he/she is working in and should ensure it is clean and safe.

Special care must be taken concerning the floor. A sweeping mop is always in the hall and the floor must be swept before every session. A child can be given this job but it is up to the teacher to make sure that the task has been carried out correctly. If a teacher feels the floor is too dirty, slippery, gritty etc. they should decide whether to continue with the lesson or to cancel it until the floor has been given attention.

The wall apparatus should be checked and everything should be safe and secure. Any benches, boxes, mats, red tops etc., if not being used should be moved out into the P.E. store.

(ii) Outdoor P.E. and Games

A preliminary search to check for stones, tins, glass etc., should be made and teachers should encourage children to be aware of the "objects" they could encounter on the grass or playground. If there are any doubts about the surface for any reasons, including the remains of dog walking, the teacher should cancel the lesson and move elsewhere.

(iii) Health and safety issues relevant to both indoor and outdoor P.E. and Games

The teacher should have a policy of how the children behave in the hall and this should be adhered to at all times.

The motto is "Awareness and Control" this simply means that the teacher should be aware of the children for all of the lesson. It is important that the teacher has control at all times and stops any potentially dangerous activity before it has a chance to develop.

(iv) Cleanliness

Over the past few years the treatment of verrucae and other foot problems has been varied and confused. Some doctors treat verrucae with lotions and creams and advise that they be kept covered on wet floors, whilst others advise they are best left uncovered. As teachers we realise that any disease of the feet will spread very quickly in a school, therefore we encourage children to be aware of their feet.

From an early age children should be taught to check their own feet and encourage their parents to check them after the bath or shower. Any spots, lesions or rough patches should be reported and dealt with. Verrucae must be taped up or a verrucae sock worn. Where children put their bare feet down on a floor, that floor should be as clean as possible.

g. When contractors are on the premises

The Headteacher will make all children, staff and visitors aware of contractors working on the school premises by notices, or verbal communication. All contractors will have up to date DBS checks. Copies of risk assessments for activities that would impact on the safety of school staff and pupils will be made available by the contractor.

h. Car parking arrangements

Car parking in the school grounds is very restricted. We have two disabled parking bays. Vehicles should be parked in the marked areas in order to ensure safe pedestrian access for all.

3.2 PROVISION OF FIRST AID

First Aid boxes are provided in each classroom, each box contains only standard first aid requisites. A high proportion of staff are first aid trained and paediatric first aid trained and are available for advice. Our office staff are responsible for keeping first-aid supplies up-to-date.

3.3 EMERGENCY PROCEDURES

1. Illness or Accident

If anyone should become ill or suffer injury as a result of an accident the procedures below would be followed :

- (a) First aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) The names of trained first aiders will be displayed around the school.
- (c) Minor injuries will be dealt with in the classroom by the classroom assistants who hold a recognised First Aid Certificate. All cases of illness and injury must be reported to the Headteacher and recorded in the appropriate accident book and LA proforma should the injury require. The office staff will liaise with the head/deputy Headteacher to ensure that the affected person receives proper attention and if necessary make arrangements for hospital treatment. In the case of a pupil, every effort is made to contact the parents or other nominated responsible adult. In the case of minor injuries (more than grazed knees etc. but less than hospital treatment) we send a note home to inform parents.

(c) Transport to hospital:

- If an ambulance is required the emergency "999" service should be used. If using a school telephone, to obtain an outside line press a 9 first then "999".
- In less serious cases it may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis.
- No casualty will be allowed to travel to hospital unaccompanied.
- If a child needs hospital treatment every effort is made to contact the child's parents. A child will always be accompanied by a member of staff who will remain with the child until a parent arrives.

(d) Accident Forms - as soon as possible after the incident every case of injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are kept in the school office and are completed by the office staff, witness and member of the SLT. The Headteacher will monitor the accident books weekly. An accident form must be completed for all accidents, (to employees, pupils, members of the public), however minor, and an entry must be made in the accident register, (forms B1-510, published by HMSO), which is held in the school office. Information about the correct forms to be used and the procedures to be followed can be found in the school office.



(e) **Children taking medicines**

We insist that the parent/carer of any child needing medication prescribed by a doctor as part of a course of treatment complete the information sheet. All prescribed medicines will be kept in the office. Epi pens, inhalers etc will continue to be kept safe in the year group designated areas.

No medication will be given to children unless it has been prescribed by a doctor and the child's parent/guardian has given written instructions as to dosage etc. (Only doses of 4 or more a day will be administered at school.)

CHILDREN AND STAFF SHOULD BE FAMILIAR WITH THESE ARRANGEMENTS AND THE ATTENTION OF PARENTS WILL BE DRAWN TO IT.

3.3.2 FIRE EMERGENCY

In the case of a fire in school, it is the duty of all members of staff to carry out the procedures as follows :

- Operate nearest alarm.
- Evacuate the building. Lead all children to the designated assembly points.
- The staff member (usually the Headteacher or School Business Manager) nearest a phone will dial '999' to call the emergency services.
- Teaching Assistants in each year group will check toilets and corridors for any children left behind.
- The fire marshalls will collect the registers to enable roll call to be carried out. The fire marshalls will then report by mobile phone to the Fire Warden confirming full evacuation or details of persons not accounted for.
- A Fire Practice will be held at least once every term.
- The facilities manager and/or assistant caretaker will check the fire alarms weekly.

Fire extinguishers and hoses will be checked annually and replaced as necessary.

3.3.3 REVIEW OF EMERGENCY PROCEDURES

An annual review of the emergency procedures and of the provision of first aid in the school will be arranged and where necessary, recommendations to the Governing Body will be made.

3.4 Risk Assessments

Risk assessment is seen as the cornerstone to good health and safety management. Risk assessments shall be carried out within school in order to identify hazards, assess risks and recommend additional control measures. These risk assessments will be reviewed and revised, as appropriate, periodically or when significant changes to working practices or equipment occur. The risk assessments will be made available to school staff and are available in the Headteacher's office.

3.5 Prevention of Violence

The school recognises that staff are at some risk of physical assault, threat or verbal abuse. The organisation is committed to both identifying the circumstances leading to a predictable risk and to introducing measures to minimise that risk.

All incidents of anger, aggression and violence must be reported and recorded on the Accident / Incident Report Form in the school Office.

All incidents of aggression and violence will be investigated and necessary action will be taken against the aggressor.

3.6 Asbestos

To ensure compliance with the control of “Asbestos at Work” regulations, school buildings have been surveyed to identify the location and condition of materials containing Asbestos. A copy of the survey results are in the School Office and this information will be provided to any who is liable to come into contact or disturb the material as part of any work carried out. Any work carried out on asbestos containing materials will only be carried out by trained personnel in *Asbestos Awareness*.

Removal of Asbestos containing material, which falls within the Asbestos licensing regulations, will only be removed by organisations who hold the relevant licenses.

3.7 Electricity

The use of all items of electrical equipment, including any which may have been brought from home, are subject to the requirements of the Electricity at Work Regulations 1989.

To make sure that all items of portable electrical equipment are properly maintained, testing is carried out on an annual basis by a qualified electrician. A visual safety check is carried out half termly by the facilities manager.

All electrical tools are to be disconnected and made safe when not in use.

Electrical equipment will not be used outside in adverse weather conditions such as heavy rain or snow.

3.8 Smoking

Sandal Castle Primary school is a no smoking organisation. A sign will be displayed in the main entrance to this effect and all school staff must make sure they and others comply with the smoke free environment legislation.

3.9 Hazardous Substances

Some of the substances used by the school are hazardous to health as classified under the COSHH Regulations, 2002. Staff controlling work which involved the use of substances, including some substances used in offices, are expected to make sure that an assessment of the use of the substance has been undertaken and that all necessary precautions have been taken to provide for the safe use of the substance.

An approved product list is used within school; this enables a control of substances used within the organisation. School staff are, and will continue to be, instructed in recommended safe handling and disposal procedures. Protective clothing and safety equipment is available where necessary together with instruction and training in correct fitting, use, storage and maintenance.

3.10 School Trips

See School Visits Policy

3.11 Manual Handling

The facilities manager and assistant caretaker have received training in manual handling techniques and has a set of detailed instructions. The rest of the staff are aware of the problems and have access to the instructions and have undertaken toolbox talks training, but if any doubts exist they should seek advice from the Headteacher.

3.12 Lettings – letting school premises to outside hirers – See Lettings Policy

3.13 Work experience arrangements

Students on work experience have the same rights and responsibilities as the staff. All students have induction meetings covering all aspects of Health and Safety.

4. Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure as far as reasonably practicable that the working life of everyone is accident free.

- 4.1** If an improvement or prohibition notice is served by an enforcement officer (e.g. HSE Inspector, Environmental Health Inspector, Fire Officer etc), the Headteacher should immediately advise the LA and the Chair of Governors. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.
- 4.2** Any member of staff noticing a failure to comply with this policy or other advice/guidance issued by the LA or Headteacher should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter she should then report to the appropriate Service Group of the LA.
- 4.3** Hazardous situations should also be reported immediately and the same procedure followed.
- 4.4** Specialist advice will be obtained where necessary and when required.
- 4.5** Suggestions by any member of staff to improve standards of health and safety are welcome by the Headteacher.

A review of the policy will take place each year in time for the commencement of the new academic year.

All staff will be made aware and have access to this policy. Some of the procedures are also set down in the Staff Code of Conduct.

Confirmed by the Governing Body of Sandal Castle (VA) Community Primary School on

Signed Chair of Governors

Signed Headteacher