



Southdale

C of E Junior school

Shining like stars in the universe

Southdale C of E Junior Health & Safety Policy

Adopted by the Governing Body – (Vincent Foster)

Date: 14 March 2024

Date: February 2024

Next Review due by; February 2025

Introduction

With regard the promotion of Health and safety at work to be of the utmost importance for all personnel that attend.

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely.

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively. Staff are provided with Health & Safety training as part of their induction process. Staff who work in higher risk environments such as with pupils with special educational needs, are given additional health & safety training.

The Law

The main legislation covering this area is the Health and Safety at Work etc. Act 1974.

The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff.

Employees also have a duty to look after their own and others' health and safety.

It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children.

Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

This 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.

The aim of the policy is to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and regularly inspected
- 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 including plans for the safe and effective evacuation of school premises.
- Lay down procedures to be followed in case of accident.
- Provide and maintain adequate welfare facilities
- Ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.
- To ensure that employees have access to health and safety training as and when required.

Responsibilities and Duties

Wakefield Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body. The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The Governing Body is responsible for:

- Producing, implementing and monitoring the school's health and safety policy.
- Giving strategic guidance on health and safety planning - including implementation of safety management system.
- Monitoring health and safety issues through the Premises Working Group (Vice Chair, Deputy Headteacher, School Business Manager and Caretaker).
- Ensuring 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.
- Consideration and approval of appropriate categories of educational visits.
- Ensuring the school has appropriate policies for related issues such as security and personal safety, pupil behaviour etc.
- Ensuring adequate resources for health and safety are available
- Ensuring that regular reports of accidents and dangerous occurrence are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- Ensuring that all reasonable inspection facilities and information are provided on request to officers of the LA, 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.
- Ensuring that school journeys for which they approve are arranged and properly supervised in accordance with school policy, LA and DfE guidance;
- Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved.
- Provide plant, equipment and systems of work, which are safe and without risks to health.

- 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.
- Promote the development and maintenance of sound safety, health and welfare practices.
- Ensure that the premises are maintained in the condition that is safe and without risk to health.
- Ensure that the premises allow safe access and egress to mobility impaired staff, pupils and visitors.
- Ensure that some reasonable alterations to the property are made to accommodate the disabled, in line with disability discrimination act.
- Ensure and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff involved in the school, for the safe use of machinery equipment and substances.
- 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.
- Planning and setting standards which include:
 - Identifying hazards, undertaking a risk assessments and setting standards
 - Have clear plans for coping with sudden emergencies
 - Developing a positive health and safety culture.

The Headteacher is responsible for:

- Implementing the school's health and safety policy.
- Be the focal point for reference for all school health, safety and welfare matters and give advice or indicate source of advice.
- Implement and establish a safety management system.
- Ensure specific requirements outlined within guidance issued by the LA are implemented.
- 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 the LA, for example by ensuring that pupils with special educational needs or those 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 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.
- 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.
- Bring to the attention of appropriate staff and Governors health and safety guidance issued to schools by the LA and DFE
- 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 periodically and make appropriate recommendations to the GB:
 - a) Emergency Procedures
 - b) Provision of First Aid in school
 - c) The risk assessments
- Review safety objectives set and implement appropriate action when necessary.
- Ensure that the LA 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 suitable information is received regarding educational visits through the Wakefield on line system, (Evolve) and the trip leader, prior to sanctioning them or sending them to the Governing Body for approval.
- Ensure that problems in implementing health and safety policy are reported to the LA.
- Ensure that staff are provided with relevant information, instruction and training.
- Put in place procedures to monitor the health and safety performance of the school.
- Report all known hazards immediately to the LA and stop any practices or the use of any plant, tools equipment, machinery etc. which presents hazards.

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

- 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 Headteacher.
- 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 abuse to the Headteacher, Deputy or Assistant who are the designated safeguarding lead.
- To observe standards of dress consistent and appropriate with safety and/or hygiene
- To exercise good standards of hygiene and cleanliness
- To know and to apply procedures in respect of fire, first aid and other emergencies

- 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;
- To co-operate with other employees in promoting improved health and safety arrangements in the school;
- To co-operate with the appointed Trade Unions Health and Safety Representative and the officers of the Health and Safety Executives or the LA;
- To report all accidents, defects and dangerous occurrences to the HT.
- Complete school accident reporting forms in the event of a minor accident (available in the school office) and store in the secure filing cabinet
- Complete, and return to the LEA, form IRF2016 in the event of a serious accident, injury, dangerous occurrence or in the event of an assault or violent incident (forms available on the VLE)
- Ensure that all staff are aware of any pupils with medical needs, allergies or pupils who may need specific handling. Where appropriate, photographs should be posted in the office, staffroom, dining room and kitchen.

Specific Obligations of Classroom Teachers:

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

- check classroom area is safe;
- check equipment used is safe before use;
- ensure safe procedures are followed;
- give clear instruction and warnings to pupils, as often as necessary;
- report defects to the Headteacher;
- avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the HT;
- follow safe-working procedures personally

The School Business Manager and Caretaker will:

- Ensure that he/she is familiar with the schools' health and safety policy
- Conduct a termly health and safety survey with the Premises Working Group and LEA Premises Support Officer
- 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 bells and fire doors 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 sight of the school asbestos report
- 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

- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher or Cleaning Manager as appropriate, any defects which need amending;
- 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 school's health and safety training requirements;
- Where appropriate, ensure relevant advice and guidance on health and safety matters is sought;
- Advise the Headteacher (or Cleaning Manager where appropriate) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

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 IRF 2023 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.

Visitors and Other Users of the School:

Visitors and other users of the premises will be required to observe health and safety and welfare rules of the school. In particular parents and other volunteers helping out in school will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Contractors will agree health & safety practices with the School Business Manager and Senior Caretaker before starting work. Before work begins, the contractor will provide evidence that

they have completed an adequate risk assessment of all their planned work. They will also sign to confirm they have read the asbestos register.

Site Security:

The Senior Caretaker is responsible for the security of the school site in and out of school hours, unless delegated by the headteacher. The Senior Caretaker is responsible for visual inspections of the site, and for the intruder alarm and fire alarm systems.

The Headteacher, Deputy Headteacher, Business Manager and Senior Care taker are all key holders. The Senior Caretakers mobile number is displayed in the front entrance. The emergency contact is the Senior Caretaker who will then contact the Headteacher and School Business Manager.

Security

- a) All gates to the school are locked at 6pm, or when the last member of staff leaves.
- b) The main gate is opened at 7:30am.
- c) Pupil access gates are opened at 8:15am and 3:10pm and locked at 9:05am and 3:45 pm.
- d) The gate between the car park and playground is padlocked.
- e) A high level release button prevents the inner school door being opened by a child.
- f) All external doors have coded locks.
- g) Security fobs prevent the inner school doors being opened by a child and helps prevent a child from absconding.
- h) All windows are fitted with security bolts.

The school has an electronic signing in system called inventory. All staff and visitors must sign in and out using this system. Any child leaving early is collected by an adult and is signed out via the inventory system.

The school is protected by a motion sensor security alarm and CCTV.

The caretaker inspects the site as part of his daily routine.

Incidents and incident reporting

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much details as possible will be supplied when reporting an accident. Accident forms can be obtained from the school office.

Any pupil, complaining of illness or who has been injured is inspected by a qualified first aider and treated, where appropriate. Any child who needs to go home because of illness should be brought to the School Office.

Information about injuries will also be kept on record.

Records held in the First Aid/Accident Book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health & Safety Executive

The Business Manager will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Business Manager will report these to the Health & Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Administration of medicines

- a) Office staff, who are first aid trained, administer prescribed medicines for chronic or long term conditions.
- 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 a locked filing cabinet, in the office.
- c) Pupils are supervised by a member of staff when taking asthma or any other medication.
- d) Please refer to the Administration of Medicines Policy.

Work at Heights

We will ensure that work is properly planned, supervised and carried out by the competent people with the skills knowledge and experience to do the work.

In addition:

Pupils are prohibited from using ladders

All staff receive Work at Heights Training

Work at height is avoided wherever possible and the time at height is kept to a minimum

Before using a ladder staff are expected to conduct a visual inspection to ensure its safety

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Heavy objects should be moved around school by the caretaker, using the sack cart.

The school will ensure that staff receive Manual Handling Training.

Lone Working

Potentially dangerous activities, such as those where there is a risk from falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

School has a Lone Working risk assessment which is sent out to staff on an annual basis and to contractors as and when they undertake work in school.

Lone working may include;

- Late working
- Home or site visits
- Weekend working
- Senior Caretaker duties
- Site cleaning duties
- Working in a single occupancy office

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off site visits and activities require them.
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, portable first aid kit, information about the specific medical needs of pupils along with parents' contact details
- There will always be at least one first aider on school trips and visits

Transporting pupils

Parents are asked for permission for volunteers to transport pupils to an event. These volunteers must show valid motor insurance. Staff transporting pupils must have a valid driving licence with no driving convictions. Staff are covered for transporting pupils to events through the school's car insurance cover. A record must be kept of any occasion when a member of staff provides transport in their own car. The record should include a copy of the staff member's driving licence, their car registration and details of the trip.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health & safety policy, and will have responsibility for complying with it.

Asbestos

- a) An asbestos register is held in the school office on display by the signing in book.
- b) The caretaker ensures it is available to contractors working on site.
- c) The LEA premises officer ensures that regular asbestos inspections take place and that the report is kept up to date.
- d) Please refer to the Asbestos file held in the School Office.

Smoking

Smoking or vaping is not permitted anywhere on the school premises.

Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues.

Control of hazardous substances

Schools are required to control hazardous substances, which can take many forms, including, (this list is not exhaustive);

- Chemicals
- Products containing chemicals
- Dusts

The Senior Caretaker completes a COSHH assessment sheet for hazardous and non-hazardous substances in school, compiling and maintaining a list giving details of these substances and instructions for their safe use. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers with clear labelling and product information. Staff use products such as dishwasher tablets and washing powder, these are located in lockable rooms/cupboards where children are not allowed to enter without an adult.

Any hazardous products are disposed of as in accordance with specific disposal procedures.

Cooking

- a) Appropriate fire safety equipment is available in the Cook It room.
- b) That staff ensure 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.

Electrical testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. A log is maintained in the school office.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Tests and records of the fire drills and fire doors will be recorded weekly.

A full fire drill is practised once a term and reported by the Headteacher to the Governing Body.

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 by a first aider either in the class room, school office or in the dining hall at lunchtime
- c) Portable first aid kits are taken on educational visits
- d) All teaching staff are first aid trained and are responsible for first aid provision on any educational visit
- e) The admin support assistant 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

Head Lice

- 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

New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The school buys into Schools UK for its Staff Absence insurance and staff have access to a wellbeing package.

Hot liquids

Hot drinks should not be transported when large numbers of pupils are moving around the school.

Staff should use cups with covers on if having hot drinks around children.

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.

Movement around school

- a) Pupil should walk around school at all times.
- b) At the end of break and at 9:00am, pupils stand still when the whistle blows and 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 locked gate
- b) Contractors come on to the premise when loading/uploading equipment and park in the staff car park.
- c) Contractors can only gain access to the playground by contacting a member of staff to open the gate for them.
- d) School meals should be delivered when pupils are not on the playground.
- e) If a vehicle is present on the playground during playtime, it remains stationary and its supervised by a member of staff.

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 should ensure that gymnastic equipment in the main hall is safely secured to the wall when stored.

Playground

- a) A member of staff supervises the playground from 8:40am until teaching staff arrive.

- b) Teaching staff should be on the playground promptly at 8:50am.
- c) Two members of the teaching staff supervise the playground during playtimes and before school and a member of the support staff team supervises indoors and deals with only minor injuries or upsets.
- d) Support staff supervise the year 3/4 cloakroom at 9:00 am and teaching staff supervise cloakrooms at 3:30pm.
- e) Staff actively encourage pupils to play safely and discourage 'play-fighting' or other rough games.
- f) The playground is zoned for football games.
- g) We have seven lunchtime supervisors on duty at lunchtime.
- h) Trim trails/Play Areas are checked visually on a daily basis, and maintained as in accordance with the manufacturer's instructions. In addition annual compliance checks take place.
- i) If surfaces are wet and slippery the play equipment should not be used. A risk assessment has been undertaken in relation to the outdoor play equipment.

Traverse Climbing Wall

Pupils should not use the traverse climbing without permission or the supervision of a member of staff.

- i) 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, Deputy Head or School Business Manager and are actioned as soon as possible.
- c) The School Business Manager and Senior Care Taker to undertake a full site inspection on a termly basis

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, School Business Manager or Caretaker. Cable mats are available to prevent trips.

Swimming

We use Sun Lane for swimming lessons, where swimming instruction is provided by a qualified swimming instructor.

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 go to the school office 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.

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. Designated, trained staff are: The Headteacher, Deputy Head, Assistant Head, R Walker.