

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL



HEALTH AND SAFETY SCHOOL POLICY

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

PART ONE: Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Head Teacher of Wentworth School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Rotherham Borough Council.
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require same of persons that they supervise and take responsibility for

2. The Governing Body & Head Teacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Head Teacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Part Two: Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Head Teacher of Wentworth School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- Include Health and safety targets in the School Development Plan.

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

Targets may include,

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- Revision of policy/procedure

Steve Clapham is the nominated Governor who has an H&S link between the Governing Body and the wider school community; he will stay up to date with school H&S initiatives and inform the Governing Body accordingly.

Be informed and updated of Rotherham Council's H&S Policy, and receive advice and support from relevant Officers.

Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Head Teacher at this time. This report should include information on:

- Progress of any H&S targets in the SDP.
- Accident/incident analysis
- Relevant H&S information received from outside Advisers.
- Suggestion on future H&S initiatives.

Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above

2. Head Teacher and Site Manager

As Senior Managers for the premises, and of all on & off site school related activities, the Head Teacher is responsible for the day to day management of H&S. The Head Teacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Head Teacher will ensure that:

- The contents of this policy are brought to the attention of all relevant persons.
- A process for risk assessments is applied within the school, and that:
- All appropriate areas/activities are covered, (as per separate risk management policy and procedure document).
- Appropriate control measures are implemented, and that
- Assessments are monitored and reviewed as necessary.
- There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Appropriate staffing levels for safe supervision are in place.

An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Play equipment.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Head Teacher H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights,

Adequate and easily retrievable health and safety training records are available and up to date.

- The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- A termly H&S report is provided to Governors.
- The school has in place H&S monitoring arrangements.
- A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Head Teacher.
- The Head Teacher may delegate functions to other or single members of staff (e.g. site manager) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with.
- The Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out

3. Deputy Head Teacher

The Deputy Head Teacher will take on the above responsibilities in the absence of the Head Teacher

4. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- Effective and appropriate supervision of the pupils that they are supervising.
- That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- That they are conversant with the school's H&S policy and any arrangements specific to their own classroom
- They know the emergency procedures.
- Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- That they report any defective equipment to the relevant person.
- All accidents and incidents are reported and reviewed or investigated.

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

5. Caretakers

The Caretaker is responsible to the Head Teacher/Business Manager, and in particular will ensure:

- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- That periodic H&S inspections are carried out at a timescale agreed by the Head Teacher, paying particular attention to the building structure, services, access and the main circulation areas. (These may be carried out with others such as governors, H and S co-ordinator etc)
- That persons they supervise only undertake work for which they are competent.
- That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

6. Health and Safety Co-ordinator

The Head Teacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Head Teacher accordingly. Specific functions of the H&S Coordinator may include:

- Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Head Teacher where necessary.
- Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Head Teacher of any deficiencies.
- Carrying out, with the Head Teacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Advising the Head Teacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Head Teacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

7. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

- Participate in the school's risk assessment process and comply with findings.
- Report any defects in the condition of the premises or equipment of which they become aware.
- Report all accidents/Incidents in accordance with the school's procedure.
- Be familiar with the procedure to be followed in the event of a fire/emergency.
- Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- To follow all relevant codes of safe working practice and local rules.
- To report any unsafe working practices to their Line Manager

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

All accidents that occur on school premises must be officially recorded in the Accident Book that is kept in the First Aid room. This applies to all pupils, staff and others. It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive. In order that the Head Teacher/Deputy is provided with all relevant facts following any accident on either site, staff are requested to complete an incident form. See Appendix A – Accidents involving pupils.

2. Asbestos

The Asbestos Record is kept in the School Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Head Teacher and checking the record. Staff should report any damage to asbestos materials to the Head Teacher.

3. Contractors

All contractors should be made aware of the Health & Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the school. These arrangements should be agreed before work commences and should include Risk Assessments as necessary eg: Working at Height etc

4. Drugs & Medications

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the Medicine Cabinet in the store room (or if appropriate in the fridge in the staff room) and must be clearly named with instructions on the dosage. Medicines can only be taken under adult supervision and the administering adult must record the date, name of child, dose and then sign on the medicine record sheets held in each classroom.

5. Electrical Equipment [fixed & portable]

Inspection of all school portable electrical equipment is carried out regularly by a competent person. (Previously annually and now with a change in advice from D of E April 2012 this will be every two years) A record of this can be found in the School Office. No personal electrical equipment should be brought in

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

and used in school unless they have been tested and have a valid report from a competent person. Fixed electrical wiring is tested by a competent person every five years. This report can be found in the School Office. Any defective appliances or wiring should not be used and should be reported to the Site Manager.

6. Fire Precautions & Procedures (and other emergencies)

The Head Teacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place half - termly.

7. First Aid First aid kits are located in the First Aid room/stock room. The first aid cupboard and kits are regularly checked and restocked.

8. Hazardous Substances COSHH

Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed.

9. Housekeeping, cleaning & waste disposal

The Site Manager is to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are held in a separate locked area. Medical waste is stored in a special bin in the First Aid room and emptied by a competent person on a regular basis. In bad weather areas will be prioritised and will be gritted or cleared of snow.

10. Lettings/shared use of premises

Health and safety information will be given to all users of the premises. There will be restrictions on use of equipment and areas accessible. The Site Manager will be on site either opening/closing duty or in some instances for the duration of the letting. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided.

11. Lone Working

Staff working on their own should notify a second person who will seek to contact them if they do not, check-in. Lone workers should avoid hazardous activities.

12. Maintenance / Inspection of Equipment

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary.

13. Monitoring the Policy

Members of the Health & Safety Committee, together with the Head Teacher and the Site Manager will carry out workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

14. Playground Safety

Daily inspections of play equipment and the grounds are undertaken by the Site Manager. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and play equipment is checked via an annual inspection.

15. Reporting Defects

Defects should be reported to the Site Manager

16. Risk Assessments

The Head Teacher will make arrangements for risk assessments relating to the school premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

17. School Trips/ Off-Site Activities

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the Rotherham Council via the online booking system

18. School Transport

The school does not own a minibus. Parents offering to transport pupils to sporting events in their car are required to have appropriate insurance and an enhanced criminal records bureau check. Car seats must be provided if the height of the child requires it. This is not encouraged.

19. Smoking

Smoking is not permitted anywhere on school premises or in the grounds.

20. Staff Well-being / Stress

The school subscribes to Employee Advisory Resource which helps with specialist information and counselling services.

21. Supervision [including out of school learning activity/study support]

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils as per the Guidelines for Educational Visits and Outdoor Educational Activities. All staff, governors and other volunteers are required to have enhanced criminal records clearance.

22. Violence to Staff / School Security

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main entrance. All visitors are required to sign in at Reception and must display their visitor's badge at all times. Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Head Teacher.

23. Working at Height

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The Site Manager may need to work at height in the course of his duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment

APPENDIX A - ACCIDENTS INVOLVING PUPILS

The best and surest method to maintain a safe environment for the children which is free from careless accidents is to establish a very clear and well understood behaviour policy. When children are calm and controlled and have proper understanding of the needs of others they will behave with respect for others which will aid the development of a safer environment. There will, of course, be accidents and it is important that everyone involved with the care of the children understands what to do when they occur.

Who is responsible for the children?

Each and every teacher has a duty of care for the children within the school and, in particular, for the pupils in their own class. Other adults within the school also have responsibilities for the children. (These adults will include administrative staff, Site Manager, classroom assistants, SMSAs and other adult helpers).

How do adults care for the children?

Firstly by ensuring a safe environment in which clear behavioural guidelines are maintained.

Secondly by ensuring that the children's working environment is safe and free from unnecessary risks.

Thirdly by following carefully laid down First Aid procedures.

What do I do when a child has an accident?

When a child has an accident the adult in charge takes responsibility for ensuring that the First Aid procedures are followed.

On the Playground

1. Ascertain the extent and nature of the injury.
2. Carry out First Aid as necessary and get help from other adults on duty.
3. You may send a child to get help from another adult. There will always be more than one adult on duty at playtimes.
4. In the event of a minor injury it may be possible for a child to go to the school office, accompanied by another child. The child should never go alone.
5. When the injury is serious it will be necessary for an adult to accompany the child to the school office.
6. If the injury is very serious the child should not be moved. First aid is a priority whilst the helping adult is getting urgent help (i.e. an ambulance). Never leave the child alone.
7. Please report accidents by entering them into the ACCIDENT BOOK.

Accidents in the Classroom

Accidents within the classroom can still occur even though the level of control is obviously greater than on the playground. The procedure is the same as on the playground.

1. Immediate First Aid.
2. Get help.
3. Report to the Head Teacher/Deputy.
4. Accident Book.

Care should be taken to keep calm when an accident occurs. The injured pupil will quickly become alarmed if the adult panics and the other children must be helped to overcome any shock.

Accidents in the Hall

The Hall presents hazards which are not present in other areas of the school. Careful discussion with the class about safety measures and a strict adherence to rules will help reduce risk. Remember:-

1. Immediate First Aid.
2. Get help.
3. Report to the Head Teacher/Deputy.
4. Accident Book.

Accidents on School Journeys

There are detailed guidelines in the document. Guidelines for Educational Visits and Outdoor Education Activities should be read by every teacher before planning a school trip.

PUPILS HEALTH AND THE ADMINISTRATION OF MEDICINES

The purpose of this Policy is to give clear guidelines to ensure that pupils with medical needs receive proper care and support at school. The Policy sets up the formal procedures drawn up in partnership with parents and staff and should be carried out when supporting pupils with medical needs.

The Policy should be read in conjunction with Supporting Pupils at School with Medical conditions guidance to schools produced by the DfE.

ILLNESS IN SCHOOL

1. Children who are generally unwell should not be in school and should not return until they are fit to participate in the curriculum as normal. In some cases, however, General Practitioners may advise that pupils should attend or recommence school while still needing to take medicines. In other cases, to enable children with a chronic illness to lead as normal and happy a life as possible it may be necessary for them to take prescribed medicines.
2. Parents are asked to provide the school with sufficient information about their child's special needs and any treatment or special car needed at school at the admission stage and to keep the school informed of any new or changing needs. A healthcare plan will be prepared as necessary for individual pupils.
3. Carriage of Medicines to School Prescribed medicines should be brought to school by the parent and handed to the TA in the classroom. The medicine should be named with clear dosage instructions written on an official form held in each classroom.
4. Storage of Medicines Prescribed medication will be kept in a medical cabinet which will be secure.

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

Administering Medicine

If it is at all possible parents should be encouraged to visit the school and administer prescribed medicines themselves. When this is not possible the following procedure should be employed.

1. The child should go to the class TA and complete the Medical form by the parent.
2. A class TA will normally administer the medicine. Children should not administer their own medication at this stage. Remember, check all details before administering.
3. Record all details in Medication Record Sheet.

Children with Chronic Conditions

These conditions may need emergency treatment and there are important extra procedures that should be carefully implemented in the event of a life threatening situation developing.

Such conditions will include:

Anaphylaxis Diabetes Asthma Epilepsy

Children with known chronic conditions will have an Individual Health Care Plan which will have been established in consultation with the parents and School Health Service. Such children may need special medication (such as an EpiPen) which will be kept in the classroom the child resides in mostly and will be available to trained personnel.

Any adult who has regular contact with the child will receive training for emergency situations

A full list of children with special medical needs can be found in the staffroom. All new staff are made aware of the children with specific needs.

Emergency Assistance

In the event of a child needing emergency care either because of an accident or because of a chronic condition it is the responsibility of the teacher/carer to ensure that the following procedure is applied.

1. Take all measures (first aid) to ensure the child is safe. This could include putting him/her in the recovery position. Never leave the child alone.
2. Get help. Either call an adult or send a child for help making it clear that it is an emergency. Make sure you know the child's name so that a check can be made whether emergency medication is held in school.
3. Dial 999, ask for an ambulance and explain as clearly as possible the condition of the patient. (It may be you or your helper who calls the ambulance – make sure you make it clear who is going to take this action).
4. Make sure someone is ready to greet the ambulance and to show the ambulance personnel where to find the casualty (remember, speed is crucial).
5. Inform the parent.
6. If no parent arrives it may be necessary for you or a member of the school staff to accompany the child to hospital.
7. Record all events in the school Accident Book.
8. Try to remain calm. Panic will be conveyed to the child and will not help clear thinking

Record Keeping

Records of all accidents and administration of medication must be kept in school together with parental consent forms, names of staff authorised and trained to administer medicines.

RECORDS MUST BE KEPT

Medicines in School

Medicines (non-prescribed) will not normally be kept in school.

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

REMEMBER

You have a duty of care for the children in your charge. It is always very important to check before you administer medication. The School Office will be your first point of enquiry in all medical matters.

Be aware when lifting heavy items and asking children to do similar. The key to this is assessing needs at the time. If in doubt stay on the side of safety.

All accidents and injuries should be reported as soon as possible in the School Accident Book

ALL HEAD INJURIES SHOULD BE REPORTED TO THE Head Teacher/Deputy AND ENTERED IN THE ACCIDENT BOOK

An unwell child can only be sent home once a member of the SLT team has agreed. Children should be accompanied by the class TA/Teacher.

Effective Date

This policy became effective in summer 2015, will reviewed in summer 2017.