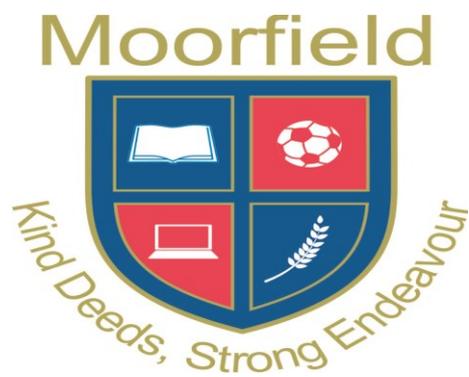


# MOORFIELD PRIMARY SCHOOL

## HEALTH and SAFETY POLICY



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## Moorfield Primary School Safeguarding Statement

“Moorfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment.”

## Moorfield Primary School Equality Statement

“Moorfield Primary School promotes equal opportunities for all pupils, staff and service users. We ensure that all persons have equal access to the full range of opportunities provided by the school. We celebrate diversity and actively encourage respect for all as well as promoting fairness and justice in the education that we provide.”

## **SCOPE**

At Moorfield Primary School we aim to provide a vibrant learning environment which is safe for staff and learners. The school acknowledges the importance of planning and evaluating in order to secure the highest possible levels of safety for all of its users. This policy relates to the aspects of health and safety to ensure the highest safety standards are met.

## **AUTHORITY**

Moorfield Primary School gives the highest importance to the safeguarding and welfare of children. These guidelines do not replace the Local Authority's safety policy but are an addition to them for the benefit of all teaching and non-teaching staff and pupils.

These guidelines deal with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers in the Local Authority also have responsibility.

## **STATEMENT OF POLICY**

The health, safety and well being of pupils, staff, and visitors is an integral part of our core purpose. We strive to provide a safe and secure learning environment and to ensure that the children's needs are met.

Many aspects of the primary curriculum are geared for personalised, creative learning experiences where children are empowered to take safe, calculated risks. Aspects of a health and safety nature must be regularly monitored and evaluated to ensure all parties are kept safe.

## **AIM AND OBJECTIVES**

The overall aim is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises. A variety of strategies will be employed to fulfil the following objectives:

- To establish and maintain a safe and healthy environment throughout the school.
- To ensure safe storage of materials covered by the COSHH regulations.
- To establish and maintain safe working procedures among staff and pupils.
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on the site and pupils to avoid hazards and contribute positively to their own safety and health.
- To ensure that everyone has access to health and safety training as and when provided.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To maintain a safe and healthy place of work and safe access and egress from it.
- To formulate effective procedures in case of fire or other emergencies.

- To lay down procedures in case of accidents.
- To provide and maintain adequate welfare facilities.

## **RESPONSIBILITY**

**The Governors**, with the advice of the Headteacher, have an overall responsibility to ensure Health and Safety procedures are in place and form the core aspects of the school's work on keeping children and stakeholders safe. The Chair of Governors has specific responsibility for Health and Safety.

**The Head Teacher** has ultimate responsibility for all school safety organisation and activity rests with the Head Teacher, who shall be the focal point for day to day references on safety, report all known hazards to the relevant authorities, arrange for investigation of premises and working arrangements on a regular basis, and give advice or indicate sources of advice.

**The Staff Development Coordinator** has responsibility for keeping teachers up-to-date and skilled in matters of Health and Safety in order to enhance the current high levels of pupil care.

**The Premises Officer** has responsibility for undertaking a daily visual check of the premises and grounds to ensure they are safe and in good order. Where issues exist the Maintenance Officer will action accordingly, maintaining personal safety at all times. Records will be kept.

**The Business Manager** is the school's Health and Safety representative.

**Each employee** is responsible for having regard to The Health and Safety at Work Act 1974 which states: "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work."

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied.
- to know and apply the emergency procedures in respect of fire and first aid.
- to co-operate with other employees in promoting improved safety measures in the schools.

**The pupils** are expected:

- to exercise personal responsibility for the safety of themselves and their classmates.
- to observe the safety rules of the school, in particular the instructions of teaching staff, given in an emergency.
- to use and not wilfully misuse, neglect or interfere with things provided for his / her safety.

## **ADDITIONAL GUIDANCE**

### **Visitors**

Regular visitors and other users of the premises, should be required to observe the safety rules of the school, and as such all visitors are required to sign in. In addition, parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned and of the safeguarding expectations, procedures and guidance in operation.

### **Sub-Contractors on site**

Sub-contractors have a duty to work safely for their own benefit and for that of the occupants of the school. The Governors or LEA also have a legal obligation for safety and should be in a position to foresee hazards to which their pupils and staff might be exposed as a result of work on school premises.

Close liaison with the contractor is essential before the work commences and careful monitoring while it is in progress.

When a sub-contractor's system of work is causing a hazard to staff and / or children the sub-contractor must be reminded of his duty. If after such a warning there is no improvement, the Governors and / or Local Authority should be approached.

## **SUPPORTING DOCUMENTATION**

- The Health and Safety at Work Act 1974
- DfE Guidance of Safer Recruitment and Safeguarding
- Contractors Working in School Policy
- Whistleblowing Policy
- Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Medical Care Policy and Procedures
- First Aid Policy
- Health & Safety (First Aid) Regulations 1981
- The Curriculum Overview
- Learning Outside of the Classroom Policy

Signed (Headteacher):

Date:

Signed (Chair of Governors):

Date:

## **APPENDIX 1 – DEALING WITH ACCIDENTS**

In the event of any minor accident the main first aid box is accessed via the main office. There are additional first aid boxes stationed in the kitchen, and Reception classroom kitchen.

There are First Aid kits available in the main office to all teachers for class trips and sporting events etc.

The vast majority of teaching and non-teaching staff are Emergency First Aid trained.

If you are in doubt, then contact the First Aid at Work first aiders: Mrs Blundell, Miss Smith & Mrs Stockdale

All accidents must be logged in the accident book. This is kept above the secretary's desk in the main office.

Always let parents know about any accidents at the end of the day.

If a more serious accident occurs either in your classroom or on the playground or field, do not move the child and immediately send for one of the schools first aiders and the Headteacher. An additional HSE accident form (Health & Safety Executive) will need to be completed [online Local Authority reporting system].

Staff must always inform the office of any accident to themselves on the school premises or when on a school visit.

If there is any accident caused by some fault in the school fabric / building, would you please report it immediately to the Headteacher or the Deputy Head.

## **APPENDIX 2 – FIRE SAFETY & EVACUATION PROCEDURE**

It is important that all members of the school community are aware of the fire prevention and evacuation strategies for the school. Copies of Fire Drill Procedure are visible in every working area and staff should familiarise themselves of this when engaging work in that classroom or area.

Fire practices will be held on a regular basis, at least termly.

The purpose of fire drills is two-fold:

- to ensure the safe, orderly and efficient evacuation, without panic, of all occupants of the building.
- as far as possible, to ensure that people react rationally when confronted with a fire in school.

When you hear the fire alarm, you must proceed with evacuation of the building immediately, unless you have been specifically told that it is an alarm test being carried out.

The children must first of all stand still and immediately wait for instructions from the teacher.

All classes will evacuate from the nearest safe exit with the member of staff being the last person out of the room and closing the door.

Any class having a P.E. lesson in the hall must ensure that the children always take footwear with them in case of needing to evacuate the building.

Anyone not in the classrooms when the alarm is sounded must evacuate the building at the nearest safe point ... this also includes any ancillary staff on the premises at the time.

Everyone will assemble on the playground nearest to the front of the school building. The children should be lined up well away from the building, facing away.

Registers must be taken by the member of staff for each class and then a roll call taken at the assembly point.

With the exception for checking for missing persons, no-one must re-enter the building to retrieve articles until permission is given.

If anyone is missing, an immediate search by staff volunteers may be made.

Two points must be taken into consideration with fires. Even when a fire seems to be building up very slowly there is always great danger of a sudden escalation which could quickly cut off an escape route. Also, smoke is by far the greater hazard than the fire itself. The number of synthetic materials available today are very dangerous in fires due to the toxic fumes given off.

No one should re-enter the building until it has been declared safe to do so.

Fire doors are an essential part of fire precautions policy. These doors are not to be wedged open or blocked in any way. This is particularly important in the hall.

In the event that emergency evacuation prevents re-entry to the school premises, children and staff are to leave the site in a coherent manner and should re-assemble at Brookfields School where a mutual arrangement is in place for such occurrences. Children should be controlled in an orderly fashion by staff.

### **APPENDIX 3 – PHYSICAL EDUCATION**

"Teachers concerned with any aspect of physical education must, at all times, act as if they were prudent parents of the children involved in the work and adopt the same attitude to safety, well-being and health of the children as such parents would normally adopt." Health and Safety Notes for Education.

The Headteacher must ensure that pupils engaged in physical activities of all kinds in school are adequately supervised.

Class teachers must ensure safety precautions are taken at all times with the erection and dismantling of P.E. apparatus.

All apparatus must be checked by the teacher **before** it is used. Any fault or damage must be reported to the Headteacher or Deputy. Annual equipment safety checks are undertaken by a RPII accredited inspector.

The question of direct supervision in group work will be a matter for the teacher's judgement and will be related to the comparative element of danger to the children's age, intelligence and experience.

In cases of accident where a pupil sustains an injury, prompt action should be taken and the matter recorded if further action is necessary. A full report of the accident must be made on form "A". This is available from the secretary.

Proper clothing and footwear are essential in all P.E. lessons, both for children and staff.

In the hall, the children may wear pumps or have bare feet. The wearing of trainers is not allowed in the hall.

Children should wear just T-shirts and shorts. Additional clothing may be worn for P.E. outdoors.

No jewellery must be worn during P.E. lessons. Also girls wearing decorative "Bobbles" in their hair must remove these for the lesson. Hair, however, must be tied back.

During the lessons the children should be quiet so that the class teacher notices immediately if any child needs help (Particularly when using the large apparatus).

### **APPENDIX 4 – HOSPITAL TREATMENT**

There will be occasions when we have to arrange for children to be taken to the Accident and Emergency unit for treatment. Every effort should be made to contact the parents before the child leaves the school. If this is not possible a member of staff will take the child, or in more serious cases, accompany the child in the ambulance.

It is important that staff take with them the child's record card with relevant information on, including the name of the child's doctor.

All efforts will be made to contact the parents, who in most cases will be able to give agreement regarding any treatments. If parents could not be contacted then the member of staff accompanying the child should follow the medical advice that they are given, as long as this does not knowingly override any known parental wishes.

**NB There is a separate policy covering the administering of medicines within school.**

According to the Health & Safety (First Aid) Regulations 1981, primary and secondary schools are considered to be in the 'low risk' category and because there are not more than 150 employees on the site at any one time during the working day, a designated first aider will not be required. Nevertheless an 'appointed person' should be available.

An appointed person need not have detailed knowledge of first aid and in accordance with the 1981 Regulations would be expected to do no more than take charge of a situation requiring first aid by, for example, summoning an ambulance and assuming responsibility for checking and stocking first aid boxes.

We believe that it is important that staff do receive some training in emergency first aid. We have some such trained staff and will continue to support any staff who wish to receive or renew such training.

Most staff are Emergency First Aid trained. However, the First Aid at Work trained staff are: Lesley Blundell, Nicola Stockdale and Matthew McKeown. Lesley Blundell, Nicola Stockdale and Lesley Antrobus are also Paediatric First Aid trained.

## **APPENDIX 6 – PUPILS RETURNING TO SCHOOL FOLLOWING ILLNESS**

For any infectious or contagious diseases there are suggested minimum periods of exclusion. A copy of these is placed on the back of the door in the Headteacher's office.

Parents wishing their child to return to school after a breaking or spraining of a limb or after receiving stitches or a cut, should first contact the Headteacher, so that an assessment can be made of ensuring the safety of the child if he/she returns to school.

## **APPENDIX 7 – USE OF & HANDLING TOOLS & EQUIPMENT**

Precaution should be exercised when equipment is used in school and an element of risk assessment should always be undertaken.

The teacher in charge is responsible for ensuring children are trained in the safe use of equipment and that safety rules are taught and then applied.

Due care and attention should be exercised when viewing material from computer screens and other VDUs. Where long periods of time are required in front of a screen, this should be interspersed regularly with sufficient breaks.

Items can be stored incorrectly, including heavy boxes requiring moving. Care should be taken to avoid injuries when lifting or moving equipment, including boxes, especially those stored at height.

## **APPENDIX 8 – EDUCATIONAL VISITS**

The Educational Visits co-ordinator is **Sarah Cooke**. She is responsible for ensuring that all visits that take place outside school premises are properly risk assessed and that the visits are entered on the EVOLVE system before the visit takes place.