

Health and Safety Policy

General Statement of Policy For Health and Safety and Welfare at Stratford St Mary Primary School

The Governors and Headteacher acknowledge that:

1. Suffolk County Council has prime responsibility for health and safety and that the governing body and headteacher have specific responsibility to manage health, safety and welfare at school level.
2. They have responsibilities to support the published policies and aims of the county council and to promote continuous improvement in the health and safety performance of the education service.
3. The headteacher, as Local Health and Safety Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council.
4. The governing body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- Working conditions and environment
- Substances used
- Equipment provided, and
- Working methods adopted

do not impair the well being of any employee, or any other person including clients, pupils, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

This policy document has been adopted by the governing body. The policy has been approved by the governing body and the Headteacher as Local Health and Safety Coordinator.

Responsibility for Health and Safety in school

The Health and safety at Work etc Act 1974 places overall responsibility for health and safety with the employer. For voluntary controlled schools, this is the LA. Education employers have duties to ensure, so far as is reasonably practicable:

- The health, safety and welfare of teachers and other education staff
- The health and safety of pupils in school and on off-site visits
- The health and safety of visitors to schools, and volunteers involved in any school activity

The LA has the power to ensure that its health and safety policy is carried out in school and on all school activities. Schools must heed the policy of the LA.

- Take reasonable care of their own and others' health and safety
- Co-operate with their employers
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risk

Organisation

The Headteacher has overall responsibility for the day to day management of health and safety issues and is known as the Local Health and Safety Coordinator.

All staff should regard their own health and safety and that of others including pupils, clients, visitors, and colleagues. They should communicate any concerns to the person(s) (see next page) so that hazards can be dealt with quickly.

Governors have appointed a Premises, Health and Safety Governor to monitor and review the procedures set out in this policy. The Headteacher will review this policy annually and ensure its contents are communicated to all staff.

School Procedures

First Aid Box

A First Aid box is located in each classroom and the school office. The admin assistant checks these every month and re-stocks when necessary.

Administering medicine/Infection control

LA guidelines are followed. Written permission and instructions are requested from parents for administering medicine. Long-term and regular needs are catered for. All medication is kept in the school office/staff room fridge. Inhalers are kept in individual classrooms. Please refer to the Medical and Health conditions policy for more information. A copy is kept in the school office.

Advice is kept in the school office on infection control and a copy of the intimate care policy is available to all staff (in the office and staff room).

Allergies

Children with severe allergies will have their own protocol letter issued by the hospital. This should be handed to the school by parents when the child starts school or when the allergy is diagnosed. The protocol is individual to each child, providing information on their particular allergy and what measures to take if there is an allergic reaction. All staff will be made aware of the allergy and what actions to take in an emergency.

Allergy information sheets have been handed out to staff and training given on the use of an epi-pen.

Incident Record Book

The Incident Recording Book is kept in the School Office and admin staff follow LA procedures in reporting incidents. The record book is reviewed regularly by the Premises, Health and Safety Governor.

Premises

One of the Premises, health and safety Governors will conduct a site visit each term and report through meeting minutes and verbally to the Full Governing body.

Any issues are reported to admin staff who will rectify any problems.

School Gates

The school gates will be locked at approximately 8.45. Anyone leaving the school after this time will have to exit via the front entrance. Gates will be reopened at 3.10pm. Car Park gates are shut throughout the school day and locked overnight.

Main Entrance Door

During school hours, entrance to the school is via the main entrance only. The school's access gates are locked during the school day.

Access to the main entrance and the School Office is via a coded door. Entrance to the rest of the school via the main entrance is gained through an internal door. Visitor stickers will be issued once visitors have signed in.

Fire Safety

Escape Routes

The fire doors are unlocked by staff each day. Each class teacher will make sure they are familiar with their escape route (clearly displayed in each room of the school) and staff will keep routes clear.

Fire Extinguishers

Fire extinguishers are found throughout the school and are well marked. Staff should not fight the fire until the children have been evacuated, or put themselves at risk.

Named staff (see Fire file) are trained in the use of fire extinguishers.

Fire Drill

A fire drill is held every term. The aim for each practice is for all children and adults to have vacated the building within two minutes and be accounted for within three minutes. A fire drill record is kept in the School Office.

Stress and Well Being

The school has bought into a Well Being scheme. The well-being of staff is monitored by the leadership team and reviewed by the Governing Body's Personnel Committee.

Off-site visits

There are separate policies and procedures for visits.

Safety for staff when intervening with children

Where appropriate and following a risk assessment, certain staff will receive School Safe training according to the training schedule. Risk assessments are created and reviewed for particular pupils as necessary. As a result of risk assessment, if physical de-escalation is likely to be required, key staff will receive physical de-escalation skills training.

Lone Working

Lone working may include:

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

Potentially dangerous activities, such as those where there is a risk of 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.

The lone worker will ensure that they are medically fit to work alone.

Management of hazardous substances

All hazardous materials are kept safely and not accessible to children. The LA has reviewed the asbestos in the school. COSHH hazardous product sheets are kept in the contract cleaners file and with cleaning products used in the staffroom. Staff will need to make themselves aware of where 'potential' asbestos may be in school.

School visitors

Visitors (and contractors) are asked to sign in and will be issued with a badge. Contractors will be advised of any asbestos used in the building and will need to sign the Asbestos file (kept in the school office).

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Approved by: H&S Committee

Next review date: March 2026

Hazards

Manufacturer's' Guidance

Manufacturer's guidance details may be found either with the equipment or in the school office.

Cleanliness

It is the responsibility of the contracted cleaner to keep the school to the specification as detailed in their contracts of employment.

Class teachers should:

- observe that cleaning has been done
- ensure that classrooms are tidy
- ensure that equipment is safely stored
- ensure that materials are correctly labelled
- ensure that gangways, cloakrooms and doorways are kept clear
- ensure that any spillages onto the floor are cleaned up immediately.

Waste Disposal

Classroom waste should be placed in the bin in the classroom. Any hazardous waste (broken glass etc.) must be securely wrapped and put in the external waste bin.

Body waste (blood, nappies) are disposed of in bins located in the staff toilets, Accessibility and KS2 girls toilets. The bins are collected monthly by our appointed contractor.

Safe Stacking and Storage

Chairs should be stacked carefully, and not to such a height that they become unstable and a danger to children (no more than 8 in a stack). When storing items on shelves, no heavy things are to be stored on high shelves, nothing must overhang the shelf. Steps must be used to reach items at height, making sure they are secure before use. Staff must not overstretch from steps.

When on metal steps, please ensure you do not touch any electrical items. Work in pairs where possible.

Gangways, Exits etc.

All gangways and exits must be kept clear. It is the responsibility of all staff to make sure that any item which is blocking a gangway or exit is removed immediately.

Checking Equipment

Fire extinguishers are checked once a year

P.E. equipment is checked once a year by an external company. School staff check outside equipment once per month.

Special Access

Throughout the school, the double fire doors must not be wedged open for any reason.

Electrical equipment

Inspection

Plugs and cables are to be inspected for loose connections and faults each time the particular piece of equipment is used.

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Extension Leads

Extension leads are only to be used according to the manufacturer's instructions as regards overloading. When in use, care should be taken not to leave them across the floor where people are likely to walk.

Portable Equipment

All portable equipment should be disconnected from the mains before being moved, however short the distance may be. Care should be taken when lifting equipment. If necessary, a trolley must be used or help sought.

Checks by Electrical Contractors (PAT testing)

Moveable equipment is checked annually by the LA designated company, fixed appliances are checked regularly by the LA.

Staff should not use any electrical equipment that has not been PAT tested.

Hazardous cleaning materials

These are kept in the caretaker's cupboard, which must be kept locked at all times.

On-site vehicle movements

Parents are not permitted to park in the school car park unless they or their child have a disability or by prior agreement.

Guidance for staff

Pupils

- Absence of pupils from school is recorded in the class register (both a.m. and p.m.). The code and method is listed in the front of each register.
- A child who has to leave school for any reason must be collected from the school office and signed out.

Accidents and dangerous occurrences

- Any accident, to pupil, visitor or staff, must be recorded in the 'Incident Record Book' kept in the office.
- Parents will be notified by telephone of any accident to their child if the school first aider feels the child needs to be taken home, or to the doctors when, it is not an emergency situation.
- In the case of a serious accident in the classroom, please:
 - Remove the child to the office, if possible, but ensure that your own class is covered by another member of staff.
 - Send for help from a senior member of staff.
 - If necessary, remove the rest of the class to another room.

The majority of teaching staff have First Aid training which happens every three years. Paediatric Training for identified members of staff (i.e. lunchtime assistant and Foundation Stage teachers) will be undertaken.

Administering Medicines to Children

Refer to the Medical Policy

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Safety

- Children must move around the school and grounds in an orderly manner.
- Staff should be aware of the possible causes of accident in the classroom,
- Staff should instill safe working into the children,
- Children should be trained in the correct use of tools, etc.
- The cooker is restricted to staff and adult volunteer use only

Fire Drill – the procedure

- The fire alarm is sounded from the alarm call points located around the school (clearly signposted)
- The children should line up at the classroom door designated as an emergency exit.
- Unless the classroom has a direct exit to the playground, or having to use windows as an escape, the teacher should lead the children out in order to give instructions in case the escape route is obstructed. If a second adult is available, they should follow the children. Do not stop to gather unnecessary belongings.
- Children should proceed quickly and quietly to line up at their muster points. They must not run.
- The Headteacher will check the rest of the school
- The school administrator will bring out registers, including visitors book and Emergency Grab Bag.
- Teachers take a quick count of heads and then call the register, which will be brought to them.
- Nobody should fight the fire unless it is necessary in order to get the children to safety - otherwise it should be left to the Fire Service.

Lunch times

The supervisors on duty are responsible for safety in the hall and playgrounds during the lunch period, and should report serious incidents to the Headteacher, or nominated alternative. Other incidents, including minor injuries should be reported by the lunch-time first aider. All midday staff have been trained in the procedure for reporting any serious incidents which are brought to the attention of senior staff.

Children must not be left unsupervised.

Voluntary helpers

All helpers must sign the visitors' book and will be issued with a badge when entering the school. Helpers should read and familiarise themselves with the Health and Safety and Safeguarding notes at the front of the visitors' book and visible in the school office.

Voluntary helpers must not be left unsupervised in charge of a class.

Any regular visitor to the school will be required to complete a DBS check. They are also asked to attend Group 2 safeguarding training lead by the DSL who is a certified trainer. A central record of DBS checks is frequently updated by the Admin Assistant.

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House rules for visitors

- A sticker/badge is issued to each visitor to be worn all times whilst within the school or the school grounds.
- Please note that smoking is strictly prohibited within the school site.
- The fire alarm is a bell. Should it sound, please leave the school by the nearest exit and report to the School Administrator in the playground.
- Please do not leave any tools or pieces of equipment unattended, as children tend to be inquisitive.
- Should first aid be required, refer to the Office.

School trips

The school's Governors fully endorse the rules and regulation set out in the above documents. Risk assessments are carried out by the staff organizing the trip or as on residential trips, the company at the venue carries out the risk assessment.

Permission forms will be set up via ParentMail along with the required payment. Regular local trips (church and village walks) are covered by an initial form. Sporting events are covered by written permission slips.

Training

Routine training needs are reviewed Termly by the Headteacher/Admin Assistant. Training records are maintained by admin staff and are available for inspection by the Premises, Health and Safety Governor. This review will include first aid (paediatric first aid and epi pen training for identified members of staff) and Schoolsafe and fire extinguisher training for staff.

All new members of staff and volunteers will receive induction training including safeguarding children and health and safety. The Headteacher will ensure that a record of this induction is signed by the member of staff and filed on their staff record.