



## Health, Safety and Welfare Policy

<b>Amended by:</b>	Charlotte Coppenhall
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<b>Next review date:</b>	September 2019

## 1. Introduction

The health, safety and welfare of all the people who work or learn in our Federation are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff; parents, visitors and contractors who come to either of our schools.

## 2. Responsibilities of the Governing Body and Head teacher

- The Governing Body and Head Teacher will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this Federation are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children, visitors and anyone else who may be affected by either of the schools activities.
- The Governing Body / Executive Headteacher expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.
- The Governing Body / Executive Headteacher will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:
  - maintenance of plant and equipment in a safe condition
  - without risks to health electrical equipment to be tested regularly - this takes place in the form of an annual PAT testing
  - adequate arrangements for avoiding risks to health in the use, handling, storage and transport of equipment, articles and substances for use at work
  - the provision of sufficient information, training, instruction and supervision as is necessary to ensure, the health and safety of all
  - a working environment without risk to health, including safe access
  - employment of staff who are competent for the work in which they are engaged

## 3. General Health and Safety Arrangements

When contractors are on site they are expected to follow our federation's safety procedure. The Executive Headteacher, Office Manager or Site Agent will liaise with contractors as appropriate.

A yearly check will be carried out by a co-opted Governor and the Health and Safety Co-ordinator to monitor the upkeep of buildings and grounds and a report will be written detailing findings.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures. A Health & Safety Information Board is in the school reception area – all new staff and visitors are advised of all the fire exits in the relevant schools and meeting points.

## 4. Monitoring and Review of Health and Safety Arrangements

The Governing Body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping both of our schools environments safe. The yearly check will be used to prioritise need and to inform planning.

- The site maintenance record book will be used to ensure immediate action is carried out when necessary.

- All staff will carry out monitoring on a day to day basis and anything that is identified will be highlighted to the Site Agent or the Health and Safety Co-ordinator
- The Health and Safety co-ordinator will carry out termly monitoring to assess any problems arising and report to the Headteacher and site agent.
- Monitoring by governors will be via a report and throughout the year via the Headteacher's Report.
- The policy will be reviewed at any time on request from the governors, or at least once every two years.

#### 5. **School Grounds**

- Parents are requested not to bring their cars onto either school site.
- Parents collecting children who are injured or unwell should use the designated car park. Staff cars should be parked in the marked bays. Other areas should remain clear.
- No dogs are allowed on the school premises at any time, due to dog faeces and the risk of a dog biting a child.
- The school adhere to a no smoking policy, this include the use of e-cigarettes and vapour cigarettes. No member of staff, visitor, volunteer or parent are allowed to smoke on school premises (this includes the emergency access route from Everton Road)

#### 6. **Management of Asbestos**

The Federation keep an asbestos log book in both of the school offices that contains all relevant information i.e Inspection reports, Location Drawings, Permits to work, risk assessment, Guidance from LA, HSE approved code of practice, training records and any other correspondence. Since November 2011, the online Asbestos Frontline Data now supersedes any previous Asbestos Log and adheres to the Management of Asbestos.

#### 7. **Equipment**

- Any equipment in the schools should be used safely and for its intended purpose only.
- Firefighting equipment and alarm systems are maintained via annual contract inspections.
- PE equipment is maintained via an annual contract inspection.
- Hazardous substances, such as glazes, cleaning materials, etc, are kept locked in appropriate storage areas.

#### 8. **The school curriculum**

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. Through our creative curriculum Cornerstones, we cover the topic of police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the Science curriculum we teach children about electricity, hazardous materials, and how to handle equipment safely.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in Design and Technology and Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons, in particular the importance of warming up, cooling down and why we do this.
- On grounds of health and safety we do not allow children to wear jewellery in our schools. We ask parents not to send their children in with stud earrings on P.E. days, but if they do the

children are asked to remove these before PE and games. If they are unable to do this the parent/carer must provide the children with tape to cover the ear-rings with themselves if ears have recently been pierced. We also ask any parent/carer who wishes their child to keep their earrings in the PE lessons, to sign an Indemnity Form.

- PE - All children and staff will change into suitable clothing for the activity in which they will participate – details of clothing are listed in the Federation schools handbook.
- All teaching staff meet annually to discuss and be shown the correct way of using and moving large apparatus for PE lessons. This is then filtered through to the children in PE lessons.
- Children in Key Stage 2 & Key Stage 3 also receive both drugs education and sex and relationship education (see the relevant policies).
- We believe that everybody in our federation can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the schools, and inform their teacher. Anything that is identified will be highlighted to the Site Agent or the Health and Safety Co-ordinator

#### **9. Food within school**

- Our Federation promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in either school.
- Due to the possibility of children suffering from a nut allergy we request that our parents assist us in maintaining 'nut free' school's.
- Subsidised milk is kept in a fridge; fruit and vegetables for Foundation and Key Stage 1 are stored in the fridge provided.

#### **10. Potton Federation Security**

- While it is difficult to make the federation site totally secure, we will do all we can to ensure that both schools are a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area of the site they are visiting, and to wear an identification badge at all times whilst on the premises.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- If any adult working in the schools has suspicions that a person may be trespassing on the federation site, they must inform the Executive Headteacher immediately. The Executive Headteacher will warn any intruder that they must leave the school site straight away. If the Executive Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

#### **11. Health and Safety of children (including First Aid)**

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place.
- We do not take any child off the Federation site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in:

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- 1<sup>st</sup> Aid room (both schools)
  - Main Hall
  - The Cabin (Potton Lower School ONLY)
  - Outside Year 1 & Year 2's classroom
  - Main reception (both schools)
- Each school has trained first aiders, including teaching assistants, lunchtime supervisors, office manager, site agent and cleaners.
  - Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
  - Disposable gloves should always be used when dealing with blood and disposed of appropriately.
  - First Aid boxes for school visits are stored in the medical room as well as other items required to be on hand during a journey.
  - Lunchtime supervisors have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head a trained first aider should be called and if causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class. Any bumps to the head area – parents are informed via text of any minor bumps to ensure that parents/carers keep an eye on children when they come home from school.
  - We record in the school logbook all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
  - If there is a child that we feel may need positive handling a contract will be drawn up between the relevant school and parents and all adults and children will be asked to sign in agreement. If restraint has been required, a positive handling record sheet will be completed.
  - Major accidents to children must be reported and a record kept in the accident book, and the online Assess will be completed to raise any Riddor queries.

### 12. Medicines

- If a child requires prescribed medicines (and it is for 4 times per day) whilst in school, the parent must complete an Administration of medicines/treatment (Form of Consent) which is available from the school offices (see Appendix B). Once completed these forms and medicines should be kept in the office. (See Management of Medicines Policy)
- Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school. In the Lower School medicines and consent forms will be kept in the child's class green medical bag which is kept in the classroom and taken to First Aid at lunchtimes by a member of staff
- Any child or staff member/adult that has an Epi-pen has to bring it to school in a container clearly labelled. It is kept in the school office at all times – in exceptional circumstances the medication can be kept close to hand in the classroom (always high up in a safe place only accessible to adults).
- It is the responsibility of the class teachers and Group Leaders of any off site visits to ensure children have access to their medicines.

- Staff involved in administering the medication will receive training, usually from the school nurse.

### 13. Allergies

Information about children who suffer from an allergy will be stored in each school office with cause of allergy, what to do and a photograph. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children in their class. All members of staff receive training from the school nurse every 2 years to be able to administer adrenaline via Epi pen when necessary.

14. **Fire, Lock Down, Site Evacuation** Procedures for fire and other emergency evacuation are displayed prominently in all rooms (see Appendix C) Fire drills are held once a term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, testing of the fire alarm system and emergency lighting.

- For Fire Evacuation a long, continuous bell is heard. All children and staff are to evacuate the building and assemble on the Middle school Playing Field in their class groups. Any visitors should gather at the visitors point.
  - PLS staff and pupils will assemble on the left hand side (on the side that is adjacent to the York meat factory)
  - PMS staff and pupils must leave the school building and walk down the right hand side of the field, not in the middle of the field or on the left hand side. Once at the end of the field pupils should line up in classes facing the York Meats Factory
- In the event of a danger outside the school building 10 short, sharp bells will be heard and all children and staff should move inside the building and gather in their classroom in the agreed safe space.
- For a complete site evacuation then 10 short, sharp bells will be heard followed by the long continuous fire bell. All staff, children and visitors need to evacuate the schools immediately and congregate at the back of the Middle School field (as per instructions in 14.2).

### 15. Educational visits

- Potton Federation takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits).
- We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

### 16. Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the Federation's website, or in newsletters and other publications.

### 17. Theft or other criminal acts

- The teacher or Executive Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the federation site, the Executive Headteacher will inform the police, and record the incident in the incident book.

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- Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police.

### 18. **Violence**

- Staff should always take steps to minimise the possibility of violence in either school.

18.2 Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### **19 The Health and Welfare of Staff**

19.1 The federation takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay. (See Stress Management Policy)

19.2 The federation will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

19.3 In accordance with the Regulations for Manual Handling, the federation will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the federation will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable.