



## Health and Safety Policy

Date	Review Date	Lead	Governor
September 2020	September 2021	J Dunderdale	L Harrison

The health, safety and welfare of all the people who work or learn at Sharlston Community School is of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. Waterton Academy Trust take responsibility for protecting the health, safety and welfare of all children and members of staff.

This document outlines the arrangements at this school for Health and Safety and where appropriate highlights the specific responsibilities of individuals to ensure that this is achieved.

This policy has been updated in light of the current restrictions in place due to Covid-19. A risk assessment is in place. This has been shared with all staff. The risk assessment outlines new procedures, which are a temporary update to this policy.

*Further temporary changes have been made to section 12 – Fire Procedures.*

*All visitors, including contractors will be limited during this period. Where visitors do attend school, they will be made aware of the expectations of them in relation to the risk assessment in place.*

*Visitors and contractors will only be authorised by the Headteacher, who is responsible for the safety of the children and staff in school.*

*Visitors and contractors without prior appointments will NOT be allowed to enter the main school building.*

*In line with current guidelines, updates have been made to the following policies*

- *Behaviour Policy*
- *Safeguarding and Child Protection Policy*
- *Positive Handling Policy*
- *Medicine and First Aid Policy*
- *SEND Policy*

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, staff and visitors to the school.

A copy of this policy is available each for each member of staff to read on the school website and is accessible to parents both electronically and on request from the school office. The

Headteacher ensures that individual members of staff are made aware of any sections of the policy which are particularly relevant to them.

## **1. Aims**

- To establish a safe working environment, by ensuring that all reasonably practical steps are taken, to ensure the health, safety and welfare for all children, staff and visitors;
- To encourage everyone to take responsibility for health and safety;
- To provide and maintain equipment;
- To establish and maintain safe operating systems and working procedures within the school;
- To provide training and up to date information;
- To teach safety as part of children's duties where appropriate.

## **2. Roles and Responsibilities:**

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

### **The Headteacher:**

The Head teacher is responsible for ensuring that all Health and Safety procedures are followed. The Headteacher will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment.
- A culture of safety is developed throughout the school.
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training.
- Staff, children and others are encouraged to promote health and safety.
- Risk assessments are carried out for activities on and off the school site.
- Local Authority (LA) and Department for Education (DfE) guidance is followed for all school trips and visits.
- All defects and / or hazards are made safe in a time scale commensurate with the risk they pose.
- Specialist advice is sought as and when necessary.
- Records are kept relating to ensuring health and safety, including dealing with accidents and incidents.
- Arrangements for the implementation of Waterton Academy Trust's accident reporting procedures and that these are drawn to the attention of all staff at the school as necessary.
- Staff, children and other users of the school are informed of relevant safety procedures.
- Regular safety inspections are undertaken.

### **All Staff:**

Will:

- Be familiar with and adhere to the Health and Safety Policy.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Make regular safety inspection of their areas of work and report to the Caretaker any danger to health and safety, whether serious and immediate or not.
- Only use equipment that they are competent to use.
- Follow instructions when using any machinery, equipment, dangerous substance or safety device.

- Report any concerns of abuse to children to the Safeguarding Lead.
- Complete an Accident/Incident Report Form available from the school office in the event of an accident or incident of violence.
- Keep SENCO informed of any children's medical needs and any other relevant members of staff, including supply staff.

### **The Caretaker:**

Will:

- Ensure familiarity with the school's Health and Safety policy.
- Ensure the day to day upkeep of the premises.
- Ensure that all the heating systems and equipment are operational and report any problems to the Headteacher to be investigated.
- Carry out duties in a safe manner and ensure all relevant guidelines on substances are followed.
- Carrying out general surveys of the premises inside and out and report findings accordingly.
- 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, substances etc.
- Conduct daily checks on premises, external fencing, security
- Conduct daily checks of means of escape routes.
- Conduct monthly checks of water systems in line with Legionella requirements.
- Report to the Headteacher or in her absence the Senior Leadership Team any defects and hazards brought to their notice.
- Inform the Headteacher whenever contractors are due to visit school or undertake maintenance, service or works and wherever possible provide adequate supervision.
- Maintain a record of hazardous substances used for cleaning and similar purposes.
- Conduct weekly Fire alarm tests, maintain records and ensure any emergency lighting operational
- Comply with activities, issues and maintain good communication via the use of the Trust Premises Management System (Every)

### **The support staff, including lunchtime staff:**

Will:

- Report any health and safety concerns at to the Head teacher / caretaker
- Provide First Aid cover at lunchtime/playtime.
- Ensure that if a child has an accident relevant procedures are followed.
- If a child does not need to go home or receive hospital treatment following an accident / incident then support staff must ensure the office staff are aware of the necessity for accident slip to be completed for the child to take home (and that the class teacher is informed of the accident / incident).

### **Children:**

Are expected to:

- Exercise personal responsibility for the safety of themselves and other children.
- Observe standards of dress consistent with safety and / or hygiene.

- Follow the safety rules of the school and in particular the instructions of all staff given in an emergency.
- Play safely on outdoor equipment and use outdoor resources appropriately. **(This equipment will be restricted during the Covid-19 restrictions).**
- Use and not wilfully misuse, neglect or interfere with items and resources provided for their safety.

#### **Parents / Carers:**

Are expected to:

- Support the school in any health and safety matters reported to them through communications.

***All children and visitors to the school will be expected to take reasonable care of their own health and safety and that of others who may be affected by their actions.***

### **3. A Healthy School**

We believe that a healthy school is one in which children can thrive, not only physically and academically, but also spiritually, mentally and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- Giving health issues high priority in our planning;
- Planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- Providing opportunities for children to take responsibility for their learning and behaviour;
- Making sure that the environment is stimulating and conducive to learning;
- Providing opportunities for children to put forward their views and be listened to;
- Supporting children who need additional care and attention;
- Providing opportunities for all our staff to develop their skills;
- Working closely with parents/carers and external agencies to provide the best possible support for our children;
- Making sure all children have clear and appropriate targets.

### **4 The School Curriculum**

4.1 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. For example, pupils learn about the work of the police, ambulance and fire services. Likewise, through the science and design technology curriculum we teach the children how to handle equipment safely.

4.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE (Jigsaw) lessons, and we reinforce these points in science and design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

4.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers in the environment.

4.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

4.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals.

- 4.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

## **5. Health and Hygiene**

### **5.1 Notifiable and Infectious Diseases**

Details of notifiable diseases and periods of exclusion are kept in the school office.

### **5.2 Head Lice**

Parents are informed if head lice are seen. A general letter is sent to the parents of all Children in a class if there is a case of head lice in the class. We also display information and resources on a regular basis re the prevention of head lice.

### **5.3 Administering Medicines / First Aid**

The process for administering medicines is set out in the School Administration of Medicines Policy that forms part of this Health and Safety Policy.

#### **First Aid**

- First Aid boxes are located in the main school office / in the classrooms
- Portable First Aid kits are in each key stage at playtime / lunchtime, as well as on educational visits
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- Any child complaining of illness or who has been injured is seen by a qualified First Aider.

#### **Administering Medicines**

5.31 Information is sought from parents about any medical needs on admission of their child(ren) to school. Medicines are not ordinarily administered during the school day, other than treatment for asthma.

5.32 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Where this is not practical we require written permission for staff to administer the medication. We keep records of times, type and amounts of medication given in the first aid area in the main school office. Only medicine specifically prescribed for that child, for the condition at the time will be administered by school staff.

5.33 Medicines are stored in a first aid cupboard or in a fridge where children do not have access. Staff record the time medication is given and sign the record sheet.

5.34 Medication for asthma is stored in teachers' stockrooms so that it is out of the reach of other children but can be accessed by the teacher for the child who requires the medication. Children are supervised by a member of staff when taking their asthma medication. This is monitored / recorded and parents are informed daily. Any child who

suffers from asthma is required to take their medication with them on any educational visits. This is supervised by the teacher.

- 5.35 Where children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers 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.
- 5.36 Staff involved in administering the medication, in particularly inhalers, will receive yearly training, from the school nurse
- 5.37 A list of children's medical needs along with their photograph is in the main school office, in the staffroom and in each classroom.

#### 5.4 Accidents and Incident Reporting

- All incidents, ailments and treatment are reported in the accident book.
  - More serious accidents must be reported directly to the Senior Leadership Team in order that an investigation may be carried out and an Accident/Incident Report Form completed. (This is then sent to Waterton Academy Trust for review).
  - Parents are contacted if there are any doubts over the health or welfare of a child.
- All staff receive Child Protection / safeguarding training throughout the year and face to face training with the local authority, every two years. The named staff with responsibility for DSL receives training every two years and regular face to face training throughout the year. We hold weekly safeguarding meetings to share concerns about the well-being of any children.

6.2 A separate **Safeguarding and Child Protection Policy** is in place.

6.3 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the persons named in 6.1 about their concerns.

6.4 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

6.5 We require all adults working in school (either employed or voluntarily) to have their application inspected by the police, in order to check that there exists no evidence of offences involving children or abuse. (Disclosure and Barring Service (DBS), previously known as Criminal Records Bureau (CRB))

6.6 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. We are unapologetic in maintaining a high level of professional curiosity and we trust that parents and carers will accept that the school act in the child's best interests.

6.7 As part of our school safeguarding and child protection policy, staff and visitors are **not permitted** to use personal mobile phones while children are present on the school premises. Staff are able to use their personal mobile phones only at lunchtime/before, after school in the staffroom, (where there is no access for children) and by prior arrangement with the Headteacher in exceptional personal circumstances.

#### 7 School Security

7.1 All staff and pupils are encouraged to be aware of unknown or unfamiliar persons on the school premises. While it is difficult to make the school site totally secure, we do all we can

to ensure that the school is a safe environment for all who work or learn here and we strive to have in place systems to protect pupils, staff, visitors and equipment.

- 7.2 All visitors to the school site must enter via the main locked reception area. Keypads on doors prevent entry elsewhere into the school building. If a visitor is unknown identification will be requested, they are then required to sign in and wear a visitor badge at all times whilst on site.
- 7.3 Teachers will not allow any visitor to enter their classroom if they have not signed in on the Inventory system, school office staff or Headteacher cannot identify them.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher / Deputy Headteacher / school office immediately. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police and lockdown procedures will be activated.

## **8. Contractors**

- 8.1 All contractors working or visiting site during the school day will be subject to DBS checks carried out by Waterton Primary Academy Trust. Any other contractors who is required to visit school during the school day will be fully supervised. In the event off a Contractor needing to work on site during the school working day, arrangements with regard to Health and Safety of Staff and Pupils will be agreed and will include:

- Safe working practices
- Maintenance of fire escape routes
- Arrangements to control interaction between contractors and pupil
- Notification of the arrival and departure on site of the contractor each day to the school office

The Headteacher or representative will monitor the agreed arrangements. If a contractor is working during school closure, arrangements will be made with the caretaker and monitored using the same measures.

If any contractor is observed working in an unsafe manner they will be requested to stop work by the Headteacher.

Contractors are not permitted to use their mobile phones on the school site during hours whilst children are on site.

## **9 Safety of Children**

- 9.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum leaders will remain vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum leader has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.
- 9.2 We will not take any child off the school site without the prior permission of the parent/carer.
- 9.3 If an accident does happen, and results in an injury to a child, the member of staff present will do all s/he can to aid the child concerned. We maintain a first aid box in the nursery, Reception class, First Aid Room and the main school office. All staff at the school receive regular one day emergency first aid training (every three years), in addition to this, eight members of staff currently have paediatric first aid qualifications.

- 9.4 Should any incident involving injury to a child take place, a trained member of staff will be called to assist. If necessary, the school office staff will telephone for emergency assistance.
- 9.5 We record in the school accident book all incidents involving injury, and, in anything more than very minor cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we retain on file. We request parents update these numbers and inform school should contact details change. We send completed accident reporting forms to Waterton Academy trust for monitoring.
- 9.6 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil as set out in the Behaviour and Discipline Policy and Physical Intervention Policy, that forms part of the Safeguarding and Child Protection Policy. If restraint has been required, a written report will be made and recorded in the bound and numbered book. This will be signed by parents/carers who will be informed. *Due to restrictions in place in regards to Covid-19, positive handling and the use of restraint will not be deployed by staff in school. Therefore, in cases where a child is in danger of hurting himself / herself or another and where de-escalation techniques have been exhausted – parents will be contacted to collect their child. (See Positive Handling Policy).*

## 10. Supervision of Children

- Staff and other supervising adults should maintain good order and discipline, safeguarding the health and safety of all at all times.
- Children should walk around school in a quiet and sensible manner.
- No child should be left unsupervised.
- Staff should be present in classrooms from 8.40am in the morning.
- Staff should be punctual in collecting children from the playground.
- The same duty of care applies when staff supervise children in after school clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- Supply teachers new to the school should not be asked to cover break duty, only those supply staff that are on long term contracts should cover break duty once they have been made aware of relevant policy and procedures.
- If a parent fails to collect a child after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the Head teacher or member of the Leadership Team should be informed.

## 11 Transporting Children

Staff transporting children in their own vehicles should ensure that they have written consent from parents / carers. **(See also Child Protection & Safeguarding Policy)**. The children's own booster seats will be used wherever possible. Staff transporting children **MUST** have the required car insurance cover to do so. This will have been seen and reviewed by a member of the school office / SLT.

Children will only be transported in vehicles which have seat belts. This may only not apply if children are travelling on public transport i.e. trains, public services buses.

## 12 Fire and other Emergency Procedures

*During the current period, where further restrictions and guidance is in place, the muster points for staff and children have been reviewed to ensure social distancing can be achieved, in event of an evacuation of the school building.*

*All staff have been informed of these muster points. Office staff will inform any visitors to school.*

*Within a week of reopening school (effective 1<sup>st</sup> June 2020), an evacuation practice will be carried out to familiarise children of these new, temporary arrangements.*

12.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once a term. Arrangements are made to monitor the condition of all fire prevention equipment and electrical equipment annually. This includes the visual inspection of fire extinguishers, and a full test of the fire alarm system. In addition, the caretaker tests the fire alarm weekly. Five staff in school have received fire Marshall training, their training is to be updated every two years.

12.2

- Emergency evacuation procedure notices are posted at key points throughout the school. Employees must ensure that they are familiar with these notices;
- Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency;
- All employees must be prepared to take charge of any unsupervised child;
- The Headteacher will make specific arrangements for anyone within school with additional needs;
- The caretaker will ensure that the fire alarm system and fire appliances are tested and adequately maintained;
- The Headteacher will ensure that fire drills are conducted regularly;
- The school has an emergency plan. Staff, Governors and children will be familiarised with this plan and be aware of requirements to react accordingly on the identification of an emergency. This plan is published in school.
- Regular practises of other emergency procedures, invacuation, secure site and lockdown will take place.

### **13. Reporting Hazards**

13.1 All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up hazard reporting with Waterton Academy Trust.

### **14. Control of Substances Hazardous to Health Regulations**

14.1 Any substances marked as dangerous are not stored in classrooms. Staff should check that instructions are followed when using any such substances. Identified cupboards containing substances marked as dangerous are locked during the day and the keys stored in the main school office.

### **15. Equipment**

15.1 It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note attached saying 'Faulty Do Not Use'. The following points about equipment should be noted:

Staple Guns – These are not to be used by children and must always be stored in a drawer/cupboard when not in use.

DT Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools.

PE Equipment - PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

### 15.2 Use of Electrical Equipment

- Plug covers will be placed in all unused plug sockets.
- All portable electrical equipment will be thoroughly tested.
- All equipment in regular use will be checked by a competent person.
- All electrical equipment in regular use will be `vision` checked by the teacher using the equipment each time it is used. If equipment is damaged or defective in any way, it must not be used but must be reported to the Headteacher.
- Extension leads should only be used when essential. If the lead is of the rolled type it must be fully extended before use.
- No wires should be placed where they constitute a hazard to any person on the premises. Check especially computer trolleys, if possible they should back onto a wall and ALL leads and wires must be kept tidy.
- Where practicable electrical equipment should be switched off and the plug removed from the socket before being left unattended overnight or for extended periods during the day.
- Care should be taken not to obstruct electrical heaters with combustible material of any kind.
- Personal equipment should not be brought into school. However, where this is necessary the above procedure must be followed.

### 15.3 Working at Height

Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose. Stepladders are located in the Caretaker's room.

Once step ladders have been used they should be returned to this room. If any faults are noticed then the ladders should not be used and any faults reported to the Caretaker. Ladders are maintained and checked during a health and safety inspection.

### 15.4 Checking Electrical Appliances

All portable electrical appliances are tested annually (PAT tested) and marked with the date of the next inspection.

## 16. Educational Visits

16.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on educational visits. Out of school visits are considered a vital part of our work. Any outdoor visit is carefully researched and a preliminary visit made to the venue by teaching staff. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using Evolve. It is the duty of the teacher to ensure all 'helpers' are fully briefed about the visit and aware of expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by the Headteacher.

16.2 We use coaches and mini-buses only where seat belts are provided. We instruct the children to use seat belts at all times when the vehicle is moving.

## 17. On Site Vehicle Movements

17.1 The only cars parked within school should be those belonging to staff, visitors or contractors. Parents are asked not to park within school grounds. Car parking facilities are separate to the areas where the children spend break and lunch times.

17.2 Contractors are permitted onto school premises when loading/unloading equipment.

Contractors delivering school meals must park in a safe manner outside the school kitchen. Contractors must report to the main office. If any contractors vehicles need to be present during playtime or lunchtime in any of the children's play areas then, this must be supervised by a member of staff and vehicles must remain stationary until all children are clear or removed from play areas.

## **18. Internet Safety** (See also the E-Safety Policy)

- 18.1 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.
- 18.2 We seek parental permission before using photographs of children or their work on the school's website, in newsletters or in other publications.

## **19 Theft or other Criminal Acts**

- 19.1 The teacher or Headteacher will investigate any incidents of allegations of theft involving children. If there are serious incidents of theft alleged from the school site, the Headteacher will inform the police.
- 19.2 Should any incident involve physical violence against a member of staff, we will report this to Waterton Academy Trust, and support the employee in question reserves the right to report the matter to the police.

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

- 20.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. 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.
- 20.2 The school will not tolerate violence, threatening behaviour or abuse directed against staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with Waterton Academy Trust policies, the local authorities' protocol and the police.

## **21. Safety Inspections**

Waterton Multi Academy Trust will arrange at least an annual Health and Safety inspection of the school. The inspection team may include:

- The Headteacher and Deputy Headteacher;
- The Governor responsible for the Health and Safety of the school;
- Premises team from Waterton Academy Trust
- Any union appointed safety representative
- The school Caretaker
- School Administrator
- External Health and Safety Partners/Companies

The Headteacher will ensure that inspection reports are distributed as necessary and refer any concerns to Waterton Academy Trust.

The Headteacher and caretaker will liaise with the Chief Operations Officer (COO) / premises team of the Waterton Academy Trust to ensure the school complies with all guidance for health and safety including the testing and maintenance of asbestos materials and for Legionella within the water systems. (See separate policies and guidance in the Asbestos and Legionella files, kept in the school office).

## **22. Monitoring and Review**

- 22.1 The governing body has a named governor with responsibility for health and safety matters (Mrs Amanda Scaife). It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety.
- 22.2 Waterton Academy Trust ensure that the school regularly reviews its procedures with regard to health and safety matters.
- 22.3 Waterton Academy Trust carries out regular risk assessments, with the object of keeping the school environment safe.
- 22.4 The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors on health and safety issues.
- 22.5 This policy will be reviewed at any time on request from the governors / Waterton Academy Trust, or at least once every two years.