

Clipston Endowed VC Primary School and Great Creaton Primary School Health and Safety Policy



Health and Safety Policy and Procedures

Reviewed by the Resources Committee : June 2016

Adopted by the Governing Body: June 2016

Proposed Review: June 2017

Signed

Mr Graham Leah, Chair of Governors

AIMS OF CLIPSTON PRIMARY SCHOOL

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

AIMS OF GREAT CREATON PRIMARY SCHOOL

Great Creaton Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and a deep sense of self-worth. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual, moral, social and cultural development to support the ability to grow and flourish as human beings.
- c) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- d) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- e) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- f) Ensure equal opportunities for all.
- g) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- h) Develop a sense of pride in belonging to Great Creaton Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

Statutory Aims of this Policy – Statement of Intent

The Governing Body of Clipston and Great Creaton Primary Schools holds in high regard the health, safety and well-being of the children, staff and visitors to school.

The governors and staff will undertake the necessary action to ensure, so far as is reasonably practicable: -

- that the schools are safe, healthy and secure environments;
- that there is sufficient monitoring and assessment of H&S risks;
- that staff are familiar with the policy and aware of their responsibilities and duties;
- that procedures are known by all staff and adhered to.

1. ORGANISATION

This Policy applies to all people who work in or visit the schools: Volunteers, Visitors, the Administrator, Bursar, Teaching Assistants, Teachers, Headteacher, Mid-day Supervisors, Site Supervisor, Volunteers and Visitors.

2. RESPONSIBILITIES

The purpose of this policy is to ensure that staff at all levels and other people on the school site are aware of their roles and responsibilities with regard to Health and Safety (H&S).

GOVERNORS

1. To formulate and manage the Health and Safety Policy, and ensure that it is reviewed annually
2. To establish a Committee (Resources) that has responsibility for the operation of the Health and Safety policy. The committee shall meet as required and at least termly. There shall be a named H&S Governor – Mr Alan Bonnett.
3. The committee will report at every full Governing Body meeting.
4. To ensure a budget is set which can maintain and fund the training of staff in Health & Safety, and which ensures H&S matters are given priority.
5. To make appropriate arrangements to ensure that the school is a healthy and safe environment in which to work and that appropriate First Aid arrangements are in place.
6. To ensure that the staff are familiar with and implement the schools' Health & Safety Policy and that staff report defects and accidents and take all reasonable precautions when working with the children.
7. To ensure guidance, information and procedures are available and followed.
8. To ensure that all contracts arranged take into account our guidelines for Contractors in School.
9. To ensure that all accident and incident reporting procedures are followed.
10. To ensure that the termly Inspection Safety Checklist is carried out.
11. To check the COSSH register termly.
12. To check the PAT register annually.

HEADTEACHER

1. Day to day responsibility as H&S Officer, to implement the H&S Policy.
2. Nominate a staff member (or staff members) responsible for first aid.
3. Report to Governors at the termly Full Governing Body meetings and raise any concerns over H&S issues as necessary.
4. Ensure electrical, water and fire risk assessments are completed.
5. Ensure procedures in the Health & Safety Management Handbook are followed

6. Ensure staff are aware of safety issues with regard to their curriculum areas.
7. Ensure staff have adequate training, resources and information to teach the curriculum safely.
8. Ensure resources meet health and safety requirements.
9. Act quickly to address H&S concerns brought to her attention.

SITE SUPERVISOR

1. Act as a point of referral for staff with H&S concerns.
2. Report concerns to the Bursar and/or HT.
3. Carry out routine H&S checks.
4. Keep a log of H&S incidents and concerns, occupation checks and any actions taken.

ALL STAFF

1. Carry out duties in accordance with the health and safety policy.
2. Seek advice prior to undertaking any new activity and carry out a Risk assessment if necessary.
3. Ensure safety procedures and guidelines are followed.
4. Ensure environment is safe.
5. Ensure equipment is safe and used correctly.
6. Ensure appropriate adult supervision of children.
7. Administer first aid to minor injuries.
8. Report all injuries above the shoulder to parents preferably via a phone call or voice message or text and record details on the accident form.
9. Be aware of Critical Incident Procedure
10. Report any health and safety concerns to the Head.
11. Take particular responsibility in areas relating to their own management roles.

PUPILS

Pupils have a duty to follow any instruction, policy or control put in place by the school for the benefit of their Health and safety and that of others. Failure to comply may result in sanctions taken in accordance with the Positive Behaviour and Discipline Policy.

VISITORS, CONTRACTORS AND VOLUNTEERS

All Visitors (including Contractors and Volunteers) are expected to:

1. Sign in when they arrive and sign out as they leave, and wear "visitor" identification for the duration of their stay. Parents attending Parents Consultations, Open Days, Information Events or Family Assemblies are exempt from these procedures.
2. Be made aware of the H&S summary and Fire Evacuation Procedures in the Main Entrance.
3. Act with due regard to their health and safety and that of others.
4. Follow H&S instructions given by staff members.
5. Report any H&S concerns to a staff member.

In addition, Contractors have a duty to:

1. Have current insurance that complies with the LA minimum requirements.
2. Follow H&S regulations and guidance relevant to their field of work (e.g. electrical).
3. Carry out their work with due regard for their safety and that of all the people on the school site.
4. Raise any H&S concerns with the Head Teacher and/or Bursar.
5. Provide relevant H&S documentation.
6. Inform the Head teacher about issues where the school may be affected by their acts or omissions.

3. ARRANGEMENTS PROCEDURES AND GUIDELINES

Procedures and guidelines have been drawn up by Governors and the Headteacher to ensure that all areas of school life are correctly and safely managed. These are to be found itemised below and are reviewed regularly with the H&S Policy.

The core elements of our H&S procedures are:

1. Items outlined in the Responsibilities above.
2. All staff have access to a copy of the H&S policy.
3. All new staff and volunteers are given basic H&S induction by the Head teacher.
4. Basic H&S checks such as Alarms, Fire Equipment, Electrical Equipment, PE equipment etc are carried out by contractors.
5. Governors ensure that a termly H&S inspection of the site with regard to H&S is carried out.
6. The school will develop guidelines and carry out risk assessments on any area of work or activity that staff feel has particular risks above normal "common sense".
7. LA Educational visits guidance will be followed wherever appropriate.
8. Appropriate provision for first aid including the administration of medicines will be made.

The areas covered by these arrangements are:-

Supervision of Pupils
Accounting for Absent Pupils and Staff
First Aid, Medication and Intimate care
Asbestos
Fire Safety
Smoking
Security
Lone Working
Off-Site Visits
Stress at Work / Working Time
Swimming
PE Equipment
Hazards
Violence to Staff
Manual Handling
Chemicals
Electrical Equipment
Risk Assessments
Internet Safety
Visitors
Critical Incident Response

PROCEDURES are as follows:

SUPERVISION OF PUPILS

The supervision of pupils will be over seen by a member of staff at all times, although a staff member may not necessarily be present at all times.

In the case of visiting professionals such as music tutors, the Headteacher will ensure that a DBS (or CRB) check is in place for that adult.

Regular Volunteers must have had a DBS (or CRB) check.

Students on placement must have a DBS (or CRB) check from their recognised establishment.

On occasions where irregular volunteers do not have a DBS (or CRB) check (e.g. parents accompanying school visits / trips) staff must be aware of the circumstances and these volunteers must not be alone with pupils. Usually these volunteers will be List99 Checked.

It is accepted that often there will be occasions where an adult is on their own with a child and all adults should take a common sense approach when alone with pupils, such as keeping the door open or being within earshot of another person, preferably another adult.

It is accepted that groups of children may be left unattended for short periods of time and it is the responsibility of the supervising adult to ensure that expectations are made clear to pupils. The use of the "Help Card" for adults to summon the help of another adult is in operation.

ACCOUNTING FOR ABSENT PUPILS AND STAFF

Staff, or their representative, make contact with HT / School Office prior to the start of their working day and sign in, or let the Head or Bursar know that that are going to be absent. Pupils who are absent without notice are subject to a "first morning response" whereby the school will make every effort to contact parents/careers to ascertain that the child is safe. Pupils who leave the school mid-session are marked out of the register by the office staff.

FIRST AID, MEDICATION AND INTIMATE CARE

We have qualified Workplace First Aiders. We follow the procedures laid out in a separate policy of the same name.

ASBESTOS

The schools each hold an Asbestos register showing locations where there is asbestos on the school site. The Headteacher has undertaken Asbestos Awareness Training. The Asbestos Register is on display next to the signing in book.

FIRE SAFETY

We follow the procedures laid out as advised by the Fire Risk Assessment Report.

SMOKING

Smoking is not permitted anywhere on the school site, including in vehicles parked on the school site.

Staff will be made aware of this during induction.

Visitors will be made aware of this when they arrive.

Adults accompanying pupils off site are not permitted to smoke in the presence of pupils.

SECURITY

The security of the building is the responsibility of all staff.

The last person to leave the main building, or the mobiles at Clipston, should ensure that the doors are locked, the windows closed and the alarms activated. Usually this person will be the Cleaner in Charge at Clipston and teaching staff or CATs Club staff at Creaton.

If it is not possible to set the alarm, the Headteacher or Senior Teacher should be alerted at the earliest opportunity.

LONE WORKING

We follow the procedures laid out in a separate HR policy of the same name.

OFF-SITE VISITS

We follow procedures laid out in our Off-Site visits policy.

STRESS AT WORK / WORKING TIME

We follow LA guidance laid out in separate HR policies of the same name.

SWIMMING

We adhere to the safety requirements in force at the swimming pool(s) used by the schools.

P.E. EQUIPMENT

PE equipment is subject to annual routine inspection as part of a school contract with Universal Services. All teaching staff, as part of their induction, will receive training on correct handling of the PE equipment.

HAZARDS

Any hazards such as defective floor coverings, holes in playgrounds, uneven paving stones should be reported to the Bursar, Office Staff and Headteacher. An assessment will be made and repairs arranged, if necessary.

VIOLENCE TO STAFF

The LA guidelines are followed and incidents reported to the Governing Body and LA.

MANUAL HANDLING

Children are not expected to carry anything heavy.

No more than two small chairs or one large chair should be lifted.

Benches require two pupils to move them.

Children should be advised how to carry laptops and plastic crates.

Care should be exercised when P.E. equipment is handled and pupils should be trained on lifting, carrying and the assembly of the PE apparatus, under the supervision of a member of staff.

Staff should take special care with items such as video recorders, televisions and I.T. equipment.

Trolleys/sack barrows should be used for long moves and two people for simple moves.

Staff are not expected to undertake manual handling that is likely to cause injury.

Factors such as weight, bulk, stooping, twisting, height of lift etc are all relevant.

If in doubt, they should seek assistance.

CHEMICALS

Cleaning chemicals are stored in the cleaners' cupboard, which will be kept locked.

As far as maintenance is concerned, the major substances are oil based paints and water based emulsions similar to those used domestically.

Risks are similar to those used domestically.

COSSH assessments should be carried out and reviewed on a regular basis.

ELECTRICAL EQUIPMENT

Portable school electrical equipment is subject to the Portable Appliance (PAT) tests as required. This is currently undertaken by the Site Supervisor who has been PAT trained.

Staff should ensure that all equipment in their classroom is easily accessible to the PAT Tester.

Staff using electrical equipment, especially that which is moved regularly or connected and disconnected frequently (e.g. audio visual equipment, kettles etc) should make simple visual checks to ensure that the cable and its attachments to plug and appliance are in good condition.

If in any doubt the Site Supervisor and Headteacher should be informed and the item should not be used until defects are remedied.

No portable appliances more than a year old should be used unless they have been PAT tested or cleared by the Site Supervisor.

This includes staff's own appliances, such as mobile phone chargers and kitchen gadgets.

It will be the responsibility of staff using un-PAT tested appliances more than a year old to resolve insurance claims made on behalf of the school as a result of damage caused by faulty, un-PAT tested equipment.

RISK ASSESSMENTS

Health and Safety risks are controlled through regular risk assessments.

These may be carried out by the Site Supervisor, Bursar, Headteacher and class based staff. Specific H&S Risk Assessments, results and recommendations are communicated to the Governing Body at termly meetings.

INTERNET SAFETY

We regularly use the internet in school and recognise that it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide supervision appropriate to the pupil's age, and we use a filtered service, selected links and appropriate search engines.

Parents are asked to give their consent for the using of photographs of their child/ren on school websites, in newsletters or other publications using the form distributed to them on admission.

Separate Northamptonshire County Council / Local Safeguarding Children Board e-safety Guidance is taken into account (www.Northamptonshire.gov.uk).

VISITORS

All visitors should be made aware of points 1-5 on page 4 above, under the heading "Visitors, Contractors and Volunteers".

In addition, at the beginning of each term, these procedures will be published in the school newsletter, in order that parents and carers are aware of them.

Volunteer visitors e.g. parents, carrying out work on the school site must sign in as a volunteer, or make arrangements to do so if they are carrying out tasks outside of the school day (for insurance purposes).

CRITICAL INCIDENTS

The LA provides phone numbers to be used in the event of a Critical Incident. Staff should store these numbers in their mobile phones. Numbers are also located on the notice board in the Front Office.

4. MONITORING

To ensure the effectiveness of the Health and Safety Policy, monitoring will be carried out by the Governing Body through its Resources committee on a regular basis. Information will be obtained from reviewing accidents, Hate Related Incidents and H&S reports, and through periodic visual inspections of the premises during Governor Visits. At least one H&S inspection each year will take place during school hours. For any "hazards" identified, a risk assessment will be carried out to decide upon a course of action and a written report will be kept. The committee will report to the governing body its findings.

All staff are required to regularly inspect the areas of work they use e.g. their classrooms, and notify the Head Teacher, Bursar or put a note in the Site Supervisors book, of any hazards or concerns identified.

