



Policy for HEALTH & SAFETY

February 2015



SCHOOL POLICY FOR HEALTH & SAFETY

School Aims:

1. All school staff, governors and parents work in partnership for the benefit of all pupils.
2. Teachers and support staff enable all pupils to achieve their full potential as independent life-long learners.
3. Our broad, balanced and enriched curriculum promotes challenge, enabling all pupils to make a positive contribution towards their own achievement.
4. We foster strong links with the community and encourage children to be responsible citizens, who are respectful and tolerant.
5. We encourage initiative within a happy, healthy and safe environment where all achievement is valued and celebrated.

Introduction

The school has adopted the recommendations of the Solihull Local Education Authority Policy for Health and Safety. A copy of this LEA Policy is available in the Head Teacher's office in school. This document contains school specific arrangements to ensure the spirit of the LEA policy is carried out in our school.

Every school curriculum policy includes a section on Health and Safety where specific issues are detailed. These sections should be read in conjunction with this policy. Other related documents school policies include those for : Child Protection, Health Education, Safety on School Trips and Educational Visits, Voluntary Helpers, Smoking, DES AIDS booklet (1987).

Aims and Objectives

This Health and Safety Policy aims to :

- set out this school's commitment to health and safety welfare;
- acknowledge that matters of health, safety and welfare are the responsibility of everyone;
- increase staff awareness of current health and safety legislation.

Its more specific objectives are :

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures among staff and pupils.
- 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 ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- To maintain a safe and healthy place of work and safe access and egress from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures to be followed in case of accidents.
- To provide and maintain adequate welfare facilities.

Responsibilities

The school's Health and Safety Representative is Mrs R Ashe. Any concerns relating to Health and Safety issues should be reported to her.

The Site Manager, Steve Stephens, has a key Health and Safety role in monitoring many of the issues outlined in this policy and effecting any necessary remedial action with all due speed and care.

It is the responsibility of the Governors' Resources Committee to monitor and evaluate the effectiveness of the Health and Safety policy. The policy will be reviewed annually at the September meeting of the Committee.

Risk Assessment

Formal risk assessment is undertaken annually (in September) through the use of a Health and Safety audit questionnaire completed by the Site Manager. (Copies of this questionnaire are to be found in the Risk Assessment File which is kept in the Site manager's office). The Site Manager then produces a list of actions required which are noted in the File. The time scale and person(s) responsible are identified for each action.

Solihull MBC produces regular Risk Management Newsletters to inform staff, managers and Governors how they can reduce the risk of accidents, loss and crime. These Newsletters are also kept in the Risk Assessment File.

Staff

- 1 Staff are asked to report anything which in their view constitutes a danger to themselves or others. Health and Safety matters are the concern of every one within school and as such we need to be aware of hazards and potential risks.
- 2 Staff are asked to use step ladders when reaching above head height. When not in use, these ladders should be stored in the Site Manager's storeroom.
- 3 Staff are to use a trolley when moving heavy equipment. Please contact the Site Manager for assistance.
- 4 Staff should be aware of the correct way to lift bend from the knees.
- 5 Any broken glass should be wrapped in newspaper and labelled to avoid injury. The wrapped glass should be placed in the bin provided (in the Site Manager's storeroom) for disposal by the Site Manager.
- 6 Any equipment which is broken and may cause injury, for example, sharp plastic edges, should be dealt with in the same way.
- 7 All containers used in the classroom should be labelled naming their contents.
- 8 Any spillages on the classroom floor should be cleaned up as soon as possible to avoid the risk of anyone slipping.
- 9 To help minimise the risk of accidents to children they should be encouraged to :
 - a. Walk in the classroom and in the corridors at all times.
 - b. Sit on chairs with all four chair legs on the floor.
 - c. Avoid standing on desks.

- d. Keep fingers away from door edges.
 - e. Walk down steps within school; no sliding down bannisters.
 - f. Use scissors, pencil, compasses, glueguns and other equipment with care.
 - g. Follow the safety rules set out in the PE guidelines.
 - h. Keep shoelaces tied.
 - i. Wear outdoor coats properly.
 - j. Avoid fast chasing games on the playground.
 - k. Avoid throwing stones or any other dangerous missiles.
- 10 Staff are asked to stop any play which in their view could cause injury.
 - 11 The cleaners' cupboards, the boiler room and the meter room are out of bounds to children.
 - 12 Staff are asked to ensure that all fire exits in classrooms are kept free of obstruction at all times, and that the fire exit route notice is displayed prominently.
 - 13 Discarded needles and used syringes should only be removed by persons appropriately trained and equipped to do so. The Environmental Health Department will be able to provide guidance, training and equipment. Pupils must be strongly directed to avoid contact with needles and syringes and should report any incident to appropriate members of staff. Staff, if not properly trained or equipped, should isolate discarded needles and syringes from pupils and other staff members until professional assistance is available. Needles and syringes can only be transported or stored safely in a "sharps box".

Electrical Equipment

- 1 Staff should visually check electrical equipment prior to use. Any defective piece of equipment should not be used and the appropriate staff informed so that repairs may be carried out.
- 2 All portable electrical equipment is checked annually. The stickers found on the equipment show the date of the last check and should therefore not be removed.
- 3 Computers, television, videos and cassettes should be positioned in the classroom so that leads and wires do not cause an obstruction.
- 4 Electrical sockets in each classroom should be visually checked and any defect reported.
- 5 Staff should be aware of the correct use of equipment.
- 6 Children should not be allowed to touch the back of any electrical equipment. They should not be allowed to play with wall sockets.

Fire Hazards

- 1 Combustible items (boxes, paper, material) should not be stored in close proximity to heaters or overhead lights.
- 2 Lights in storage areas or stockrooms should be switched off when not in use.
- 3 All electrical equipment should be disconnected at the end of the school day. It is expected that anyone using equipment after 3.30 pm will leave it disconnected. The only exceptions to this is the SIMS computer in the secretaries' office, computers in Site Managers office for cleaning staff to log hours and the File Servers in the IT suites.
- 4 The school has a No Smoking Policy which covers both the building and the school grounds.
- 5 Staff must ensure that sensible safety precautions are followed when lighting matches, bunsen burners, etc. Matches must be stored in the Head Teacher's office or the science co-ordinator's stock room.
- 6 All fire doors within the school should remain closed.

Fire Procedures

There will be a fire drill held each term. The following procedures are posted throughout the school.

- 1 **DISCOVERY OF FIRE**
 - a **IMMEDIATELY TELL THE NEAREST TEACHER OR ADULT** (who will see that the alarm siren is sounded).
 - b On hearing the siren, the Deputy Head will take up the register checking procedure for children on the playground once his/her class has been evacuated.
 - c The Head, Deputy or secretary must inform the Fire Brigade immediately by dialling 999 and asking for the Fire Service.
 - d **FIRE FIGHTING IS SECONDARY TO LIFE SAVING AND THEREFORE THE FIRST PRIORITY MUST BE TO EVACUATE THE BUILDING.**

- 2 **EVACUATION**

The person in charge of each class/group will be responsible for conducting the children out of the building by using the **nearest available safe exit**. All classes and teachers should note their appropriate or alternative routes out of the building, as displayed on the notices next to the exits.

- 3 **ASSEMBLY**

ALL classes are to assemble at the top (walled) end of the playground with Year 6 to the right (garden) side and Year 3 to the left.

- 4 **ROLL CALL**

Teachers should call the register and inform the Head that all children are/are not safely out of the building. **NO CHILDREN ARE TO RE-ENTER THE BUILDING.**

- 5 **ASSISTANCE**

Members of staff not involved in the evacuation are to help check the building is clear or give assistance in attacking the fire, if appropriate.

- 6 **KITCHEN**
 - a Should a fire break out in the kitchen :
 - b Cook or her Deputy should sound the alarm.
 - c Staff should attack the fire, if appropriate, or if this is not possible, leave by the safest available exit.
 - d Cook or her Deputy to inform the Head that all Kitchen Staff are safely out of the building.

- 7 **HINTS FOR DEALING WITH A FIRE IN SCHOOL**
 - a Shut the smoke-stop and hall doors and if possible the windows of all rooms.
 - b If electrical fittings are involved in a fire, be sure that the current is switched off before they are touched or the fire is dealt with.
 - c If a person's clothing is on fire, use a blanket, rug or other similar article and wrap it around the person, who should be laid on the ground to prevent flames reaching the head.

First Aid

- 1 There are qualified first aiders on the staff. The lunchtime supervisors are also qualified first aiders. There is always a senior member of staff available for emergencies during lunchtime.
- 2 The first aiders have the responsibility for checking and ordering first aid equipment. First Aid boxes are situated in each classroom and in the kitchen area in reception. The Lunchtime Supervisors also have a bag which they take outside.
. ALL PERSONS DEALING WITH OPEN WOUNDS MUST WEAR THE DISPOSABLE GLOVES PROVIDED.

- 3 After dealing with the injury gloves and medi-wipes/paper towels etc. must be disposed of in the bin provided. (There should always be a carrier bag in the bin; please ensure that items thrown away are in the bag. This is for the comfort/safety of the cleaner).
- 4 If, whilst on the school premises, a child sustains a significant or major injury, or succumbs to a significant or major illness, then the member of staff responsible for that child will maintain supervision and responsibility for that child until appropriate first aid or medical help is available and responsibility can be handed to another adult.
- 5 If the injured or ill child is a member of a teaching group, then another responsible adult must be sent for to assume responsibility for the rest of the group so that the member of staff responsible for the injured or ill child is free to maintain supervision and responsibility for the injured or ill child.
- 6 All accidents to children are recorded in the Accident Book. Accidents involving more serious injuries and / or dangerous situations are recorded on an accident form, copies of which are sent to the Health and Safety Advisory Team, Human Resources and Equalities and the Director of Education and Children's Services. A fourth copy is retained in school.
- 7 Head injuries should always be looked at by a named first aider and parents informed. Serious injuries are sent to the hospital usually by ambulance. Parents are contacted immediately. (Contact forms are located in the secretaries' office). The child's safety comes first however and action should not be delayed because of failure to contact a parent. Children needing hospital treatment where a parent cannot be reached will be accompanied by a member of staff. The child's contact form should be taken to the hospital.
- 8 Authority accident forms must be completed for all injuries requiring hospital treatment.

Medicine

No medicine is administered by staff on the school premises, unless :

- 1 a child is asthmatic, in which case a spare (named) inhaler is kept in the teacher's drawer and is given in accordance with the written instruction of the parent;
- 2 arrangements have been made with the Head or Deputy and a parent when there is a difficulty which prevents the parents from giving the medicine at the prescribed time.
- 3 KS2 children, with a parents permission, can receive medicine from Support staff in the office.

Staff Injuries

Injuries to staff must be reported to the Head/Deputy and an accident form completed.

Should a member of staff need to be taken home or need hospital attention, then the home/work contact numbers of a 'named person' can be found in the third drawer of the secretaries' filing cabinet.

AIDS/HIV 1987 DES Booklet "AIDS"

- 1 Advice to all employers is set out in paragraphs 17 - 20.
- 2 Precautions suggested when dealing with wounds should be adhered to :
 - Wear disposable gloves/apron.
 - Wash hands after cleaning a wound.

- Whenever blood or other body fluids have to be mopped up gloves/apron should be worn and paper towels used. These items should be placed in a plastic bag, sealed and disposed of safely.
- The area should then be mopped with bleach. The mop should then be soaked in a solution of water and bleach.

Clearing up of vomit/urine.

- Rubber gloves or disposable gloves should be worn.
- Vomit should be cleared up as soon as possible using paper towels or sawdust. If paper towels are used they must be disposed of in a plastic bag sealed and placed in a bin for disposal. Sawdust should be put on the vomit and allowed to soak up before being put into a plastic bag.
- The floor/surfaces should be cleaned with a solution of bleach/water.
- All utensils used must be washed in the bleach after use.

Outbreaks of Contagious Diseases

- 1 The school will work in conjunction with Environmental Health in the event of an outbreak of a contagious disease.
- 2 There can be no set policy on actions to be implemented.

School Trips and Educational Visits

The school has a comprehensive policy for trips and visits; all staff need to be aware of its content. Other accompanying adults should also be aware of the policy, although the following summary of responsibilities may also prove useful.

Summary of Responsibilities of Party Leaders and Other Adults Accompanying Educational Trips and Visits

The Party Leader must :

- be familiar with the school policy **Safety on School Trips and Educational Visits**;
- be aware of legal responsibilities, especially those associated with acting *in loco parentis*;
- formulate clear aims and objectives for the trip / visit;
- ensure that any activity(ies) is/are suited to the age, aptitude and experience of the pupils;
- plan and prepare early. Whenever possible, a prior visit to the site(s) should be undertaken in order to assess potential hazards as well as possible educational activities;
- ensure an adequate number of teachers and/or other adults, preferably with an appropriate gender mix;
- be aware of emergency procedures as detailed in **Appendix 2** of the school policy **Safety on School Trips and Educational Visits**;
- prepare precise written information for parents, including reference to necessary insurance and emergency contacts, and issue well in advance of trip;
- seek written parental permission for the visit by using a general consent form for regular activities or for a specific visit. Any visit involving special hazards should be the subject of a separate consent form.
- ensure adequate insurance;
- ensure any transport complies with dictates of school policy;
- allocate responsibilities to accompanying adults, designating one for First Aid;
- brief all accompanying adults giving clear guidance and instructions in writing well in advance;
- brief children on purpose, organisation, arrangements and tasks;

- prepare list(s) of group(s) and issue to all accompanying adults; for multi-activity visits, all group leaders must also be furnished with copies of completed, appropriate medical consent forms;
- keep lists throughout the duration of the visit;
- inform all accompanying adults of any pupil(s) with special requirements;
- delegate responsibility clearly and unequivocally to another member of staff if the party is to be split or if leader is to be absent;
- provide a First Aid box to include :
 - medical preparation for cleaning wounds;
 - sterile adhesive dressings - various sizes;
 - sterile dry dressings;
 - dry tie-on bandages;
 - surgical tape and scissors;
 - triangular bandage and supply of safety pins;
 - tweezers;
 - plastic gloves;
 - brief guide notes on first aid;
 - a first aid, medicine and accident log book;
 - telephone money for an emergency;
 - inhalers for those children who need them.

- provide a 'travel sickness pack' with the following :
 - supplies of newspaper, paper towels;
 - box of sawdust;
 - plastic bucket;
 - paper bags with plastic bag inner lining;
 - plastic bottle of diluted antiseptic;
 - soap and towel;
 - spare underwear and outer clothing (e.g. trousers, jumper);
 - aerosol air freshener spray.

The First Aid boxes and travel sickness packs are stored in the Medical Room.

Accompanying adults must :

- be aware of legal responsibilities, especially those associated with acting *in loco parentis*;
- be aware of their precise responsibilities as allocated by the party leader;
- understand for whom they are responsible;
- carry group lists at all times; for multi-activity visits, all group leaders must also be furnished with copies of completed, appropriate medical consent forms;
- understand or make clear transfer of responsibility to, or from, another responsible adult;
- be aware of children's special requirements and take responsibility for supplies for such children in their group and be fully conversant with emergency procedures applicable should problems arise;
- liaise with party leader over any incidents;
- liaise with other adults over any problem concerning a child in the other adult's group;
- be aware of, and respect, confidentiality.

It is strongly advised that accompanying adults are made aware of the school policy ***Safety on School Trips and Educational Visits***.

Cleaning Staff

- 1 A list of C.O.S.H.H. sheets relating to hazardous substances is available in the Site Manager's room.

- 2 Only chemicals supplied by Property Services and which have a C.O.S.H.H. sheet are to be used within school. All containers must be clearly labelled with their contents.
- 3 All chemicals are to be issued in accordance with manufacturer's instructions.
- 4 Cupboards where cleaning equipment is stored should be closed and locked at the end of the shift.
- 5 Disposable gloves/rubber gloves should be used when cleaning toilets.
- 6 Any broken glass will be identified and placed in a bin in the Site Manager's room. Care should be taken when emptying this bin; it can be emptied straight into paladin outside.
- 7 The bins in First Aid areas should be emptied with care and when wearing gloves. Staff have been asked to ensure that all medi-wipes/disposable gloves are placed in carrier bags inside the bin and you should therefore not need to touch anything in the bag - just remove the bag and tie it up.
- 8 Electrical equipment should be visually checked before use. Faulty equipment should be reported to the Site Manager.
- 9 Where possible cleaning should be done from floor level.
- 10 The school has step ladders but these should only be used if the operation has been assessed by management beforehand.
- 11 Staff will receive training on use of new equipment and also lifting/handling heavy equipment.
- 12 Care must be taken to ensure that wires/leads from equipment do not obstruct or endanger others or increase the risk of tripping.
- 13 The tiled and wooden floors within school can be slippery when wet. Care should therefore be taken to ensure that the floors are wiped as dry as possible and the **Warning Wet Floor** sign should be displayed.

Security

All visitors to school should use the main front entrance by the school offices for the appropriate Key Stage; these may be reached from the car park by following the signs. In Key Stage 2, visitors may cross the play area for Darby's (Wraparound) only when there are no children playing. A member of Darby's staff will escort them across this area if children are playing outside. Upon admission to school, all visitors should sign the visitors' book, indicating their time of arrival (and departure on leaving). They should take, wear and finally return a visitor's badge. Any adult not wearing a visitor's badge should be challenged, although this should be done without compromising one's personal safety. Mobile phones should be switched off and kept in bags or pockets. Phones must not be used when children are present.

Workers on Site

- 1 All workers should report to the office on entering school.
- 2 Identification should be requested.
- 3 Only accredited workers from firms with contracts with the school should be permitted into school.
- 4 Workers using equipment requiring electrical power should observe safety procedures (cables placed to avoid tripping etc.)
- 5 Glaziers should inform staff of the dangers of flying glass. Children are to be taught in the hall if there is a risk from glass/noise in the classroom whilst windows are replaced.
- 6 Staff must check that there are no glass splinters left.
- 7 Workers should look at and sign the Asbestos register.

Strangers on Site

- 1 Any member of staff seeing a stranger in school should ask the reason for their visit and/or inform the Head/Deputy.
- 2 Anyone unable to provide an adequate reason for their visit should be asked to leave; if necessary the Police should be informed.
- 3 If a stranger enters the classroom and offers no reasonable explanation for their presence a child should be sent to fetch the Head/Deputy, if no other adult is available in the room.
- 4 Persons acting suspiciously around school grounds should not be approached but the Police should be informed.
- 5 Staff working late in their classrooms are advised to inform cleaning staff/other teachers working late, of their intention and if possible, lock themselves in their area.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as reasonably practicable that working conditions are safe and that the working life of everyone is accident free.