



## Health and Safety

### OVER ARCHING LEGISLATION

*Health and Safety at Work Act etc. 1974: (HASAW Act 1974)*

This is the principle Act that applies and is designed to ensure that all workers (**Teachers, T.A's or Authorised Helpers**) in occupations are protected by law. Its purpose is to provide one comprehensive integrated system of law, dealing with health, safety and welfare of employees (**Pupils**) and members of the public who are affected by work (**School**) activities. The Act is written in very general terms and does not require many specific requirements for managing health and safety at work. Instead, the Act places a general duty on employers (**Governors, Executive Head or Health & Safety Coordinator**) to provide safe systems that are so far as is reasonably practicable, safe and without risks to health.

Under the HASAW Act 1974 are many specific Regulations which relate to work activities. The principle requirement is to undertake risk assessments to identify 'hazards' and assess the risk under the **Management of Health and Safety at Work Regulations 1999**.

- The School's Health & Safety policy must be regularly reviewed.
- The Policy must be signed by the Chair of **Governors and Executive Head Teacher**.
- Risk Assessments are undertaken by **Designated person**.
- Risk Assessments are reviewed annually or if any significant change takes place.
- The Schools enforcement body is East Northants District Council.



## **Health and Safety Policy**

- **Rationale**

The Governing Body and Executive Head teacher accepts that they have a duty to ensure all reasonable procedures are in place to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

- **Aims.**

The aim of the Governing Body and Executive Head teacher is to provide a safe, healthy, working and learning environment for staff, pupils and visitors. The Governing Body and Executive Head teacher believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body and Executive Head teacher will take all reasonable steps to identify and reduce hazards to a minimum but all staff and visitors have a responsibility for their own health and safety and that of others in the school.

- **Governing Body and Staff Responsibility**

### **Role of the Governing Body**

The Governing Body has the ultimate responsibility for Health and Safety in the school.

The Governing Body will:

- Ensure that Health and Safety regulations are followed at all times.
- Ensure that there are effective and enforceable policy for the provision of health and safety.
- Ensure Health and Safety inspections are carried out each term.
- Identify and evaluate all risks relating to accidents, health and school sponsored activities
- Identify and evaluate risk control relating to accidents, health and school sponsored activities.
- Ensure an annual review of the Health and Safety policy is undertaken.

### **Role of the Executive Head teacher**

The Executive Head teacher has the day to day responsibility for Health and Safety in the school. The Executive Head teacher will:

- Ensure that Health and Safety regulations are followed at all times.
- Ensure Health and Safety inspections are carried out each term.
- Encourage staff, pupils and others to promote health and safety.
- Monitor the standard of health and safety throughout the school.
- Monitor first aid provision.
- Ensure that serious injury forms are passed onto East Northamptonshire District Council.
- Report to Governors on details of Fire Drills each term.
- Report to Governors on any Health and Safety issues.
- Identify the training needs of staff.
- Ensure that all members of staff receive adequate training in health and safety.
- Ensure all electrical equipment is PAT inspected annually
- Ensure alarms and firefighting equipment is carried out each year.
- Ensure all signs used meet the statutory requirements



**Role of Designated H&S person.**

The Designated H&S person will:

- Conduct regular safety inspections around the school
- Report any health and safety concerns to the Head teacher
- Be involved in termly Health and Safety inspections with the Designated Governor
- Be involved in the inspection by the East Northamptonshire District Council
- Ensure a fire drill is completed each term
- Check the Health and Safety Book on a regular basis to ensure hazards are cleared
- Ensure Risk assessments are in place for each activity.

**Role of Staff**

Staff members will:

- Ensure that they are aware of and follow Health and Safety issues recorded in this policy
- Assess any risks when using a piece of equipment
- Ensure that their classroom or working space does not cause any risks
- Ensure that routes to the most commonly needed resources and areas are clear
- Ensure that no dangerous or unsafe items are left in classrooms or working spaces
- Ensure that children are never left unattended in classrooms or other areas around the school
- Inform the Head teacher if a child leaves the room or play area without permission
- Ensure that on School Trips, correct supervision is provided at all times
- Demonstrate to children how to use equipment i.e. scissors etc. in a safe manner
- Ensure that children do not touch electrical sockets
- Ensure that step ladders (rather than chairs) are used when displaying/hanging work, etc.
- Inform the Head of any health and safety hazards in the classrooms.
- Record any hazards in the Health and Safety Book.
- Record any significant accidents on appropriate form and hand onto the Head teacher.
- Ensure that they attend relevant school based H&S training.

**Role of First Aiders (named and trained)**

First aiders will:

- Ensure that First Aid boxes for the playgrounds, classrooms and trips are kept in stock.
- Complete Head Injury form to parents.
- Record any significant accidents using the appropriate form and hand onto the Head teacher
- Report any other Health issues or concerns to the Head



- **Organisation (Procedures)**

**Areas to be managed by the Health and Safety at Work Act etc.1974**

- Child changing policy and procedure
- Accidents in School
- Accidents out of School
- Electrical Equipment
- Equipment around the School
- Fire Regulations and Emergency Procedures
- Hazardous Materials
- Medicines in School
- Physical Education
- School Security
- Dealing with Difficult Parents/Guardians
- School Trips
- Science

- **Child Changing Procedure**

Some children are still wearing nappies or pull ups especially in the Robins class. The Disability Discrimination Act (DDA) requires schools to make reasonable adjustments to meet the needs of each child, which includes continence issues. Staff need to work with parents, School nurse if involved, to support these children to become toilet trained.

Some children will have occasional accidents and will need to be changed. Where possible children should be encouraged to change themselves e.g. if wet, only underwear needs to be changed.

When possible, the person who changes the child should be known and have a trusting relationship with the child. The preference is that the child's Key Worker or Classroom Assistant changes the nappy or clothes.

When a child's nappy or clothing needs changing it may be appropriate to change the child while they are standing.

Standing helps protect the child's dignity and gives them more control, particularly for older children.

- Our aim is to ensure that each child feels safe and cared for when being changed.
- Our staff are trained in the hygienic procedures required when changing nappies or clothing.

**When children need support or cleaning the following procedure is to be followed.**

- Take the child discreetly to the designated changing area.
- Ensure the child's privacy and dignity, but leave the door partly open to enable support from other staff
- Ensure another member of staff is notified that you are changing the child.
- Ensure that disposable latex free gloves and aprons are worn.
- Ensure that soiled nappy and clothing are placed into a plastic bag.
- Encourage the child to help clean themselves with all necessary support of the staff member
- Ensure that the child is fully cleaned and then remove gloves and apron, placing in the plastic bag with soiled nappy and wipes.
- Double bag the waste and place in lidded waste container.
- Encourage the child to help in putting on clean underwear/nappy/pull-ups and clothes.
  - Ensure that child and staff member wash hands
- Ensure record is made of Child's name, time of change, type of change, those present and any comments. Any comments about injuries (cuts, bruises, lumps cuts etc.) should be reported to Child Protection Officer immediately.
- Return child to class.

If a child requires more support, and cannot help in the changing procedure, the above procedure is followed but a changing mat is used.

All double bagged changing waste should be stored in East Northamptonshire D.C. supplied yellow waste disposal bags



- **Accidents in School.**

Procedures for Staff following an accident:

***Procedures for Minor accidents***

**Bumped knees/elbows** - direct child to apply cold compress. If minor, these do not need to go to a First Aider.

**Grazes** - direct child to apply cold compress. If minor, these do not need to go to a First Aider.

**Small cuts** - direct child to apply pressure if minor. If concerned about depth of cut, ask child to apply pressure to cut and send to a First Aider.

**Splinter** - send to a First Aider. If sticking out, they can remove it. If embedded, they cannot but will telephone parents.

**Bleeding nose** - Send to a First Aider depending on severity.

**Items / Objects in eyes or ears** - send to a First Aider

***Procedures for Dealing with Head injuries***

Let the child get up independently - do not try to assist.

Send to a First Aider.

A note will always go home with the child on the day of the incident and a phone call will be made shortly after the injury has taken place.

***Procedures for dealing with Major Accidents***

Suspected broken bones, child loses consciousness, fit

**If accident occurs in the classroom -- Do not move child**

**If having a fit, move furniture away from the child and protect their head with a cushion.**

Send a child or preferably another adult to the office immediately to inform them of the accident.

Stay with the child.

The Head teacher, Deputy Head teacher or Office staff will inform a First Aider.

Once first aider has arrived, the Class Teacher's responsibility is with their class, not the injured child.

The class teacher will remove their class to another area. e.g. library, hall, ICT Suite. The important thing is to keep the other children calm.

Once the First Aider has assessed the situation, they will make the decision whether an ambulance is called. The First Aider will stay with the child/adult.

The Head teacher, Deputy Head teacher, Office Staff or a First Aider are the only people who telephone for an ambulance.

The Head teacher, Deputy Head teacher, Office Staff or a First Aider will then contact the parents.

**If accident occurs in the playground -- Do not move child**

Send a child or other adult to the office immediately to inform them of the accident

Clear the scene of the accident by moving children to another part of the playground. One adult stays with the child until a First Aider arrives, the other adult monitors the other children.

The Head teacher, Deputy Head teacher or Office staff will inform a First Aider.

Once First Aider has arrived, the adults' responsibility is with the other children, not the injured child. The important thing is to keep the other children calm.

Once the First Aider has assessed the situation, they will make the decision whether an ambulance is called. The First Aider will stay with the child/adult.

The Head teacher, Deputy Head teacher, Office Staff or a First Aider are the only people who telephone for an ambulance.

The Head teacher, Deputy Head teacher, Office Staff or a First Aider will then contact the parents.

In case of an emergency where an ambulance has been called, the Head teacher deals with the emergency with the First Aiders. The Deputy Head teacher deals with the school continuing as normal. If the Head teacher is absent, the Deputy Head teacher takes on this role as Acting Head teacher. If the Deputy Head teacher is Acting Head teacher or the Deputy Head teacher is absent, a named Acting Deputy will ensure the school continues as normal. This will be member of the Senior Management Team.

Someone dealing with the accident will update the staff involved as soon as possible - but staff need to recognise that this may not be immediately.



- **Accidents out of School**

A mobile phone and small First Aid kit is always taken on an outing - no matter how short.

The following procedures will be followed if a child is injured off site:

- If on site of a museum, swimming pool, etc., there should be a designated First Aider on that site that you can call upon. They will assess the situation and make a decision.
- Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.
- If in between sites (e.g.; bus stop), use common sense. If ambulance is required, call immediately. Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.
- If an ambulance is called for off-site - a staff member from the school must accompany the child. Always inform the school which hospital the child is being taken to.

- **Electrical Equipment**

The Head Teacher is responsible for ensuring that all electrical equipment has a PAT check each year. Electrical equipment over 12 months old can only be used if it has been inspected, tested and labelled. Staff must not attempt to repair any electrical equipment, and must take out of use immediately and report to the Head Teacher.

- **Equipment around the School**

Staff should visually check equipment before using it in lessons. If there are concerns regarding the health and safety of any piece of equipment, it should be labelled and then entered in the Report Book in the staffroom. (i.e.; broken bench, etc.) If urgent, a message should be sent to the Site Care Manager immediately.

- **Fire Regulations and Emergency Procedures**

**Fire Hazards**

Displays hanging from the ceiling in classrooms need to be a metre apart to avoid becoming a fire hazard. Lessons that involve heating or the use of potentially dangerous equipment must be carefully supervised. The Head Teacher should be informed of any fire hazards immediately.

**Fire Alarms and Equipment**

The Executive Head Teacher is responsible for ensuring that all alarms and equipment is tested as required. (BS 5839 part 1); (Regulatory Reform {Fire Safety} order 2003 {artical17} )

**Fire Drill**

Fire Drills to be completed every term. Timings are noted for evacuation of the building and for the completion of marking the class registers. These timings are reported to governors.

Each classroom has a procedure explaining the fire drill for the class. Children line up and leave the building silently. Outside doors must be shut after leaving. Classes line up at designated spot some distance from the building.

Registers are called and returned to either the Executive Head teacher or designated person **Immediately.**

**No child or adult should return to the building until the Head teacher, Designated person or Fire officer gives the all clear.**

- **Emergency Procedures**

In the case of an emergency e.g.: bomb threat, all occupants of the building should be evacuated immediately. In these situations, everyone should be evacuated off site as soon as registers have been completed using the outside gates. Everyone should be evacuated to a safe place such as village hall or church.

In case of an evacuation, the Executive Head teacher will ensure that details of children are taken to the evacuated site in order that parents and carers can be informed.



- **Hazardous Materials**

All hazardous materials must be kept in a locked store, away from classrooms at all times when not in use. These materials include fixatives, hair spray, white spirits, mentholated spirits, etc. A COSH data sheet must be available for each product. Available from supplier or generic from shop bought products.

- **Medicines in School**

Medicines can only be given to a child when the parent has authorised this on a written proforma. These proformas are in the Administration Office.

All medicines must be kept in the Administration Office or refrigerator if required, with the proforma. They are administered by First aider or trained person. The proforma is signed with the time the medicine was given. No medicine should ever be kept in a classroom.

- **Physical Education**

The PE equipment will be inspected once a term and annually by a designated company by the schools insurance company. Staff should check the apparatus before use. If faulty equipment is found, it should be removed from use and the Head teacher notified.

Staff should ensure that children wear appropriate clothing and footwear for PE sessions. No jewellery, except small stud earrings, can be worn.

- **School Security**

All school gates are locked throughout the day. The only exception is at the end and beginning of days. Visitors to the school must use the intercom to access entry.

**Visitors to the School**

All visitors to the school should report to the Admin Office on arrival.

All visitors must sign in and out in the Visitors Book situated in the Main Office.

Prospective parents who want to visit the school will be given an appointment time with the Head teacher. Expected visitors will be recorded on the information board in the staffroom.

Staff should challenge anybody on site who is not known to them and escort them to the Admin Office.

- **Procedure for Dealing with Difficult Parents or Guardians**

There may be times when a parent or other adult becomes particularly distressed over an incident that has happened in school. This may result in behaviour that is unacceptable.

If a parent or carer approaches a member of staff to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with either the Head teacher or Deputy Head teacher present. If the parent or carer will not accompany the member of staff to the office, the member of staff should get another adult to immediately get the Head teacher or Deputy Head teacher. All staff members have the right to politely leave a situation if feeling threatened.

If a parent or carer approaches a member of staff in a classroom or the playground when children are present to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with either the Head teacher

or Deputy Head teacher as you are currently supervising children. If the parent or carer will not go to the office, the member of staff should follow the following procedures;

- Get another adult to oversee the class/ playground and escort the parent or carer to the Office.
- Get another adult to immediately get the Head teacher or Deputy Head teacher.



At all times staff should remain calm in the manner in which they deal with the parents or carers. This can be difficult, but remember that you should remain professional.

The Head teacher or Deputy Head teacher will always follow up situations of conflict. The school will not tolerate members of staff being treated inappropriately. Staff members will be kept up to date with this follow up.

If staff see or hear conflict between parents or between a parent and a child that is not their own on the school premises, they should immediately inform the Head teacher or Deputy Head teacher via the Office. Parents and carers are not allowed to approach a child other than their own to discuss concerns. Parents and carers who behave in an inappropriate manner towards staff, other parents or children will be warned that any further incidents may lead to them being banned from the premises. Incidents of a serious nature will result in the immediate banning of the parent or carer.

- **School Trips**

School trips by transport.

When organising a visit, staff should make sure that travel arrangements, routes and facilities at the venue are clear to all the adults accompanying the trip before leaving. A separate risk assessment form should be completed prior to the trip and everyone on the trip made aware of possible risks. Children should be grouped and know which adult is in charge of their group. Adults should have a list of the names of children in their group. The children should be clear on the behaviour expected of them on route and at the venue.

Children must be adequately supervised on trips. The ratio for supervision is as follows:

Children under 5 years of age 1:4, Key Stage One 1:7, Key Stage Two 1:7

When travelling on public transport, children should be clear about the routines for getting on and off – especially when travelling at peak times. When waiting for a bus, staff must ensure

Children stand away from the road and wait until they are instructed them to get on. An adult should always be the last one to get on and first to alight.

Checks should be made on a regular basis to ensure all children are accounted for.

A First aid box should be taken on all trips and this should include any child's specific medication. These must be labelled with child's name and instructions for use. All such medicines must be signed out of and back into school.

A mobile phone should always be accessible on a school trip – no matter how short the distance being travelled. If there are any problems or difficulties, the school must be informed.

School walking trips.

School walking trips can be stressful and the following areas must be considered by the lead teacher. A name and head count of all children before leaving the school, a head count before leaving EACH venue/property visited during the trip, and full return to school head and name count should be recorded to make sure all children in the party are accounted for. It is advisable that the number of adults attending the school walking trip is at a ratio of no lower than 1 adult to every 6 children. A separate, generic risk assessment form, trip should be completed prior to the trip and everyone on the trip made aware of possible risks. Pupils should be divided into groups and that an adult is allocated to each group. The adult should stay with that group at all times and appropriate supervision provided including special educational or medical needs.

- **Science**

Teachers should be aware of safety issues and ensure adequate supervision at all times.

Common safety issues to be aware of include:

- Whenever possible, avoid using glassware: plastic containers are more suitable.
- Candles or night-lights should be stood in sand in a metal tray.
- If children need to pick plants, warn them to pick with the hand they don't eat with.
- If growing cultures, use sealed containers in which to do so.

Executive Head Teacher.....Date.....

Chair of Governors.....Date.....School.....

Review date.....