

SHAW WOOD ACADEMY



HEALTH AND SAFETY POLICY

<u>Date Prepared : June 2020</u>	<u>Prepared By : MR</u>	<u>Review Date : June 2022</u>
<u>Approved By Governors:</u>	<u>Signed By Chair:</u>	<u>Dated By Chair:</u>

Shaw Wood Academy

HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

This policy deals with those aspects of Health & Safety over which the Headteacher has control and covers safety associated with the building structure, plant and fixed equipment. It describes how the Executive Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

The policy should be read in conjunction with the safeguarding policy, child protection policy and the security policy.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

GUIDELINES

Responsibilities

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

The **Governing Body** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Business Management Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
 - a) Provide plant, equipment and systems of work, which are safe, and without risks to health.
 - b) Make arrangements for handling, storage and transportation of articles and substances.
 - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.

- d) Promote the development and maintenance of sound safety, health and welfare practices.
- e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Executive Headteacher**, Jo Campbell, will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Business Management Sub-Committee.
- Report accidents and incidents of violence to the Business Management Sub-Committee.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Business Management Committee if there is anything of note to report.
- Ensure relevant staff have access to appropriate training.
- Meet with the Site Manager and School Business Manager on a regular basis to manage site issues.
- Report to the Site Manager and School Business Manager any defects and hazards that are brought to her notice.

All **staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher, Site Manager, School Business Manager.
- Report any defects and hazards to the Site Manager through recording in his book in the staff room.
- Report any concerns of abuse to pupils to the Headteacher who is the child protection officer.
- Complete the Accident Book, in the School Office, in the event of a significant accident.
- Check pupil information in the staffroom and office to inform of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

The **Site Manager**, Ian Cook, will:

- Ensure that he is familiar with the school's Health and Safety Policy.

- Conduct a termly health and safety survey with the School Business Manager (SBM) and Health and Safety Representative/s, reporting to the headteacher.
- Conduct a half-termly site check with the SBM, reporting to the Headteacher.
- Meet with the School Business Manager and/or Headteacher on a regular basis to manage site issues.
- 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.
- Report to the Headteacher and School Business Manager any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the School Business Manager/Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The **Health and Safety Representative**, Matthew Ridley, will:

- Conduct a termly health and safety survey with the Site Manager and report back to the Headteacher and Business Management Committee.

The **School Business Manager**, Matthew Ridley, will:

- Report to the Headteacher and Site Manager any defects and hazards that are brought to his notice.
- Liaise with the Site Manager when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher and Site Manager on a regular basis to manage site issues.
- Ensure any persons booking the school for a letting will be sent a copy of the Health and Safety Policy.
- Annually collect medical alert information from parents and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with this.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Senior Midday Supervisor**, Julie Ball and Pauline Matthews (with Michelle Connolly) will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Complete the Accident Book, in the School Office, in the event of a significant accident.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff /other professionals given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents/Carers are expected to:

- Support the school in any health and safety matters reported to them on newsletters or by any other means.

ARRANGEMENTS

Accidents and Incident Reporting

- a) Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the first aid folder.
- c) More serious accidents or incidents of violence are recorded in the school's official Accident Book
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved without proper assessment.
- g) Staff should complete the Accident Book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- a) Our trained First Aiders administer prescribed medicines for chronic or long-term conditions.
- b) Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.
- c) Parents/carers give written consent to authorise First Aiders to administer medication.
- d) Medication for asthma is stored in the child's classroom with an extra inhaler stored in an unlocked cupboard in the School Office. Pupils are supervised by a First Aider when taking their asthma medication.

Asbestos

- a) An asbestos register is held by the School Office and Site Manager.

- b) The asbestos register **must** be consulted, **and signed**, by all contractors working on site.

Communication of Information to Users of the Premises

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the School Business Manager.

Control of Hazardous Substances

The Site Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

Cooking

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

Educational Visits

- a) Lee Penno is the Risk Assessment Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy.
- b) Our procedures are based on the LA's HASWA Guidance Note C1.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

Evacuation of the Building

- a) Fire exits are clearly labelled.
- b) Plans showing exit routes are displayed by the door of each classroom.
- c) Fire bells and fire doors are tested weekly by the Site Manager.
- d) A fire drill is practised at least once a term and will be reported by the Headteacher to the Governing Body if there is anything of note to report.
- e) Fire appliances are checked annually by an external contractor.

First Aid Provision

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Key permanent members of staff have completed a one day first aid course and 5 members

of staff is a fully registered first aider. b) First Aid is administered in the School Office and by Mid-day Supervisors at lunchtime.

- c) Portable First Aid kits are taken on educational visits and are available from the School Office.
- d) A qualified First Aider will go on any educational visit.
- e) An admin assistants will ensure the maintenance of the contents of the first aid boxes and other supplies.
- f) All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.

Head Injuries

- a) Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for as set out by DMBC – Head Injuries to Children.
- b) First Aiders contact parents by phone if they have concerns about the injury.

Head Lice

- a) If eggs are noticed in a pupil's hair a text or letter is sent home informing the pupil's parents/carers.
- b) A general letter/text message is sent to the parents of all pupils in a class if there is a case of head lice in the class/phase.
- c) If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.

Transmissible Diseases

- a) No person must treat a pupil who is bleeding, without protective gloves.
- b) Protective gloves are stored in the School Office and MSAs' first aid bags.

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position.

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own

individual capability.

Movement Around School

- a) Pupils should walk around school in single file or with a partner as directed and stand in the same manner when waiting.
- b) Where possible, everyone should walk on the left hand side of the corridor.
- b) No pupils should remain unsupervised in classrooms or on the playgrounds.

On Site Vehicle Movements

- a) Staff and official visitor car-parking is provided on the school grounds.
- b) Contractors come onto the premises when loading/unloading equipment and use the school car park.
- c) If the vehicle is present on a playground during playtimes, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.
- d) Where classes need to evacuate through the car park, great care should be taken when moving across to the designated muster point.

Playground

- a) The large playground is used for different activities – basketball, football, quiet area and general use. Pupils have to stay in the designated areas for football, basketball and quiet relaxation.
- b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- c) Playground Leaders are in position at lunchtimes to provide structured and timetabled activities for all classes (YR – Y6).
- d) Two members of staff supervise each playground during morning and afternoon breaks.
- d) We have Midday Supervisors, including a play leader, on duty at lunchtime.
- e) Peer Buddies are available at all breaks to support/play with vulnerable or isolated children.
- f) No children should be left unsupervised in any playground.

Pregnant Workers and Nursing Mothers

The Headteacher will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Site Inspections

- a) The Site Manager inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Headteacher or School Business Manager and actioned ASAP.
- c) More routine matters are discussed at the regular premises meeting between the Headteacher, Site Manager and School Business Manager and actioned accordingly.
- d) The SBM and Site Manager inspect the site on a half-termly basis.
- e) The Headteacher, Site Manager and Health and Safety representative conduct a termly health and safety survey and report back to the HR/Finance & Facilities Sub-Committee.
- f) The Headteacher delegates/conducts Risk Assessments on an annual basis or as and when necessary.
- g) All significant matters are reported to the Business Management Sub-Committee.

Slips, Trips and Falls

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, School Business Manager or Site Manager.

Swimming

- a) We use Armthorpe Leisure Centre for swimming lessons and follow the LA's Risk Assessment guidance as well as our own risk assessment.
- b) Swimming instruction is provided by qualified swimming instructors.
- c) A teacher and other responsible adults (CRB checked) accompany the children on the short walk to the pool.

Supervision of Pupils

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their own and pupils' health and safety at all times.
- b) No pupil should be left unsupervised.
- c) Staff should be in class when pupils come into class in the morning.
- d) Staff should be punctual in collecting pupils from the playground or be in class at the end of a break/lunchtime.
- e) The same duty of care applies when staff supervise pupils in after school clubs.
- f) If a member of staff knows that s/he is unable to undertake a duty, where possible, **s/he should organise cover.**

- g) Other staff on duty should inform supply teachers of their duties regarding supervision.
- h) If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure displayed on the School Office notice board should be followed.

Transporting Pupils

- a) According to current legislation, all parents who volunteer to transport pupils to an event will be CRB checked.
- b) Appropriate car seats/ booster cushions must be used when transporting children in staff or parents' cars.

Working at Height

- a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs, tables, cupboards, heater tops etc should not be used for this purpose.

Working During the Evening

Staff sometimes stay late at school. During these times the Site Manager is on site and supervises the school entrance. Staff should alert the Site Manager on the rare occasion that they are staying late (after 6pm) so that he can ensure lights are on and staff are safe. Permission should be sort in advance from either the Site Manager or School Business Manager if a member of staff intends to stay later than 6.

REVIEW OF POLICY

A review of the policy will be undertaken annually by the Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.

Signed.....

Chair of Governors

Date.....

