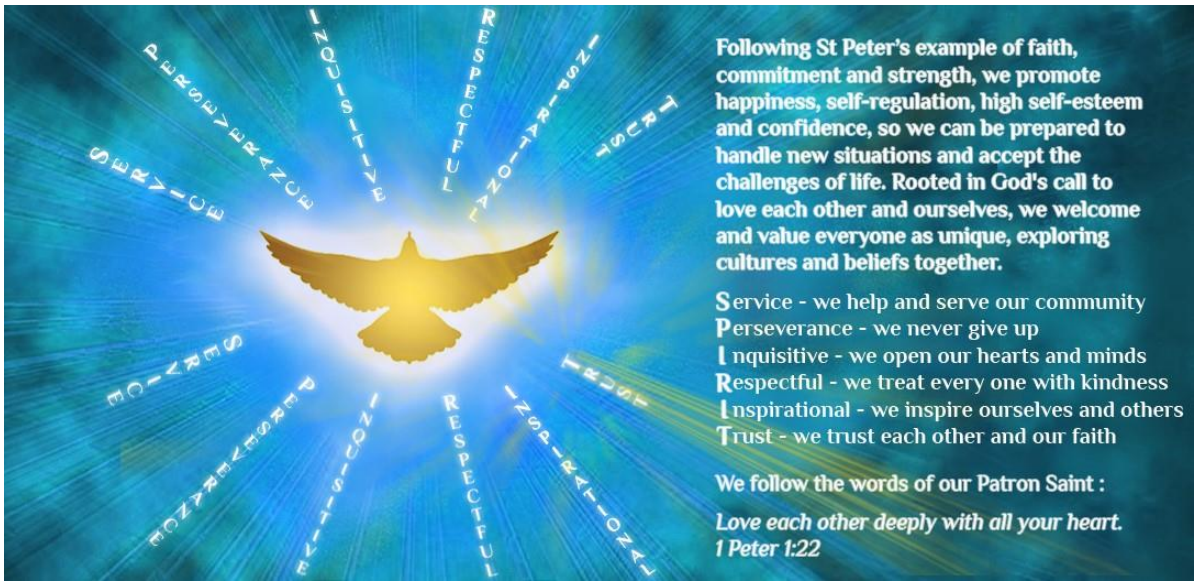
HORBURY ST PETERS AND CLIFTON CE (VC) PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Date approved by Governing Body: 18/05/2023

Date to be reviewed: 18/05/2025

School Vision



INTRODUCTION:

The purpose of this policy is to further our aim to provide a secure, safe, healthy and pleasant working environment for all children, staff and visitors to the school. The Governing Body, together with the LA, take responsibility for protecting the health and safety for everyone in school and we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

The content of the policy has been based upon LA and DFE guidance.

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, safety and welfare of staff, children and other supervising adults participating in off-site visits.

- Establish and maintain safe working procedures amongst staff and children.

- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

- Ensure the provision of sufficient information, instruction and supervision to enable all employees and children to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.

- Develop safety awareness amongst staff, children and other supervising adults.

- Formulate and implement effective procedures for use in the event of fire and other emergencies.

- Teach safety as part of children's duties where appropriate.

ROLES AND 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.
- Promote high standards of Health and Safety within the school.
- Assign responsibilities, including designating a Governor for Health and Safety.
- Monitor and review health and safety issues through the Resources Committee and through reporting to the Full Governing Body.
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises and school activities.
- Provide appropriate resources form the schools delegated budget to ensure that risks and hazards are minimised or eliminated.
- Ensure that all staff receives supervision, instruction and training appropriate to their duties and responsibilities.
- Ensure that any hirers are aware of their duty to arrange insurance cover for their activities.
- Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)
- Review this policy and update annually.

THE HEADTEACHER: (Mrs Alison Halley)

The Head teacher is accountable for ensuring that all Health and Safety procedures are followed. She 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.
- LA and 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.
- That arrangements for the implementation of the Authority's accident reporting procedure and that this is drawn to the attention of all staff at the school as necessary.
- That staff, children and other users of the school are informed of relevant safety procedures.
- That regular safety inspections are undertaken.

ALL STAFF:
Will:

- Be familiar with and support the Health and Safety Policy and all safety regulations laid down by the Governing Body
- 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 Premises Supervisor 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 (IRF 2016) available from the school office in the event of an accident or incident of violence.
- To keep SENCO informed of any children's medical needs and any other relevant members of staff, including supply staff

Premises Supervisor: (Mr Graham Fox)
Will:

- Ensure that he is familiar with the school's Health and Safety policy.
- Ensure that all cleaning staff (employed by Equans) 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, fixed play equipment i.e. Early Years and KS1 Outdoor Play Equipment
- Conduct daily checks of means of fire escape routes.
- Monthly checks of water systems in line with Legionella health checks.
- Report to the Head teacher or in her absence the Leadership Team any defects and hazards brought to his notice.
- Inform the Head teacher whenever contractors are due to enter the school or undertake maintenance, service or works contracts and wherever possible provide supervision and checking of DBS forms.
- Maintain a record of hazardous substances used for cleaning and similar purposes.
- Conduct weekly Fire Alarm Tests with the School Business Manager.

The Health and Safety Officer: (School Business Manager)

Will:

- Carry out a termly Health and Safety check of the school premises with the Premises Supervisor and Health and Safety Governor
- Manage day to day health and safety issues in school
- Present outcomes to the Full Governing Body and resources Committee.
- An annual Fire Safety Check will also be undertaken by the SBM, Head teacher and Health and Safety Governors.

The Lunchtime Supervisors
Will:

- Report any health and safety concerns at lunchtime to the Head teacher / Premises Manager/School Business Manager.
- Organise First Aid cover at lunchtime.
- Ensure that if a child has an accident procedures are followed.
- If a child does not need to go home or receive hospital treatment then lunchtime supervisor needs to ensure that an accident slip is given to the child to take home and that the school office/class teacher is informed of the accident.

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.
- 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 through such as school newsletters.

- Supervise their children when bringing and collecting them from class whilst in the school premises and on the school grounds. This includes not letting younger children/siblings play on any outdoor equipment whilst waiting for their children in the playground at the beginning or end of the day.

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.

Health and the Curriculum:

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.
- Teachers take every opportunity to educate children in this regard in the normal school curriculum, e.g. handling equipment safely and avoiding accidents.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene.

- We also teach them how to move and play safely in PE lessons.
- Our school promotes a healthy lifestyle. Fruit in School is available for Foundation and KS1 children. Fresh water is freely available and children bring a water bottle into school.
- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may be entitled to a free school meal for their children through the child premium funding. We ensure that all menus provided meet the required nutritional standards. If children choose to bring their own packed lunch guidance on healthy packed lunches are given to their parents.

ARRANGEMENTS

Accidents and Incident Reporting

- Any child complaining of illness or who has been injured is seen by a qualified First Aider. A list of qualified First Aiders are displayed in the office, staffroom and all around school.
- All incidents, ailments and treatment are reported using the Accident reporting system on Mpip.
- More serious accidents must be reported directly to the Senior Leadership Team in order that an investigation may be carried out.
- Parents are contacted if there are any doubts over the health or welfare of a child.
- In the event of the identification of a serious incident an ambulance is called and a member of staff accompanies the child to hospital. Parents are asked to go immediately to the hospital if they are not nearby.
- It may be appropriate to transport a child to hospital without using an ambulance.
- If staff are concerned about the welfare of a child they should contact the School Office or First Aider immediately. If an injury has been sustained, the child should not be moved unless there is risk of further harm, injury or onset of shock.
- Staff should complete an Accident/Incident Report Form online on Mpip if they sustain an injury at work. These forms need to be completed online by the School Business Manager/Headteacher. 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

- Information is sought from parents about any medical needs on admission to school. Medicines are not usually administered during the school day (unless the medication is **4 times** a day), other than asthma preventative treatment and medicines that have to be administered four times a day. Exceptions may be applicable in exceptional circumstances. All medicines must be booked in to school via the school office and a medicines from is to be completed.
- Only prescribed medicines, labelled with correct administration details may be administered in school.

- Our trained First Aiders or specifically trained staff administers medicines for chronic or long-term conditions. This is only carried out with the signed permission for the Parent /Carer.
- Medicines are stored in a first aid cupboard in the school office or in a fridge (in a lockable medicine safe) where children do not have access. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorise staff to administer medication.
- 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.

Any child who suffers from asthma is required to take their medication with them on any educational visits or to swimming lessons. This is supervised by the teacher.
A list of children's medical needs along with their photograph is in the staff room and in each key stage. It is also given to the LA swimming team for those children/classes who attend weekly swimming lessons.

Early Years and KS1 Outdoor Play Equipment:

- One member of staff or lunchtime supervisor closely supervises the use of the outdoor play equipment at playtimes.
- Children should not use the play equipment until a member of staff or a lunchtime supervisor is in attendance. If the play equipment is used for extra playtime then a member of staff should closely supervise it.
- Children should not use the outdoor play equipment in inappropriate ways. Staff should regularly remind children of safe use.
- Staff supervising the outdoor play equipment should report any faults immediately to the Headteacher / Premises Supervisor.
- The Premises Supervisor will check the outdoor play equipment on a daily basis.

Asbestos

We have no Asbestos on site.

- An asbestos report is held by the School Business Manager/Premises Supervisor held in the school office and checks are carried out in accordance with LA procedures.
- The Head teacher or Premises Supervisor will make this document available to 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 Premises Supervisor completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.

Cooking
Cooking equipment should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher. Staff should ensure children receive instructions and on the job training to enable them to be safe during a cooking activity such as cookery club.

Educational Visits
The Education Visits Co-ordinators (EVC) are Mrs Alison Halley and Mrs Hannah Goodrich and have responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. Our procedures are based on the LA's Guidance available on Wakefield Traded Services website.

Electrical Testing
All items of portable electrical apparatus and equipment in use at the school are inspected and checked in line with HSE guidelines. This is carried out by the Premises Supervisor.

Evacuation of the Building
- Fire exits are clearly labelled.
- Fire alarms and fire doors are tested weekly by the Premises Supervisor.
- A fire drill is practiced each term and reported by the Head teacher to the Governing Body. Fire appliances are checked annually.

First Aid Provision
- The Head teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- There are currently 21 Staff who are trained in First Aid of which 8 who are trained in Paediatric First Aid.
- Portable First Aid kits are taken on educational visits.
- The First Aiders will ensure the maintenance of the contents of the First Aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.

Head/Eye Injuries
Parents are informed of a head or eye injury by letter. The letter outlines the injury and symptoms to look out for.

First Aiders and the Office Staff contact parents by phone if they have concerns about the injury.

Head Lice
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.

HIV

- No person must treat a child who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid Boxes.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Hot Drinks

Staff should ensure that they only transport hot drinks around school using the safety cups with screw on lids provided by school. Hot drinks must not be transported when large numbers of children are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a child cannot reach it and that it is in a safe position.

Manual Handling

Children, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Movement Around School

Children should walk around school in a quiet and sensible manner and should walk with their partner unless told to do otherwise.

No child should remain unsupervised in classrooms.

On Site Vehicle Movements

- The only cars parked in school should be staff, visitors or contractors. Parents are asked not to park in school. Car parking is separate to the areas where the children spend break and lunch times.
- Contractors come onto the premises when loading/unloading equipment and park outside the school kitchen. They have to 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, it is supervised by a member of staff and remains stationary until all children are clear of the playground or children are not allowed into the playground and will use another playground.

PE Equipment

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

PE Safe Practice

The School Sports Coordinator has demonstrated lessons to all teaching staff and has focused on safe practice in PE, sharing his knowledge and understanding of staying safe whilst undertaking physical activity.

Playground & Outdoor Play Equipment

- Outdoor Play Equipment is checked annually by an accredited contractor and repaired or removed as appropriate.
- Staff actively encourage children to play safely. Fighting, wrestling or other rough games are not allowed.
- Members of staff supervise the playground during playtimes.

- We have Lunchtime Supervisors on duty at lunchtime.
- One Lunchtime Supervisor will closely supervise the outdoor play equipment when it is in use.
- Staff on duty should ensure that all gates are locked.

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

Security
- An electronic entry system has been installed at the main entrance gate to the
- school site. Entrance to the site for staff, is gained via a key pad code, visitors can contact the main office via an intercom system.
- An electronic sign in system Visipoint is in place for staff and visitors, located at the entrance to main school. All visitors must report to the administration staff who will provide visitors with a photographic entrance pass.
- The school has fitted electronic entry doors off the entrance hall to maintain a secure area where parents and visitors may wait before either escorted entry to the main school or to meet a member of staff or collect their child.

Site Inspections
- The Premises Supervisor inspects the site as part of his daily routine.
- Urgent matters are referred to the Head teacher and actioned ASAP.
- The Head teacher, School Business Manager, Premises Supervisor, Health and Safety Governor inspect the site on a termly basis and report back to the Governing Body and LA Premises Team.
- The Head teacher conducts Risk Assessments on an annual basis or as and when necessary. All significant matters are reported to the LA Premises Team.

Slips, Trips and Falls
- It is unrealistic to expect Children 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, and worn carpet, trailing cables to the Head teacher, Administration Officer or Premises Supervisor.
- Staff and children are asked to ensure that all floors in shared learning areas and classrooms and other areas of school are kept clear and free of obstructions or trip hazards and are expected to wherever safely possible remove the hazard.

Smoking:
The school site is a no-smoking area.

Swimming
- We use Sun Lane Swimming Pool for swimming lessons and follow the LA's Policy.
- Swimming instruction is provided by qualified swimming instructors.

Supervision of Children

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No child should be left unsupervised.
- Staff should be 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 do break duty, only those supply staff that are on long term contracts should be asked to do this once they have been made aware of 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.

Transporting Children

- Staff transporting Children in their own cars should ensure that they have written consent from the Children' parents / carers. Booster cushions are available from the school office.
- Staff should have business insurance policy on their vehicle and have passed this information to the School Business Manager to record on the school system
- 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.

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 Premises Supervisor'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 Premises Supervisor.

Working During the Evening

- If activities are planned for the evening, after 6pm then staff need to ensure that the Premises Supervisor is informed so that appropriate security can be put in place and health and safety procedures followed.

Theft or violent incident

- The teacher or Head teacher will investigate any incidents of theft involving children.
- If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident.
- Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

Arrangements for monitoring and evaluation

- The Governing Body has a named governor with responsibility for health and safety matters. It is this governor's responsibility where possible to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.
- The Governing Body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment. In addition, risk assessments are made by staff for school activities, including off-site visits.
- The Head teacher implements the school health and safety 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 Head teacher reports to governors half-termly on health and safety issues. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The Governing Body will evaluate those outcomes and will consider whether any further action should be recommended.