

HOLDEN LANE PRIMARY SCHOOL



Health, Safety and Welfare Policy

Date: February 2021

Health, Safety and Welfare Policy Statement

As Headteacher and responsible person I am fully committed along with my board of Governors and Health and Safety Manager, to the Health, Safety and Welfare of all staff, pupils, parents, and visitors who use the school and its' facilities.

The school will continue to implement good Health and Safety practice and ensure that all members of staff identify, assess, and therefore control potential hazards, so far as is reasonably practical.

This statement will be reviewed in line with the schools ongoing commitments.

Responsibility for Health and Safety issues is delegated to the Health and Safety Manager – School Business Manager.

The Governor with responsibility for Health and Safety is Joanne Powell-Beckett.

1 Introduction

This document should be read in conjunction with:

- a) Corporate documentation located on the “LA Cloud” website this includes, and is not limited to:
 - The LA Health and Safety at Work procedures. This sets out guidelines which our school adheres to.
 - The LA Health and Safety Statement of Intent (for the effective Management of Health and Safety).
 - Policies and guidance related to manual handling, display screen equipment regulations, etc
- b) Health and Safety Monitoring Checklist – located in the School Network
- c) Risk Assessments for the school – hard copies located in the School Business Manager’s Office (and electronic copies on the School Network & Learning Platform).
- d) HSE guidance – i.e. for Working with VDU’s, Manual Handling, etc. Up-to-date information can be accessed via the HSE website.

This policy is a live document and as such is subject to ongoing amendments to take into account changes in legislation, any Health and Safety concerns noted and also ongoing Health and Safety monitoring to seek to continually improve practices throughout the school and ensure that the school is a safe place for staff, pupils and visitors.

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

The school actively manages Health and Safety by identifying and recording hazards and completing risk assessments to control the hazards. The school also records all accidents and incidents and uses feedback from the accident/incident to identify if further control measures are required.

We record in the school record files all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers twice yearly, but it is essential that parents inform us when contact details change.

All pupil accidents/incidents should be reported to the Health and Safety Manager to seek advice if full accident reporting procedures need to be implemented.

In the case of staff injury – all accidents should be reported, however minor, to the Health and Safety Manager. Accident reporting procedures will then take place. These involve completing a Stoke-on-Trent LA Accident Record – the latter is then sent to the Health and Safety Manager for Stoke LA. All records relating to staff and reportable pupil accidents/incidents are kept in the school office.

2 The school curriculum

- 2.1** We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. (For example, in the Nursery, one area of knowledge and understanding includes a unit of work entitled ‘People who help us’ deals with the work of the police and fire services. We also participate in the Fire Service “Beep” scheme to emphasise fire safety and prevention. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely – using “Be Safe” booklet and instructing on risk assessments and the need to follow instructions.)
- 2.2** We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons, and we reinforce these points in Science, Design and Technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3** Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Year 1 and above receive both drugs education and sex and relationship education (see the relevant policies).
- 2.4** We believe that everyone in our school can and should promote everyone else’s safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 2.5** Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through assemblies.
- 2.6** Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

3 School meals

- 3.1** Our school is currently following the “Healthy Schools” criteria and we achieved validation of this status in December 2010.

Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker’s Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

- 3.2** If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time. Guidance related to foods which are not in line with the Healthy Schools criteria for lunchbox content is available in the Parents Information Booklet (School Prospectus).
- 3.3** Our school promotes a healthy lifestyle. As sweets can damage children’s teeth, we do not allow sweets to be eaten in school. Fruit is provided free of charge to children in Foundation Stage and Key Stage 1.

4 School uniform

- 4.1** It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 4.2** On grounds of health and safety, we do not allow children to wear jewellery in our school, due to the risk of injury if the item is tugged or becomes trapped whilst being worn. An exception is ear-ring studs in pierced ears as these have been assessed as a minimum risk of injury during usual activities. However, all earrings must be removed during PE, games and swimming as the risk of an ear injury is increased. Pupils must remove their own earrings or come to school without them on a day when PE is scheduled.

5 Child protection

- 5.1** The named person with responsibility for child protection in our school is Miss Clare Thomas, (Headteacher and Designated Safeguarding Officer), who liaises with a named Governor, Mrs Joanne Powell Beckett. The Deputy Designated Safeguarding Officer is Sharon Reece. We follow the procedures for child protection drawn up by the LA and the Governing Body.
- 5.2** If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person(s) named in 5.1 about their concerns.
- 5.3** When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Safeguarding Children Board (SCB). We handle all such cases with sensitivity, and we attach paramount

importance to the interests of the child. See the “Safeguarding Children and Child Protection Policy” for full details.

5.4 As working with children is classified as a regulated activity under the new DBS policy, all members of staff and regular volunteers in school will need to subscribe annually to and have been cleared by the Disclosure and Barring Service. All recently recruited staff and regular volunteers have the minimum of a “Vetting and Barring List Check” carried out prior to commencing duties, pending a full DBS. Occasional parent volunteers/helpers have a “Vetting and Barring List Check” prior to volunteering/helping within the school or on educational visits. Unless a full DBS check has been completed these persons are not allowed to accompany children, without DBS checked staff present, at any time.

5.5 All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child’s best interests.

Further details on school meals, school uniform and child protection can be found in the Parent Information Booklet and the Safeguarding Children and Child Protection policy, available from the school office.

6 Children and staff moving equipment

6.1 In the normal day to day running of the school, there are certain situations where children and staff will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

6.2 When moving/lifting any items correct manual handling techniques must be followed. Please refer to the guidance in the Manual Handling procedures available from the “Learning Platform” or the “HSE” website as these will be the most current and up to date. Ensure a separate person/child is available to open any doors.

6.3 Children must always be supervised when moving any equipment or item of furniture. Children will need guidance on how to carry and move the equipment and should be shown how to lift and carry safely. This needs reinforcing on regular occasions.

A risk assessment on carrying/moving items of equipment has been completed and is available in the school office.

6.4 PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end. Mercury Sports (subcontracted by

Engie) inspect the equipment annually. Risk assessment has been completed and is in the Health and Safety file in the office.

6.5 Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then this should be requested prior to the event via the office for the Handyman.

6.6 Tables need one person/child at each end and a child/person must not attempt to lift a table on his or her own.

6.7 Stage blocks must be set out by the handyman.

6.8 Small items of equipment – tape players, CD players etc can be moved freely – but ensure manual handling techniques are followed.

As before, refer to the relevant risk assessment in place before moving, carrying any item of equipment/furniture.

7 School security and site maintenance

7.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

7.2 We require all visitors who arrive in school to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. Identity checks are also completed at this time.

7.3 Parents must report to the school office if they wish to see a member of staff at any time, or to bring/collect their children if they arrive later or depart earlier than the usual start and finish times of the school day.

7.4 Teachers will not allow any adult to enter their classroom if the school visitor's badge or a recognised authority badge does not identify them.

7.5 The Headteacher is responsible for the security of the premises during the school day.

7.6 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the School Business Manager or Headteacher immediately. They will warn any intruder that they must leave the school site straight away. If there are any concerns that an intruder may cause harm to anyone on the school site, or refuses to leave the site, the school will contact the police.

7.7 The Handyman/Janitor, under the direction of the School Business Manager, is responsible for ensuring that the building and site provides a clean, tidy, safe and healthy environment for the children. Any minor repairs or maintenance are

completed by the Handyman, or through the use of organised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British standards and is maintained regularly.

7.8 It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

7.9 It is the responsibility of the Handyman/Janitor to check daily that:

- All locks and catches are in working order
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

8 Safety of children

8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum co-ordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum co-ordinator has any concerns about pupil safety, they should bring them to the attention of the School Business Manager or Headteacher before that particular activity next takes place.

8.2 All known medical conditions for each pupil, within a class, are noted in a purple file in each classroom and are updated twice a year or as information is received. Essential information that is not confidential is displayed in the classroom so that it is obvious to supply teachers. This includes Care Plans.

8.3 We do not take any child off the school site without the prior permission of the parent.

8.4 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep fully equipped first aid boxes:

- in the Early Years corridor
- in the lower KS2 corridor
- in the Year 5/6 area
- outside the Headteacher's office

The following staff at the school have been trained in first aid. Copies of First Aid at Work certificates are located in the Health and Safety file within the School Business Manager's office. Expiry dates are checked annually and refresher training is organised by Mrs Janet Parkinson.

Mrs J Parkinson – First Aid Co-ordinator

Paediatric First Aid
Heather Heasman

Janet Parkinson

Emergency First Aid at Work Certificate

Belinda Brennan

Carole Miceli

Heather Heasman

Janet Parkinson

Rob Ross

Susan Roberts

Natasha Smith

Judith Kent

Nicola Lawrence

Sharon Reece

Additional Lunchtime Emergency First Aid cover:

Sheron Barlow

- 8.5** Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 8.6** There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. (See the policy for Use of Reasonable Force and Restraint to Control or Restrain Pupils).

9 Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held half termly, unless restricted by severe adverse weather conditions and then they will be held at the earliest opportunity during the next half term. All staff and children are familiar with these procedures; know their own exit routes, place of assembly and roll call procedures. A Fire Policy and Fire Risk Assessment is in place detailing full information.

10 Educational visits/Staff off-site trips including to attend training

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. In accordance with LA safety regulations, educational visits are carefully planned in advance and a full risk assessment is carried out prior to the visit with staff visits made if possible. Details of the visit are sent to parents along with a consent form. Children are asked to wear appropriate clothing for the activity planned. The correct adult/child ratio is always followed, and a first aid kit is taken, along with a mobile phone. Two named contact persons and mobile telephone numbers are given to the office prior to the staff leaving the premises. The school has a member of staff appointed as EV leader: Miss Jo Bagguley. Further details can be found in the Educational Visits Policy.

All staff who use their vehicle during the working day, including transporting pupils, attending training sessions etc, must have business use insurance and are requested to annually sign a declaration that the vehicle is taxed, roadworthy/has an MOT and must declare any points, endorsements etc on their licence. This form is available from the school office and completed forms are securely located within the school office. It is the responsibility of staff to ensure that any changes during the intervening period are immediately notified to the School Business Manager.

11 Seat belts and transportation of pupils

- 11.1** We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.
Staff who are transporting children all have relevant business insurance.
Any child transported in staff cars or taxis are provided with a booster cushion if they are under 135cm in height, to comply with Child Seat Legislation introduced in September 2006.

12 Medicines

- 12.1** Most pupils will at some time have a condition requiring medication. Care plans are put into place and parents administer medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. Where children have long term medical needs, we will do everything we can to enable them to attend school regularly. In all cases requiring medication to be given during the school day, the school follows the “Supporting pupils at school with medical conditions”, 2014. Department for Education guidance.
- 12.2** In accordance with the above guidelines, records will be kept of all medication received and administered by the school.
- 12.3** Staff involved in administering the medication will receive training, usually from the school nurse. Staff members do not have to administer medication unless they are willing and happy to do so.

13 E-safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school’s website, or in newsletters and other publications. The school makes use of a hidden software which tracks inappropriate or illegal use of the internet. Staff and pupils are made aware of this monitoring and any inappropriate use that is ‘captured’ is addressed by the ICT co-ordinator.

14 Smoking

In accordance with the law, smoking is not allowed on the premises (buildings and grounds) at any time.

15 Theft or other criminal acts

- 15.1** The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book.
- 15.2** 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.

16 The health and welfare of staff

- 16.1** The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay. A counselling service is also available from The Dove Service on 01782 683155 which operates 24 hours and arrangements can be made through them to speak to someone face to face.
- 16.2** The school will not tolerate violence, threatening behaviour or any abuse directed against school staff. Visitors to the school are expected to treat the staff and pupils with respect and vice versa. If any incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

16.3 New and Expectant Mothers

The school complies with the HSE regulations concerning new and expectant mothers and the Health and Safety Manager completes an individual risk assessment with the new and expectant mother to ensure their health and safety is protected at all times in light of the amendments needed to keep them safe. This is done within one week of verbal or written notification of pregnancy. The risk assessment is then monitored with the staff member on a regular basis – or sooner if an issue is identified.

17 Monitoring and review

- 17.1** The Governing Body has a named governor, Mrs Joanne Powell Beckett, with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its 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's procedures are in line with those of the LA.
- 17.2** The Governing Body, in consultation with professional advisors, ensures that the school carries out regular risk assessments, with the object of keeping the school environment safe.

17.3 The Health and Safety Manager, implements the school's Health, Safety and Welfare 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 Health and Safety Manager also reports termly to Governors regarding health and safety of the school.

17.4 The Health and Safety Manager also completes the Local Authority Bi-annual Health and Safety Checklist and amends current risk assessments in place in light of checklist completion – as relevant.

This policy will be reviewed at any time on request from the governors, or at least once a year.

Reviewed: February 2021

Next Review Date: February 2022