

Health and Safety Policy



Oxenhope C E Primary
School
October 2018

If you are concerned about the safety of a child, act!

Our Named Persons for Child Protection are John Parkin (Headteacher), Alice Jones (Deputy Headteacher) and Gillian Dyson (Pastoral and Learning Mentor)

Useful phone numbers:

School – 01535 642271

Social Services Initial Contact Point 01274 437500

NSPCC – 0808 800 5000

West Yorkshire Police – 101 or 999

1 Introduction

The aim of the Health and Safety policy is to provide and maintain safe and healthy conditions, equipment and procedures and operating systems for all children, employees, and all other people on the school site. It is also designed to ensure appropriate information, training and supervision is provided for this purpose.

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 LEA and the trust, takes responsibility for protecting the health and safety of all children and members of staff.

2 Responsibilities

The Head Teacher- Mr John Parkin , Deputy Head Teacher- Mrs Alice Jones and Chair of Governors- Mr Anthony Blackwell are responsible for ensuring the policy is carried out.

3 Other persons having responsibility

Class teachers and supporting staff

Each class teacher or supporting staff member has responsibility for reporting any Health and Safety issue and the supervision of children within

- a) the classroom
- b) transit corridors
- c) the playground / car park / steps / boundaries
- d) any other area they are aware of

Office Administrator

The Administrator, Mrs Helen Hartley has responsibility for reporting any Health and Safety issue within

- a) the office
- b) any other room in which she is aware there is a Health and Safety issue

Caretaker

The caretaker, Mr Brian Armstrong and key holder, Mr Matthew Binns, have responsibility for reporting any Health and Safety issue with

- a) the school building
- b) the playground and all other areas within, or part of, the school boundary

Senior Lunchtime Supervisor

The Senior Supervisor, Mrs Sheila Dunstan, has responsibility for reporting issues that occur as part of her supervisory duties and the supervision of children.

Other staff with Responsibilities

Each individual employee has a responsibility to take all reasonable care for the Health and Safety of themselves and that of other persons who may be affected by their acts or omissions whilst at work.

In addition, employers have a duty to co-operate with their employee or another during an investigation of a Health and Safety matter.

ALL employees have the responsibility to adhere to this policy in order to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Others with responsibility

A teacher union safety representative will carry out regular inspections and report in writing to the Head Teacher. This report will be responded to and the response will be forwarded to

- a) the LEA/trust
- b) the union safety rep.

A copy of the report will be held on file in school.

The Governing body will ensure that Health and Safety is given a high priority through a regular standing item at each Full Governing Body meeting and by carrying out regular inspections of the premises.

Pupils are expected to:

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

4. The school curriculum

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 children will learn about 'People who help us' and the work of the police and fire services. Through this and similar topics 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.

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 design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

We have appropriately timed safety assemblies such as firework safety, water safety and sun safety.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship. 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.

5. Child protection

The named person with responsibility for child protection in our school is the Head Teacher, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LEA and the Governing Body.

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 named person about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services.

We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child. We require all adults employed in school to be police checked, in order to check that there is no evidence of offences involving children or abuse.

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.

6. School Security

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).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the office area and to wear a visible visitors badge. Teachers will not allow any adult to enter their classroom unless they are expected.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher or Senior Leadership Team (SLT) immediately. The Head Teacher or SLT will warn any intruder that they must leave the school site straight away. If the Head Teacher or SLT has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

The school site will be checked at 9:00 that it is secure and the date and time will be noted in the school office.

7. Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the Head Teacher or the Senior Leadership Team before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent. 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 a first aid box in the main school office/in the first aid stations (bottom of the stairs and in the disabled toilets in ks1, in the reception classroom, staffroom and take them outside during lunchtimes and playtimes. Several members of staff at the school have been trained in first aid.

Should any incident involving injury to a child take place staff will assist. If necessary, the school office staff will telephone for emergency assistance. We record in the school accident book all incidents involving injury, and in all cases of head injury and more serious injury, 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 annually, but it is essential that parents inform us when contact details change.

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.

8. Supervision of Pupils

Staff and other supervising adults should maintain good order and discipline, safeguarding their and the children's health and safety at all times. No pupil should be left unsupervised.

Staff should be in class when pupils come into class in the morning/afternoon. Staff should be punctual in collecting pupils from the playground. The same duty of care applies when staff supervise pupils in after school clubs.

If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover. Administration should inform supply teachers of their duties regarding supervision. All staff must wear high-vis vests during playtime duty and take out toilet bands onto the playground.

If a pupil is not collected from school, including after school clubs, staff should notify the Head Teacher or Senior Leadership Team. Appropriate staff should be available to supervise cloakrooms and pupils entering/leaving toilets.

9 Reporting Health and Safety Problems

Whenever anyone notices a problem which they are not able to put right, then they tell the appropriate person named above as soon as it is safe and practical for them to do so. In all instances it should be written as well as verbal and handed to

- a) the Head Teacher/SLT
- b) the Caretaker
- c) the Administrator (who will give it to a or b as appropriate)

10 General arrangements

First Aid

There are a number of members of staff with qualifications in First Aid. Ms Michelle Dawson (HLTA) and Mrs Wendy Howard (Cook in Charge) are also qualified in First Aid at work. A number of teachers and support staff have paediatric first aid qualifications. This is displayed in all areas of the school building.

Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

Lockdown

Please refer to the school lockdown policy on the website

Bus and car travel

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. If children are being transported by car there will be two adults accompanying and they will wear seatbelt and sit on booster seats

Medicines

Most pupils will at some time have a condition requiring 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.

In such cases parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly.

Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.

Records will be kept of all medication received and administered by the school. Staff involved in administering the medication will receive training, usually from the school nurse.

Internet safety (see also Online Safety Policy)

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. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Person responsible for reporting Incidents

The Head Teacher

Ms Michelle Dawson (HLTA) First Aid at work

Mrs Helen Hartley (Administrator)

Accident forms are kept in the first aid station at the bottom of the stairs, in Explorers cupboard, and in reception classroom

Accident book

This is kept in the first aid station at the bottom of the stairs, in Explorers cupboard, and in reception classroom

Fire Extinguishers

Damage or leaks should be reported

Electrical devices including computer equipment and interactive whiteboards

All electrical equipment should be switched off and unplugged when not in use with the exception of identified pieces of equipment i.e. computer servers etc.

Computers and interactive whiteboards should be shut down when not in use.

Workpeople on site

All contractors/visitors must report to the school office

A visitors book/electronic system will be maintained, people are to sign in and out

All electrical contractors must fill in the Electrical log book (kept in the school office)

Any hot works will require a permit before these are carried out

If there is a safety issue the contractor must discuss this with Head or Deputy before work commences

Cleanliness

The caretaker and cleaning staff have responsibility for keeping all areas clean. All staff should support the caretaker with cleanliness on a daily basis.

Waste disposal

All classrooms must contain at least one bin which is emptied every day. Broken glass to be safely wrapped in layers of paper and the caretaker informed.

Safe stacking and storage

Staff should be aware of anything which is stacked too high and could prove a hazard

Gangways, exits and Fire Exits must be kept clear Corridors and transit areas to be kept as free as possible

PE

All staff are responsible for checking PE equipment before use.

Pupils should be dressed appropriately for all forms of PE

Special access to particular areas

1. Caretakers room and all storerooms and storage containers must be kept locked.
2. Children are not permitted in storage cupboards.
3. Teaching staff and children are not permitted in the school kitchen
4. The school kitchen door must be kept closed at all times and be locked when not in use

Electrical equipment

All of this type of equipment is tested annually no electrical equipment i.e. phone chargers, to be used in school unless PAT tested

Faulty plugs, loose connections and faults should be reported to the Head teacher via the school office

All teachers are responsible for class based electrical equipment

All faults/problems to be reported to the Head

Care should be taken over all trailing leads especially across open space in any area

Plugs

Any sockets which are not in use will be covered by safety covers.

Machinery

Only the caretaker has responsibility for using cleaning machinery.

Snow/frost clearance

The caretaker has responsibility for all snow/frost clearance. Pathways and steps should be cleared, gritted and maintained.

Other Hazards

1. Journeys

Follow LEA/trust advice. Ensure a good pupil/teacher ratio. 1:10 is recommended. Ensure there is a method of getting assistance if required.

2. Journeys by car/coach

School follows LEA/trust policy .If in doubt - check.

Residentials

School follows DFEE and LEA guidelines Staff have a responsibility to consult documentation.

FINAL ADVICE

Always raise any Health and Safety matter as immediately as you can.

Policy reviewed and updated October 2018 by Alice Jones (Deputy Head)

Next Review Date: October 19