

Wreningham V.C. Primary school

WHOLE SCHOOL POLICY FOR HEALTH & SAFETY

All policies at Wreningham VC Primary School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School

Headteacher: Mr RP Jones

Chair Full Governing Body: Mr JonGent

STATEMENT OF INTENT

INTRODUCTION

This is a Statement of Organisation and Arrangements for Wreningham Primary School. The statement does not replace Norfolk County Council's General Statement of Safety or Norfolk Education Department's LEA Health and Safety Policy Statement but is in addition to them for the benefit of all users of the premises. Copies of these documents along with other information on health, safety and welfare matters will be found in the school's office.

The Statement deals with those aspects over which the Governing Body has control and covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of the Local Education Authority (LEA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

The aim of the Statement is to ensure all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using these premises and in particular:

- a) To establish and maintain a safe and healthy working and learning environment throughout the school;
- b) To establish and maintain safe working procedures among staff and pupils;
- c) To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure they have access to health and safety training as and when provided;

- e) To maintain a safe and healthy place of work with safe access and egress;
- f) To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises (Business Continuity Plan);
- g) To lay down procedures to be followed in case of accident;
- h) To provide and maintain adequate welfare facilities.

ORGANISATION

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

Local Management of Schools requires the staff, Governing Body and LEA to work together and ensure their health, safety and welfare objectives are achieved.

THE GOVERNING BODY

The Education Reform Act 1988 gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular governors are responsible for:

- a) A clear written policy statement which promotes the correct attitude towards safety in staff and pupils;
- b) Specifying who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;
- c) Making sure everyone knows about the policy and understands it;
- d) Involving everyone in making the policy work.

Ensuring the organisation of staff including:

- a) Making sure responsibilities for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training;
- b) Making sure that everyone has sufficient information about the risks they run and the preventive measure they should take.

Planning and setting standards including:

- a) Identifying hazards, undertaking risk assessments and setting standards;
- b) Having clear plans for coping with sudden emergencies
- c) Developing a positive health and safety culture

Measuring performance and learning from experience including:

- a) Ensuring accidents are reported and accurate records are kept for all areas of health, safety and welfare;
- b) Ensuring investigations are made and risk assessments are reconsidered when accidents occur;
- c) Reviewing school's health and safety policy and performance annually and taking action on the review's findings, including amending the school's policy, if necessary.

THE HEADTEACHER

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- a) Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice;
- b) Co-ordinate the implementation the governors' health, safety and welfare procedures within the school;
- c) Make clear any duties in respect to health and safety that are delegated to members of staff;
- d) Maintain contact with agencies able to offer expert advice;
- e) Report all known hazards immediately to the LEA using hazard report forms and stop any practices or the use of any plant, tools, equipment, machinery, etc he/she considers to be unsafe, until satisfied as to their safety;
- f) Put in place procedures to monitor the health and safety performance of the school;
- g) Make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, etc which present hazards;
- h) Make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he is kept informed of accidents and hazardous situations;
- i) Review from time to time:
 - i. the emergency procedures
 - ii. the provision of first aid in the school
 - iii. the risk assessments
- j) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
- k) Recommend to the Governing Body changes and improvements to welfare facilities;
- l) Report to the Governing Body annually on health and safety performance of the school.

OBLIGATION OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- a) To take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
- b) As regards and duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions"

In order that the Act be observed, *all* employees are expected:

- a) To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;

- b) To observe standards of dress consistent with safety and/or hygiene;
- c) To exercise good standards of housekeeping and cleanliness;
- d) To know and apply the procedures in the respect of fire, first aid and other emergencies;
- e) To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- f) To co-operate with other employees in promoting improved health and safety arrangements in the school;
- g) To co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officer of the Health and Safety Executive or the Local Authority;
- h) To report all accidents, defects and dangerous occurrences.

TEACHING / NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes everyone working at the school in whatever category.

- a) Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the Health and Safety procedures and arrangements;
- b) Will establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practical, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (eg. Chemicals, boiling water, sharp tools);
- c) Will resolve health, safety and welfare problems members of staff may refer to them or refer to the Headteacher any problems for which they cannot achieve a satisfactory solution within the resources available to them;
- d) Will carry out regular health and safety assessments of the activities for which they are responsible and submit reports to the Headteacher;
- e) Will ensure, as far as is reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- f) Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought;
- g) Will advise the Headteacher on requirements for health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

The health and safety of pupils in classrooms is the responsibility of class teachers. If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing work to take place.

Class teachers are expected:

- a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;

- b) To know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied;
- c) To give clear instructions and warnings to pupils as often as necessary;
- d) To follow safe working procedures personally;
- e) To require the use of protective clothing and guards where necessary;
- f) To make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- g) To avoid introducing personal items of equipment (electrical or mechanical) into the school;
- h) To report all accidents, defects and dangerous occurrences to the Headteacher.

SCHOOL HEALTH AND SAFETY REPRESENTATIVE

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and safety representatives must be allowed to investigate accidents and potential hazards, pursue employees' complaints and carry out school inspection within directed time, but wherever practical outside teaching time. They are also entitled to certain information, for example about the accidents, and to paid time off to train for and carry out their health and safety functions. However they are not part of the management structure and are not carrying out the duties on behalf of the Headteacher or Governing Body.

THE PUPILS

Pupils, allowing for their age and aptitude, are expected:

- a) To exercise personal responsibility for the health and safety of themselves and others;
- b) To observe standards of dress consistent with safety and/or hygiene
- c) To observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- d) To use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

All pupils and parents should be made aware of the contents of this section.

VISITORS AND OTHER USERS OF THE PREMISES

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned. Parents are expected to support the school in any health and safety matters reported to them on newsletters.

ARRANGEMENTS

SUPERVISION OF PUPILS

1. Children will be supervised for up to ten minutes before and after school. All children will go straight to their classroom on arrival. Children whose parents are late collecting them will wait in school. A note or phone call is necessary if the arrangements for children are changed.
2. At playtime two members of staff supervise the playground/field. The children do not play in the garden areas by Ashwellthorpe Road (by class 1). The members of staff on duty are responsible for deciding if the play

equipment is to be used and checking that it is in a safe condition to use. If there is any doubt (because of damp for instance) the equipment should not be used.

At lunchtime children do not leave the building until one of the midday supervisors is ready to go outside. The same arrangements about the large play equipment apply. Small games equipment from the playground stored in shed. The equipment (hoops, large dominoes etc) will be got by the MSAs.

If it is wet the children go to their allocated group room and are supervised by a midday supervisor. One or more midday supervisors will go to the mobile. The Headteacher or senior teacher will remain in class 2 until the third midday supervisor is finished in the hall. The Headteacher has overall responsibility at lunchtimes.

3. Children are not allowed to run inside the buildings and are encouraged to keep all areas especially cloakrooms tidy.
4. All children have a bag in which to keep their P.E. kit. Correct kit to be worn at all times. Long hair must be tied back. Wearing dangling earrings is not allowed in school at any time. The teacher taking the lesson is responsible for the safe use of apparatus and equipment and must teach the children safe ways of usage. In swimming lesson the children do not go onto the poolside until the entire group is ready and there is a qualified person by the pool. After swimming they do not leave the changing room until everyone is ready. Another adult always accompanies the person in charge of swimming. School will follow the pool safe operating procedures.
5. Staff cars are parked in the car park or at the village hall. Visitors must park at the village hall or at the entrance to the gas tank compound. No cycles are to be ridden in the school grounds. Dogs are not to be brought beyond the school gates.
6. Contractors should report their presence on site and should follow the school directions as to parking. They must provide all their own equipment and work to satisfactory standards of safety. The building inspector or grounds manager will be consulted if there are concerns about any health and safety matter.
7. Our school is a no smoking area.

PROVISION OF FIRST AID

First aid boxes are provided at the following points:

1. The Staffroom 2. The School Office

Each box contains only standard first aid requisites and a guidance card/reference guide.

Administration of Medicines

- a) Our trained First Aiders administer medicines for chronic or long-term conditions.
- b) Medicines are safely stored. Staff record the time medication is given and sign the record sheet.
- c) Parents give written consent to authorise First Aiders to administer medication.

Asthma in the Classroom

Asthma is a common condition, but its severity varies considerably. The major principle underlying the school guidance is immediate access for all children to reliever medication. Therefore every asthmatic child in KS2 should have their own inhaler, both in school and on school trips. Parents should be aware of this. For younger children this is not practical and inhalers will be in the school office and these pupils are supervised by a First Aider/teacher when taking their asthma medication.

Inhalers and spacer devices should have the children's names clearly marked. In the event of an inhaler being lost parents/carers are asked to bring in a spare which will have the child's name clearly marked. **Parents should complete an Asthma Record sheet each year.**

The following staff are available to provide first aid: Certificated (First Aid at Work qualified) First Aiders: Mrs Colleen Cameron (valid December 2019), Mr Rob Hodge (valid May 2019) (Emergency First Aid at Work qualified): Mrs Sharp, Julie Foulger (valid until March 2017) Mrs Catherine Griib Paediatric First Aid (valid March 2018)

Contractors coming onto the School site.

- a) The Headteacher will issue all long term contractors coming to work in school with a copy of this policy document and make them aware of its contents.

Asbestos

- a) An asbestos register is held by the Headteacher. There is no KNOWN asbestos on the school site.
- b) The Headteacher makes it available to contractors working on site.

Control of Hazardous Substances

The Headteacher 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.

Electrical Testing

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

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should be transported in cups with fitted lids 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.

Pregnant Workers and Nursing Mothers

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

EMERGENCY PROCEDURES

(See G601e Schools Incident Reporting Flow Chart below)

ILLNESS OR ACCIDENT

If anyone should suffer injury or become ill as a result of an accident the procedures below should be followed:

- a) *First aid* should be given, *but only as far as knowledge and skill permit*. The patient should be reassured and, only if absolutely necessary, removed from danger.
- b) Mr Hodge, Mrs Cameron, Mrs Griib, Mrs Foulger and Mrs Sharp are trained in first aid. If circumstances necessitate it they should be summoned immediately to tend to the patient.
- c) *Transport to hospital*. If an ambulance is required the emergency "999" service should be used. It may be appropriate in cases of less severe nature to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis.

- d) No casualty should be allowed to travel to hospital unaccompanied.
- e) Reporting accidents of Pupils and Non-Employees. Immediately after the incident every case of injury or accident must be fully and accurately reported on the appropriate incident form and, where possible, detailed statements should be obtained from witnesses.
 - **Accident forms** are online for more severe accidents for adults and pupils (Schools People Net, manager, Managing health, safety and wellbeing, Health & Safety, Incidents and Emergencies, Accident and Incident Reporting – online incident reporting)
<http://www.schoolspeoplenet.norfolk.gov.uk/Manager/Managing-health-safety-and-wellbeing/Health-and-safety/Incidents-and-emergencies/Accident-and-incident-reporting/index.htm>
 - **Head injury** – contact parent by phone, if unable to do this see parent after school and use slips that are in the First Aid box.
 - **Minor injuries** - staff to complete the Minor Accident Report Form (log sheet in blue folder in medical box) for minor bumps and falls.

An accident form must be completed for all accidents to pupils or members of the public, however minor.

- f) Reporting Accidents to Employees. As a person reporting an incident (e.g. you were injured, or witnessed the near miss) you should complete all parts of the online incident report form in accordance with Guidance G601a which contains screenshots of the process to assist you.
- g) *For all accidents* where any person is injured causing an **absence in excess of three days, the report must be forwarded immediately** as the Education Department is required to pass these reports to the Health and Safety Executive (HSE) **within seven days. For serious injuries reports must be made immediately by telephone to the Departmental Administrator for Accident Reports** as all such incidents must be reported by telephone to the HSE without delay. These are the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Head Injuries

- a) Parents **must** be informed verbally e.g. by phone, at the first opportunity of a head injury, and by head injury slip.
- 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 the parents are informed.
- b) A general letter is sent to the parents of all pupils in a class if there is a problem of head lice in the class.

HIV

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

FIRE AND EMERGENCY PROCEDURE

It is the duty of all members of staff to carry out the procedures as follows:

- The teacher in charge of each classroom will evacuate the children, visitors and other staff working in their area by the easiest exits which are:
 - Class 1 - cloakroom. If blocked, exit through main entrance hall
 - Class 2 – Playground door or main entrance hall.
 - Mobiles - main doors or fire doors.
 - New Building - fire doors or main doors

Staff working with individuals or groups away from the class base should evacuate by the safest route and take the children to their class assembly point.

- The teachers should take the register with them (PM) or Mrs Sharp will bring them out (AM) and the teachers should then check all the children present are at the assembly point at the edge of the playground and confirm this with the Headteacher.
- The last person to leave each classroom should be a member of staff who has checked the room is clear and closes the door behind them.
- Mrs Sharp should check that all toilets are clear of people, close the doors. Mr Jones to check the hall. Mrs Sharp will phone for the fire brigade if it is safe to do so. If it is unsafe she should leave the premises and make the phone call from a neighbour e.g. Spratts.
- The senior member of staff will talk to the person raising the alarm to gather as much information as possible about the incident. They will use their judgement about the moving the children off site or further away from the buildings.
- The children must not go back into the buildings until the senior member of staff is assured that the danger is over and the buildings are safe.

REVIEW OF EMERGENCY PROCEDURES

The Headteacher will arrange for an annual review of the emergency procedures and of the provision of first aid within the school. Where necessary he will make recommendations to the Governing Body.

INFORMATION ABOUT THE ARRANGEMENTS

The Headteacher will ensure that pupils and staff are familiar with the arrangements set out in this section of the Policy Statement.

CONCLUSION AND REVIEW

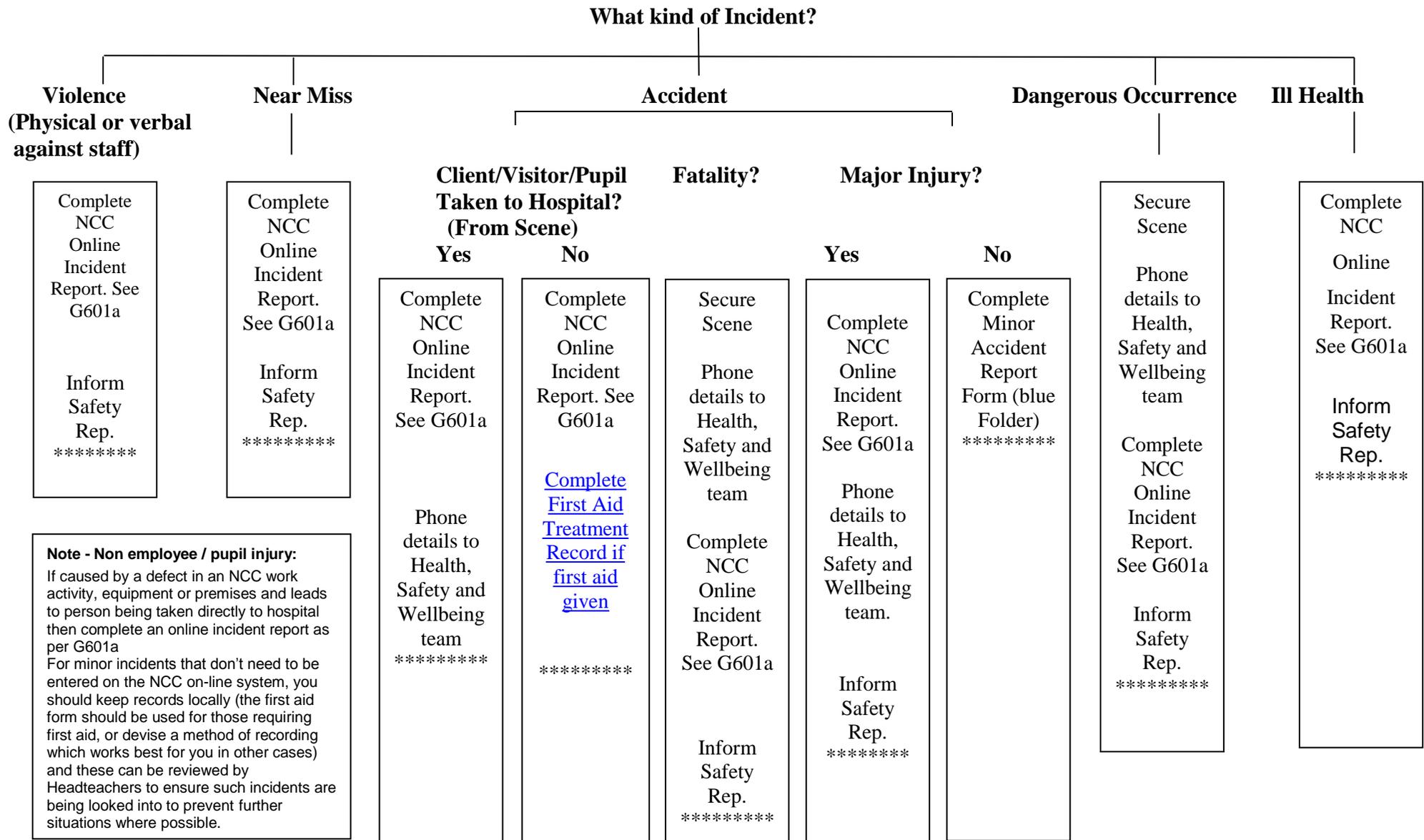
CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practical, that working conditions are safe and that the working life of everyone is accident free.

1. If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Headteacher should immediately advise the Senior Administrative Officer (Policy and Planning). If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.
2. Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the LEA or Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter he/she should then report the facts to the Senior Education Officer (Policy) or the Senior Administrative Officer (Policy and Planning).
3. Hazardous situation should also be reported immediately and the same procedure followed.
4. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

REVIEW A review of the organisation and arrangements will take place each year in time for the commencement of the new academic year.

G601e Schools Incident Reporting Flow Chart



Did the Incident Result in Time Off Work? - If Yes complete a Sickness Absence Form F313 (SA1)