

## Wreningham VC Primary

# WHOLE SCHOOL POLICY FOR HEALTH & SAFETY

### 1 Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."

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

**Head Teacher:** Mr. RP Jones

**Chair Full Governing Body:** Mr. Steve Kittle

\*The school has covid-19 supplement risk assessment and changes specific to the coronavirus are identified in red

### PART 1 STATEMENT OF INTENT

#### INTRODUCTION

**Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.**

We will achieve this by:

- a) Establishing and maintaining a safe and healthy working and learning environment and culture throughout the school.
- b) Establishing and maintaining safe working procedures among staff and pupils.
- c) Ensuring health and safety management is an integral part of decision making and organisational processes.
- d) Ensuring 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 ensuring they have access to health and safety training as and when provided.
- e) Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks.

- f) Providing a safe and healthy working environment for our staff, pupils and others working in the school.
- g) Formulating 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).
- h) Laying down procedures to be followed in case of accident.
- i) Complying with statutory requirements and where possible best practice.
- j) Investigating and learning the lessons from accidents and work related ill health incidents.
- k) Providing effective information, instruction and training to enable our staff to be competent in their roles..
- l) Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.
- m) Communicating and consulting with our staff and their trade union representatives

## **PART 2 RESPONSIBILITIES AND ORGANISATION**

### **INTRODUCTION**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

### **THE GOVERNING BODY**

The Governing Body has responsibility for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school. Governors will ensure that:

- a) A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) A lead governor for health and safety is nominated - Roy Jarrold.
- d) People have sufficient experience, knowledge, and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are allocated to operate safe systems of work
- g) Health and safety performance is monitored and targets for improvement are set.
- h) The school's health and safety policy is reviewed annually.
- i) Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.

### **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 LA 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 - this currently includes a covid-19 supplement risk assessment

- 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.

### **LEAD GOVERNOR FOR HEALTH AND SAFETY**

The Lead Governor for Health and Safety has the following responsibilities:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Scrutinise and review health and safety performance.
- c) Provide support and challenge to the Head Teacher in fulfilling their health and safety responsibilities.
- d) Ensure in particular risk assessments of the premises and working practices are carried out and documented.

### **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.
- i)

### **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 Head Teacher 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 Head Teacher 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 Head Teacher.
- 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 Head Teacher 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 Head Teacher 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 Head Teacher 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 Head Teacher.

## **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. Parents are expected to support the school in any health and safety matters reported to them on newsletters.

## **PART 3 PROCEDURES AND ARRANGEMENTS**

### **SUPERVISION OF PUPILS**

1. **Children will be supervised for up to ten minutes before and after school. Children attending after school clubs will be supervised until they are collected by a trusted adult.** 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 it is in a safe condition to use. If there is any doubt (because of damp for instance) the equipment should not be used. Children are not allowed in the pond area unless supervised by an adult.

**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 are stored in the shed. The equipment (hoops, large dominoes etc) will be got by the MSAs. The MSAs will lead the children in playing games.

**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 Head Teacher or senior teacher will remain in class 2 until the third midday supervisor is finished in the hall. The Head Teacher 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. The correct P.E. 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. 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 Headteacher 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. Outside the School Office 3. All classes have their own First Aid box.

Each box contains only standard first aid requisites. All accidents requiring first aid are recorded in the blue folder.

## ADMINISTRATION OF MEDICINES

- a) Trained First Aiders (usually the Business Manager) administer medicines for chronic or long-term conditions.
- b) All medicines are safely stored.
- d) **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. 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 (Care Plan) sheet each year.**

**The following staff are available to provide First aid:**

First Aid at work:

Mrs Colleen Cameron (valid to 7 November 2022)

Mr Rob Hodge (valid 29 April 2022)- update course booked May 2022.

Paediatric First Aid:

Mrs Catherine Griib – completed 23/11/21 (valid for 24 months)

Mrs Lynsey Watkins– completed 23/11/21 (valid for 24 months)

Emergency Paediatric First Aid – 07/09/21 Certificate valid for three years from issue date

Caroline Davies, Sarah Dyer, Sarah Jones, Jo Lattimore, Kathy Rees, Chrissie Moss, Andrea Tancred, Tania Watt, Emma Whitfield

## CONTRACTORS COMING ONTO THE SCHOOL SITE

- a) The Head Teacher will issue all long-term contractors who undertake significant works in school with a copy of H&S policy document to make them aware of its contents.

## ASBESTOS

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

## CONTROL OF HAZARDOUS SUBSTANCES

The Head Teacher 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 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. 'Hard wired' equipment e.g. fuses/circuit board are checked 5 yearly.

## **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 lids when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom they 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 MOTHERS AND NURSING MOTHERS**

The Head Teacher 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 G601a Schools Incident Reporting Flow Chart below)

## **EDUCATIONAL VISITS**

(See Educational Visits Policy) All Level 2 (day visits) and Level 3 (residential/adventurous) visits use the EVOLVE online site.

## **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*.
- b) If circumstances necessitate it, a first aider 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. After a minor injury with a pupil, the details must be logged on the 'Minor Accident Report Form' in the blue folder. The form includes date/time of the accident and description of the accident.

More severe accidents for adults and pupils are recorded online using the OSHENS site.

<https://norfolkworkingsafely.com/login/default.aspx?ClassicSession=clear>

Incident Reporting site - Oshens



## **HEAD INJURIES**

If the injury seems minor and the casualty remains conscious, monitor the levels of response for any signs of worsening of their condition. Signs of concussion are:

- Pupils eyes are an uneven size
- Dizziness
- Nausea
- Short memory loss/headache.
- Speech may be incomprehensible
- general deterioration.

Any head injury requiring treatment, a head injury slip should be completed and sent home with the pupil.

Any concern contact parent by phone, if unable to do this see parent after school.

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.

*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 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
  - Class 2 – Playground door or the main entrance.
  - Mobiles - main doors or fire doors.
  - Mary Fairman Room - 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/Mrs Dyer 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 Head Teacher.
- 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/Mrs Dyer should check all toilets are clear of people, close the doors. Mr Jones to check the hall. If it is safe, Mrs Sharp/Mrs Dyer will phone for the fire brigade. If it is unsafe she should leave the premises and make the phone call from a neighbour e.g. Andre Handford.
- 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 Head Teacher will arrange for an annual review of the emergency procedures, in the process of updating the H&S policy, 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 Head Teacher will ensure that pupils and staff are familiar with the arrangements set out in this section of the Policy Statement.**

## PART 4 CONCLUSION AND REVIEW CONCLUSION

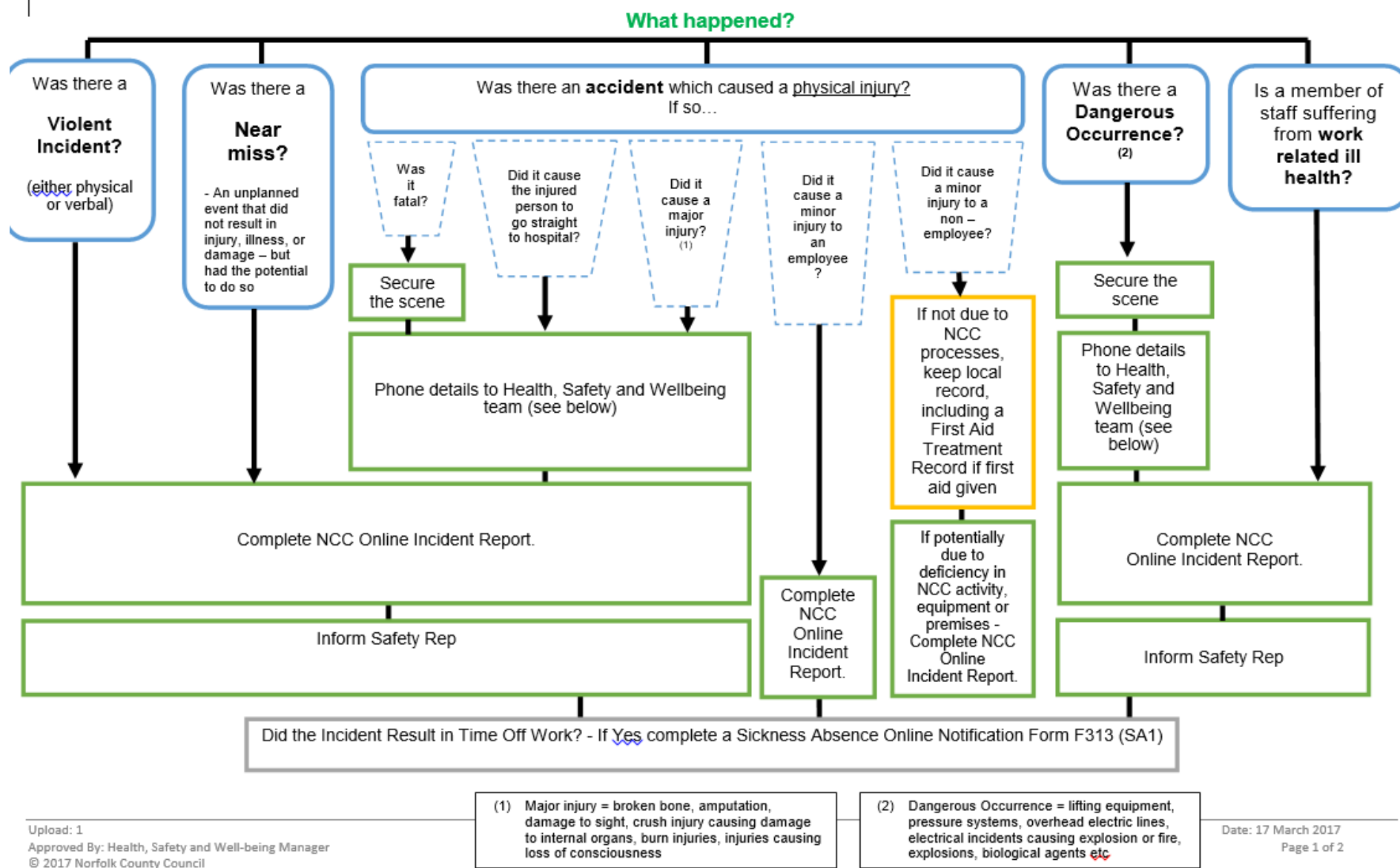
It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practical, that working conditions are safe and that the working life of everyone is accident free.

1. If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Head Teacher 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 LA or Head Teacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Head Teacher. The Head Teacher should then initiate appropriate remedial action. If it proves impossible for the Head Teacher 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 Head Teacher.

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



## Incident Reporting Flow Chart and Examples G601a



## **Examples of when to report an incident online and when not to:-**

### **Do report online:**

- Damage to premises or equipment
- An employee has an injury
- A non-employee has an injury possibly caused by a deficiency in an NCC work activity, equipment, or premises
- Near miss incidents where anyone nearly has an incident caused by a deficiency in an NCC work activity, equipment, or premises
- A non-employee has a major injury and/or is taken to hospital because of an incident while under NCC supervision or on our premises
- Work-related ill health
- Verbal (where it becomes uncomfortable) or physical abuse of employees
- Anti-social behaviour deliberately aimed at making employees uncomfortable
- An accumulation of smaller incidents
- Serious near-miss incidents such as scaffolding collapsing or a fire even if no one is injured or was in the area at the time

### **Report online AND tell the Health, Safety and Well-Being Team as soon as possible ([healthandsafety@norfolk.gov.uk](mailto:healthandsafety@norfolk.gov.uk) or 01603 223989):**

- An employee has a major injury (for example fractures or broken bones, permanent injury to eyesight, loss of consciousness caused by head injury etc).
- An employee is unfit for work for more than seven days because of a work incident (including weekends and non-working days but not including the day of the incident).
- A non-employee is taken to hospital for treatment because of an incident possibly due to a deficiency in an NCC work activity, equipment, or premises.

### **Do not report online, but keep a local record (for example on a first aid record of treatment form if treatment is given):**

- Minor incidents to non-employees not caused by NCC
- People (employees or non-employees) becoming ill when it's not caused by work/NCC (for example someone catches the flu, even if they think they caught it while at work, as they might as easily have caught it outside of work).
- Minor injuries from fights between non-employees (unless supervision was at fault)
- Minor injuries from self-harming (unless supervision was at fault)

Use this guidance alongside 'Accident and Incident Reporting Policy P601', 'Incident Reporting Procedure P601b' 'Quickstart guides G601b/c' 'Incident reporting for employees/managers G601d/e' and 'Musculoskeletal injury reporting guidance G601f' available on HR Infospace.