



# *Tuel Lane Infant & Nursery School*

**POLICY:** Health & Safety Policy

**REVIEW DATE:** Autumn 2020

Everyone who works in school has obligations and duties under health and safety law. Although the principal responsibilities for health and safety fall to the Local Authority, everyone working in or visiting the school: Governors, the headteacher, teaching and support staff, pupils, parents and visitors have responsibilities to ensure that health and safety policies and procedures are observed.

**Health and safety is an issue for everyone.**

**Statement of Intent**

- To protect the H & S of all the people who use the building at any time and for any purpose.
- To establish and maintain a safe and healthy environment in which to work.
- To adequately control the risks to H & S arising from activities conducted by the school.
- To consult with employees on matters affecting their H & S
- To ensure that all members of the school community know and understand their own responsibilities in maintaining a healthy and safe environment and are aware of all relevant policies.

**Organisation and Responsibilities**

To ensure that this policy is put in to practice on a day to day basis the following people have responsibility in the following areas;

Staff	Headteacher	Judy Shaw
Building And Grounds	Caretakers	Louise McDermondy & Lisa Webb
Lunchtime	Senior Lunchtime Supervisor	Linda Wadsworth
Classrooms	Teachers and Assistants	Individual Class Teachers and Teaching Assistants
Activities Out Of School	Designated Trip Leaders	Named Person

**All** members of the school community have to;

- Co-operate with those responsible on H & S matters
- Not interfere with anything provided to safeguard their H & S.
- Take reasonable care of their own H & S.
- Report all H & S concerns to an appropriate person (as detailed in this policy)
- Know the special safety measures and procedures to be adopted in our own working areas and ensure they are applied.
- Exercise good standards of housekeeping and hygiene.
- Actively promote health and safety

**Specific Responsibilities**

**The Headteacher**

The Headteacher retains overall responsibility on a day to day basis for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, and visitors. Duties include activities organised on behalf of the school but being undertaken away from the school site.

Responsibilities are to;

- take day to day responsibility for all health, safety and welfare matters affecting the school;
- ensure effective communications on these matters exist between the school and the Education Department Safety Advisers;
- ensure compliance with health and safety law;

- provide Governors with termly reports on matters affecting health and safety within the school as part of the Head Teacher's report;
- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- maintain first aid and accident reporting systems that are suitable for the school;
- evaluate the need for health and safety training for school staff and arrange for its delivery;
- bring to the attention of the Governing Body or the LA, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;
- keep the school's health, safety and welfare policy under review and bring any amendments to the notice of all staff;
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- ensure that the site manager has access to competent health and safety advice.

#### Designated First Aiders

- Deal with minor accidents, cuts and bruises and follow the school's procedures for reporting accidents.
- Follow the correct procedures in the reporting of accidents
- The senior first aider, Janine Murphy, will regularly review the provision and content of the first aid boxes.

#### Class Teachers and the Teaching Assistants

- Supervise the pupils effectively. A pupil leaving the classroom for medical or disciplinary reasons will be accompanied to his/her destination by an adult or another child.
- Our building has many steps, children should be taught how to walk around school appropriately. Classes and groups should be lead by an adult. Vulnerable children should always be supervised when moving around school, inside and out.
- Know and be able to carry out the emergency procedures in respect of fire and first aid.
- Know where the fire extinguishers are positioned.
- Inform visitors, helpers and pupils of the emergency procedures.
- Be aware of medical problems within their class and under their supervision  
These should be listed at the back of the class register allowing quick and easy access for all who need to know, including supply teachers.
- Know that medication MUST NOT be given without clear and specific authorisation from a parent, guardian or carer and the headteacher.
- Follow all safe working practices/procedures personally.
- Give clear health and safety instructions and warnings.
- Where possible, avoid hazardous manual handling.
- Follow risk assessment guidance within school and procedures for out of school activities and trips
- Where possible and appropriate, make pupils aware of health and safety issues in all subjects of the curriculum.
- Observe children for signs of medical and emotional problems, including signs of abuse. Concerns should be reported to the headteacher.
- Inform dinner midday supervisors of any authorised arrangements for a child to leave the premises at lunchtime.

#### The Pupils

- To be aware of health and safety for themselves and their classmates.

- To have and wear appropriate clothing for activities they undertake.
- To follow all safety rules, especially ones concerned with emergencies.
- To use, and not misuse or interfere with any health and/or safety equipment/provision.
- Not to bring items to school which could cause a danger to the health and/or safety to themselves or others.

### The Governors

The role of the governors is to ensure that the school has a policy in place and that it is acted upon. They should also ensure that policies and standards laid down by the LA are adhered to.

The headteacher reports to the Finance and General Purposes Committee on all matters of Health and Safety and this committee reports to the Full Governing Body.

### The Caretakers

- Keep the building clean, warm and well lit.
- Note and report any risk within the school and its grounds.
- Be aware of hazardous substances, their use and abuse, and safe handling and storage.
- Use correct procedures and handling methods to reduce risk of injury.
- Know all emergency procedures.
- Ensure that the school regularly tests the fire extinguishers, the fire alarm, the emergency exits and the fire drill. Keep a log of these.
- Liaise with contractors or their representatives undertaking work on the school site, to ensure the safety of staff, pupils and visitors.

### The Kitchen Staff

- Maintain high standards of hygiene.
- Carry out their own health and safety codes of practice, including the correct use of equipment and in matters of safe handling and storage.
- Know and follow emergency procedures.

### The Lunchtime Supervisors

- Ensure the health and safety rules of the school are upheld within the school and its grounds, especially in the dining area.
- Report to class teachers about specific incidents/accidents, or children being taken out of school at lunchtimes
- Know and be able to carry out all emergency procedures
- Report and record accidents following set procedures

### **First Aid and Accidents**

The accident report file is kept in the administrator's office.

All accidents should be recorded, including:

- the name of the injured person,
- signature of the person making the entry,
- date, place, time,
- description of the accident
- description of the injury sustained and any first aid given
- the names of any witnesses.
- Lindsay Hibbert, Janine Murphy, class teachers or the head teacher must be informed
- Where a child has suffered a bump on the head or sustains a visible cut or bruise a letter is sent home to advise the parent. If considered appropriate, staff may telephone parents to advise them of an incident.

More serious accidents will be investigated to try to prevent it happening again. Investigations will be documented and reported to the Governors.

Accidents requiring more than simple first aid will be reported to Pupil Support at the Education Department Northgate House in accordance with LA regulations on the appropriate form by the headteacher.

The designated first aiders are;

- Janine Murphy
- Tracy Fletcher
- Linda Wadsworth
- Michelle Moore
- Tracy Cromack
- Catherine Holmes
- Hannah Smith

First aid boxes are located in the photocopying room, dining room, playground toilets, Nursery and resources room

First aid boxes are regularly checked by Janine Murphy.

Portable first aid kits are available, suitably stocked and taken on all visits out of school.

A qualified first aider should accompany all school visits.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

**Dial 999** and ask for an ambulance, alert a senior member of staff.

The head or the person in charge of the school will call parents immediately. Where emergency services are called, a member of staff will be delegated to direct emergency services into the school.

### **Medicine**

The school accepts the need for some pupils to receive medication during school hours. To this extent, two staff will administer medication under the following guidelines.

Only medication prescribed by a doctor will be accepted for administration.

The medication will only be accepted with written authorisation from the parent or guardian. A standard form will be issued by the school for this permission to be given.

The written authorisation must contain clear instructions about the dosage and time of the administration.

Medication will be administered in the presence of another member of staff and a record form completed.

The medication will be stored in a secure place i.e. the headteacher's office or the staffroom.

On school trips, the trip leader will accept responsibility for the administration of medication.

This medication policy is brought to the attention of all parents through the school prospectus.

Asthma inhalers are normally outside of this procedure and individual arrangements are made.

Details of all pupils who have an asthmatic condition are on the school medical register.

Teachers and support staff should be aware of the location of each child's inhaler. Inhalers are usually stored in the classroom for ease of access.

### **Blood, avoiding contamination**

All staff should be familiar with this procedure before having to handle blood.

1. Put on disposable gloves.

2. Clean any wound as necessary or ask first aider to treat.
3. Dress any wound if necessary.
4. Dispose of the gloves and the wipe or contaminated material in a yellow plastic bag, seal if possible, and dispose of properly in staffroom or resource room bin- away from children
5. Wash hands thoroughly.
6. Record incident on accident form and file in First Aid file in the office.

Children should be regularly reminded of the hazards of touching blood and other bodily fluids.

### **Fire safety precautions**

#### **Prevention:**

- All doors and windows are locked when school is empty.
- Electrical equipment is checked regularly by the LA in accordance with their policy. (PAT Testing)
- Staff should note that ALL electrical appliances MUST be checked and authorised before they can be used in school.
- Care is taken with the storage of combustible equipment.
- All non-essential electrical items should be turned off when not in use.
- All waste bins are emptied at the end of every day.
- The boiler room is kept clear of combustible materials.
- Staff, parents and visitors should be made aware that the school is a non-smoking building.

#### **Maintenance:-**

- Fire doors are labelled and kept clear of obstruction.
- Exit doorways are kept clear.
- Fire bells and fire fighting equipment are tested and checked regularly and weekly by caretaker
- All staff should be aware of the siting of extinguishers and given annual reminders of how to operate.
- Equipment, procedures and exits are annually checked.
- Fire fighting equipment tested regularly by suppliers.

#### **Fire Drill - General Instructions**

- Practice fire drills take place each half term. Test should be made at different times during the school day.
- All adults should be aware of Fire Drill Procedure for the room in which they are working.
- Staff should ensure that children and adults leave the building as calmly and quickly as possible using appropriate exit.
- Registers should be taken out by the class teacher or collectively by the Administrator and a roll call completed at the assembly point.

#### **Procedure for fire drill at lunch-time**

A fire drill at lunchtime takes place regularly.

#### **When all the children are in the dining room...**

- ◆ The Senior Lunchtime Supervisor is responsible for the evacuation of the dining room and should be the last to leave.
- ◆ When the alarm is sounded all the children in the hall should stand at their table and file out in an orderly fashion through the fire exit as directed by the Senior Supervisor.
- ◆ Once outside they should line up at their class assembly points. Each class should be counted and checked with the register.
- ◆ One supervisor should collect the dinner registers from the office.
- ◆ One supervisor should check the toilets on the way out.
- ◆ Kitchen staff and all other adults in the building should join the children in the playground, leaving by the nearest exit.

### **When children are in the Playground.**

- ◆ When the alarm is sounded children in the playground should go to their class assembly points.
- ◆ One lunchtime supervisor should stay in the playground while another checks toilets
- ◆ One supervisor collects registers from the office and role count is taken as above.

### Other issues

#### School security

The school has a signing in book for visitors. It is located between the front door and administrator's office. All visitors to school should enter through the main entrance as all other doors should be closed during school hours. Staff are asked to be vigilant and are encouraged to challenge anyone they do not know and inform the headteacher if they see a stranger on the premises.

For personal safety, staff are asked to inform another member of staff or the headteacher if they are meeting a parent after school.

The gate to the Nursery playground should be closed whenever the Nursery is open.

Extra vigilance is needed at lunchtimes and afternoon playtimes when nursery parents are walking through.

All outside doors must remain closed from 9am until 3.15pm. Staff must be vigilant

#### Chemical safety

The most hazardous chemicals used in school are likely to be the cleaning chemicals used by the caretaker. These are kept locked away at all times.

Staff should not keep their own stock of cleaning agents, fixative sprays etc in their own classrooms.

#### Ladders

Staff MUST not stand on tables/ chairs etc to reach heights.

There are two sets of ladders in school, seek guidance from the caretaker before using them and always ensure another adult is present.

#### ICT

Always check that trailing cables from computers do not cause tripping hazards.

Please observe guidance when using interactive whiteboards, the light from the projector is potentially damaging to your eyesight. Do not look directly into the beam or stand in its path.

#### Risk assessments- out of school visits.

All visits and events taking place out of school require a risk assessment.

The risk assessment identifies potential risks and hazards and the measures to be taken to reduce them.

The assessment clearly outlines roles and responsibilities of staff, adult helpers and pupils and must be shared with all.

All risk assessments are undertaken in the light of guidance offered in the Calderdale Code of Practice in the Educational Visits Handbook.

This Code of Practice outlines a hierarchy of principles that must be followed whenever any visit is planned, together with the processes and systems that should be in place whilst visits are being undertaken and the requirements to monitor and review all aspects of educational visits to enable continuous improvement.

Educational visits have impact not easily achieved through other means.

Clear aims and objectives ensure safe practice. Educational visits offer attractive opportunities for achievement to pupils across the spectrum of ability. They can stimulate and reinforce a positive attitude towards education and are recognised as achievements by teachers and peers alike.

#### Educational visits

- raise achievement by boosting self-esteem and motivation;
- develop key skills;
- develop social education and citizenship;
- promote health and fitness.

The clear aim of this document and of the Educational Visits Handbook as a whole, is to provide a framework within which schools can assure themselves that their visits provide good value for their pupils and are undertaken in a safe manner, with suitable and adequate controls in place where required.

The Code of Practice and the Educational Visits Handbook is produced by Calderdale Schools and Children's Services. Any paperwork required will be for a clear and specific reason. Judy Shaw has received Off Site Education safety training.

This policy should be read alongside the school policies for Safeguarding:

- Child Protection
- Behaviour, Anti-Bullying and Physical Handling
- Intimate Care
- Medicines in School
- Internet Usage and Safety
- Policy for dealing with allegations of abuse against staff members
- Whistleblowing
- SEN/ Inclusion