

# **WOODLANDS PRIMARY SCHOOL**



## **HEALTH AND SAFETY POLICY**

**UPDATED: OCTOBER 2017  
REVIEW DATE: OCTOBER 2018**

## 1. HEALTH AND SAFETY POLICY STATEMENT

Woodlands Primary School recognises it's duty of care for the health, safety and well-being of all the users of the school and its grounds: the staff, pupils, students, visitors and contractors, including off site and educational visits. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable.

The provisions in this policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Safeguarding is a high priority at Woodlands Primary School and this policy operates in conjunction with the school safeguarding policy.

The purpose of the Policy is:

- To provide a written guide so that procedures for identifying, controlling and reporting safety issues are understood by all staff and pupils and put into practise throughout the school.

The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.

## 2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THIS POLICY

### Responsibilities

The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Headteacher has designated a Health and Safety Co-ordinator and a Health and Safety Governor. The Health and Safety Co-ordinator will initially deal with any health and safety matters or complaints from the staff. The school Site Maintenance Officers are responsible for daily checks on the conditions of the premises and reporting any health and safety issues to the Business Manager.

The legal duties of the local authority and governing body are detailed in the **HCC guide Health and Safety: Policy and Guidance**.

Governors are required to:

- take steps to ensure they are kept informed of the local authority's advice and guidance on health and safety matters
- allow recognised trade unions to appoint safety representatives and allow reasonable paid absence from normal duties so that safety representatives can fulfil their functions.
- Ensure that a Health and Safety Policy for their school is produced and reviewed regularly: this should set out the local organisational arrangements within the establishment and should both reflect and be consistent with the local authority's policy and the Education Department's arrangements.

In section D of the HCC manual **Personal responsibilities of employees and Governors**, all staff are alerted to the various responsibilities and duties which must be carried out. The Health and Safety at Work Act 1974 lists the legal duties of individual employees:

- taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do
- cooperation with your employer on health and safety
- not interfering with or misusing anything provided for your health, safety and welfare

This is reiterated to staff during their induction.

### **Risk Assessment**

Health and safety risks are managed through risk assessment, the formal process used to make judgements about health and safety risks in the workplace. It will be the responsibility of the Headteacher, to ensure that relevant risk assessments are maintained and kept up to date. All staff are required to alert the Site Maintenance officers to new health and safety hazards both verbally and by prompt entries in the Site Maintenance Log Book.

The object of this health and safety policy is to make our school as safe as possible for all associated with it. Staff pay attention to this in their daily practices. However, good learning experiences for pupils are challenging and stimulating. When this involves a small element of risk, all staff endeavour to keep health and safety issues in perspective.

### **Record keeping**

The school focuses its efforts on accident prevention. We maintain Accident Report Books for raising hazards and all staff are encouraged to record potential hazards or near miss incidents using the Site Maintenance Log Books, thus preventing further hazards. Employees fill this in and it is checked each day by the Site Maintenance Officers. Pupils are also encouraged to report any hazards they are concerned about. To prevent slips and trips, all spillages are immediately cleared and at lunchtime a mop and bucket are available to ensure spillages do not remain on the floor. During adverse weather conditions, the Headteacher or Deputy Headteacher will assess whether it is safe for the children to play outside at break times. This includes icy conditions, strong winds and snow.

All staff are expected to be vigilant and to report promptly to the relevant staff any health and safety concerns. The following records are kept in the school office:

- **Accident Book** which records minor injuries to children requiring adult attention. The completed sheets are then kept in the accident file in the office
- **Medication sheets** which records medication given to children. These are kept in the first aid file.
- **Hazard Report Book** for staff to log hazards requiring attention.

- **HSE Incident sheets** are copies of serious accident reports sent to HSE and kept in the first aid file.
- **COSHH Record Sheets** contains school records and a range of COSHH sheets published by suppliers to cover their own products. These are found in the Site Maintenance Officer's room and the Cleaners log book
- **Risk Assessment Files** are kept in the school office

### **Critical Incidents**

This policy runs alongside the school's Critical Incident policy. Procedures for dealing with a critical incident and the roles and responsibilities for named staff members in dealing with such an incident are also outlined.

### **First Aid**

The school has numerous fully trained first aiders, paediatric trained first aiders and emergency first aiders. A list of qualified first aid trained staff is displayed throughout school. First Aid boxes are located in various key areas of school and every classroom has a small aid bag. All midday assistants have been given a portable first aid kit to take outside for break duties and teachers have kits to take on visits.

### **Pupil Accident**

Minor injuries to pupils are dealt with by the supervising member of staff. Where necessary a first aider will be called, who will treat the child. Incidents are recorded in the accident/first aid book, kept in key areas throughout school. Any adult dealing with blood or bodily fluids should wear plastic gloves and ensure any waste is carefully wrapped before being deposited in the appropriate yellow waste bin in each staffroom. Any child too unwell to remain at school will be seated in a quiet area and a member of staff will contact their parent or nominated person.

In the event of a serious situation requiring hospital, the supervising member of staff will seek the assistance of a first aider. Where a hospital visit is required, the office will always contact the child's parent or nominated contact and an incident form will be completed, which will later be input on the PRIME recording system.

All children who have potentially severe medical conditions are identified through the child's health record form and this detail is recorded on the child's personal record. Conditions are brought to the attention of the class teacher and the all school staff before the child starts school.

### **Adult Accident**

Every injury to an adult should be reported and an accident/incident report form completed, located in the school office. The form must be signed by the Headteacher and input on the PRIME recording system. The school also keeps records of these reportable injuries and diseases or any dangerous occurrence. All acts of physical violence will also be reported to the local authority via PRIME.

## **Educational Visits**

All educational visits require a risk assessment to be completed by the member of staff responsible for the visit. These are approved through the EVOLVE system and kept in a file in the school office. Residential educational visits are carried out only at local authority approved centres. The local authority is responsible for ensuring each site adheres to relevant health and safety guidelines. When a residential visit takes place the school completes an application form. If the visit includes an activity involving water, a risk assessment also has to be submitted to the local authority for approval.

## **Fire Security**

There are fire extinguishers located around the building, fire detection systems, fire alarms and fire notices in all rooms. There are break glass call points. Fire exits are kept clear in case they need to be opened in an emergency. In the event of a fire at the school, the emergency services will be called using 999. A fire drill and role call is carried out on a termly basis. All pupils and employees are informed of clear instructions to follow in the event of a fire.

## **School Security**

The school is secured by a perimeter fence and internal fences. During the school day the entrances are kept locked and visitors can only access the building via the front offices, which are electronically secure. All visitors have to sign in and wear a security badge. All staff have a security badge on a lanyard.

## **Child Protection**

See separate safeguarding policy.

## **Manual Handling**

Employees carry out a risk assessment prior to moving heavy or awkward objects and receive training in minimising risks of manual handling. In particular employees are advised to seek support from the site maintenance officers before attempting any manual handling.

## **Contractors and School Partnerships**

Contractors carrying out work for the school will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's requirements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to liaise with the headteacher, business manager or site maintenance officers at the start of their work to ensure all requirements with regard to health and safety are in place.

## **Training and Information**

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the Health and Safety co-ordinator.

All new staff at Woodlands Primary School have an introduction to the school health and safety policy and staff responsibilities through their induction programme.

Pupils are introduced to health and safety through the curriculum and on a day to day basis as issues arise naturally.

## **Consultation**

Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator.

## **Monitoring and Review**

Monitoring is an informal part of the professional duty of all staff, supported by the following audits and reports which are carried out on a regular basis.

[a] Termly health and safety audits – carried out by the Health and Safety Co-ordinator in conjunction with the Site Maintenance Officers and Health and Safety governor. This audit will lead to a series of actions to be implemented. The proforma will be kept in the health and safety file.

[b] Headteacher's report to the governors – the headteacher/Health and Safety governor report on health and safety issues to the governors on a termly basis. The report refers to any items that are giving cause for concern and details any planned actions.

[c] Local authority audit - The local authority carry out an annual health and safety check. This leads to a list of actions and implementation times. The audit is kept in the health and safety file in the office. Other annual audits are organised by the local authority or external provider : hygiene, legionella, asbestos etc

[d] Annual safety checks – specific items of equipment are checked on a regular basis. This includes P.E equipment, fire equipment and electrical appliances.

## **Policy Review**

This Policy will be reviewed annually by Governors.

# Induction Checklist

## WOODLANDS PRIMARY SCHOOL

### New Employee/Induction Checklist

Name of new employee:	Name of Inductor:	Date:
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Induction item	DESCRIPTION	Tick or indicate N/A
<b>Security signing in &amp; out</b>	Discuss security measures and signing in/out procedures and register for all pupils, staff and visitors	
<b>Absence</b>	Details about who should be contacted and methods including CWAC Absence Management procedures	
<b>Staff handbook</b>	Copy of Staff Handbook issued, discuss where specific information can be obtained.	
<b>Disqualification including by Association</b>	Completion of the school disqualification form and explanation about informing HT of any changes at any time throughout the school year is essential	
<b>Safeguarding</b>	Brief overview of safeguarding expectations at the school and direction to the safeguarding policy. Confirmation of Safeguarding Lead and inform of Deputy Safeguarding leads. Explain CPoms.	
<b>Phones, smoking and cameras</b>	No smoking on school premises, mobile phones can only be used in the staff room and no photographs are to be taken at any time of children with personal devices	
<b>Emergency evacuation procedures</b>	Informed new employee of emergency procedures, responsibilities and where designated assembly points are.	
<b>FIRST AID and Accident reporting</b>	Informed new employee of first aid provisions, responsibilities, who first aiders are and where they can be found.	
<b>H &amp; S and risk assessments</b>	School Health and Safety policy to be directed and brief overview about risk assessments, hot drinks, equipment etc. machinery and equipment only to be used if in good condition, no heavy lifting and duty to keep themselves safe. Also explain fault reporting.	
<b>Welfare</b>	Location of staff room, toilets, washing facilities etc.	
<b>Incident reporting</b>	Procedures for reporting accidents and incidents (including violent incidents) have been explained. Brief introduction to CPoms and reporting incidents.	
<b>Other procedures</b>	Discuss any other procedures pertinent to the new employee's position and advise them that CWAC places a duty on employees to take care of themselves and others who may be affected by their acts or omissions and to co-operate with employers to meet statutory requirements.	

<b>Personal medical requirements</b>	Any details of pre-existing medical conditions that may impose working limitations, which may need to be considered in order to ensure a safe working environment have been disclosed. Any pre-existing medical conditions need to be identified and a member of the SLT to be made aware for medical supervision in case needed	
<b>Whistleblowing</b>	All staff know about the school's whistle blowing procedures and who to speak to and report a concern to (and where to find policy)	

<b>POLICIES TO BE READ WITHIN FIRST WEEK OF STARTING SCHOOL</b>	<b>Safeguarding</b>	<b>Staff Handbook</b>	<b>Whistle blowing</b>	<b>Behaviour</b>	<b>Health and Safety</b>	<b>Keeping children safe in education part 1</b>

<b>Induction Preparation</b>	
Delegate a named person to carry out the first day requirements with the new starters	
Health and Safety Induction and walk around school (including fire safety)	
Advise team/colleagues of the start date of the new starter	
To give entry codes for external and internal doors	
Ensure photographs have been taken for identity badges and staff boards	
<b>Line Manager/Classroom Teacher for Support Staff</b>	
Discuss daily timetable including lunchtime cover	
Make arrangements for email address to be added to school list (and stress importance of checking on at least a daily basis)	
Make new starter aware of absence procedures and who to contact	
To make arrangements for starter to give bank details to office	
To make arrangements for car insurance details to be shared with office	
Ensure disqualification checks are completed and handed to the HT	
<b>Supervision</b>	
To make arrangements for supervision on at least a half termly basis (initially on a weekly informal basis)	
<b>Training Requirements</b>	
Discuss and identify any training requirements and make applications	

**I confirm as a new employee that I have read all the identified policies and I have received a full induction.**

**Print Name**.....

**Sign** .....

**Date** .....

**This policy/document was reviewed by:**

**Signed .....** **Date .....**

**Position .....**

**Signed .....** **Date .....**

**Position .....**

**The next revision date is:**