



Peel Park Primary School and Nursery

Health and Safety Policy

Author: Mrs S Longmire

Approved by Governing Body: 5th May 2021

Review Date: 5th May 2022

Equality Impact Pro-forma

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|---|-------------------------------------|------------------------|----------|
| Person responsible for review: | Sharon Longmire. | Date of review: | May 2021 |
| Groups Considered: | | | |
| Race/ethnicity | <input checked="" type="checkbox"/> | | |
| Disability | <input checked="" type="checkbox"/> | | |
| Gender | <input checked="" type="checkbox"/> | | |
| Gender orientation | <input checked="" type="checkbox"/> | | |
| Pregnancy/maternity | <input checked="" type="checkbox"/> | | |
| Religion | <input checked="" type="checkbox"/> | | |
| Sexual orientation | <input checked="" type="checkbox"/> | | |
| Age | <input checked="" type="checkbox"/> | | |
| Please detail any opportunities offered by this policy to eliminate prohibited conduct, promote equality of opportunity, foster good relations or advance equalities. | | | |
| None identified in an equalities context | | | |
| Having reviewed the implications of any proposed changes to, or confirmation of, the policy, are there any concerns that it could have a differential impact on any of the groups identified above? Detail any steps that should be taken to minimise or eliminate any negative impact on these groups: | | | |
| None identified | | | |

Policy Amendment Summary

Health and Safety Policy

Date: May 2021

Next review date: May 2022

Summary of amendments since policy introduction:

| Date: | Amended by: | Details of amendment |
|-------|-------------|----------------------|
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Rationale

The school recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is the school's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also the school's responsibility as far as reasonably practical to extend this protection to pupils, students and members of the general public from foreseeable risks.

In conjunction with the school's Policy Statement and in liaison with the appropriate Health and Safety representative it is recognised that all problems and hazards associated with the following must be brought to the attention of the Governors of the school:

- Plant equipment and systems of work
- The handling and storage or transportation of articles and substances
- The supply of adequate information, instruction, training or supervision to either staff or pupils
- The place of work or access to it
- The provision of protective clothing/equipment for the safe use and handling of machinery and substances
- The working environment
- Welfare facilities.

It is important that all staff within the school and other persons who may visit the school, or use any area of the school, must adopt the following standards of working:

- To work safely and efficiently
- Not to misuse any machine or substance
- To use the approved protective clothing or equipment
- To report any defect in any machine, accessory or electric cabling
- To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.

Organisation

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the school.

Governors

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils. It should be emphasised that individual responsibility cannot fall on individual members of the governing body, nor can the Head or employees avoid responsibility by referring urgent matters to that Body for information and for decision. The Governors will be kept informed of all developments relating to Health and Safety matters and such matters will be included on the Agenda for termly meetings.

Headteacher

The Head must be aware of all contractors or third parties entering the school premises to undertake maintenance or work contracts. The Head must ensure that staff and pupils are not endangered by the acts of contractors. It is necessary to provide a copy of the school's policy to all known contractors in order to minimise the risk and to plan safety measures for duration of the works. The Head must be aware of the procedure

to be followed in the event of the contractor or third party acting in a manner likely to endanger staff or pupils.

The Head must ensure that the school's policy for Health and Safety and Welfare is effectively implemented and understood at all levels. The policy must be regularly monitored and revised as necessary and effectively controlled. There is a statutory obligation to ensure that the school safety policy is implemented at all levels.

School Staff

All staff must conform to responsibilities as specified. They must ensure that where conditions apply all pupils or persons under their control receive instruction and are provided with on job training to enable them to operate in a safe and efficient manner. They must also inform and instruct staff under his/her control in safe efficient methods of work. The caretaker should also carry out his/her duties in accordance with the safety policy. It is also the responsibility of every staff member to bring potential health and safety concerns to the immediate attention of a member of the school's Senior Leadership Team (SLT).

Kitchen Manager

The kitchen manager must follow all Health and Safety requirements of Education Catering Services. The manager must familiarise him/herself with the School's Safety Policy and what it means for his/her work activities. They must ensure that all kitchen staff are instructed and informed to work in accordance with this document. The kitchen manager must inform the Head of any potential hazards or defects. He/she should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.

Health and Safety Executive

Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents etc. During their inspection they are likely to request the presence of the school Safety Representative. On completion of the inspection they will inform the Head of their findings and subsequently forward a written copy of their findings to the Health and Safety Representative.

Safety Representative

The safety representative will be encouraged to fulfil his/her duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on Health and Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Pupil Services procedures. Visits by the H & S Union representatives are accommodated and booked by the School Business Manager. Reports are then shared with the F & HR Committee.

Employees

All employees have responsibilities under the Health and Safety at work Act and are asked to report any possible hazards/defects to the Headteacher/SLT. All employees will be given access to the school's Health and Safety document and are asked to make themselves familiar with all documents relating to Health and Safety. Copies of the Health and Safety Policy will be available at all times in the staffroom and office.

Arrangements

- The school recognises its obligations to identify arrangements designed to make the safety policy effective
- All staff should be aware of the following requirements
- At a fixed time each week the fire/smoke alarm will be tested to ensure that it is effective. Points from different zones will be used to trigger the alarm to ensure that all break glass points are in working order

- Fire drills must be carried out at least once per half term to enable everyone to become familiar with the evacuation procedure. In each room there will be an instruction showing exits and line up points.
- On sounding the alarm the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them as they go.
- Line up points have been designated and are displayed in each room

Action on Hearing the Fire Alarm

- Teacher or responsible person will supervise children leaving the building by appropriate exit, closing the door when the last person is out
- Teacher or TA will collect the orange medication bag for any child in their class who has one.
- Staff should at all times follow the instructions of the Safety Marshall
- Instructions are displayed in each room
- Proceed to the line up point
- Everyone should walk quickly but not run
- Keep quiet
- Do not stop or return for any clothing, belongings or books
- Fire Registers must be taken outside by the person in charge of the class
- Admin staff will collect the information regarding Visitors in school
- If necessary the fire brigade will be called. If the authorised person is not available you must proceed – Dial 999
- Access must be clear for the fire brigade
- If there is no risk of personal injury, attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the mains
- The location of gas cylinders must be known and the Senior Fire Officer informed on his/her arrival
- At all times fire exit doors must be unobstructed. All exit doors must be unlocked while there are people in the building
- Exits must be clearly identified and marked
- The use of display material must be controlled in the fire exit routes
- All visitors should be made aware of arrangements in case of fire
- The Headteacher must ensure that the emergency services have clear and safe access to the school site at all times, including, as much as feasibly possible, the roads and highways adjacent to the school grounds.

Bomb Alert

- All staff to follow the evacuation procedure outlined above
- Admin staff must take contact numbers for pupils with them.
- The Headteacher should alert the Chair of Governors, Pupil Services and the Emergency Services
- Children are to be taken to a place of safety determined by school, this is Westminster Academy.
- The school grounds should be secured.

Lettings

- Details of the fire procedures will be given to hirers
- Precautions must be taken for large gatherings, eg: plays etc.
- All emergency exits must be unlocked
- A telephone must be available for emergency calls

First Aid Boxes

According to the Revised Code of Practice, Regulation 3, First Aid Boxes will contain, for employees' use, if required:

- Guidance card (1)
- Individually wrapped sterile adhesive dressings appropriate to the work environment (20)
- Sterile eye pads (2)
- Individually wrapped triangular bandages (6)
- Safety pins
- Medium sized individually wrapped wound dressings (6)
- Large sized individually wrapped wound dressings (2)
- Extra large sized individually wrapped wound dressings (3)

Accidents involving external bleeding

- Normal first aid procedures should be followed
- First Aiders will wash hands before and after administering first aid and will wear disposable gloves
- When bleeding has stopped, blood should be washed off the skin with water without disturbing the wound
- Splashes of blood into the eyes/mouth of another person should be washed out immediately with water
- Contaminated surfaces should be washed thoroughly
- In the case of small cuts, whenever possible the person should wash the affected area themselves with water
- Clinical waste will be disposed of following Council guidelines.

Cuts and Puncture wounds

Free bleeding should be encouraged and the part washed and then dressed.

Accidents

- A first aid slip must be completed and given to the Class Teacher to hand to the parents (this must not be put into the child's book bag).
- The parent/carers should be contacted and the injury discussed with them, then the parent chooses whether to come and assess/look at their child themselves.
- If a child is referred and then attends hospital the School Business Manager must be informed as soon as we are notified, so that the notification can be logged online via CBMDC Rivo Safeguarding System.
- All accidents must be reported to the Business Manager/Headteacher and entered into the accident book
- Fatal or major injuries must be reported by telephone to the Health and Safety Section and to the Chair of Governors
- Dangerous occurrences must also be reported immediately
- In the event of a fatal or serious injury, nothing must be moved except to help the injured, until an examination of the scene has been carried out
- The safety representative must also be informed of injuries and dangerous occurrences.

Immediate Action

- Necessary medical attention must be given as first priority and the safety of all secured
- Next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope an escort will be provided.
- An ambulance should be called for anyone needing urgent hospital treatment
- Staff should not use their own transport unless insured to do so.

Parental Consent

- The written approval of carers must be obtained before children participate in any activity where there is a significant risk of injury. This will also be required for any educational visits.

After School Activities

- A note of consent must be received from the carer before a child can take part in after school activities.

Equipment and materials

- Correcting fluid should not be used in school by children
- Children should be supervised when using marker pens. They should be used in a well ventilated area
- Trimmers should be stored in a safe manner and children should NOT use them AT ALL
- Headphones with an impedance of from 400 – 1000 ohms will be used
- OHP's will be unplugged and stored safely when not in use.

Electrical Equipment

- Equipment will be tested annually by a qualified electrician
- Only suitably qualified electricians will be used
- Multi sockets will be used for computers
- Any fault or wear must be reported to the Head or office when noticed
- Staff should not look directly into the lens of the projectors attached to SMART boards.

Rubbish and Combustible Waste

- Waste must be stored in the bins provided. The bins should be emptied daily.
- Rubbish should not be left in the boiler room or in escape routes.
- Combustible materials should be stored in metal or non-combustible containers and properly disposed of.

Boiler Rooms

- Combustible items should not be stored in the boiler room.
- The boiler should be inspected annually.

Smoking

- Smoking is not allowed on school premises.

Fire Log Book

- Comms Room, Main reception area

First Aid

Staff renew their first aid qualifications every 3 years.

- The appointed persons with responsibilities are Massarat Deen, Tahira Begum, Naheed Akhtar, Sobia Anghase, Tazeem Saleem, Lee Christy, Sam Loker & Rebecca Gillard.
- However, other members of staff have attended First Aid Training and will take responsibility if necessary.
- First Aid equipment is situated in the First Aid room in Main reception.
- Inhalers are kept in the classroom with the child
- Epi pens are kept in the classroom with the child, as well as a spare in Main Office clearly labelled with a picture and the child's name.

Arrangements

- The Headteacher will assume responsibility of the appointed person in the absence of a Nominated First Aider.
- The responsibilities are – to take charge in the situation where personal injury or illness has occurred and further medical help is needed and to ensure first aid boxes are stocked.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

Child protection

There are nine named people responsible for child protection in the school. These are currently Lloyd Mason-Edwards (Headteacher), Heather Hutchinson (Acting DHT), Philipa Varley (DHT), Sara Hunt (AHT/Senco), Christopher Kimberley (AHT), Kathryn Noble (AHT), Laura Kirkup (AHT/Teacher Coach), Yasmin Khan (Attendance Officer) & Ms Tahira Begum (Learning Mentor) but they may delegate this responsibility in some circumstances.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the nearest named person about their concerns. The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. All such cases are handled with sensitivity and the interests of the child always take the highest priority.

We require all adults employed in school to have their application vetted through the Disclosure and Barring Service in order to ensure that there is no evidence of offences involving children or abuse.

School Security

While it is difficult to make the school site totally secure, all reasonable steps are taken to ensure the school is a safe environment for all who work or learn here.

All adult visitors to the school who arrive in normal school hours are required to sign in using the electronic signing in system, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The headteacher will initiate a 10 bell lockdown. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

On hearing 10 bells the Safety Marshalls will collect a radio from the Main office, Hub or the Business Managers office.

They will then:

1. Check the allocated area
2. Report back to Main office area in person
3. Once everyone has reported back the all clear is given this will sound as one long continuous bell.

On hearing the Fire Alarm Safety Marshalls will collect a radio.

They will then:

1. Check allocated area
2. Report to Responsible person via radio once area clear
3. Evacuate to Fire assembly point

School Visits

See School Visits Policy

Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher/SLT before the activity takes place.

We do not take any child off the school site without the prior permission of the parents.

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned.

Should any incident involving injury to a child take place, one of the named First Aiders will be called to assist. If necessary, the school clerical staff will telephone for emergency assistance.

All incidents involving injury are recorded in the school accident book and we inform parents in all cases. Should a child be quite seriously hurt, parents are contacted immediately through the emergency telephone number that we keep on the school files. The School Business Manager must be informed immediately, so that it can be recorded on the Council's RIVO system.

Seat Belts

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving (see minibuss policy).

Theft or other Criminal Acts

The teacher or Headteacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against any member of staff, this will be recorded on 'RIVO' Bradford Council's reporting system by the School Business Manager. The member of staff in question will be supported if he or she wishes the matter to be reported to the Police.

Monitoring and Review

The Governing body has a named governor, currently Shazia Naqvi, with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

The governing body, in consultation with professional advisers, carries out regular risk assessments to ensure that the school is a safe environment.

School Policies to be used in conjunction with the Health and Safety Policy

- All curriculum policies include guidance on Health and Safety issues connected with the subject concerned:
- Policy on Medicines in School

Reviewed: April 21

Sharon E Longmire (SBM) & Steve Allan (Premises Manager)