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| Lead Governors (monitoring): | Full Governors |
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Health and Safety Policy

Named Health & Safety Officer, and Fire Officer: Roy Sammons

Other appointed persons: Roy Sammons (Buildings)

Cross reference is made to sections within the Health & Safety Handbook to show implementation of policy and detailed procedures.

Reference to: [Health and Safety: responsibilities and duties for school](#)

Updated Audit of implementation procedures

Actioned by Governors 2010

Asbestos surveys done Aug 2010

Aims:

The aims of the Health and Safety Policy are as follows:

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work. They also have a duty to co-operate with the school management in all measures taken to fulfill statutory health and safety duties and to protect the safety of staff, pupils and visitors. Within this responsibility the aims of the Health and Safety Policy are to:

1. To provide a safe environment for both staff and pupils to work in.
2. To provide a healthy environment for both staff and pupils to work in.
3. To set out the correct action to be taken in the case of an emergency.
4. To make the staff aware of the measures to be taken to ensure the safety and wellbeing of both staff and pupils.
5. To make provision for liaison with outside agencies with a view to increasing the level of Health and Safety within the school.

School Policy

1. The Governors of the school have appointed a buildings subcommittee. This committee comprises of the Infrastructure Governor, the school Principal, the school Site Manager and parents with special expertise in the field of buildings and the maintenance thereof.
2. The school Site Manager has been appointed as the Health & Safety Officer. The Health and Safety Officer is a member of the school staff and also a member of the 'Premises Team'.

Duties of the Health and Safety Officer

1. To relate directly with the Principal and Head Teacher in all issues of Health & Safety
2. To make regular (weekly inspections) of the school buildings and the grounds and to report any potential dangers to the Principal and Head Teacher
3. To educate the staff and the pupils on issues of Health and Safety in order to raise the level of awareness of these issues in the school
4. To encourage the staff to report any hazards quickly to the Health & Safety Officer
5. To investigate the inherent dangers involved in specific areas of the school curriculum (eg. Chemical storage). To research the various publications produced by outside bodies about these dangers, eg. COSH, and to bring the various subject teachers' attention to them
6. To have regular meetings with the Principal and Head Teacher to plan for potential hazards to be dealt with promptly
7. To investigate the causes of any accident and to advise the Principal and Head Teacher of action to be taken
8. To investigate any complaints about Health & Safety issues.

In the event of an accident

In the event of an accident occurring, the first member of staff on the scene of the accident will first of all make sure that there is no further danger of injury to the victim, other pupils, staff or to him/herself.

If the accident is a minor one, then the pupils may be sent to the staff room for treatment by the first aider. Pupils are usually taken to an empty, nearby room for treatment. If the injury is more serious, then the first aider will need to be sent for. If, in the opinion of the first aider, medical help is required, the pupil's parents will be immediately informed and the Head Teacher advised.

Timetable arrangements need to be screened to check that there is at least one first aider or appointed person on a site each day. At present this is not a problem as we have a number of staff qualified in First Aid.

Accident report forms will be filled in by the member of staff first on the scene and should then be passed to main office for filing. The Health & Safety Officer will regularly check the file in the office and if necessary, report action at Staff meeting. Where appropriate, a copy of the accident form will be sent/given to the parents of the injured pupil.

First Aid Provision (also refer to the First Aid policy)

Designated First Aider

A member of staff will be appointed to render first aid to any person who is injured. That person will hold a current first aid certificate awarded by a body that is approved by the HSE, except for very minor injuries.

Appointed Person

A member of staff with some training in emergency first aid in case the designated First Aider is unavailable.

First Aid Boxes

A first aid box will be placed in the staff room. The contents of this will be checked each week by the designated First Aider or a person appointed by them and replenished if necessary.

A first aid box will also be placed in the Lower School. When replenishment is necessary then someone designated by Lower School will consult with the designated First Aider or the person appointed by them.

A small first aid kit will be available for teachers who accompany pupils on school trips. This will be checked before any trip by the teacher involved and with minibus trips the first aid box will be checked by the Health & Safety Officer.

The designated First Aider will check the small first aid boxes regularly including the minibus first aid box for expiry dates (once a month).

Each first aid box will have a list of the contents printed in or on the box to make checking and replenishment easier. Contents are checked in accordance with official guidelines (the designated First Aider will arrange for this).

First Aid certificates and emergency advice for particular children should be posted in the staffroom (where the first aid box is stored) on the Medical noticeboard.

Accident Report Forms

Accident report forms are available in the staff room, lower school and the office. They are to be filled in for each accident that takes place other than very minor ones. The member of staff on the scene of an

accident will be responsible for this. These forms will be filed in the accident Report file in the school office. Where appropriate, a copy will be sent/given to the parents of the child injured. The school Health & Safety Officer will regularly check the file and where appropriate will investigate the cause of the accident before deciding on what actions to take.

Fire

The Governors of the school will appoint a member of the staff to act as the Fire Officer: their duties will be to:

1. Liaise with the Principal and Head Teacher and advise them of all issues relating to fire prevention
2. Arrange for a three-yearly fire audit of the premises by the Fire Service and of the fire appliances by the relevant contractor
3. Inform the Principal and Head Teacher of any findings of such inspections
4. Ensure that all recommendations made by the Fire Officer are carried out
5. Keep an up-to-date risk assessment of the school premises and to see that the day to day running of the school is in accordance with it
6. Make staff aware of any fire hazard and to arrange for its removal
7. Research any information concerning potential hazards associated with the various subject areas of the school curriculum
8. Make sure that regular fire drills take place
9. Make sure that regular checks are made of the alarm system and that the findings are recorded in the safety manual
10. Make sure that fire notices are situated in every area of the school and that staff and pupils are familiar with the contents of them.

Fire Drill

A fire drill will normally take place each term. Staff should ensure that fire notices are kept in a prominent place in the classroom.

The reasons for aspects of the drill should be explained to children, eg. silent/swift taking of registers must be done before the fire service will even begin to tackle the fire in case people are trapped.

Staff and pupils will be informed in advance of the drill to avoid panic and to enable staff to prepare the pupils for it. Some pupils are especially noise sensitive.

Staff and pupils will leave the building by the nearest available fire exit and assemble in classes on the rear yard for registration. Pupils assemble in class lines in age group order. Lines are set as far from the building as possible.

Pupils will be encouraged to form two lines on the stairs to speed up the process.

Office staff will make sure that they bring with them the school registers and the signing in and out books.

A roll call will be taken. Classes should be trained to stand in register order so that staff can move swiftly down the line, calling names and getting a visual check. Pupils should be instructed/expected to perform the drill in silence, quickly and orderly.

A visual check on adults is done by office staff relating to the signing-in sheet and visitor books. It is important that non-form teachers stand well to the side with office staff and wait in silence.

Learning Support staff should stand at the head of each class with the form teacher and clearly in view.

The Fire Officer and designated Fire Wardens will ensure that no pupils are left behind in the building in toilets, stock rooms and the fire wardens will notify a member of the office staff that this has been done. Signs listing who the Fire Wardens are will be displayed on each floor.

A record of children who go to off-site activities should be in the office or a list of anyone who is left on a site from the group can be given to the office instead.

It is important that any children in the building after 3.30pm are in the supervision of an adult and in designated places.

The time taken to clear the building and account for each person will be recorded and entered in the safety manual.

Discovery or suspicion of fire: instructions for staff only

- Raise alarm; operate nearest break-glass call point
- Call 999
- Tackle small fires with nearby fire appliances
- Do not take risks. Follow fire drill procedure.

Movement of children around the school

It is essential for the safety of the pupils that movement around the school, especially on the staircases, is done in a quiet ordered manner.

Supervision of children at Break Times

During normal break times there will be a member of staff on the yard at all times. This may include support staff. Prefects are responsible for notifying the staffroom if this is not the case for any reason. If Lower School are using the yard then an additional member of staff from Lower School will supervise the pupils from Lower School.

Football will be allowed in designated areas provided and safety guidelines are to be adhered to, eg. type of ball and appropriate footwear.

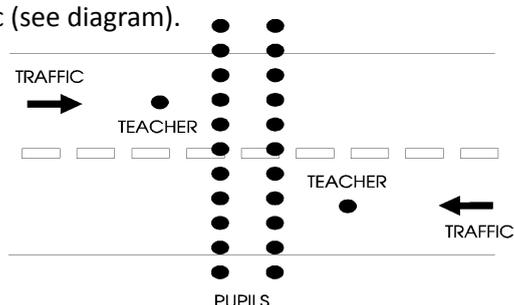
Supervision of children outside of school during the normal timetable

During the normal school hours it is anticipated that pupils will be taken to centres outside of school as a regular part of their school curriculum. These will include trips to other locations including:

- Sports Centres
- Swimming Pools
- Theatres
- Factories.

When a group of pupils is escorted to a centre on foot the ratio of staff to pupils will be at least one to fifteen. The pupils will be encouraged to walk in twos, keeping up, in an orderly manner with the members of staff at the front and at the back.

When crossing the road, the members of staff will stand in the road between the pupils and the oncoming traffic (see diagram).



If possible, pupils will be encouraged to cross the road at a crossing controlled by traffic lights.

Supervision of children on School Trips (see Trips Procedure)

Before any arrangements are made for a school trip approval must be sought from the Head Teacher and the Head of School. A form is available for this purpose.

Information must be given about the date, purpose, times, numbers of pupils and staff, transport and any special medical problems related to the pupils.

This should be submitted seven days prior to the trip.

Once approval has been given then a letter will be sent to parents outlining details of the trip. Details should include contact and emergency numbers, conduct expectations, supervision etc.

Parents complete a trip/medical consent form at the beginning of each academic year to cover all trips except any residential trips eg. Min-y-Don, Netherlands Exchange, Duke of Edinburgh expedition.

Staff should take with them the following items:

- mobile telephone
- Contact details for all in the group, if out of school hours
- Emergency money
- First aid kit
- Parents of pupils on medication should inform the staff.
- Teachers should make sure that any pupils with asthma have inhalers and that they are clearly labeled.

A risk assessment should be carried out and where hazards are involved then the pupils must always be accompanied by a suitably qualified adult. See risk assessment sheet. Staff and pupil ratio is advised in the trips form.

There should normally be at least two members of staff accompanying each trip; they should be of the same sex as the pupils - the only exception will be GCSE visits to local areas with small numbers of pupils or where the Head Teacher has agreed that it is safe to do so eg. Lower School Trips where female staff can look after the young boys in the female toilets).

If a trip runs on after 4.30pm then an emergency telephone number should be contacted so that parents may be informed.

When staying overnight a member of staff must be on duty, regularly checking the pupils until all are in bed and the lights are out. For further details - see Trips Procedure.

Safety issues concerning the School Minibuses

- The minibus must have a current MOT certificate
- The minibus must display a valid Section 19 permit
- A first aid kit is to be carried.
- The minibus is equipped with seat belts and the driver must tell the passengers to make sure that the seat belts are worn at all times.
- Drivers are recommended to take a twenty minute break every two hours. The working day of a driver should not exceed ten hours
- A periodic safety check should be carried out on the minibus and a log kept of the same, eg. annual service if low mileage and annual MOT.
- Tyres, brakes and seatbelts should be checked regularly.
- The minibus should not be overloaded.

Health and Safety Notice

To be posted in the main office and in the staff room

Storage and use of hazardous substances

The storage of hazardous substances should be such that pupils do not have access to them except under strict staff supervision.

Flammable materials must be kept in a metal, flame proof cupboard.

Toxic materials must be clearly labeled.

Before using materials with any danger involved, eg. cleaning materials or chemicals etc. then the dangers must be explained to the user and the correct protective clothing worn or precautions taken.

All hazardous substances must be clearly labeled with the correct label.

Use of equipment and machinery by staff and pupils

Before any equipment is used a risk assessment is to be made and the users are to be instructed in the safe use and handling of the equipment.

Equipment is to be subjected to a regular safety check.

Equipment and machinery with any danger involved must only be used by pupils under strict staff supervision.

If any faults on the equipment are discovered, it must be immediately withdrawn from use until proper action is taken to repair it.

Health and safety issues regarding 3rd party contractors workmen onsite

CDM regulations apply to all 3rd party contractors onsite and that a risk assessment should be carried out prior to commencement of any work.

Work of a hazardous nature should not be attempted whilst pupils are on the premises. Staff must re-route a group or ask for an electrical cleaning appliance to be switched off if having to cross any flex.

Protective clothing must be worn.

Portable electrical appliances should either be of 110v rating or protected by earth leakage circuit breakers.

Delivery vehicles on site.

Wherever possible, delivery vehicles to the school should only use areas of the school inhabited by pupils outside of the normal school hours.

During school hours delivery vehicles should use the staff car park as no pupils should be allowed there.

Security arrangements

The school building

The school site is secured by a suitable perimeter fence that will deter the general public from using the school grounds as a thoroughfare and ensure access is limited. Regular inspection of the fencing is to be undertaken to maintain safety.

Access into school

Access into school is via the front gate for visitors who are asked to ring the bell at the front entrance to make the office staff aware of their presence. The front entrance has a security lock that gives access only by permission from the school office. Pupils are not allowed to open the front entrance for a visitor. The doors leading to the foyer also have a security lock which can be opened using a keypad or by the office staff.

We have a risk-based approach to managing the identification of staff and visitors in respect of fire and security, which reflects the relatively small size of the school where everyone is known. As such ID badges are required to be worn by all staff, governors and visitors on lanyards with the person's name and job role / or "Visitor".

Staff are required to sign in and out in the lobby and visitors (including governors) are required to sign in and out using the signing-in book in the Office. It is a requirement for all staff to wear staff ID badges on a lanyard which is not red or green - a purple lanyard is provided for staff but they may choose to personalise their lanyard. Visitors must wear an ID badge with a red lanyard, unless they are a regular visitor with a DBS (including governors), who must wear an ID badge with a green lanyard.

Visitors who are on site as third-party contractors are required to wear their own company ID, or where this is unavailable a school visitor ID badge. For third-party contractors that do not have an Enhanced DBS close supervision is required at all times by a member of school staff – in certain circumstances an Enhanced DBS may not be required where the works are entirely physically separated from contact with the day-to-day activities of the school. For third-party contractors who have an Enhanced DBS, this shall be checked by the school site manager and or office manager, checking their status before entry to the school premises.

Visitors must sign the fire safety book located in the school office stating their name and time of entry and eventual exit. This procedure is essential for security and safety in the event of a fire. A visitor badge must be worn by all visitors to indicate that access into the school is authorised.

Staff must challenge any unauthorised personnel found in the premises in a manner that is non-threatening. In the event of an unsatisfactory response senior staff must be notified immediately. Staff must make no attempt to restrain an unauthorised visitor but ensure as a priority that pupil safety is maintained.

It is important that the door code given to staff for their access is not compromised in any way. On no account must it be given to pupils nor should pupils or visitors be allowed to watch the code being entered.

Pupil access before the start of school is via the front gate into the school play area at the rear of the building. A member of staff will be on duty as from 8.20am. Pupils who arrive before 8.20am do so on the understanding that staff will be unable to supervise them.

Safety when pupils are collected or dropped off by parents outside the school gates

The governors and safety officer monitor issues relating to parking especially on the zigzag lines. Parents who repeatedly act in a potentially dangerous manner will be spoken to by the member of staff on security duty in order to resolve the matter immediately or escalate as appropriate. Meanwhile, support of traffic wardens is sought and a safety banner is placed near the spot regularly.

Pupils should not wait for friends or for lifts in the street. Before school, students should go straight to the yard.

The duties of the form teacher

The Form Teacher must be aware of any pupils in their class with health problems and the way in which these are to be treated.

Medicines in school

Please see 'Administration of Medication Policy'
See also Asthma awareness, diabetes procedures.
Two videos are available on Asthma and First Aid.

Any tablets or medicine found in children's possession to be reported to the Head of School.

Spillage of body fluids

Staff should be aware that in many cases the spillage may be caused by the fact that the child is infected and thus the fluid will be infectious. Therefore, precautions should be taken. Disposable gloves should be worn. Ordinary household bleach or disinfectant should be used, freshly diluted one to ten parts of water. This is to be poured over the area and covered with paper towels, newspaper or sawdust. The contaminated surfaces should be cleaned with liberal quantities of the above fluid. On completion, those involved should thoroughly wash their hands. A kit for dealing with such incidents is provided and kept on each floor of the school. The kit needs to be regularly checked and any shortages reported to the Health & Safety Officer.

Illness of children during the day

Children often become ill during the day for various reasons. An assessment should first be made to ascertain the seriousness of the condition.

If the child is not too ill to remain in school, then they should remain in the classroom and be allowed to rest until they are feeling better or can be supervised in the medical room by a member of staff. Any child who is ill should be checked at regular intervals.

If the child is in any way infectious, or they have Diarrhea and/or Vomiting, or the child is considered to be too ill to remain in school then the **Head Teacher or Head of Department** should be consulted and then a member of the office staff should be asked to contact the parents to ask them to collect their child. If the parents cannot be reached, then the emergency contact should be contacted.

The child should then either be taken to the medical room with a member of staff to wait to be collected or if no member of staff is free to stay with them then they need to wait in the foyer and the office staff informed.

On no account may children be allowed to go home without first contacting the parents.

Housekeeping

It is important that all areas of the school that involve the traffic of pupils and staff are kept tidy and free of any hazards.

Flammable material must not be kept in corridors or near fire doors or other means of escape.

Cars must not be parked in front of the fire doors.

Care must be taken not to leave anything that can be walked into or tripped over. No rubbish or unwanted items should be left in the corridors, instead the site manager should be notified, and arrangements made with him to remove it. Paper and cardboard can be put directly into the blue bins outside.