



# HEALTH AND SAFETY POLICY

## THE WESTON FEDERATION

### Statement of Health and Safety Policy

This policy statement supplements both the general statement of policy issued most recently by the Stoke-on-Trent Council and the more detailed statement issued by the CYPS.

The Governing Body and Senior Leadership Team of The Weston Federation schools ( Weston Infant and Weston Junior Academies) recognise and accept their responsibilities both under civil and criminal law and also under Stoke-on-Trent City Council's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is appreciated.

In compliance with the Health and Safety at Work Act, The Weston Federation Governing Body will ensure, so far as is reasonably practicable, that:

- 1 The premises are maintained in a safe condition.
- 2 Safe access to and exits from the premises are maintained.
- 3 All plant and equipment is safe to use.
- 4 Appropriate safety systems of work exist and are maintained- including monitoring of the school site through CCTV which is compliant with Data Protection Act 1998 and registered with ICO. **All CCTV with sound recording around each school site, is used solely for the purpose of protection for staff and pupils.**
- 5 Sufficient information, instruction, training and supervision is available and provided.
- 6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
- 7 A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligations to non employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc are or may be affected by

the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an educational institution which must set standards by example for its pupils, this commitment is seen as especially important.

Within the financial restraints dictated by the City Council, the Governing Body will ensure through the Senior Leadership Team, that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- 1 To take care of their own safety and that of others.  
To co-operate with the Governing Body and Senior Management Team so that they May carry out their own responsibilities successfully.  
Ass relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
- 2 Consultations with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
- 3 A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

Signed: .....  
Date: .....  
(Headteacher)

Signed: .....  
Date: .....  
(Chair of Governing Body)

## The Nominated Health & Safety Manager

The majority of the duties that are linked with the overall responsibilities of the Principal. More specifically the postholder **Mr M Lowndes-Site Manager** will:-

- 1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change
- 2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises, with a view to preventing a recurrence.
- 3 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements and their specific roles.
- 4 Arrange for termly evacuation practices.
- 5 Advise the appropriate body of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 6 Remove from use and inform the Headteacher of any equipment/ appliance which has been identified as being unsafe and which is in need of repair.
- 7 Co-ordinate the 12 monthly health and safety audit, ensuring all areas of the establishment and all activities are covered
- 8 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- 9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering and cleaning staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum
- 10 Ensure that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- 11 Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned.

- 12 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the LA, Consortium of Local Education Authorities for the Provision of Science Services, DFE, British Association of Advisors and Lecturers in Physical Education etc and ensure that all staff are aware of the make and use of such guidance.
- 13 Identify specific staff health and safety training needs
- 14 Consult with all staff on any matters which may affect their health and safety whilst at work
- 15 Ensure that levels of first aid provision remain adequate for the activities being undertaken
- 16 Resolve health and safety problems referred by members of staff
- 17 Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk
- 18 Ensure that good standards of housekeeping are maintained
- 19 Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

### **All Teaching Staff**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, and off site e.g. school trips. Class teachers shall:

- 1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc will all need to be considered
- 2 Be aware of the school health and safety policy and any local rules and arrangements which may apply specifically to the department concerned
- 3 Ensure that safety instructions are given to all pupils prior to commencing practical sessions
- 4 Know the location of the nearest fire fighting equipment and first aid box and know the emergency procedures in respect of first aid/evacuation.

- 5 Ensure that pupils follow school/departmental safety rules and that protective clothing is worn where appropriate
- 6 Ensure that all personal protective equipment is suitable and in good condition prior to issue
- 7 Report any defective equipment to the Health & Safety Manager.
- 8 Investigate all accidents (in conjunction with the Deputy Headteacher) which occur through activities organised/supervised by themselves
- 9 Propose for consideration by the Health & Safety Manager any improvements which they consider would improve health and safety standards within the department
- 10 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

### **Site Manager**

**The Site Manager Mr M Lowndes will ensure the following duties are carried out on both school sites:**

Instructing/liaising with Site Supervisor at Junior site:

- 1 Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- 2 Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc
- 3 Participating in the monthly health and safety checks paying particular attention to the building structure, services, access to/egress from the school, main circulation area etc
- 4 Ensuring that all site staff are adequately supervised with H&S issues.
- 5 Ensuring that staff are not involved in activities outside their limitations
- 6 Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment
- 7 Ensuring that all staff work in accordance with safe working practices issued by the school, the Authority etc

## **All Employees**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior leadership of the schools so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 1 To report all defects in the condition of the premises or equipment to which they become aware
- 2 To report all accidents according to the existing procedures
- 3 Be familiar with the procedure to be followed in the event of fire or other serious emergency (See part 3)
- 4 To make use of all necessary personal protective equipment provided for safety or health reasons
- 5 To, where necessary, make use of any control measures made available
- 6 Follow all relevant codes of safe working practice and local rules
- 7 Report any unsafe working practices to the Head Teacher

## **Pupils**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 1 Follow all instructions issued by any member of staff in the case of an emergency
- 2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc
- 3 Inform any member of staff of any situation which may affect their safety.

# HEALTH AND SAFETY ARRANGEMENTS AND PROCEDURES

## **Critical Incident Alert**

If there is a critical incident alert (lock down policy), we would use the following code word '**Lucifer**' and then follow the procedures set down for a critical incident (see Critical Incident Policy).

## **First Aid**

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## **Risks**

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

## **Infectious illnesses**

Where the school identifies any pupils with infectious illnesses e.g. chicken pox, measles etc the parents will be contacted and asked to seek a medical opinion with a doctor.

## **Diarrhoea & vomiting**

In cases of diarrhoea and vomiting parents will be asked to collect the child as soon as it is convenient to do so. The school will ensure the child is changed in the first instance.

The exclusion period for these infections is 48hrs from the time the symptoms have subsided.

Where children have a medical condition and can be changed frequently within school as part of their condition according to a care plan or specific requirements through a statement of need. Any noticeable changes to frequency and or diarrhoea is present, the parent will be asked to collect the child seek medical advice. The level of care will follow as previously stated.

## **Responsibilities**

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body.

The Principal is responsible for putting the policy in place, including informing staff and parents.

All staff, and those parents with responsibility for children in school, should be aware of available

First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.

Adequate First Aid cover will be provided in all school buildings as well as during break times. A staff member in all buildings must have access to a telephone or walkie talkie in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. There will be nominated persons with paediatric First Aid. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epipens if trained to do so. It is the responsibility of the Head Teacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

All staff should have First Aid training. Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staff room notice board and on the First Aid Cabinets

- 1 Most staff are trained in first aid (updated every 3 years)
- 2 Location of first aid boxes -,List on Staffroom notice board
- 3 Restocking of main first aid supplies –responsibility of person nominated by Principal..  
The Health & Safety (site) Manager checks first aid boxes termly and teachers sign to confirm their classroom emergency first aid box is complete. Office staff order supplies when necessary.
- 4 Training/retraining of first aiders - responsibility of Headteacher.

## **Accident Reporting**

- 1 Serious injuries (if paramedic or hospital /A&E treatment is needed, and/or resulting in time off work) - L.A accident report completed, and

a copy sent to H&S as soon as possible. Principal/ Deputy Principal to be informed and accident investigated. If a child is involved- parents informed. The incident must also be recorded in accident book kept in school office.

- 2 Minor injuries - If a child receives a minor injury it is recorded in the accident book and parents are informed as necessary/advisable. Staff - record made in accident book - kept school office.
- 3 The cook, has an accident book which is filled in for any injuries sustained by the kitchen staff.(As directed by Head of Service)
- 4 The cleaning staff have an accident book which is filled in for any injuries sustained by the cleaning staff.
- 5 Dangerous occurrences - Principal or Deputy Principal and Health & Safety Officer informed.

1 **Monthly Safety Audits**

Are responsibility of Health & Safety Manager. Reports to the H&S Committee given termly

2 **Routine Inspection and Tests**

Electrical equipment is checked yearly against the Health and Safety Regulations.

Outdoor play areas and equipment daily, and security features such as fencing, gates and lighting is checked and recorded monthly.

3 **Procedure for visitors and contractors**

Anyone who visits the school is asked to report to the office and sign in and out of the visitors book. Visitors will be expected to wear a 'visitors' badge whilst on the school premises. The evacuation procedure is attached to the back of the badge.

4 **Storage and use of hazardous substances**

Responsibility of the site manager

**ALL CURRICULUM AREAS:**

- **PUPILS ARE TAUGHT HOW TO USE AND HANDLE MATERIALS TOOLS AND EQUIPMENT SAFELY AND WITH BASIC CONTROL.**
- **ADEQUATE SUPERVISION IS ALWAYS PROVIDED.**

**P.E.**

- 1 **Clothing** - All P.E. activities require appropriate clothing to be worn in accordance with the uniform policy. All jewellery. Including ear rings and other potentially hazardous personal effects are to be removed.

- 2 **Maintenance/storage or equipment** - All apparatus (both large and small) to be stored so as to be easily accessible to children. Facilities and equipment are maintained in good order and checked regularly. Regular arrangements for inspection of equipment is made. The results of these inspections are recorded. Faulty equipment is not used but is suitably removed from general accessibility until repair or replacement has been effected.
- 3 **Setting out of equipment** - Children are encouraged to set out/put away an increasing range of equipment/apparatus as they progress from R to Yr 2. However, all equipment is also checked by a member of staff. Safe practise for the moving of equipment is strictly followed in all year groups (see scheme of work).
- 4 **Use of mats** - Mats are used for floor work, in places where children will be expected to land from apparatus and under all equipment where children may be required to leave the floor.
- 5 **Safety points during lessons**
  - i **Discipline** - Lessons always take place in an orderly and controlled manner. Children are taught from an early age to respond immediately to stop/start commands and to listen carefully to instructor.

When using gym equipment children learn from Reception to take turns, to make sure that landing areas are clear before dismounting and to consider the safety of others as well as themselves. During games children are expected to show fair play and follow clear rules laid down by teachers.
  - ii **Warm-up** - All P.E. activities are preceded by a warm up session in order to avoid injury.

## **ENVIRONMENTAL WORK**

- 1 If weed killer, by grounds contract maintenance, is used then the Headteacher must be informed and children must be kept away from the affected area until it is safe.

During activities after school hours, staff must take their club register with the children to the fire assembly point.

The most senior member of staff will call for the emergency services. On exit, the administrative staff will take the registers. Staff with responsibility for walkie talkies will take with them. High-visibility jackets to be worn to identify liaison contacts and check the toilets in the main building en route to assembly point. Nursery staff to check nursery toilets and staff in the mobile classroom must check the mobile classroom toilets.

The most senior member of staff accompanying each class, in the first instance, will take a head count and check this to the number of children in the register for that morning/afternoon. Each name must be called and checked off the register after the initial head count.

**Everyone has a duty of care under the Health and Safety regulations. It is expected that anyone identifying a reason to evacuate, would immediately sound the alarm in the vicinity.**

## **EVACUATION**

Evacuation Practices will be carried out each term.( Please see Evacuation Plan)

- In Term One the practice will be under normal operational procedure.
- In Term Two the practice will introduce one class finding an alternative route at short notice.
- In Term Three the lunchtime supervisors will, initially, be responsible for the assembly of the children.
- In addition there will be a practice during the after school extra curricula clubs.

### **Advice on the Procedure in the Event of an Actual Fire**

- If a fire is detected, or one is reported to you - activate the nearest fire alarm call point by breaking the glass.
- If the fire alarm is heard - the premises should be evacuated immediately.
- Ensure that the emergency services are called by dialling '999'.

### **After the Event**

- Do not re-enter the premises until advised to do so by the emergency Services.
- If the fire has been extinguished by the school staff, except for ensuring that the fire is out, do not disturb any evidence which would indicate the cause of the fire.
- Ensure that the premises are in safe working order before re-occupying, ie. fire doors satisfactory, fire alarm operating and able to be reset, and provision to have extinguishers re-charged has been addressed.
- Analyse the procedures followed during the fire and discuss with members of staff to determine whether changes are required.

It is the responsibility of all staff to ensure that the escape route to the fire doors is not obstructed.

## **FIRE PREVENTION**

### **Fire Risk Assessment**

The Headteacher, as 'Responsible Person' under the Regulatory Reform Order (Fire Safety) 2005, is responsible for ensuring a suitable and sufficient fire risk assessment is in place. The assessment covers the following issues:

- Sources of fuel, and how to minimise
- Sources of ignition, and how to minimise
- People who are at risk
- Fire detection and emergency plan

Everyone who uses the school must be aware of the fire risk assessment and its contents.

- An Annual Electrical Safety Check is carried out on all electrical appliances.

## **LOST/MISSING CHILD**

### **Aim:**

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

In the event that a child goes missing from school or when on a school outing, we shall follow the procedures outlined below:

- Outings are recorded in an outings record file stating:
  - the date and time of outing
  - the venue and mode of transport
  - names of staff assigned to named children
  - time of return
- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a first aid back pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

### **Missing child:**

If a child goes missing from the school

- The person in charge will carry out a thorough search of the building and school outdoor area.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to school.
- The Head contacts the child's parent who makes his/her way to the school or outing venue as agreed with the Head.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

### **The investigation**

- The Principal carries out a full investigation taking written statements from all staff present at the time, or who were on an outing.
- The key person/ staff member writes an incident report detailing:
  - the date and time of the report;
  - what staff/ children were in the group or outing;
  - when the child was last seen in the group/ outing;
  - what has taken place in the group/outing since then; and
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.

- The incident is reported under appropriate agreements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

# RISK MANAGEMENT POLICY

## Aims

- **To protect the school** from all aspects of criminal attack.
- **To provide a safe and challenging learning environment** by identifying, hazards, and assessing and reducing risk to a reasonable level.  
**To operate a clear risk management policy** backed up by commitment, determination and persistence at school level.

## General

The 'key person' taking responsibility for risk management throughout the school will be the Headteacher. However, all staff in school have a responsibility and must carry out the policies.

## Risk Assessment

- 1 The school will make suitable and sufficient assessment of the risks to health and safety of all staff, pupils and others who may be affected by the school and what it does.
- 2 The Principal will compile a register of foreseeable hazards, based on consultation with staff and pupils, records of previous accidents, and results of safety audits.
- 3 These hazards will be assessed using the L.A. risk assessment form, and control measures put in place to reduce the risk from these hazards. The risk assessments will be reviewed regularly, or after incidents or other changes that might affect the hazard.

## Security

### a Keys

The Principal, Site Manager, Janitor and keyholders will have keys to all areas of the school.

Audio visual/ICT equipment should be in alarmed areas outside school hours.

The main gate (in the playground) locked, during the day. Visitors to contact office to gain access.

### d Visitors

All visitors should be asked to report to the school office on arrival to sign the visitor's book. They must also sign out. This also applies to non-parent visitors.

**This policy will be reviewed annually by the Health & Safety Manager.**  
Date reviewed Autumn 2015

Approved by Safeguarding Governor  
Sign :