

St Mary's CE Primary Health & Safety Policy November 2020

Do everything in love



1 Corinthians 16:14

Reviewed January 2019

Presented to Governors:

Deeply rooted in the love of Jesus we are committed to:-
Creating a happy, healthy and honest school, where everyone feels secure and valued.
Providing excellent teaching and learning opportunities which develop independent, confident and resilient life long learners who can think for themselves.
Celebrating and supporting all children to unlock and fulfil their unique potential.
Preparing children to contribute to society with wisdom, hope, tolerance and dignity.
Living by our school values of Love; Honesty; Courage; Compassion; Determination and Respect.

Our vision is to inspire and grow a compassionate community of excellence.
A happy place for our children to shine for God, for each other, and for themselves.

Health & Safety Governor – T Mitchell

Health & Safety rep – S Owen

St Mary's Church of England Primary School is a warm, friendly and welcoming Church school that provides high quality education for all its pupils. As a Church school we hold our Christian values at the heart of everything we do. These are: Love; Respect; Determination; Courage; Compassion; and Honesty.

It is very important to us that the children are happy and experience the best education possible. We value strong links and a close partnership between home, church and school and recognise the importance of trust and shared responsibility in education.

At St Mary's we pride ourselves on our strong Christian Ethos, and our vision, aims and values set the tone for our school. We recognise that children flourish in a safe environment where they feel loved, valued and secure. The behaviour and safety of our pupils is good and we strive to maintain this in order to allow all children to reach their full potential.

HEALTH AND SAFETY AND WELFARE POLICY

1. RATIONALE.

A consistent approach and co-operation are essential where the promotion and development of health and safety measures are to be achieved, so far as is reasonably practicable. Under the Health and Safety at Work (etc.) Act 1974 employers have a duty to safeguard 'so far as reasonably practicable' the health safety and welfare of employees and others affected by their actions.

This Health, Safety & Welfare Policy outlines the roles and responsibilities with regard to the management of health and safety in order to comply with the requirements of the Health and Safety at Work (etc.) Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and other associated Regulations and Approved Codes of Practice.

In particular the aims of the Health and Safety at Work (etc.) Act 1974 are to:

- (a) Provide a legislative framework to promote, stimulate and encourage high standards of health and safety in the workplace; and
- (b) Promote safety awareness to ensure a safe organisation and to continually improve performance.

Section 2 (3) of the Act requires employers to prepare a written safety Policy and to bring the Policy Statement to the notice of all staff, informing them of the organisation and arrangements for implementing the procedures outlined in the Policy document.

2. STATEMENT OF INTENT

St Mary's C of E School is committed to continual improvement in health, safety and welfare performance. The school will cooperate with the Local Authorities and it recognises its "duty of care" to employees, clients, pupils, and members of the public using its services.

The school will aim to comply 'so far as reasonably practicable' with its legal responsibilities as required by the Health and Safety at Work Act (etc.) 1974 and all other health and safety legislation. In so doing the school will:

Ensure that health & safety is fully integrated into the management decision making processes.

Make suitable and sufficient assessment of the significant risks which may affect the employees, clients, pupils, and members of the public using its services and subsequently identify control measures

Effectively communicate information on the health & safety information, including the publication of health & safety performance and the risks to those people who may be affected

Monitor the effectiveness of any measures taken to reduce risk

Provide a safe and healthy working environment

Provide safe work equipment

Provide suitable and sufficient health, safety and welfare training

Aim to reduce the likelihood of reoccurrence of work-related accidents/ ill-health, incidents and near misses through effective investigation and identifying any areas for improvement

Co-operate and consult with appointed health & safety representatives recognised by trade unions and where necessary will provide them with information

On the basis that health & safety is everyone's responsibility and not just a management function, provide employees with adequate information, instruction and training to ensure their health & safety competence and to enable them to contribute to the effectiveness of this policy

Review the health, safety and welfare policy at regular intervals

Give proper regard to ensuring that welfare arrangements and facilities are adequate. Welfare arrangements will include the management of stress whilst facilities will include toilets, provision of drinking water, etc. and also ergonomics such as lighting, heating, seating, ventilation, etc.

3. PURPOSES

The policy is designed –

- To be utilised in conjunction with the Staff Handbook.
- To provide information and guidance for good practice.
- To determine rules and responsibilities.
- To foster confidence, as staff rely on well planned health and safety systems when carrying out their responsibilities.
- To facilitate a partnership with the Diocese of Chester and the LA to ascertain that all statutory duties are fulfilled.
- To highlight the importance of minimising hazards to all involved, particularly the children in our care.

4. GUIDELINES.

The policy incorporates the LA Health and Safety Policy created in 2004 and amended in November 2013.

The health and safety and wellbeing of employees and users of the school site is the responsibility of the Governing Body.

All staff have a duty of care for themselves and others who might be affected by their acts or omissions. Special care should be taken with the health and safety issues of any new venture or project.

Facilities/ activities which could potentially be dangerous, for example, physical education, swimming, school transport, playtimes, educational visits, adventure activities etc. will be specially monitored by the staff involved.

Staff must be alert to potential hazards, raise health and safety issues and report concerns or defects on a "Health and Safety /Concerns" sheet on notice board in the staff room. All staff will have access to Health and Safety material. The site manager knows to check this form daily and act upon any concerns flagged up.

Everyone working in school should:

- Identify any hazard. Look for anything in the school environment, work practices, substances and equipment with the potential to cause harm.
- Assess the risk. Decide how much harm a hazard might cause, to whom and how often the harm might arise. Hazards will not always result in harm.
- Take precautions appropriate to the level of risk. Serious problems have to be rectified as soon as possible, others requiring less urgent action will be prioritised, tackled and addressed when resources become available.

Role of the Headteacher.

The main duties / responsibilities are;

- Day to day management of all health and safety matters in school in accordance with the health and safety policy.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out investigations.
- Identifying with staff the training needs and arrange appropriate training.
- Submitting inspection reports to the Governing Body and arranging inspections of the school and field by the governing Body.
- Liaising with Governors on policy issues and on any problems in implementing the Health and Safety Policy.
- Reporting to the Governing Body, at least annually on health / safety issues and practices.
- Ensuring action is taken.
- Seeking advice from sources of expertise, for example, Halton LA's Health and Safety Co-ordinator, Chief Environmental Protection Officer, County Medical, Health and Safety Adviser.

Role of Staff.

The main duties / responsibilities are;

- Day to day management of health and safety in accordance with the health and safety policy and guidance in the staff handbook.
- Checking that classrooms/ work areas/ cloakrooms are safe.
- Making certain that safe procedures are followed.
- Ensuring that protective clothing/ equipment is used when needed.
- Reporting concerns / defects / health and safety issues to the Headteacher on the Health and Safety / Concerns Sheet.
- Identify individual training needs and requesting training.
- Carrying out special tasks, for example, first aid.

Role of the Governing Body.

Chair of GB (Theresa Worrall) & Health & Safety Governor to take the lead. (Tony Mitchell)

The main duties, responsibilities are;

- Participating in / arranging for a twice yearly inspection of the premises, including grounds.
- Monitoring (including consideration of inspection reports)

- Prioritising actions where resources are required.
- Ensuring actions are taken.
- Including health and safety on Governor's meeting agenda.
- Reporting any serious incidents to parents annually
- Ratifying the School Health and Safety Policy.

Role of the LA.

The main duties / responsibilities are

- Monitoring (including consideration of inspection reports)
- Confirming or advising on priorities identified.
- Arranging and considering audits.
- Reviewing the Council Health and Safety policy.
- Providing information.
- Analysing accident and ill health / near miss reports.
- Providing training.

Training.

The successful implementation of the School policy relies upon the knowledge and skill of all staff and governors. In support of this there is specific training on health and safety in school. Curriculum and other professional development courses often cover health and safety matters.

Accident Reporting.

See First Aid Policy and Staff Handbook.

Accidents should be referred to one of the First Aid Trained Staff.

All injuries, apart from the most minor bumps and grazes are to be reported to the Headteacher and recorded in the first aid file/ on CPOMS. An official accident form needs to be completed if the individual requires medical attention. All injuries should be reported to the person with parental responsibility in writing. An accident notification letter is completed by the first aider who dealt with the accident, a copy is given to the parent and a copy is retained in school. Accidents involving bumps to the head or more serious injuries to other parts of the body should be reported immediately to person with parental responsibility. A phone call will be made in the event of a head bump / or a parent mail sent out.

Evacuation of Premises.

See Fire Evacuation Procedures

There are procedures in place for the efficient evacuation of the premises.

A fire drill is held at least once per term. The time taken for evacuation, the effectiveness of the procedures are reviewed and the practice recorded and dated in the Log Book.

The Fire Alarm is tested each Monday by the Site Manager before school commences. The Site Manager signs the Log Book at each test. All fire appliances are checked annually under a contract with Chubb. Staff training to take place annually and to coincide with visit from Stewart.F.P.LTD. All call points tested weekly via a walk test.

Notices giving details of Fire Regulations are displayed in the classrooms and kitchen.

The emergency lighting is tested monthly by the Site Manager and annually by Amalgamated Fire Ltd -organised via DBE. Emergency lighting stays on for three hours in the event of a power cut.

Electrical Equipment.

Mains powered portable and transportable equipment is checked annually (currently by HBC Property Services) to ensure that it remains hazard free.

Gas.

Mains Gas has been installed for the heating systems in school December 2016. Inspection of the gas boilers will be conducted by as organised via DBE.

Physical Education Equipment.

See PE Policy.

All fixed and portable PE apparatus undergoes an annual safety and maintenance check by Sportssafe UK which are sent by DBE .The PE Co-ordinator checks the equipment regularly and reports signs of wear and tear.

Equipment in General.

Extreme care is to be taken when children are moving equipment and it is always to be under supervision.

Equipment must always be operated in accordance with the manufacturer's instructions. There should be no trailing leads.

Cleaning equipment and materials should be safely stored.

Curriculum.

Health and Safety is considered in each curriculum area.

Health and Safety issues are part of the curriculum and the expertise and information supplied by the police, fire service, health promotion, community care for health, home safety officers, road safety unit, theatre groups etc. are utilised effectively.

Safety and health issues arise daily. The time and place to deal with some concerns is when they are brought to light. However, some safety matters are preventative and need to be considered before an incident occurs, e.g. Stranger Danger.

When children are using tools, they must be carefully supervised. Any activity which involves cutting with sharp tools, hammers, saws etc. Must be undertaken with great care and only after instruction in the correct use of tools.

Educational Visits.

See Educational Visits Policy.

EVC is Jemma Brearley

First Aiders, Lynda Hughes, Hannah Skitt, Jennie Reece,

Paediatric First Aiders Sam Campbell Sarah Wilks Jenny Roberts, Julie Curtis

Child Protection.

See Safeguarding and Child Protection Policy and Staff Handbook.

Smoking Policy.

The governing body has adopted a no smoking policy in accordance with Halton Borough Council’s policy which came into effect on 1st July 1994. The intention is to counter risks from passive smoking and provide an appropriate response to the “Health of the Nation “White Paper, which aims to reduce levels of smoking and calls on employers to introduce policies to stop smoking at work.

Security.

See Security Policy

See Lockdown policy

See Bomb Alert policy

See Key Holders policy

POLICY REVIEW.

The Health and Safety Policy will be reviewed by the Headteacher and Staff and by the Governing Body Building Committee and health and safety representative in the autumn term each year in the light of changes in legislation or in response to any major incidents. Any amendments will be agreed by the staff and the Governing Body.

Policy reviewed: November 2020

Next date for review January 2021

SignedChair of Governors

APPENDIX 1 – DEALING WITH ACCIDENTS

In the event of any minor accident the main first aid box is accessed via the staff room. There are additional first aid boxes stationed in the kitchen, and KS1 & KS2 corridors..

There are First Aid kits available to all teachers for use during class trips and sporting events etc.

The vast majority of teaching and non-teaching staff are Emergency Aid trained.

If you are in doubt, then contact the First Aid leaders Mrs Hughes

All accidents must be logged in the accident book which can be obtained from the school office.

Parents will be informed of accidents involving their child, by:

- Telephone for major injuries / illnesses;
- Accident report slip for minor injuries / illnesses;
- In person at the end of the day where there is just cause.

If a more serious accident occurs either in your classroom or on the playground or field, do not move the child and immediately send for one of the schools first aiders and the Headteacher. An additional HSE accident form (Health & Safety Executive) will need to be completed [online Local Authority reporting system]. In the interests of best practice information sharing, arrange to provide parents / carers with detailed feedback of the incident either within 3 working days of the incident or upon the child's return to school, whichever is the sooner.

Staff must always inform the office of any accident to themselves on the school premises or when on a school visit.

If there is any accident caused by some fault in the school fabric / building, would you please report it immediately to the Headteacher or the Deputy Head.

APPENDIX 2 – FIRE SAFETY & EVACUATION PROCEDURE

It is important that all members of the school community are aware of the fire prevention and evacuation strategies for the school. Fire Drill Procedure are shared in staff meetings and staff inductions and staff should familiarise themselves of this when engaging work in that classroom or area.

Fire practices will be held on a regular basis, at least termly.

The purpose of fire drills is two-fold:

- to ensure the safe, orderly and efficient evacuation, without panic, of all occupants of the building;
- as far as possible, to ensure that people react rationally when confronted with a fire in school.

When you hear the fire alarm, you must proceed with evacuation of the building immediately, unless you have been specifically told that it is an alarm test being carried out.

The children must first of all stand still and immediately wait for instructions from the teacher.

All classes will evacuate from the nearest safe exit with the member of staff being the last person out of the room and closing the door.

Any class having a PE lesson in the hall must ensure that the children always take footwear with them in case of needing to evacuate the building.

Anyone not in the classroom when the alarm is sounded must evacuate the building at the nearest safe point, this also includes any ancillary staff on the premises at the time.

KS 2 will assemble on the junior playground and KS 1 on the Infant playground. Nursery will line up on their playground. The children should be lined up well away from the building.

Registers must be taken by the member of staff for each class and then a roll call taken at the assembly point.

With the exception for checking for missing persons, no-one must re-enter the building to retrieve articles until permission is given.

If anyone is missing, an immediate search by staff volunteers may be made.

Two points must be taken into consideration with fires. Even when a fire seems to be building up very slowly there is always great danger of a sudden escalation which could quickly cut off an escape route. Also, smoke is by far the greater hazard than the fire itself. The number of synthetic materials available today are very dangerous in fires due to the toxic fumes given off.

No one should re-enter the building until it has been declared safe to do so.

Fire doors are an essential part of fire precautions policy. These doors are not to be wedged open or blocked in any way. This is particularly important in the hall.

In the event that emergency evacuation prevents re-entry to the school premises, children and staff are to leave the site in a coherent manner and should re-assemble at St Mary's Church. Children should be controlled in an orderly fashion by staff.

APPENDIX 3 – PHYSICAL EDUCATION

"Teachers concerned with any aspect of physical education must, at all times, act as if they were prudent parents of the children involved in the work and adopt the same attitude to safety, well-being and health of the children as such parents would normally adopt.

The Headteacher must ensure that pupils engaged in physical activities of all kinds in school are adequately supervised.

Class teachers must ensure safety precautions are taken at all times with the erection and dismantling of PE apparatus.

All apparatus must be checked by the teacher **before** it is used. Any fault or damage must be reported to the Headteacher or Deputy. Annual equipment safety checks are undertaken.

The question of direct supervision in group work will be a matter for the teacher's judgement and will be related to the comparative element of danger to the children's age, intelligence and experience.

In cases of accident where a pupil sustains an injury, prompt action should be taken and the matter recorded if further action is necessary. A full report of the accident must be made on the Halton Accident Form which will then be transferred onto the online reporting and recording tool. This form is available from the secretary.

Proper clothing and footwear are essential in all PE lessons, both for children and staff.

Children should wear just T-shirts and shorts. Additional clothing may be worn for PE outdoors.

No jewellery must be worn during PE lessons. Also girls wearing decorative "Bobbles" in their hair must remove these for the lesson. Hair, however, must be tied back.

During the lessons the children should be quiet so that the class teacher notices immediately if any child needs help (Particularly when using the large apparatus).

APPENDIX 4 – HOSPITAL TREATMENT

There will be occasions when we have to arrange for children to be taken to the Accident and Emergency unit for treatment. Every effort should be made to contact the parents before the child leaves the school. If this is not possible a member of staff will take the child, or in more serious cases, accompany the child in the ambulance.

It is important that staff take with them the child's record card with relevant information on, including the name of the child's doctor.

All efforts will be made to contact the parents, who in most cases will be able to give agreement regarding any treatments. If parents could not be contacted then the member of staff accompanying the child should follow the medical advice that they are given, as long as this does not knowingly override any known parental wishes.

NB There is a separate Medical Care Policy covering the administering of medicines within school.

APPENDIX 5 – FIRST AIDERS

According to the Health & Safety (First Aid) Regulations 1981, primary and secondary schools are considered to be in the 'low risk' category and because there are not more than 150 employees on the site at any one time during the working day, a designated first aider will not be required. Nevertheless an 'appointed person' should be available.

An appointed person need not have detailed knowledge of first aid and in accordance with the 1981 Regulations would be expected to do no more than take charge of a situation requiring first aid by, for example, summoning an ambulance and assuming responsibility for checking and stocking first aid boxes.

We believe that it is important that staff do receive some training in emergency first aid, this includes the use of the school's defibrillator. We have some such trained staff and will continue to support any staff who wish to receive or renew such training.

APPENDIX 6 – PUPILS RETURNING TO SCHOOL FOLLOWING ILLNESS

For any [infectious or contagious diseases](#) there are suggested minimum periods of exclusion.

Parents wishing their child to return to school after, for example, breaking a bone, spraining a joint after receiving stitches, or a serious illness including hospitalisation should first contact the school; prior to any meeting parents / carers are advised to gain medical authorisation for their child's safe return to school. Reasonable adjustments will then be agreed to maximise the comfort and safety of the child returning to school.

APPENDIX 7 – USE OF & HANDLING TOOLS & EQUIPMENT

Precaution should be exercised when equipment is used in school and an element of risk assessment should always be undertaken.

The teacher in charge is responsible for ensuring children are trained in the safe use of equipment and that safety rules are taught and then applied.

Due care and attention should be exercised when viewing material from computer screens and other VDUs. Where long periods of time are required in front of a screen, this should be interspersed regularly with sufficient breaks.

Items can be stored incorrectly, including heavy boxes requiring moving. Care should be taken to avoid injuries when lifting or moving equipment, including boxes, especially those stored at height.

HEALTH, SAFETY AND WELFARE POLICY ADDENDUM

AIM:

To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

OBJECTIVES:

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To openly communicate on health safety and welfare.

POLICY STATEMENT:

St. Mary's C of E School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines. Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

This addendum should be read alongside the main Health and Safety Policy, as well as main school risk assessment for wider opening in September 2020 and government guidance documents.

THE SCHOOL WILL:

- Apply and communicate sensible risk management and safe working practices.

This will involve:

- o Regular assessment of hazards and associated risks.
 - o Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
 - o Monitoring the effectiveness of those measures by senior leaders.
 - o Provision of information, instruction, training and protective equipment to staff (and pupils where required).
 - o Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.

- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an enhanced cleaning regime for the duration of COVID-19.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
- Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents/carers about the school's response to COVID-19.
- Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
- Put in place any flexible working arrangements needed to support delivery of education during COVID-19, including staggered start/end times.
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
 - o Someone falling ill or demonstrating symptoms on site
 - o Deep cleaning in the event of an outbreak of COVID-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.
- Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:
 - The most up to date copy of the Whole School Risk assessment to be emailed to staff with any updates.
 - Government guidance regarding use of PPE, preparing for wider opening, actions for schools during the coronavirus outbreak.

These documents can be found here:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>