



## **Lakeside Community Primary School**

### **STATEMENT OF GENERAL POLICY**

This policy is in addition to the Local Authority's (LA) Corporate Health and Safety Policy and Health and Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises. Copies of the LA documents can be via the School Office.

Our policy deals with those aspects over which the Executive Head/Head of School has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Executive Head/Head of School discharges his/her responsibilities in respect of staff, pupils and visitors.

#### **PURPOSE**

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

#### **GUIDELINES** **Responsibilities**

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Resources Committee, reporting back through the Chair of the Resources Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work, which are safe, and without risks to health.
  - b) Make arrangements for handling, storage and transportation of articles and substances.
  - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - d) Promote the development and maintenance of sound safety, health and welfare practices.
  - e) Liaise with Vinci to maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
  - f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
  - g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
  - h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Executive Head/Head of School** will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Resources Committee.
- Report accidents and incidents of violence to the Resources Committee.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Resources Committee.
- Ensure relevant staff has access to appropriate training.
- Meet with Vinci / caretaker and School Business Manager on a regular basis to manage site issues.

Report to Vinci any defects and hazards that are brought to their notice

All **staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations, defects/hazards that may present a serious or imminent danger to the School Business Manager/Head of School.
- Report any concerns of abuse to pupils to the Executive Head/Head of School / Safeguarding Officer.
- Complete an Accident / Incident / Violence Investigation' form, available from the School Office, in the event of a significant accident or incident of violence.
- Ensure any medical needs of pupils are passed to the office staff and recorded on the emergency cards, which are held in the school office. Supply staff are asked to familiarise themselves with this.

The **Caretaker** will:

- Ensure that he / she is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Executive Head/Head of School and Health and Safety Representative.
- Conduct a half-termly site check with the School Business Manager.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Executive Head/Head of School any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the School Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.
- Water Testing

The **Health and Safety Representative** will:

Conduct a termly health and safety survey with the Executive Head/Head of School and Caretaker and report back to the Resources Committee.

The **School Business Manager** will:

- Report to the Executive Head/Head of School and Caretaker any defects and hazards that are brought to his / her notice.
- Liaise with the Caretaker when organising health and safety works.
- Report to the Executive Head/Head of School on any financial implications for health and safety issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

**School Leaders** will:

- They will manage all integral and specific risks relating to their curriculum area: that activities are risk assessed, inspections are carried out, and necessary controls are implemented.
- Where any new process or operation is introduced in the area of their responsibility, they liaise appropriately with the Exec Head/Head of School so that the associated risks are assessed and any precautions deemed necessary are implemented.
- Ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff.
- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

**Teachers/Teaching Assistants / Administration Assistants** will:

- Report any health and safety concerns to the Executive Head/Head of School.
- Lunchtime lead ensure first aid cover at lunchtime.
- All staff to direct a child to a first aider or administer first aid if qualified where required. Record first aid in 'bump note' file and inform parent/carer in line with school policy.
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents, file forms and admin staff send originals to the Corporate Health and Safety Unit of the LA.

**Pupils** are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.
- Pupil prefects are able to carry out their duties as assigned by members of staff (only if wearing their badge)

**Parents/Carers** are expected to:

- Support the school in any health and safety matters reported to them on newsletters.
- Advise school of pupils' illness and in case of sickness/diarrhoea ensure that pupil is clear for 48 hours of any symptoms before returning to school

## **ARRANGEMENTS**

### **Accidents and Incident Reporting**

- a) Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the accident book.
- c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office.
- d) Parents/carers are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents/carers are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- f) If staff is concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

- a) Our trained First Aider administer medicines for chronic or long-term conditions/ prescribed by a G.P
- b) Medicines are stored in the school office fridge. Staff record the time medication is given and sign a medical slip.
- c) Parents/carers give written consent to authorise First Aiders to administer medication.
- d) Medication for asthma is stored in the classroom of the pupil. A member of staff when taking their asthma medication supervises pupils.

## **Communication of Information to Users of the Premises**

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the School Business Manager.

## **Control of Hazardous Substances**

The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.

## **Cooking**

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

## **Educational Visits**

- a) The School Business Manager is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.
- b) Our procedures are based on the LA's HASWA Guidance Note C1.
- c) A risk assessment for all trips is completed for the attention of the Head of School/Deputy Headteacher

## **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually by Vinci FM sub contractor.

## **Evacuation of the Building**

- a) Fire exits are clearly labelled.
- b) The nearest exit door is used in an emergency and all personnel congregate on the main playground.
- c) Fire bells and fire doors are tested weekly by the Caretaker.
- d) A fire drill is practised once a term and reported by the Executive Head/Head of School to the Governing Body.
- e) Fire appliances are checked annually.

### **First Aid Provision**

- a) The Executive Head/Head of School is responsible for ensuring that there is an adequate number of qualified First Aiders.
- b) First Aid Kits are kept in every classroom, main hall, library, staff room, and nursery areas.
- c) Portable First Aid kits are taken on educational visits and are available from the School Office.
- d) The First Aider will ensure the maintenance of the contents of the first aid boxes and other supplies.
- e) All staff are made aware of any aspects of First Aid deemed necessary , and all First Aiders are trained in the use of emergency medication for specific ailments e.g. asthma, epilepsy, the use of an epipen.

### **Head Injuries**

- a) Parents/carers are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- b) First Aiders contact parents/carers by phone if they have concerns about the injury.

### **Head Lice**

- a) Staff are vigilant to pupils showing symptoms of head lice.
- b) Regular reminders are placed in "STARS" newsletter if there seems to be an outbreak.

### **HIV**

- a) No person must treat a pupil who is bleeding, without protective gloves.
- b) Protective gloves are stored in the School Office.
- c) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.



## **Hot Drinks**

Hot drinks are only to be taken in the staff room / or areas where pupils are not to be in contact unless they are in a non- spill cup/mug.

## **Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability in line with the attached policy document.

## **Movement Around School**

- a) Pupils should walk around school in single file and stand in single file when waiting.
- b) No pupils should remain unsupervised in classrooms

## **On Site Vehicle Movements**

- a) There is a staff car parking area adjacent to the school grounds.
- b) Contractors come onto the premises when loading/unloading equipment and park outside the main entrance and contact the school office to open the gate for them.
- c) Where possible deliveries are made when the caretaker is on site or before 08-30am / after 3-30pm.
- d) Any grounds maintenance is with 24Hr notice and the caretaker will be on site, work ceases when playtime/lunchtime is taking place.

## **PE Equipment**

All equipment is checked annually by an accredited contractor and repaired or removed as appropriate, responsibility of Vinci FM.

## **PE Safe Practice**

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE'.

## **Playground**

- a) The playground has a range of small toys available for pupils.
- b) Football / ball games are supervised in the court area.
- c) Staff actively encourages pupils to play safely and discourage fighting or other rough games.
- d) 6 members of staff supervise the playground during morning playtime. 2 members of staff supervise KS1 pm playtime.
- e) One member of staff should closely supervise the FSU climbing frame when in use.

## **Pregnant Workers and Nursing Mothers**

The Executive Head/Head of School will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks

## **Safe Stacking and Storage**

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

## **Security**

Systems are in place to maximise our security regarding visitors to Lakeside Community Primary School.

## **Site Inspections**

- a) The Caretaker inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Executive Head/Head of School or School Business Manager and Vinci Helpdesk and actioned ASAP.
- c) Other matters are discussed at the regular meetings between the School Business Manager and Vinci FM.
- d) The School Business Manager, Caretaker and Health and Safety representative conduct a termly health and safety survey and report back to the Resources Committee.
- e) The Executive Head/Head of School conducts Risk Assessments on an annual basis or as and when necessary.
- f) All significant matters are reported to the Resources Committee.

## **Slips, Trips and Falls**

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippy surfaces, worn carpet, and trailing cables to the School Business Manager.

## **Swimming**

- a) We use Queens Leisure Centre for swimming lessons and follow the LAs Policy Guidance Note.
- b) Swimming instruction is provided by qualified swimming instructors

## **Supervision of Pupils**

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised.
- c) Staff should be punctual in collecting pupils from the circles.
- d) The same duty of care applies when staff supervises pupils in after school clubs.
- e) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- f) Other staff on duty should inform supply teachers of their duties regarding supervision.
- g) If a parent fails to collect a pupil after school staff should make every effort to contact the parent/carer. If a parent/carer cannot be contacted the pupil is placed in After School Club until the parent/carer can be contacted.

## **Transporting Pupils**

Staff with the correct insurance cover are permitted to transport pupils to off site activities.

Booster seats are to be made available for this to allow for the change in regulations.

## **Working at Height**

Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose in line with the attached policy.

## **Working During the Evening**

Staff sometimes stay late at school. During these times the Caretaker is on site and supervises the school entrance. He/she is also there to ensure that the staff are safe and secure.

## **REVIEW OF POLICY**

The Resources Committee will undertake a review of the policy annually. Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.

## **Policy Review October 2018**

### **Appendices :**

- Accidents and Emergencies
- Dealing with Critical Incidents
- Display Screen Equipment Policy
- Educational visit policy
- Evacuation of School Building Policy
- Head Lice Procedure
- Lone Workers Policy
- Supporting pupils at school with medical conditions
- Manual Handling Policy
- Privacy Notice for Pupils in Schools Settings
- School Disaster Recovery Policy
- Working at Height Policy