

FAIRWAY INFANT SCHOOL

Health and Safety Policy

March 2019



Adopted by the Leadership & Management Committee
At their meeting on 5th March 2019
Signed by: Warren Barnes Chair of Committee
Next review date: February 2020

This policy is based on the West Sussex County Council Model Policy
Appendix A includes items which are specific to this school.
Appendix B is the First Aid Policy

Statement of Intent

The governing body acknowledges West Sussex County Council's (WSSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings and is answerable to the LA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Teachers/ Subject Leaders are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Teachers/subject leaders are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally. Major injuries to pupils and direct visits to hospital are also reported to WSCC using the online system.

The Headteacher and Business Manager are responsible for reporting accidents to WSCC.

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

Administering medicines

The school's Managing Children with Medical Conditions and Medicines in School Policy details the procedures followed by the school and is based on WSCC policy and procedures. The leads for the administration of medicines are the staff who have completed the Managing Medicines in School Course. A copy of the policy is available from the school office.

Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. The Headteacher is responsible for asbestos management. The Premises Officer is responsible for asbestos monitoring management.

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

Hazardous substances should not be used when working with, or in the vicinity of children.

The Premises Manager is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff. The Cleaning Contractor is responsible for providing COSHH data sheets for all products used by their staff.

Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

The Premises Officer and Business Manager are responsible for the management of contractors

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

Subject Leaders and Class Teachers are responsible for overseeing safety in their subject areas. For example, the PE Co-ordinator is responsible for PE safety.

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the Headteacher to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSGfL.

DSE user risk assessments will be reviewed periodically by the Headteacher, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE

Electricity

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept.
Electrical safety is managed by the Premises Officer.

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the Headteacher, the Business Manager and Governing Body.

Fire Safety

The Headteacher is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place a Fire Safety Policy, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Fire Safety Policy will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff).

- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

Details of the school's first aid trained staff are displayed in the school office. The Headteacher monitors first aid training to ensure certification remains in date.

Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

First Aid trained staff are responsible for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

For the First Aid procedures please see Appendix B

Food Safety

The lead Food Safety is the Headteacher. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

Meal time supervisors will ensure that any spillages are cordoned off, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the food safety lead.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Officer is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The Premises Officer is responsible for gas safety.

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the West Sussex Services for Schools. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. The Headteacher is responsible for the induction of staff.

Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

The Headteacher is responsible for risk assessing and producing lone working procedures.

Fairway specific information:

Staff should not work alone in the evenings, at weekends or during holidays without the prior agreements of the Headteacher.

Any member of staff working alone MUST:

- Take responsibility for their own safety at all times
- Have essential contact numbers (Premises Officer, Headteacher, Chair of Governors)
- Inform someone else of their whereabouts and expected timetable (eg a relative)
- Secure/lock external doors
- Keep a mobile phone with them for immediate contact
- Be aware of the requirements for securing the building and setting the intruder alarm.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by Universal Services Ltd. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Headteacher. The Premises Officer regularly monitors external play equipment and defects are reported immediately to the Headteacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Premises Officer and resulting issues reported to the Headteacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Premises Officer using the defects log. The Premises Officer will sign and date completed actions in the log.

Monitoring, audit and review

The Governing Body receives termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing Body prepares an annual action plan to address deficiencies in health and safety arising from the Headteacher's annual report.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

The Premises Officer is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the West Sussex Services for Schools. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Off site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. The school has an Educational Visit Co-ordinator (EVC)

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. Staff can access the services of Health Assured and Occupational Health.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the Headteacher and Business Manager.

Water quality

The Premises Officer is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by a competent company.

Working at height

Teaching staff should avoid working at height to put up displays.. Ladders and other access equipment are kept on a ladder register and regularly inspected and maintained.

Adopted by the Leadership & Management Committee

At their meeting on 5th March 2019

Review date March 2020

Signed

Warren Barnes
Chair of Committee

Appendix A Items Specific to Fairway Infant School

The aim of this policy is to :

- Provide a safe environment for staff, pupils and visitors
- Provide adequate control of health and safety risks
- Provide and maintain safe equipment
- Maintain safe and healthy working conditions
- Provide information and training to staff
- Review this policy annually or as necessary when new legislation or requirements are introduced

All staff will

- Take reasonable care for their own health and safety and that of others who may be affected by their actions
- Promote health and safety within the school
- Become familiar with the school's policies covering health and safety
- Co-operate with others who have duties for health and safety
- Report any danger to health and safety to the Headteacher (accidents, risks and unsafe practices)
- Make regular safety inspections of their own area of work
- Only use equipment that has been checked and passed as fit for purpose

Security

The school has a security system which is serviced every 6 months. The system is monitored by the County Approved service and any alarm activations are initially dealt with by the monitoring company staff and not school staff.

Visitors must enter by the main door and sign in and out. Visitors will be given a badge which should be worn at all times while on site.

During the school day all entrance gates are locked. The main pedestrian entrance gate and main door are covered by an access control system which is operated from the school office.

Children must be signed in/out by an adult if arriving or leaving during the school day. The register is taken within 15 minutes of the start of each school session and any unexplained absences are chased up with parents.

Violence to Staff

Staff should consider their own safety when arranging meetings with parents or other contacts. Another member of staff should be present or within reasonable distance to summon help if required.

All appointments should be made in advance, should be during the school day and recorded in the main office diary.

After School Club or PTA event

- Parent helpers must have DBS clearance.
- A register of all those attending must be kept and should include emergency contact details. These records must be kept for 7 years after the children have left school (9 years for statemented children)
- Emergency exits for the area being used must be clearly signed, open and kept clear of obstructions

- Notices for evacuation of premises must be in a prominent position
- A trained First Aider should be on site
- Security lighting, if required should be kept on permanently during the event
- A risk assessment must be prepared before each event.

Projectors

There is a ceiling mounted projector in the Hall and staff are aware of the danger of the projector beams to the eyes and should make sure staff and children do not look directly at the projector.

Other Policies

Asthma Policy

Fire Safety

Child Protection

Health & Safety for Contractors

Sun Protection Policy

Food Policy

Offsite Visits Policy

Managing Children with Medical Conditions and Medicines

a. Asthma (see separate policy)**b. First Aiders**

- The school must have a minimum of one first aider – that is someone who has an up-to-date certificate from a ‘first aid at work’ course approved by the HSE.
- This minimum provision must be supplemented by a risk assessment to determine how many first aiders are needed. (WSCC suggest factors to be taken into account when doing the risk assessment.)
- In addition, the school will have a minimum of 2 ‘appointed persons’. These are not first aiders and will only give treatment which they have received training for, (a short course on emergency aid). They will take charge if someone is ill and call the emergency services.
- There should be a rota of first aiders and appointed persons that says where they can be contacted and notices explaining how to contact them should be displayed throughout the school.

c. First Aid

- First Aid boxes should be kept in each year group class base and in the office.
- All accidents and treatment must be recorded in the school.
- Minor accidents in the classroom can be recorded in the class First Aid book.
- Any significant injuries eg Head must be recorded in the First Aid book in the office and parent notified.
- All injuries at playtimes are recorded in the First Aid book in the office.
- The bumped head procedure should be used for MINOR head injuries (see d) below).
- All accidents of a more serious nature should be recorded on the WSCC online system.
- Protective gloves should be worn when dealing with all accidents where there is loss of blood or other body fluids.
- Only individually wrapped plasters are to be used.
- Only water should be used for cleaning all wounds.
- The trained first aiders must be consulted if there is any doubt or cause for alarm.

d. Bumped heads

This is a system for reporting MINOR head injuries to parents.

- Minor head injuries will be recorded on a First aid slip and this will be put in the child’s book bag. (Parents have been made aware of the need to check the book bag daily.)
- Class Teachers & Teaching Assistants in the child’s year group will be made aware and asked to monitor the child.
- Parents will be contacted by telephone if we are concerned in any way and definitely if the child is showing any sign of any of the following:
 - A lump or graze
 - Drowsiness
 - Vomiting
 - Impaired vision
 - Excessive pain
- If a parent or carer is contacted they will be given a WSCC “Head Injury in Children & Young People Advice for Parents and Carers” leaflet.
- Records of each incident are held centrally with the first aid records.

e. Medical accommodation

- An appropriate place for first aid and medical treatment to be given will be provided. This area will have adequate first aid facilities and equipment to provide suitable treatment for the children, and include the following facilities suggested by the WSCC:

A sink with hot and cold running water

Soap and paper towels

Disposable gloves

Drinking water and disposable cups

First aid box and materials

Apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag

A Sharps container if it is foreseeable that sharps will be used.

A couch with waterproof protection, clean pillows and blankets

A chair

A telephone

A record book for recording the first aid given

f. Medication for children

g. Full details are given in the school's Managing Children with Medical Conditions and Medicines in School Policy.

h. Accidents

Recording of accidents and incidents:

- All accidents and incidents will be recorded in the First Aid accident book (kept in the office).
- Major Accidents and incidents will be reported to the Health and Safety Group at WSCC using form **HSW3**. Serious accidents must be reported to the Health and Safety Executive within 10 days.

A telephone call must be made to the Health and Safety Group immediately if there is an accident that results in:

- A fatality
- An injury requiring resuscitation
- An amputation
- Electric shock or burns
- Exposure to asbestos