

Hindley J and I School



Health, Welfare and Safety Policy

Written: June 2016

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_____ Signed on behalf of the School _____ date

_____ Signed on behalf of the Governors _____ date

POLICY FOR HEALTH, WELFARE AND SAFETY

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Introduction (1)

Hindley Junior and Infant school is committed to ensuring the health, safety and welfare of all pupils/staff and others who may be affected by its activities as far as is reasonably practicable. The school will ensure that health and safety forms a core part of its management arrangements and that hazards are identified and risks assessed. It will also ensure that staff are provided with suitable and sufficient information, instruction, training and supervision in order to be able to perform their duties safely.

The school expects that all staff will co-operate and engage with its health and safety arrangements and to take reasonable care as regards their own health and safety whilst at work, as well as of those who may be affected by their acts.

The School Curriculum (2)

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.

We teach children respect for their bodies, how to look after themselves, the importance of healthy eating and hygiene, and how to move and play safely in PE. Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children receive sex and relationship education in line with the Jigsaw PHSE-C scheme.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom and around school, and inform their teacher.

Each class teacher can report a safety issue/concern using a safety form. The form is sent to the site manager, who prioritises the issue/concern, gives feedback and puts the issue/concern on the Master Safety Register. The teacher is kept informed throughout the process till the issue/concern is completed. The site manager is responsible for updating the Master Safety Register.

An accident book is in the main school office and all incidents however minor must be recorded.

The Head teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible

Statutory Compliance (3)

The site manager is responsible for all health & safety requirements and legislation regarding services and inspections of appliances/machinery at school. These are carried out within the specified time and schedules set down by the manufacturer or legislation.

The school statutory compliance and maintenance register is updated and is the responsibility of the site manager.

School Meals (4)

Our school provides the opportunity for children to have a meal at lunchtime. We do all we can to ensure that the meals provided have suitable nutritional value. Our school promotes a healthy lifestyle; as a result if children choose to bring their own packed lunch, we do not allow sweets or chocolate bars to be eaten in school.

School Uniform (5)

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is however, not our school policy to exclude children from the school if they, for whatever reason, do not have a proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is having financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent.

We ask parents not to send their child to school with 'extreme' hairstyles e.g. tramlines etc.

On the grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears and watches when they can be used to help children tell the time. During Physical Education and Swimming lessons all jewellery must be removed (including small, stud earrings in PE). This is to prevent the wearer being injured or injury to someone else.

Child Protection (6)

The Designated Lead with responsibility for child protection in our school the headteacher, Mr Wallace, who liaises with the Learning Mentor, Miss Rawding and the Deputy Designated leads (Miss Lucas and Mrs Radcliffe). The named governor is Graham Doubleday. We follow the procedures for child protection drawn up by the LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should try not to investigate, but should immediately inform the named person with responsibility for child protection.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care. We handle all such cases with sensitivity, and we attach paramount importance to the interest of the child.

We require all adults in school to have DBS clearance, in order to check that there is no evidence of previous offences involving children or abuse.

All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns, which on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

School Security (7)

The school uses the net2 system and the Osbourne entry system to keep its pupils, staff and visitors safe. Each member of staff has an ID proximity card showing their position at school, a personal photograph and DBS number. This card is used to gain entry into and out of school. Without this card staff cannot gain access to school. If a member of staff misplaces their card, it

is deleted off the system and a new card is issued. We require all staff to wear an identification badge at all times whilst in school. This has photographic id and DBS numbers clearly displayed.

If someone tries to use the misplaced card, the door will not open, and the system will let us know that an attempt to access school using the card has taken place. Using this system means no adults can gain access to the school without going through the correct procedure to gain access to the school. All staff must ensure that the automatic doors close behind them before going into school. This prevents strangers gaining entry to the school undetected.

Visitors and contractors have to sign in/out at the entry system screen that is located in the school foyer and agree to the school's safety, safeguarding statement. Failure to comply will mean the individual will not be allowed access to the school. If the fire alarm activates, the entry system will print off a roll call showing who is in the school. The entry system prints out an identification badge that must be worn at all times

Pupils who arrive late for school have to sign in on the entry system and any pupil that has to leave school for an appointment or any other reason sign out of the system. The entry system updates immediately and shows exactly who's in school at any time of the day. The system also gives us the opportunity to print out a roll call in the event of an emergency other than fire.

On both gates leading to the school yard, we have magnetic time release locks. These gates are automatically locked apart from 8.45am till 9.05am and 3.00pm till 3.30pm. This is for parents and pupils coming into school in the morning and leaving at the end of the school day. When there is an evening event at the school we adjust the timings to open the gates and allow access to parents. The front automatic gate has sensors to prevent individuals getting trapped or injured in the gate. The gates are audited monthly by the Site manager for any defects and inspected bi-annually by a contractor.

If any adult working in school has suspicions that a person may be trespassing on school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

Auditing (8)

The site manager carries out monthly health and safety audits of the school and these are documented. All issues/concerns are put on the health and safety register showing what actions were taken and when these were completed.

Daily audits of the outside play equipment are carried out by the site manager and are documented.

Weekly audits of emergency lighting, lifting hoists/frames, fire equipment, fire alarm, doors / emergency exits, poolside alarms and defibrillator are carried out by the site manager and are documented.

Monthly audits of the nurse call units, legionella, stepladders and emergency inhalers are carried out by the site manager and are documented.

All audits are documented and stored on an encrypted cloud data base by the site manager.

Safety of Children (9)

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or subject leader has any concerns about pupil safety; they should bring them to the attention of the Headteacher before that particular activity next takes place.

We do not take any child off the school site without prior permission of the parent.

If an accident does happen, and it results in an injury, the teacher will do all he or she can do to aid the child concerned.

Should any incident involving injury to a child take place, trained members of staff will be called to assist. If necessary, the school will telephone for emergency assistance.

CCTV Monitoring (10)

CCTV cameras are for the safety, security and welfare of staff, pupils and visitors to the school. Cameras located around school record 24 hours a day and are monitored at night and weekend by EMCS East Midlands Control Station. See attached site drawing fig-1. Cameras are positioned on the entrances to the school playground, entrance / exit to the carpark, school hall emergency doors, reception area/foyer, carpark, school yard, and the front of the building.

First Aid (11)

We have three 'First Aid' stations which are clearly visible and signposted in school. See attached site drawing fig-2. School has a contract with a professional company who audit and replace the contents of first aid boxes on a monthly basis. The site manager checks and replenishes the first aid boxes in-between visits from the first aid company.

Location of first aid boxes:

- 1) Staff room
- 2) Laundry room
- 3) School playground
- 4) Site managers office

We've also got an AED that is positioned in the main corridor and audited on a weekly basis by the site manager.

There are four people who are fully qualified in first aid:

- Kath Wolfenden
- Pam Maloney
- Scott Burns
- Steven Hyde

In addition we have one member of staff who is qualified in pediatric first aid:

- Lesley Montford

A fully stocked first aid kit must be taken on school outings. Any inhalers for specific children must also be taken. These are stored in the site manager's office.

Transport to hospital: When a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all

major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations when the parents/carers cannot be contacted in time.

We record in the school accident book all incidents involving injury, and in all head injury cases we inform the parent via a telephone call. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasion when it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. On these occasions parents will be informed. See positive Handling policy for further detail.

Emergency Inhaler kits (12)

We have three emergency inhaler kits around school which are displayed on the site plans that are displayed around school. See attached site drawing fig-2. There is a register inside of each kit showing which children are allowed to use the inhaler in the event of an emergency. The kits are audited and documented by the site manager on a monthly basis.

The Inhaler kits are displayed in the following areas:

- 1) Head teachers office
- 2) Deputy heads office
- 3) School office

Issuing Medicines (13)

Please see 'Administration of Medication Policy'

Fire Safety (14)

The site manager audits the school every week to make sure that all fire equipment, fire doors, and fire alarm system are working correctly. These audits are documented with any issue/concerns recorded and dealt with by either the site manager or the appropriate contractor.

Fire drills are held once every term and documented by the site manager. The school fire and emergency evacuation procedure is displayed in all rooms. All staff must ensure that they are familiar with the procedure in case of emergency. If staff have any questions or concerns they should speak to the site manager. See attached site drawing fig-3 & fig-4.

The school has an annual fire risk assessment carried out by a contractor that includes measures to reduce or eliminate the risk of fire.

In the event of a fire and the fire alarm is activated all the magnetic gates/doors release and the barriers go into the up position.

Contractors (15)

Both the school and the contractor we use have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to staff

and pupils. We make sure that everyone understands the part they need to play in ensuring health and safety in the workplace is adhered to.

All contractors coming onto site must comply with health & safety legislation and the school rules. They must hold the relevant qualifications/certification and provide risk assessments and method statements for the tasks they are carrying out whilst working at school. Contractors must have, and provide proof of, public liability insurance before they do any work at school. Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone. The site manager is responsible for all contractors coming onto site and that they comply with the above.

All contractors must sign in/out of the contractors induction pack. Failure to do so will mean the contractor will not be allowed on site. See attached fig-5

Seat Belts (16)

In the UK, wearing a seat belt is a legal requirement if belts are fitted. We use coaches and mini buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Internet and E Safety (17)

We protect and educate pupils and staff in their use of technology. We regularly use the internet in school, because it has educational benefits. In order to minimise the risk to children coming across unsuitable material, we provide constant supervision, and we only use filtered service, selected links, and child friendly search engines. Parents are asked to sign authorisation for their child to use the internet. We also seek parental permission before using children's work on the school's website, or in newsletters and other publications. The school has an Internet and E safety policy in place which all parents have access to.

Theft and other criminal acts (18)

We take the act of theft and criminal acts very seriously. The teachers or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes to report the matter to the police.

Health and Welfare of Staff (19)

We do not tolerate inappropriate behaviour towards staff and we operate a zero-tolerance policy regarding verbal abuse, demanding behaviour or any displays of aggression. Any person/s violating the above will be immediately asked to leave the school.

Staff will report any such incidents to the Head teacher. The school will work in partnership with the LA and police when inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe. See Behaviour of Parents / Visitors Policy.

Electrical Safety (20)

The Importance of Electrical Safety. Almost everything in a workplace setting today operates on electricity. This passage of electricity can cause great pain, burns, and even fatalities.

All electrical issues/faults must be reported to the site manager. All electrical sockets at school have been fitted with safety plugs. We carry out both fixed appliance testing and portable appliance testing every 12 months. Fixed electrical testing is done every five years. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment. The site manager will conduct a visual inspection of plugs, cables and electrical equipment prior to use. The site manager is responsible for all the above to be documented.

All electrical appliances brought on to site by contractors/visitors must be inspected by the site manager. It's the reasonability of the contractor/visitor to be able to show proof of PAT testing. Failure to show that an item has been PAT tested will mean the item cannot be used at school.

Avoid extension leads as much as possible. If you are going to use an extension lead speak to the site manager who will conduct a visual inspection of the lead.

Playground Equipment (21)

This equipment is only to be used during the school day (9am – 3.15pm). School will not accept responsibility for children using the equipment before or after school. It is the responsibility of the teacher on duty to check to see if the wooden equipment is dry enough to use. The playground equipment is audited daily by the site manager. These audits are documented, with issue/concerns recorded and dealt with by either the site manager or the appropriate contractor. The site manager is responsible for checking the playground equipment and all the above is documented.

If an item of equipment is unsafe the site manager will communicate to staff through a red safety alert. Also the equipment will be taped off using waring tape. Under no circumstances must the equipment be used if a red safety alert has been issued. Once the equipment is safe to use the site manager will communicate to staff a green safety alert

Unsupervised Children (22)

If parents choose to leave their children unsupervised at the start or end of the school day, school will not accept responsibility for these children.

Dogs on Site (23)

Support dogs (guide dogs, hearing dogs etc) are allowed onto the school site. However, other dogs are not allowed inside the school grounds, except in special circumstances with the permission of the Head teacher and Governors.

Use of Car Park (24)

Parking on the school premises is allowed in the designated areas. There are a small number of disabled spaces available for adults and /or children with additional needs. The 'drop off zone' is not to be used for parking by parents or staff.

The site manger issues a new code for the entry barrier to the car park each month to the individuals on the authorisation register allowed to park in the school car park. The code is for that person only and must not be handed out to any other person. Failure to comply will mean the person will be removed from the authorisation register and will not be allowed to park on the school premises.

The school operates a mandatory 5mph speed limit whilst on the school premises/carpark.

When entering or leaving the carpark only one car at a time is allowed through the barriers. If you are waiting behind another car wait for the barrier to come down before entering or leaving the site. The barriers are only designed to let one car at a time to go through.

The users of the car park do so at their own risk. Hindley Junior and infant school will not accept liability for any accidents, damage or loss incurred.

Out of School Visits (25)

Staff must complete a Risk Assessment and comply with the Educational Visits Policy on out of school visits. A copy of the Risk Assessment must be given to the Headteacher prior to the visit taking place.

Adverse / Severe Weather Conditions (26)

If we have snow or Icey conditions the schools procedure for adverse weather conditions will be put into place see attached fig-6 & fig-7.

In the event of severe weather conditions the school follows the LA guidance regarding the closure of schools.

Smoking (27)

Hindley Junior & Infant school is a no smoking premises, and this also includes e-cigarettes. Anyone found smoking on the premises will be asked to leave and this includes the carpark.

Monitoring and Review (28)

The governing body has a named governor responsible for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Headteacher in liaison with the Site Manager implements the school's health, safety and welfare policy on a day to day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher in liaison with the Site Manager also reports to governors on health and safety issues as they arise.

The policy will be reviewed on an annual basis or at any time on request from the governors.