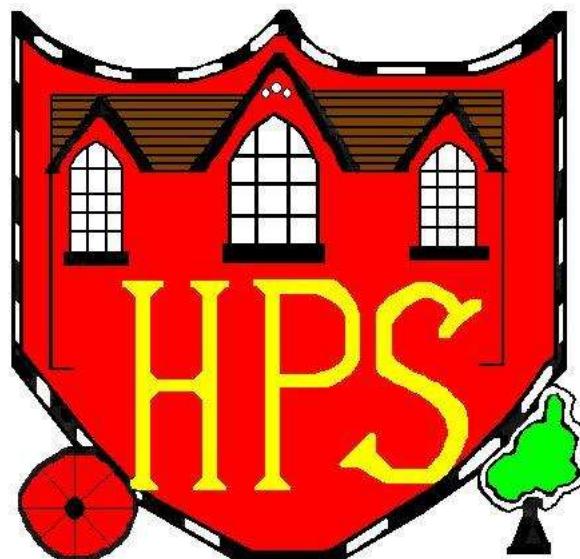


# Health, Safety and Welfare

## Policy

### Heath School Policy



## **HEATH PRIMARY SCHOOL**

*Part of Embark Academy Trust*



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## **Health, Safety and Welfare Policy Heath Primary School**

**March 2023**

### **Statement of Intent**

This policy statement supplements and complements the more detailed statement issued by Derbyshire Children's Services.

The school's Governing Board and Senior Leadership Team recognise and accept their responsibilities, both under civil and criminal law and also under schemes of delegation, for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work Act 1974, this school's Governing Board will ensure, so far as reasonably practicable, that:

- the premises are maintained in a safe condition,
- safe access to and egress from the premises is maintained,
- all equipment is safe to use,
- appropriate safe systems of work exist and are maintained,
- sufficient information, instruction, training and supervision is available and provided,
- arrangements exist for safe use, handling and storage of articles and substances on the premises, and
- a healthy working environment is maintained, including adequate welfare facilities.

In addition to the above commitment, the Governing Board also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors, etc., are, or may be, affected by school activities being carried out on or within the school boundaries, or otherwise, the Governor Board will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

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

The Governing Board is committed to this policy and all staff are required to comply, as a condition of employment. They are encouraged to assist in the Governing Board's commitment to the continuous improvement in our health, safety and welfare performance.

For the policy to be effectively implemented:-

Employees are reminded of the own duties:

- to take care of their own safety and that of others;
- to co-operate with the Governing Board and the Senior Leadership Team so that they may carry out their own responsibilities successfully;
- to comply with all relevant codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health, safety and welfare of employees concerned.

A copy of this statement has been provided to every member of staff. A copy is also available in the staffroom. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary. This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Board.

### **Responsibilities of Governing Board**

The Governing Board of Heath Primary School is responsible for ensuring that health, safety and welfare is maintained within the school. The Governing Board of the school also ensures that the school health, safety and welfare Policy is followed and that all staff who have a specific health, safety and welfare responsibility are aware of, and undertake, those responsibilities. The Governing Board also ensures that all health, safety and welfare matters are adequately resourced.

The Governing Board ensures that:-

- the school has a health, safety and welfare policy (which is based on the *Pupil's services* policy and guidance) which is implemented within the school and the effectiveness of this policy is monitored;
- health, safety and welfare is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring;
- the school considers health, safety and welfare as an on-going priority and ensures that health, safety and welfare obligations are included in school development plans;
- health, safety and welfare responsibilities are allocated to appropriate staff within the school's organisational structure;
- when decisions on staffing levels are being considered that the health, safety and welfare implications of such decisions are fully considered;
- adequate resources for health, safety and welfare are identified;
- governors consult with the nominated health, safety and welfare coordinators (Mrs Ottewell) and the coordinator for the staff's wellbeing (Mrs Hill) and also seek health,

- safety and welfare advice from LA health, safety and welfare section as necessary and that this advice is acted upon as far as is reasonably practicable;
- health, safety and welfare issues are discussed at governors' meetings with a Children and Learning focus and /or full governors' meetings where applicable. Governors take decisions and ensure the actions that are carried out and reported back in the governors' meetings;
- The governors receive regular reports and updates on the school's health, safety and welfare performance from the headteacher/deputy headteacher to include the findings of risk assessments, any problems that need to be referred to the governors, any changes in working practice, any budgetary implications, any guidance issued by the authority or any health, safety and welfare matters arising;
- The governors review annually the health, safety and welfare performance of the school and are fully aware of any issues arising.

### **Governor responsible for health, safety and welfare management: Nigel Twigg**

An inspection of the site is regularly carried out by the site manager and **Nigel Twigg** and any issues addressed. Updates on staff well-being, work load and support for staff are regularly shared with governors through the headteacher's report.

### **Responsibilities of the headteacher: Jonathan Lynch**

The headteacher is ultimately responsible for the day to day implementation of health, safety and welfare in the school. The headteacher, Jonathan Lynch, ensures the implementation of health, safety and welfare at Heath Primary School and that there are arrangements in place for the safe use of the school after hours for lettings and other events.

The SLT, site manager and the health, safety and welfare coordinator regularly consult and inform the headteacher of health, safety and welfare updates, matters arising and issues to be addressed.

In order to effectively discharge this responsibility, the headteacher ensures that:-

- a school health, safety and welfare policy is approved by the Governing Board in line with DCC health, safety and welfare policy and guidance and this policy is fully implemented and monitored within Heath Primary School;
- the policy is brought to the attention of all employees and is periodically reviewed and is given as part of the induction programme;
- her knowledge of health, safety and welfare issues is kept up to date in consultation with the SLT and Site manager;
- individuals within the school staff are allocated appropriate duties in terms of health, safety and welfare management and that these are recorded in this document;
- staff are made aware of health, safety and welfare guidance, and any guidance issued by DCC which is relevant to their work;
- regular reports on health, safety and welfare are prepared and presented to governors;
- inspections of the school are carried out as per DCC guidance and that appropriate action is taken to deal with the findings of these inspections;
- school staff take part in relevant training to carry out risk assessments;
- risk assessments of all significant risks are carried out and the findings of these risk assessments are communicated to all those who may be affected by the risk;
- following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up;

- adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable;
- staff training needs in terms of health, safety and welfare are identified and staff receive adequate health, safety and welfare training where required. This includes ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive, as a basic minimum, induction training on their first day in school;
- an appropriate hazard reporting system is set up and there is a follow-up procedure to ensure actions have been taken;
- all equipment (both personal protective equipment and general equipment, e.g. tools, gloves, ladders etc.) required to ensure health and safety, is provided and is suitable for the task for which it is intended and is adequately and safely stored;
- systems exist to ensure equipment is checked and where it is found to be faulty, taken out of use until repaired/disposed of;
- safe systems of work are adopted and are documented;
- all goods purchased comply with the relevant safety standards and where there are health, safety and welfare implications for their use these are considered prior to purchase and appropriate systems of work and risk assessments are put in place;
- appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc., are carried out in accordance with DCC guidance and that the results are recorded and where appropriate acted upon;
- where contractors are appointed to work on the site, all appropriate health, safety and welfare documents (e.g. safety policy/risk assessments) have been seen by the school.
- all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health, safety and welfare from working on the site;
- that there are systems in place to ensure that all necessary permits to work are completed for work by contractors. This includes awareness of the presence of asbestos within the school;
- all parts of the premises are regularly inspected and maintained in safe order. Any unsafe items are reported in the appropriate form;
- where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable, irrespective of who is ultimately responsible for dealing with it;
- appropriate first aid provision is ensured and maintained;
- where the premises are used or let after hours that all appropriate health, safety and welfare considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed;
- any health, safety and welfare guidance received from CAYA is made available to the Governing Board so that appropriate action may be taken as necessary;
- there is liaison and consultation with Trade Union representatives whenever possible.

**School health, safety and welfare co-ordinators Clare Rhodes/ Lynn Pilling**

The school health, safety and welfare co-ordinators have the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process. (Working in conjunction with the site manager and health, safety and welfare governor).
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health, safety and welfare records including management of the building fabric and building services and other contractors.
- To advise the governors of situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions devolved to them as headteacher/deputy headteacher or by the Governing Board.

### **Teaching/non-teaching staff holding positions of special responsibility**

This includes: Senior Leadership Team, Nursery lead teacher, Office staff and the Site manager. They have the following responsibilities:

- To apply the school's health, safety and welfare policy or relevant health, safety and welfare guidance to their own area of work and to be directly responsible to the headteacher for the application of the health, safety and welfare procedures and arrangements.
- To carry out regular health, safety and welfare risk inspections of the activities and resources for which they are responsible and report any issues to the relevant staff.
- Ensure that all staff under their leadership are familiar with the health, safety and welfare code of practice, if issued, for their area of work and report any concerns.
- Investigate accidents that occur within their areas of responsibility.

### **Class Teachers and Teaching Assistants**

Class teachers and teaching assistants are expected to:

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out;
- follow particular health, safety and welfare measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied;
- point out any shortcomings in health, safety and welfare arrangements relevant to their area of work;

- give clear oral and written instructions and warnings to pupils when necessary;
- follow safe working procedures, be aware of all risk assessments and appropriate control measures relevant to their area of work and teaching;
- require the use of protective gloves where necessary;
- make recommendations to the headteacher and deputy headteacher on health, safety and welfare equipment and on additions or necessary improvements to tools, equipment/resources or the premises where necessary;
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health, safety and welfare in line with the curriculum requirements for safety education;
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission;
- report all accidents, defects and dangerous occurrences to their manager or headteacher;
- set a good personal example.

## All Employees

All employees have health, safety and welfare responsibilities as outlined by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health, safety and welfare responsibilities of employees are as follows. Whilst at work all employees will:-

- make themselves familiar with and conform to the schools' health, safety and welfare policy;
- be aware of and comply with all the school's health, safety and welfare guidance and instructions, safe systems of work and risk assessments, including control point out any shortcomings in the school's arrangements for health, safety and welfare (guidance, instruction, safe systems of work and risk assessments) to the headteacher and /or deputy headteacher as appropriate;
- report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe;
- use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate;
- co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements;
- co-operate with any investigations related to health and safety, e.g. accident investigations;
- ensure that all persons for whom they have responsibility, obey safety rules and safe systems of work;
- not use equipment which they have not been trained to use;
- take reasonable care for their own health, safety and welfare and that of other persons who may be affected by their acts or omissions;
- report all accidents, however minor, or near misses;

- not intentionally or recklessly interfere with, or misuse, anything provided, in the interests of health, safety and welfare.

## **School Health, Safety and Welfare Representative**

The Governing Board recognises the role of Health, safety and welfare representatives appointed by a recognised trade union. Any health, safety and welfare representative will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections wherever practicable. They will also be consulted on health, safety and welfare matters affecting all staff.

## **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health, safety and welfare of themselves and others; observe standards of dress consistent with safety and/ or hygiene;
- observe all the health, safety and welfare rules of the school and in particular the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

**This policy should be read in conjunction with the Healthy Schools initiative, Pupil Protection Policy, Fire Safety procedures, Critical Incident Plan, Egress forms, Equal Opportunities Policy, Security Procedures Policy and Risk assessments, Stress Management Policy, Workplace Mental Health and Wellbeing Policy, Safeguarding Policy, Lone Working and Manual Handling Risk Assessments, Security Policy, Online Safety Policy.**

Arrangements for Health, Safety and Welfare

### **Accident/Incident Reporting**

All accidents and incidents in Heath Primary School will be reported and recorded in line with accident reporting guidance. In Heath Primary School, all staff will report all accidents to Jonathan Lynch, Jenny Wilkes or Rachel Ottewell (or another available member of SLT) who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held at the main office. An official accident reporting form will be used.

### **Accident Investigation**

Accidents will be reported to the Senior Leadership Team and investigated. Any serious outcomes will be reported to the headteacher. Findings of such investigations will be recorded by the Senior Leadership Team. Parents will be informed as appropriate

### **Administration of Medicines**

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a pupil

may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

Where, on the other hand, pupils have medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give the school details of the pupil's condition and medication, bring the prescribed medication to school in a secure, labelled container and sign a recognised permission form for the first aiders to administer the medicine. Records will be kept of all medication received and administered by the school and a witness will be present when medicine is administered.

### **Animals**

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangement will be discussed with the headteacher. Care is taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc. Consideration is given to care of animals in school holidays.

### **Asbestos**

The school has an asbestos survey and has received a report of the areas where asbestos is known to be present. The headteacher and site manager have received the appropriate asbestos training and are trained duty holders.

The guidance within the official asbestos file will deal with how exposure to asbestos is to be prevented. (File kept in red box in the office storeroom.) Each worker must sign a permit to work before work is started.

### **Communication**

Staff meeting time is given to health, safety and welfare issues as necessary. Bulletins and messages are written on the noticeboard in the staffroom. Urgent messages are given to each teacher by their line managers. A revisit of the key health, safety and welfare issues takes place on the first Inset day of the school year

### **Consultation with Staff**

Opportunities are given for health, safety and welfare issues to be raised in staff meetings for teachers and teaching assistants. All staff know who to contact if an emergency or issue arises. The site manager will report daily if there are any health, safety and welfare issues.

### **Contractors**

Meetings with contractors are set up before work commences. Risk assessments, insurances and DBS papers are checked and arrangements for storage of equipment and for food breaks for the workers are arranged. Facilities are checked so that contractors are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors, or, to a lesser extent, trespassers.

## **COSHH**

COSHH assessments are carried out on hazardous substances used by the cleaners and site manager. COSHH assessments are kept in the COSHH File in the site manager's store room along with the appropriate data sheets.

Hazardous substances are locked in the site manager's room.

Extra COSHH assessments have been carried out on other substances which are used within the school. Staff have guidance on some substances.

Washing substances are kept in the staffroom cupboard and pupils do not have access to the substances.

Guidance can be found in the COSHH file in the site manager's room.

Hazardous waste is disposed of in the appropriate way. Waste from first aid procedures is disposed of in appropriate bins. Advice is sought if issues arise.

## **Curriculum**

### **The school curriculum**

We teach the pupils about health, safety and welfare 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 pupils in this regard as part of the normal school curriculum so that they become aware of everyday hazards, how to deal with them and how to protect themselves.

We teach pupils respect for their bodies, and how to look after themselves. We discuss these issues with the pupils in PSHE lessons, and we reinforce these points in design and technology, where pupils learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health, safety and welfare issues also arise when we teach care for the environment, and awareness of the dangers of litter. Pupils in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

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

Our school promotes the spiritual welfare and growth of the pupils through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help pupils discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

Risk assessments are in place for the appropriate curriculum areas and learning areas inside and outside of the classroom.

## **Disaster Plans**

The school has a critical incident plan in place which has an action plan in place for incidences such as explosions, bomb scares, or escape of dangerous substances and highlights evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where.

### **Display Screen Equipment**

A risk assessment is in place for the safe use of Display Screen Equipment (DSE). Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health, safety and welfare risks do exist for both adults and pupils. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

Local authority guidance is available from the health, safety and welfare coordinator.

### **Educational School Visits**

An Education Visits Coordinator (R Ottewell) is appointed and has training to oversee, monitor and assess the safety of educational visits.

A policy for educational visits and risk assessments is in place and is continually updated.

Visits that are not local, regular and routine are put onto a central system (evolve) monitored by the local authority.

A pack is in place for staff to set up, check safety issues, complete risk assessments and monitor the visit.

### **Environmental**

Arrangements for controlling the environment

Temperature in school is controlled by a thermostat and is monitored by the site manager who reports any issues to the headteacher.

Lighting – automatic switching off of lights is in place. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time. The site manager and headteacher have had training for testing for Legionnaire's Disease and regular tests are carried out.

### **Fire**

Fire procedures in place are:-

- Jonathan Lynch is the duty holder of Heath Primary School
- Fire Risk Assessment is in place and is held in the fire file in the 'red box' in the main office store room. This includes a fire evacuation procedure.
- The fire evacuation procedure corresponds with procedure notice in every classroom / room. The headteacher/ deputies/ office staff will contact the emergency services.

- The fire alarm is tested by the site manager each week and is recorded in the fire assessment file and is in the ‘red box’.
- Half-termly fire evacuation drills take place and a report along with any necessary implementations of changes are recorded. Main school and nursery.
- Inspection and service of fire-fighting equipment, is carried out yearly and is organised by property services – Derbyshire County Council.
- The school building has been inspected by the fire service to ensure the necessary checks and regulations have been adhered to.

## **First Aid**

First Aid procedures:-

The list of staff who are first aid trained is kept in the business manager’s office. All MDS have a basic first aid qualification

Some teaching and learning assistants and some teachers have basic first aid training. A list of qualified first aiders is kept in the office.

A first aider is present on educational visits which are not local, regular or routine.

First aid boxes are kept in the central junior library area and in the infant corridor. A first aid box is stored in a cupboard ready for MDSs to take out to the hard playground.

The first aid boxes are maintained weekly by the fully trained first aiders and checks are recorded half-termly by the first aiders and monitored by Katie Griffin and Hannah Brierly. This is kept in the back of the injury recording file.

The headteacher, deputy headteacher, EYFS Lead, or a fully qualified first aider will contact the emergency services if required.

If an emergency occurs, then parents are immediately contacted and advised to visit the school immediately. If this is not possible then the pupil will be taken to the hospital if necessary with a qualified member of staff. The school will continue to contact the parents

All accidents and injuries are recorded and reporting procedures are followed (see procedures in the main office or the health, safety and welfare file kept by the health, safety and welfare coordinator). See the files of incidences and outcomes in the first aid areas.

## **Housekeeping/Storage**

All walkways (including the maintenance of access to egress routes) are inspected and all changes are made daily by the site manager who reports any issues to the headteacher and or deputy headteacher. Safe storage for substances and IT equipment is in place.

## **Inspection of the Premises**

Formal inspections of the premises take place during the year with the site manager and the governor responsible for the health and safety. However, inspections take place weekly and

sometimes daily whenever necessary. Issues are reported to the deputy and acted on as appropriate. Inspections are recorded in the site manager's file.

### **Lone Working**

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. A lone worker and home visits risk assessment is in place but all visitors are advised against working alone with pupils and staff are advised about the dangers of working after dark in an isolated area of the school. Workers are never far from another working adult. Exits are closed at the beginning and end of the day to protect staff.

### **Manual Handling**

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

The site manager and kitchen staff have completed manual handling training for the handling of tables and chairs. TLAs, as appropriate have received training. A risk assessment is in place.

### **Mechanical/Electrical equipment**

The equipment is inspected by the site manager and monitored. Findings are relayed to the health, safety and welfare coordinator and these are recorded in the health, safety and welfare checks file in the red box.

Monthly visual checks take place with the site manager to ensure the continuous monitoring process is adhered to.

- Ladders and stepladders are inspected by the site manager each week and findings recorded in site manager's file in 'red box'.
- PE Equipment is inspected yearly by DCC and maintained as necessary
- PE equipment is risk assessed and regularly checked by the PE subject leader. Each teacher checks their PE equipment before the pupils use it for the lesson.
- PAT testing on all electrical equipment takes place annually.

### **One off Activities**

All activities are risk assessed and dangers and control measures are discussed with the staff.

### **Out of School Activities**

Risk assessments are completed for all out of school activities and a check list is carried out and signed by the activity leader. The leader has a visit pack to take on each visit. The ratio of adults to pupils is checked. The visit details are completed on the Evolve programme and checked by the local authority if necessary. (see educational visits policy)

## **Premises**

A member of staff is on the premises at all evening events and the site manager or that member of staff will have the responsibility of the closing of the site after every activity. The leader of the event is instructed on fire evacuation, exits and toilet facilities.

## **Playground Safety**

The correct playground supervision is in place. Risk assessments are in place and assessments of the playground take place daily. Inspections by the site manager and formal weekly inspections are recorded in the site manager's file.

## **Risk Assessments**

Under the current Health, safety and welfare legislation risk assessments are carried out on all visits and all activities.

## **Seat belts**

We use coaches and mini-buses only when seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving as stated in the local authority guidelines.

## **Security**

While it is difficult to make the school site totally secure, we do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

A security policy is in place and is kept in the main office. The premises are regularly checked and any issues reported to the headteacher or deputy headteacher. A security risk assessment is carried out yearly.

## **Safety of Pupils**

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

We do not take any pupil off the school site without informing or gaining prior permission of the parent/carers depending on the nature of the visit.

If an accident does happen, and it results in an injury to a pupil, the teacher will do all s/he can to aid the pupil concerned. We keep first aid boxes in the main school office/ library area and infant corridor. There is a list of staff who are paediatric first aid trained and this is kept in the office.

Should any incident involving injury to a pupil take place, one of the above-mentioned members of staff will be called to assist. If necessary, the headteacher or SLT will telephone for emergency assistance.

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

### **Internet safety**

(see the Online Safety Policy)

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of pupils coming across unsuitable material, we provide constant supervision, and we use only a filtered service. Parents and carers are asked to sign authorisation for their pupil to use the Internet. We also seek parental permission before using photographs of pupils or their work on the school's website, or in newsletters and other publications.

### **School meals**

Our school provides the opportunity for pupils to have a meal at lunchtimes. If parents or carers are in receipt of financial support, support under the Immigration and Asylum Act of 1999, or Pupil Tax Credit (with income below a certain limit), they may claim free school meals for their child. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Pupils under five, and those whose parents or carers receive the above benefits, are entitled to free milk each school day.

If pupils choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

Our school promotes a healthy lifestyle. As sweets can damage pupil's teeth, we do not allow sweets to be eaten in school. We have a fruit only policy at break-times and are a nut free school due to some pupils having a nut allergy.

### **School uniform**

It is our policy that all pupils wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. On days when children have PE lessons, they are allowed to come to school wearing the agreed school PE kit. We agree the requirements for school uniform with parents and carers, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a pupil's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural

diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

It is the responsibility of the headteacher to ensure that the school policy for wearing school uniform policy is upheld. It is, however, not our school policy to exclude pupils from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents and carers to equip their pupils with the necessary uniform and school equipment. If a pupil repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their pupil leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a pupil not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents and carers not to send their pupil to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents and carers to discuss their pupil's appearance with us if there are any religious needs involved that we might be unaware of.

On grounds of health and safety, we do not allow pupils to wear jewellery in our school. An exception is ear-ring studs in pierced ears. Pupils must remove these during PE and games.

### **Site Access**

Safe access and egress of staff, pupils, visitors and associated vehicles is in place.

### **Stress Management**

School governors, headteacher, senior teachers and school managers are aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives. A stress management policy is in place to support our staff and share any concerns.

### **Theft or other criminal acts**

The teacher or headteacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

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 s/he wishes the matter to be reported to the police.

### **Training**

The training needs of staff are monitored and addressed as necessary. Training set up and completed is recorded (see health, safety and welfare file)

## **Violence at Work**

The SLT are fully aware of situations which may cause the staff stress and accompany staff in these situations. Situations and meetings which may become abusive are discussed beforehand and procedures are set up and are then attended by members of the SLT and the offender will be asked to leave and/or the police will be called.

## **The Health and Welfare of staff**

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health, safety and welfare law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay. A stress management policy is in place. The provision and maintenance of welfare facilities, e.g. toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch are monitored and complied with at all times.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the Embark's protocol and the police.

## **Waste Management**

Arrangements for managing waste are in place and bins are locked to secure points.

## **Working at Heights**

A risk assessment is in place. Staff are trained to use only the appropriate steps and the site manager has a briefing on the use of ladders and working at heights.

## **Monitoring and Review**

The Governing Board has a named governor with responsibility for health, safety and welfare matters, Nigel Twigg. It is this governor's responsibility to keep the Governing Board informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health, safety and welfare 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 Board, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The headteacher 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 also reports to governors on health, safety and welfare issues.

***This policy will be reviewed at any time on request from the governors, or at least annually.***