

## **Toll Bar Primary School**

### **Health, Safety and Welfare Policy**

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Doncaster LEA and by the Education Department, The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of our school.

Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

#### **General Guidelines**

It is the policy of the Governing Body, so far as is reasonable practicable, to:

1. establish and maintain a Safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in
  - connection with the use, handling, storage and transport of articles and
  - substances;
  - ensure the provision of sufficient information, instruction and supervision to
  - enable all employees and pupils to avoid hazards and contribute positively to
  - their own health and safety and to ensure that they have access to health and
  - safety training as appropriate or as and when provided;
4. maintain all areas under the control of the Governors and Headteacher in a
  - condition that is safe and without risk to health and to provide and maintain

- means of access to and egress from that place of work that are safe and
  - without risk;
5. formulate effective procedures for use in case of fire and for evacuating the
    1. school premises;
  6. lay down procedures to be followed in case of accident;
  7. teach safety as part of pupils' duties where appropriate;
  8. provide and maintain adequate welfare facilities and to make recommendations to Doncaster LEA as appropriate.

### **Responsibility of the Governors and the Headteacher**

The Governors and Headteacher are responsible for implementing this policy within school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it. as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
4. make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken. (A Health and Safety team will inspect all school premises and property once a term).
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. report to the building inspectors' department any defect in the state of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. NB The Governing Body will deal with all aspects of maintenance which are under their control, report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
9. monitor, within the limits of their expertise, the activities of contractors (in liaison with the building inspectorate), hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and

safety at the school. Such delegated responsibility must be defined as appropriate.

### **Duties of the Person delegated to assist in the management of Health and Safety**

The delegated person Mr A Draper, shall:

1. assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained;

NB The above role must not be confused with that of Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

### **Responsibilities of Staff towards pupils and others in their care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;

7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.

The caretaker monitors the condition of the fabric and fittings of the building and this is supported by regular visits from the LEA Building Maintenance Inspector. The caretaker undertakes minor repairs, reporting more serious and /or dangerous faults and those beyond his abilities and/or knowledge to the maintenance depot, indicating the urgency dependent upon the nature of the fault.

The caretaker is responsible for checking the grounds of the school for potentially hazardous items, e.g. broken glass, syringes, etc left by unauthorised visitors and checking that workmen leave the site in a safe condition.

The caretaker and Metroclean are responsible for maintaining the whole of the interior of the building in a clean, hygienic condition.

Electrical equipment in school is always tested before use by the caretaker to ensure its safe condition. All appliances receive regular safety checks according to regulations.

NB When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

### **Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the CEO and others in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
4. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that classrooms, general working spaces and outdoor areas are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards, are reported to the Headteacher.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

**Please note the following:**

1. it must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. all volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

**Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not willfully misuse, neglect or interfere with things provided for safety purposes.

NB The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school prospectus.

**Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery persons) are expected, as far as reasonably possible, to observe the safety rules of the school. All adults who enter the site on official business must report to the school office. If they are not employed by the LA and/or are not displaying an identification badge, the school provides a stick on badge for the duration of the visit. This also applies to parent helpers. All visitors to school must, for fire safety reasons, sign in and out in the visitor's book in reception. All main entrances to the school, are fitted with coded access pads,

### **Fire and emergency evacuation procedures**

1. The school's procedures for fire and emergency evacuation are displayed in each room.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evacuation of practice and evacuation drill is available.
4. Fire drills are held at least termly by activating the alarm system.
5. Each classroom, has a fire exit plan.
6. The assembly point is KS2 school playground. In the event of a fire, the Headteacher, or designated person, will wait at the front of school to direct the appliances to the site of the fire.
7. Children are instructed to leave the building calmly and quietly, the teacher leaving the room last of all, closing windows and doors where to do so would not delay them leaving the building.
8. Children and adults not in classroom when the alarm sounds leave by the nearest exit and go to their assembly point.
9. Registers will be taken by an appointed Class teacher or LSA to the assembly point.
10. Teachers will check the registers and return them to the office staff when all the children are accounted for.
11. All personnel remain at the assembly point until dismissed by the person in charge, normally the Headteacher.
12. Arrangements are made to monitor the condition of all fire prevention equipment and alarm system regularly.

### **First Aid and Accident Reporting Procedures**

1. First aid boxes are situated in the office. A portable first aid kit is maintained for use during visits away from school.
2. The following staff at the school have been trained in first aid:

Mrs C Armistead

Mrs W Baker

Mrs L Bleything

Mrs S Brocklesby

Mrs W Brooks

Mrs J Crosby

Mr D Cross

Mrs C Didcott

Mrs K Didcott

Miss E Dixon

Mrs A Mahoney

Mrs J Mannifield

Mrs A Robinson

Mrs A Shakespeare

Mrs L Wood

3. The accident book must be filled in after any incident. These are located in the office. For more serious injuries, an accident report form must be filled in. These are to be found in the office.
4. Arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.
5. Miss Dixon and Mrs Shakespeare are trained in Paediatric first aid.
6. Lunchtime supervisor take bum bags with first aid in.

### **Emergency Plan**

This is in place, (See designated plan)

### **General**

- Information relating to health issues is obtained from parents when children enter school. Class teachers are informed of any specific information in connection with children in their class.
- Children suffering from asthma must leave their inhalers in the class where they will be kept safely.
- All teaching staff are made aware of the LA guidelines for safe practices in PE and games.

### **Playtime and Lunchtime supervision**

During playtimes and lunchtimes, arrangements ensure that there are two adults to supervise the children. This allow one adult to deal with any emergencies, injuries or problems while the other continues to supervise. DRAs must record every incident in the incident book, making sure appropriate first aid is asked for if necessary.

The Headteacher is the Duty Holder in all aspects of Health and Safety, but s/he is therefore responsible to the LA who is the principal Duty Holder.

## **Healthy schools initiative**

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we will strive to continue to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

## **The school curriculum**

1. 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. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.
2. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
3. Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key



Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

4. 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 or around the school, and inform their teacher.
5. Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
6. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **School meals**

1. Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. 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. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.
2. If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
3. Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

### **School uniform**

1. It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
2. We always take a sensitive approach where regulations regarding uniform conflict with a child'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.

3. 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 the proper school uniform.
4. 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 in 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, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
5. On grounds of health and safety, we do not allow children to wear jewellery in our school, unless part of their culture. An exception is ear-ringing studs in pierced ears. We ask children either to remove these during PE and games or cover with tape.

#### **Child protection ( See Child protection policy)**

1. The named person with responsibility for child protection in our school is the headteacher, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
2. If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named in 6.1 about their concerns.
3. When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
4. We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.
5. All the 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**

1. While it is difficult to make the school site totally secure, we will 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).
2. We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
3. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
4. 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.
5. Site supervisor ensures gates are closed before he leaves in a morning. Signs are displayed for visitors, parents and carers.
6. Staff ensure gates are closed at playtimes and lunchtimes.

## **Safety of children**

1. 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.
2. We do not take any child off the school site without the prior permission of the parent.

## **Educational visits ( See DMBC Guidelines for Visits 2008)**

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Risk assessments are rigorously undertaken.

## **Seat belts**

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.

## **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 child 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 will be expected to visit, perhaps during the lunch break to administer the medication themselves or complete a permission form allowing staff to administer prescribed medicines.

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Staff involved in administering the medication will receive training, usually from the school nurse.

## **e-Safety**

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a 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 photographs of children or their work on the school's website, or in newsletters and other publications.

## **Theft or other criminal acts**

The teacher 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, 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.

## **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 and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay. (See Stress Policy)

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 LA's protocol on school and the police.

## **Monitoring and review**

1. The governing body has a named governor with responsibility 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 that 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.
2. The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
3. 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 annually on health and safety issues.
4. Following monitoring by LA audit; action plans will be drawn up and acted upon.
5. This policy will be reviewed at any time on request from the governors, or at least once every two years.

Reviewed: Oct 2009