

# Greenmount Primary School



## Health and Safety Policy

Policy reviewed: January 2018

Next review: January 2019

## **Purpose of the policy**

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. This policy statement complements and should be read in conjunction with the Leeds City Council, Children and young people service, Health and Safety Policy.

This policy enables all people connected with the school to understand how we will make sure that our learning environment is safe and secure for everyone who is part of it.

### **1. Adoption**

The school governors at their meeting on **31.01.18** adopted this policy. This is reviewed annually.

### **2. Policy Statement – Health and Safety**

The requirement to provide a safe and healthy working environment for all employees is acknowledged by the Governing Body and those in control of the school recognize and take responsibility for compliance with the statutory duties under the Health and Safety at work Act 1974.

In compliance with the Health and Safety at work act, this school's Governing Body will ensure, so far as is reasonably practical, that:

- All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health.
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.

Employee involvement is an important part of managing safety and consultation on health and safety with employees and employee representatives forms part of this policy.

To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organizational arrangements supersede any previously issued.

### **3. Responsibilities**

Health and Safety is the responsibility of all staff. The governing body shares with Leeds Council the overall responsibility for health and safety.

For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety Health and Safety Policy

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report H&S concerns or 'near misses' on the yellow form and hand in to the office

### **4. Detailed Health and Safety Arrangements and Procedures** **Accident Reporting, Recording & investigation**

When accident occurs in school a first aider should be informed immediately and provide the injured person with the necessary first aid. The injury should then be recorded in the first aid books kept near the front office by the first aider involved.

If it is a major injury or cause for concern, the first aider should contact the parents to inform them.

All accidents to employees, however minor, should be recorded. This is a requirement under social security legislation. As a result of a workplace injury an employee may need to claim for benefits in the future, and the relevant checks will be made to confirm that the accident occurred at work.

Copies of all Accident Report Forms are kept in the school and are monitored by the Headteacher/Business Manager who ensures that identified hazards are addressed promptly to minimise the possibility of accidents being repeated.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain accidents that occur on or off site (eg during educational activities) must be reported to the Health and Safety Executive or the local authority, who monitors them.

If an injury needs reporting under the RIDDOR regulations, the Business Manager will complete the necessary investigation and notify the LA. 2.

### **Asbestos**

The Superintendent is responsible for Premise Asbestos Management Plans (PAMP), which are kept in his office. The Superintendent must ensure that any contractors have signed to confirm that they have had sight of the plan and are aware of where there is asbestos in school, prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval.

If staff have any concerns they should report them to the Superintendent, Business Manager or Head Teacher.

### **Contractors**

When managing own projects, Premises Manager arranges the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, Permit to Work, and identify the project manager.

### **Health and Safety Policy Statement**

When contractors are on site they are expected to follow school safety procedure. The Superintendent, Business Manager or Head Teacher will liaise with contractors as appropriate.

Staff should report concerns to the Business Manager/Superintendent.

If the project is a major structural one or one which is changing the dynamic of an area within school the Premises Manager/Head Teacher will liaise with our Asset Manager both prior to and at completion of project.

### **Curriculum Safety**

Relevant risk assessments completed by the Premises Manager (in conjunction with the PE coordinator) including outdoor, PE and extra curriculum activities, are located in the Health & Safety file in the Business Manager's office and in Teachers Only shared area on the School's ICT Network located under Risk Assessments.

In relation to trips out of school, the Teacher arranging the trip should provide all the relevant information and risk assessments using EVOLVE at least one week before the trip is due to take place. Written copies of the RA should be printed and taken on the trip.

### **Drugs and Medications**

Health Plans drawn up by health professionals are kept in the school's SEND office and a copy should be given to relevant member of staff ie. Cook if an allergy and Class or supply Teacher.

Parental requests for medicines to be administered can be completed at the school office and all medicines need to be clearly labelled with the child's name, class, dosage and expiry date. The medicines will then be kept in the main office and documented when administered by a first aider.

Inhalers/insulin are kept in the child's classroom and taken with the child should they leave to be taught elsewhere ie. PE, trip, walk to church.

For any specific medical requirements (i.e.Epi-pen), relevant staff training is undertaken

### **Electrical Equipment**

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly.

The Premises manager should be informed immediately in order that arrangements for repairs or replacement can be made swiftly. No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be PAT tested regularly in accordance with Leeds guidance. Plugs and leads will be visually checked regularly. Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire. Electrical sockets should be switched off before a plug is removed.

### **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

The Premises Manager is responsible for undertaking and revising fire risk assessments; this is done termly. The Head Teacher and the Caretaker liaise re arrangements of drills and firefighting equipment and alarm systems are maintained via annual contract.

Fire Drill posters, which highlight the assembly points and names of fire marshals, can be found in every room in school.

Fire practices will take place every term and will be undertaken at various times in the school day.

Any practical or organisational difficulties, which have arisen after a fire drill, will be discussed and procedures amended as soon as possible with observations shared with all staff via email. The fire alarms are tested weekly by the Premises Manager and recorded in the Fire Alarm books which are located in his office.

In the event of a fire, the nearest alarm should be sounded. This is on a direct call to the local fire station therefore no further telephone call is needed.

Staff will lead the children out of the building by the nearest fire exit in a calm, orderly manner to their respective meeting areas.

- Non-Contract staff such as Cooks and Cleaners and Visitors will be accounted for against the electronic register from our signing in system
- Teaching Staff will check the names of the children from the class evacuation report.
- The Premises Manager will maintain the Fire Safety Log Book.

Once everyone has been accounted for, the fire Marshall will decide if it is safe to re-enter the school. Fire Safety training is part of the Induction package given to all new staff and volunteers within school.

### **First Aid**

A current list of first aiders is in the main office and entrance area.

First Aid boxes are found in the school office and Tammy Carlisle is responsible for maintaining first aid stock.

Each classroom also has a small first aid kit as do the majority of the Lunchtime supervisors who are first aid trained. Further supplies for these kits can be obtained from Tammy Carlisle in the office.

If a child requires first aid an Accident Form has to be completed as part of our school procedure. These are found in the school office and in Reception Class. The original is given to the child and a copy is kept in school.

If a child receives a bump to his/her head then a First Aider and class teacher have to be informed. If serious, a telephone call is made to the parents and in all cases a Bumped Head letter is sent out with the child, a copy of which is kept in school for our records.

If a serious incident/accident takes place a Riddor Form has to be completed online by the Premises Manager who will send across to the local authority once investigations and a report have been completed.

When dealing with bodily waste and fluids all waste must be bagged up and placed in the yellow disposal bins. This is collected monthly by an external company.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office. Plastic gloves should always be worn when dealing with body fluids or contagious diseases. Portable first aid boxes, to be taken on trips and visits.

All incidents are dealt with by a qualified first aider. If a hospital visit is required, an ambulance should be called, or transport arranged through parents. If parents cannot be contacted a member of staff will accompany the child to hospital.

### **Gas Safety**

Gas central heating boilers are maintained by the LA and records kept in the premises file in the Superintendent's office.

Gas cookers in the Kitchen checked regularly by LA and records are kept by the kitchen staff.

### **Glass and Glazing**

All glazing complies with safety standards.

### **Grounds - Safety/Security**

External doors are kept shut except during break time and lunchtime to allow children to access the playground areas.

All staff are responsible in ensuring all doors are kept shut.

All visitors to school can only access school via the main office, which is security locked. The Superintendent checks the grounds and is responsible for the removal of litter, broken glass and general site safety on a daily basis.

### **Hazardous Substances (COSHH)**

All cleaning chemical are approved by Leeds City Council Cleaning services and are kept locked in their locked cupboards.

COSHH signs are on the outside of both doors and cleaners are trained in their use.

Staff should be aware not to bring in sprays or chemicals from home unless the caretaker has a COSHH sheet for that substance and it is kept with other chemicals in the caretakers room.

### **Health and Safety Advice**

Should school wish to seek any competent health and safety advice, we will contact Leeds City Council Group Safety Advisor

### **Housekeeping – Storage, cleaning & waste disposal**

The school premises are kept clean, to minimise the accumulation of rubbish.

Any wet surfaces have notices placed to minimise the risk of slips.

Bins are provided in classrooms and playgrounds and waste is removed daily and stored in a skip which is kept at the back of the school carpark.

All boxes should be broken down before going in the skip.

Premises Manager is responsible for ensuring paths are cleared of snow and gritted so staff/pupils can safely access school.

Disposable of ICT equipment is arranged by the ICT support company we have on contract.

Handling & Lifting Risk Assessment completed and located in Health & Safety file in Deputy Headteacher's office. Staff should not try to lift anything they think it is too heavy. A number of staff including the Premises Manager have received relevant training.

Trolleys and sack carts are provided for use and are available.

All staff dealing with children with disabilities have been given specific training in lifting and handling so as to protect both them and the child.

### **Jewellery**

For Health & Safety reasons pupils are not allowed to wear jewellery with the exception of wristwatches and stud earrings which must be the responsibility of the wearer.

Children wearing stud earrings will not be allowed to take part in PE until the earrings are either removed or covered by a plaster brought in from home.

For swimming the swimming instructors do require the earrings to be removed.

### **Lone Working**

School adheres to the Leeds Lone working policy and steps are made to try to prevent this where possible. However, if unavoidable, the member of staff working alone should text two colleagues to inform them that they are arriving on site and again when they are leaving site.

### **Maintenance / Inspection of Work Equipment (including selection of Equipment Alarm system monitored and inspected annually by ADT Security).**

Fire Alarm system and other associated items inspected annually by contracted firms.

Gym equipment inspected annually and report kept in Health and Safety file.

Boiler & Heating system serviced/inspected by Contracted Services.

Any remedial work or action is brought to the attention of the Headteacher to sanction and report to the relevant members of staff.

### **Monitoring and Review of Health and Safety Arrangements**

A yearly health and safety check, carried out by the Superintendent and Health and Safety Governor will be used to prioritise need and to inform planning.

All staff will carry out informal monitoring on a day to day basis. The Premises Manager will monitor school grounds and premises daily.

Monitoring by governors will be via the Resources Committee and the Headteacher's Report.

### **New & Expectant Mothers/Staff with health issues**



Staff are required to advise the headteacher in confidence when they find they are pregnant.

Staff suffering from health problems should inform the Headteacher and a risk assessments will then be completed for staff members by the Headteacher/ Business Manager.

This is reviewed monthly with the member of staff and any relevant actions taken.

### **Poster on Health and Safety Law**

This is sited in the Staff Room and opposite the Deputy Headteacher's office.

### **Personal Protective Equipment (PPE)**

Premises Manager ensures that he has all the required PPE in order to complete his jobs safely.

### **Reporting Defects**

Hazards are reported to the Premises Manager. These will then liaise for work to be undertaken and relevant warning notices put up until work undertaken.

If equipment is identified as defective it should be taken out of use immediately in order that arrangements for repairs or replacement can be made swiftly.

### **Risk Assessments**

Risk assessments are carried out by the Business Manager and/or Superintendent and the relevant member of staff and given to the Head Teacher for approval.

They are carried out and action taken to minimize the risk of injury. These are reviewed in conjunction with the Health & Safety Policy.

### **Signs and Signals**

All the relevant signs are displayed around school.

### **School Trips/ Off-Site Activities**

All teaching staff have been trained in the use of the Evolve system and will assist Teaching staff who are unfamiliar with the procedure to follow.

The Head Teacher will then approve visits entered on the Evolve system prior to submission.

Parental permission is obtained at the beginning of each school year for visits taking place in school time but if out of school time parental permission must be sought along with confirmation of emergency contact numbers.

The appropriate numbers of staff to pupil ratio adhered to and trip co-ordinator ensures that first aid provisions are sufficient.

### **Occupational Health - Stress and staff Well-being**

Any staff that have underlying health issues can be referred to occupational health by the Head Teacher or they can refer themselves. Any staff who have a high sickness absence will be referred to determine if any support can be given by the school/council.

### **School Transport – e.g. minibuses**

The school minibus is appropriately checked on an annual basis and all defects are dealt with immediately.

Only staff with the relevant MIDAS pass or Driving Licence are allowed to drive the school minibus with children on board.

### **Smoking**

Smoking (including e-cigarettes) is not permitted anywhere on the school site.

### **Staff Consultation and Communication**

Health and Safety is included in Resources Committee agenda and Resources Committee meets termly.

Staff meetings occur regularly and staff are aware that they must raise issues as soon as they occur.

Health & Safety is included in Induction process for all staff, volunteers and visitors to school.

### **Supervision of Children**

The doors are open at 8.50 am. All teaching staff should be in the playground to receive the children as they arrive first thing in the morning, to bring in from morning break and after lunch.

At the end of the day the class teachers supervise the children leaving school.

At break times at least three members of staff are on duty in the playground. Staff are not permitted to take hot drinks outside into the playgrounds.

As stated in the school behaviour policy, staff must lead their children from the classroom to the playground at the start of each playtime and wait if the member of staff is not on duty.

All members of staff are responsible for making sure that their classroom is clear of children.

### **Lunchtime Supervision**

The Senior Lunchtime Supervisor is responsible for the organisation and management of lunch times, and works with a team of Lunchtime assistants.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

### **Swimming Pool Operation Procedures**

The school is advised by the swimming pool attendants. The risk assessment and guidance on staff responsibility provided by the pool service is adhered to.

### **Training and Development**

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Governors agree to appropriate training for staff in relation to health and safety.

### **Use of VDU's / Display Screens / DSE**

All staff using VDUs should vary their work routines and follow guidance on regular eye tests.

### **Vehicles on Site**

Parents are requested not to bring their cars onto the school site. The gates to the school car park are closed at 9am and opened again at 3.20pm. Staff cars should be parked in the school car parks.

Other areas should remain clear.

Deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### **Violence to Staff**

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present

### **Welfare and Health Welfare**

All welfare standards are met by the school in terms of meeting the minimum standards for Temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

### **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff or their Line Manager as soon as possible.

The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service called HELP Employee Assistance and is available to all employees on 0800 0285149.

A list of emergency contact names and phone numbers for all staff is held in the school office.

### **Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff must not climb on chairs or tables.

A stepladder is available for use in each key stage and is stored in the storerooms.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

### **Working at Height**

Staff are only permitted to use the correct stools for standing on and should not climb on chairs or tables. A stepladder is available for use in each key stage and is kept in the storerooms. These are checked, maintained and conform to British Safety Standards.

### **Waste Management**

We have a contract with a local firm to remove all waste with the exception of sanitary waste and bodily fluid waste which is removed regularly by a Hygiene company.

### **Water Quality/Temperature/Hygiene**

We undertake air and water checks on a monthly, quarterly and annual basis. Site log books are kept in Premises manager's office.

### **Work Experience/Volunteers in School**

Volunteers are asked to complete an application form and references are requested prior to them being allowed in school. A DBS check is also requested and completion of the online basic safeguarding course (Basic awareness of child abuse and neglect).

Volunteers and work experience students are given a tour of the school showing them where the fire exits, toilets, staffroom, meeting points for fire drills are located. They are shown relevant parts of the Induction policy.

### **Physical Education and Games Clothing**

All children will change into suitable clothing for the activity in which they will participate.

Teachers should wear appropriate clothing and footwear wherever participate. Teachers should wear appropriate clothing and footwear whenever possible. This sets a good example to children and allows a greater

degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### **Jewellery**

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for PE. No jewellery is allowed for swimming. It is advisable to collect all such items prior to the lesson and store safely.

Religious artefacts (taawiz) should also be removed and kept safe.

### **Lifting and Moving**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

### **School Building Access**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children enter via their own classroom door. The doors are closed at 9 a.m. and after this time late arrivals should enter via the main entrance.

All visitors must report to the school office and use the electronic signing in system where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

The Headteacher will remind children and of the importance of challenging people not wearing a visitors badge on a termly basis.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be challenged and reported to the school office.

The main entrance is locked, allowing access on request from the school office using the intercom.

### **Key Performance Indicators**

It is important that Managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.