



The Belsteads School Health and Safety Policy

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Contents

Page 2	Inclusion and Safeguarding Statement Statement of Intent
Page 4	Practical Arrangements
Page 6	Animals in School Blood, Avoiding Contamination Contractors on Site
Page 7	Control of Substances Hazardous to Health (COSHH) Electrical Safety Fire Safety
Page 9	Manual Handling Off Site Visits Risk Assessments Supervision Before and After School
Page 10	Safety Training Visitors Intruder Personal Property
Page 11	Stress

INCLUSION AND SAFEGUARDING STATEMENT:

We are committed to building futures in a welcoming and supportive learning environment, in which all pupils feel valued and challenged.

Our School is committed to safeguarding and promoting welfare of children and expects staff to share this commitment.

STATEMENT OF INTENT

The Head Teacher and Governors of The Belsteads School are committed to their responsibilities under the 'Health and Safety at Work Act 1974' to provide the promotion of a safe and healthy environment for staff and pupils and for all other users of the School site.

The Head Teacher will monitor this safety policy and revise as necessary.

The Head Teacher and Governors are committed to the provision of adequate and appropriate safety training for staff.

The Head Teacher, with support from the Governors, will ensure so far as reasonably practicable that:

- plant, equipment and systems of work are safe and without risks to health;
- The handling, storage or transport of articles and substances will be safe and without risks to health;
- The site is maintained in a safe condition and without risks to health;
- access to and egress from the site is maintained in a condition that is safe and without risks to health;
- a working environment is provided that is safe and without risks to health; and There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

This policy is issued with the authority of The Head Teacher and its requirements are binding upon all employees.

The Head Teacher and Proprietor will be responsible for:

- The day to day management of health and safety and ensure effective communications on health and safety matters exist between the School and relevant bodies.
- The implementation of the policy to ensure compliance
- Ensuring that all staff are aware of the information contained in this document
- Ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- Reporting to governors on health and safety matters and, together with School staff, assess and control the risks to persons from hazards within the School, and any of its activities, wherever they are undertaken

- Ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of
- Maintain first aid and accident reporting systems that are suitable for the School
- Ensure arrangements for fire safety within the School are adequate and that suitable arrangements are in place for testing and maintaining the fire alarm system, fire-fighting equipment, emergency lighting and maintaining fire doors
- Ensure fire drills are carried out at least one per term and their results recorded
- Ensure there are adequate security provisions and procedures are provided and reviewed; ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder and that there is a business continuity plan in place
- Ensure the School has access to competent health and safety advice
- Liaising with contractors to ensure an adequate exchange of health and safety information

All Employees

All employees are to be familiar with the School safety policy and:

- Follow safe working procedures personally
- Give adequate safety information regarding the activity being undertaken prior to The activity commencing and during the activity as and when required
- Ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary; ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- Report defects and make recommendations to the Head Teacher
- Ensure all accidents, incidents and near misses are recorded in line with the School policy
- Ensure that each child within their responsibility at the end of the School day is handed over to a person known by that child
- Ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff and visitors
- Co-operate with those who have a duty to ensure H&S by adhering to advice, instructions and procedures for H&S and by reporting any unsafe practices which come to notice and participate with the School to improve the standard of H&S.

The Caretaker and Proprietor will be responsible for ensuring:

- That all defects in the buildings and grounds are notified to the head promptly and rectified.
- That COSSH assessments have been carried out, up to date, and the assessments sheets available to staff that need them
- Risk assessments have been carried out on all hazardous activities undertaken i.e. using ladders, entering boiler rooms etc.
- Undertaking regular checks of the fire alarm system emergency lighting and recording the result in the Fire Log Book
- Regular safety checks of the School grounds'

All Staff

It is a requirement of The Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

Other School Users

The following users should be made aware of relevant sections of The School's Health and Safety Policy:

- Admin staff
- Contractors
- Voluntary Workers
- Parents
- Pupils

PRACTICAL ARRANGEMENTS

First Aid

The School will endeavor to have at least 2 (three-day qualified) first aiders. Where possible the remaining staff will have received the basic one-day first aid training.

- First aid kits are available in the School office.
- All School employees may treat children for minor ailments and accidents.
- Children may not give any treatment to other children.

When children are unwell they can sit in a quiet room supervised by a member of staff.

In the event of a more serious injury, such as:

Unconsciousness

Head injury

Severe Bleeding

Object stuck in throat

Deep cut that may require stitching

Suspected fracture

Severe asthma attack
Severe reaction to bites or stings
Swallowing or suspected swallowing of toxic substance
The School dials 999 and asks for an ambulance
PARENTS/CARERS ARE CALLED IMMEDIATELY

Accident recording, reporting and investigation

Any accident needing routine treatment in School is deemed a Minor Accident, and should be recorded in the Accident Book. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.

Notifiable injuries under RIDDOR are declared to The Health and Safety Executive local office and The LA.

Administration of medication

Staff should not administer any medicines unless the standard form for issuing medicine has been filled in.

- Only medication prescribed by a doctor will be accepted.
- The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of administration.
- Medication, other than asthma inhalers, will be administered in the presence of another member of staff.
- The medicine is stored in a secure place in the office or School fridge, if it is necessary to keep it cold.

Asthma

Guidelines for dealing with an asthmatic attack are made known to all first aiders and training is given on a regular basis. Details of all the children in the School who have an asthmatic condition are contained on The School medical files that all staff are aware of and can access. They also have healthcare plans, kept in the school office, which detail their condition, the medication required and administration details.

These are updated each year.

Medical boxes are checked at the beginning of each half term to ensure that all medication is in school and in date.

All staff are aware of the location of each child's inhaler.

Anaphylaxis

Guidelines dealing with anaphylactic shock are made known to all first aiders and training is given on a regular basis.

Details of all of the children in The School who have this condition are contained on The School medical files.

Teachers are aware of the location of epipens. These are stored away from bright lights and placed in (named) plastic containers in a first aid box, which is kept in the school office. The plastic containers are labelled "For use by trained school staff". Medical boxes are checked at the beginning of each half term to ensure that two epipens (per child) are in school and in date.

Catering staff have the dietary requirements of all children and take particular care of those who suffer from anaphylaxis.

ANIMALS IN THE SCHOOL

The School's animals are considered an integral part of the provision offer. The School has adopted the following principles relating to the care and management of animals on School premises:

- Ensure that children wash their hands before and after handling animals.
- Teach children how to handle the animals with care.
- Feed animals correctly.
- Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

Support dogs (guide dogs, hearing dogs etc) are allowed onto The School site. However, other dogs are not allowed inside the School grounds, except in special circumstances with the permission of the Head Teacher.

BLOOD, AVOIDING CONTAMINATION

All staff must be familiar with this procedure before having to handle blood:

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask a First Aider to treat. Dress any wound if necessary
- Dispose of the gloves and wipe or place any contaminated material in a plastic bag, seal if possible, and dispose of in main bin.
- Wash hands thoroughly again.
- Record incident in the accident book.

CONTRACTORS ON SITE

Contractors on site are supervised by The Headteacher or Caretaker, who is aware of The School's responsibilities regarding contractors. Checks are made for competence and insurance.

Contractors provide risk assessments as necessary. The following guidelines are followed: -

When using local contractors, the School ensures that they satisfy the following:

- are capable of carrying out the work in a competent manner, either by qualification or experience; can supply the resources to satisfactorily complete the job;
- are able to supply several satisfactory references, is a member of the relevant trade association;
- has sufficient, and up to date Public Liability Insurance,
- has an up to date and meaningful safety policy; has documented risk assessments;
- agree to abide by The School safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Proprietor, Head Teacher or The Caretaker, depending on the substance concerned.

COSHH data sheets will be kept in The Caretaker's office.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

Any spillages are cleaned up at once.

Children are taught to recognise the orange warning signs, which they may come across on household containers and warn of the dangers.

There are suitable first aid arrangements available for treating chemical splashes.

ELECTRICAL SAFETY

Any faults must be reported immediately. All appliances must be tested on an annual basis. Displays or decorations must not be suspended from light fittings. Only approved contractors will be used.

- Staff are instructed to visually check each item of electrical equipment before it is used and to look for signs of burning, damaged cables, loose covers etc.
- No one is allowed to work on any circuitry unless competent to do so.
- Staff are aware of the dangers of trailing cables and the overloading of extension leads and are forbidden to have trailing cables across walkways.
- Christmas trees must be provided with electrical circuit breakers.

FIRE SAFETY

The Fire Safety Risk Assessment under The auspices of The Regulatory Reform (Fire Safety) Order 2005 must be reviewed annually or by a triggered review i.e. change of conditions.

- All supply Teachers are to be made aware of The School's fire evacuation procedures.
- Basic fire safety training is to be given to all staff and recorded. Staff are required to have refresher training at least annually.
- All Teachers are designated as fire wardens and will be responsible for the safe evacuation of pupils.
- There will be an evacuation drill performed at least once per term, the outcome of which will be recorded in The Fire Log Book.
- Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.
- The fire alarm system is to be maintained by an approved and competent person on a regular basis, this is to include the emergency lighting system. All faults on the systems must be reported to the caretaker immediately.
- Fire signs must comply with the current standards.
- Fire assembly points must be known to all.
- All escape routes and fire exits are to be kept clear from any obstruction at all times
- Smoking is not permitted anywhere in the School building.
- Only those staff that have had proper training and are confident enough to operate a fire extinguisher should try to extinguish a small fire, but they must not put themselves in personal danger in doing so.

Hazard and Defect Reporting

All defects and hazards relating to the building or grounds should be reported immediately to The Head Teacher/ Caretaker.

The Head will be responsible for monitoring the progress on all items reported.

Inspections of The School

The School is inspected regularly by The Head Teacher and The Caretaker for any defects that could lead to an accident or ill health of any occupant. The Governor with responsibility for Health & Safety may carry out inspections at a regular interval and submit a report to The Head Teacher & Governing Board.

Ladders and Step Ladders

Where extending ladders are used by The Caretaker, proper instruction or training is received. It is recognised that this training could have been received during previous employment i.e. used to be a fire fighter and received training from The Fire Service. Ladders are not be used in windy weather.

Staff should not be using chairs for access to high shelving or putting up displays.

Staff are advised to get support from a colleague if using a ladder or stool as necessary.

MANUAL HANDLING

- All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced. This is particularly important where the School has disabled pupils who may need assistance for certain tasks.
- Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.
- Where staff have to carry out manual handling operations then the appropriate level of training is provided.
- Seeking assistance with the task can often reduce the risks for simple handling tasks.
- Where necessary, a removal company is employed to move large items of furniture or equipment.

OFF SITE VISITS

The Head Teacher has responsibility for off-site visits and ensuring procedures are followed at all times. An off-site visit is any visit where the children are taken away from the School site.

Risk assessments are completed and documented for all off-site visits. Where the visits are regular visits, such as to the shops, the risk assessment is completed then reviewed each term or year as necessary.

All LA or DfE guidelines are followed before any off-site visits take place. All necessary documentation is completed before the visit takes place.

Where activity providers are used then their competency is checked.

RISK ASSESSMENTS

Risk assessments are carried out by The School to comply with legislative requirements. The risk assessment process is led by The Head Teacher. The risk assessments look at hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the attention of staff and the assessment reviewed and revised as necessary. The review takes place at least annually but will also take place if there are changes that require it, such as building work being carried out at the School.

SUPERVISION BEFORE AND AFTER SCHOOL

The School accepts no responsibility for children who arrive on the premises before 8.50am.

Parents/carers are asked to make arrangements to collect their children promptly at 3.00pm. All staff must ensure that each child is collected by a known adult.

If any child is not collected by 3.30pm, staff will attempt to contact parents. If a child is not collected by 5.00 pm and contact has not been made or is unsatisfactory in terms of the child's welfare, the duty social worker at their Local Authority.

SAFETY TRAINING

Safety training is given to new or relief teachers as soon as they join the School. As an absolute minimum, this basic training includes the procedures for fire and first aid. They are also made aware of this safety policy and the procedures for implementing it.

The Head Teacher arranges refresher training as necessary.

VISITORS

Visitors sign in at the School Office as they enter the premises and are issued badges to wear for the duration of their visit (*Green for those with suitable clearance / Red for those without clearance who must be accompanied at all times*).

Visitors' must read the Child Protection leaflet before they can enter the main building.

Staff and children are encouraged to challenge politely anyone in School they do not recognise who is not wearing a visitor's badge - we follow the procedure set out in the Intruders section below.

Visitors must sign out at the end of the visit.

INTRUDERS

All members of The School community share responsibility for identifying and reporting possible intruders. Reports are made to The School office.

Potential intruders are approached and asked, "May I help you?" or "Is someone helping you?" If necessary, intruders or unwelcome visitors are seen off the premises. The police are called if there is any cause for concern or any disturbance on the School premises.

PERSONAL PROPERTY

Staff are responsible for the security of their own personal items. These can be deposited in the office during the day.

Pupils are discouraged from bringing valuables into School.

Mobile phones, ipads etc, belonging to pupils, are handed in to the office in the morning and can be retrieved at the end of the school day.

STRESS

- Staff are aware that stress is not a sign of weakness and that it should be discussed openly.
- Staff are encouraged to support one another.
- The Head Teacher is aware of the signs of stress and aim to provide support as necessary.
- Attention is paid to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.