

# **Whittle-le-Woods CE Primary School Health and Safety Policy**



## **Mission Statement**

**We are together in our Christian family – a learning community where everyone is respected, valued, nurtured and challenged within a high-quality, creative and safe environment.**

**We provide guidance and time so each individual may grow academically, spiritually, physically, emotionally and socially. We celebrate the place of primary education as a fundamental part of the learning journey.**

**We ensure an exciting, challenging and rigorous curriculum is taught and learned. Educating is our highest priority so individual potential may be realised.**

**We work together, within God's love, children, staff, parents, carers, governors, Church and community.**

**We are God's children doing God's work.**

At Whittle-le-Woods C.E. Primary School, we embrace the development of Christian Values embedded in Christian love.

**Based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation**

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## 1. Overview

The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the School's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected.

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and health & safety will be a standard agenda item for each weekly staff briefing.

## 2. Health & Safety Statement of Intent

**Whittle-le-Woods CE Primary School is committed to delivering high standards of health and safety.**

**Whittle-le-Woods CE Primary School intends to give Healthy and Safety high priority at all times for continual improvement.**

**Whittle-le-Woods CE Primary School intends to provide the appropriate systems and procedures and adequate resources that secure a safe environment, responding to needs where necessary.**

**Whittle-le-Woods CE Primary School intends to review, audit and measure practice and monitor systems to ensure they are effective, providing suitable training and development when necessary.**

**Whittle-le-Woods CE Primary School intends to seek the views of all employees, visitors and community and provide employees, visitors and community with the information they need to maintain high standards of health and safety.**

This statement of intent is published in the school and a copy signed and dated by the Headteacher.

## 3. Purpose

- a) To provide the necessary authority and support for staff as they make their respective contributions to Health and Safety.
- b) To set out duties and responsibilities.
- c) To recognise the partnership with the LA to ensure all statutory duties in this field are met.
- d) To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

#### 4. **Guidelines**

1. The Governing Body / School shall adopt the Health, Safety and Welfare Management Handbook for Schools. Supplementary guidance may be produced in school.
2. Key risks, relating to serious injury or ill health will be especially monitored.
3. The Head will carry the overall responsibility for implementing this policy. Particular attention will be given to communicating its requirements to all staff and others affected. To facilitate this the Head will lead a H&S Management Committee and may designate other senior member of staff to lead in specific areas of health & safety and make arrangements for the staff to have a health & safety representative.
4. Staff will identify and control hazards in their areas and consult senior management / maintenance officer regarding health and safety standards as laid down in the Handbook.
5. All employees have a duty to take care of themselves and others who might be affected by their acts or omissions.
6. All employees must report any Health & Safety concerns immediately to their line manager or Headteacher. This must be followed by the completion of a yellow Incident/Concern/Complaint Form by the member of staff identifying the concern and give directly to one of the school offices.

#### 5. **Policy Review**

The Head and designated personnel will monitor the effectiveness of Health and Safety arrangements. This will involve meeting with Staff at least annually to review past performance and to identify any future health and safety issues and expenditure.

The Health & Safety management Committee will also review the policy annually and make recommendations to the Resources, Premises & Health & Safety Governor's Committee.

#### 6. **Staff/Committees with Health & Safety Responsibilities**

**Mrs D Metcalfe** - Headteacher: Overall and Final Health & Safety Responsibility for H&S

**Mrs J Haughin** – Curriculum & Pupils H&S

**Mr N Moysey** – Tracey Holmes

**Mr G Eccleston** – Site H&S

**All Staff** – Duty of care to themselves and each other and reporting H&S issues.

**Finance and Resources Governor's Committee:**

Purpose: Strategic Overview of Health & Safety

Organisation: Meets Termly, Reports to Full Governors Mtg with minutes

## 7. **Arrangements for Risk Management**

Risk Management is a core purpose of the Health & Safety Management Committee. The specific remit of the Health & Safety Management Committee is published to all staff.

Clearly, it is impossible for the H&S Management Committee to have the time to deal in detail with all aspects of Health & Safety, but it would be wise to ensure that colleagues are well informed of Health & Safety matters and have practical ways of dealing with them.

The committee's monitoring of the effectiveness of safety arrangements should include at least one scheduled review meeting each year, coupled with tours of the areas whilst people are working through the Risk Assessment Team.

The review should centre on the following:-

Personnel e.g. Accident Reports

First Aid

Fire Safety

Playground Safety

Work experience arrangements

Violent behaviour and conflict

Monitoring of visitors to the school

Curriculum e.g. Practical subjects such as P.E., Baking, Technology

School visits

Keeping safe - road safety

Environment e.g. Cleaning

Lettings

Vehicle movement

Contractors on school premises

Maintenance of school building

Storage of hazardous substances

Lighting and electricity safety

Medicines

## Smoking

The following Health & Safety records are kept in school:

- 1) Health & Safety File - containing procedures for Health & Safety and dates of checks on the safety of equipment, e.g. portable electrical appliances, P.E. apparatus.
- 2) Fire Log - this folder includes a log of all fire alarm checks, replacement of fire equipment, fire risk assessment and dates of fire drills.
- 3) Accident Book - Any accident, other than the most minor, is recorded in this book.  
Any serious accident or occurrence will be recorded separately and filed in Health and Safety Folder -accidents must be reported within 3 days of accident occurring
- 4) Safety in the Workplace-this file contains information relating to safety in the workplace eg COSSH assessments and Safe Systems of Work
- 5) Water Hygiene- Legionella information and records of checks
- 6) Asbestos- asbestos survey and Risk assessments
- 7) Risk Assessment – all relevant RA
- 8) Health & Safety Log Book – in the form of Incident/Concern Yellow Forms this describes reported concerns and actions taken

All documentation applicable to all staff e.g. policies, general risk assessments, and agendas and minutes of Governor's sub-committee are available in school

## 8. **Personnel**

### **Accident Report Book**

These are filled in as a matter of routine by all members of staff qualified in basic first aid.

(Preferably the person who has dealt with the accident or the person to whom it has been reported.) Serious accidents are referred to the Deputy Headteacher who will investigate it and arrange for the Headteacher's Secretary to complete an accident report form within 3 days.

### **First Aid**

A number of members of staff are qualified in First Aid at Work. These are identified in the entrance at the front of both buildings. The vast majority of staff have Basic First Aid. A list of trained staff is held by the Headteacher's Secretary.

The First Aid boxes are located around the school. There is a First Aid Station in both departments.

### **Fire Safety**

There are call points for the fire alarm situated at the exits to the buildings.

There are fire extinguishers in all significant areas and fire blankets as appropriate. Please see the layout plans for locations.

The fire warning system is tested weekly each time from a different call point. This is recorded in the fire log. Fire Drill takes place once a term. This is recorded in the fire log. The time taken to evacuate the building is also recorded along with any remarks.

### **Playground Safety**

The Teachers/Teaching Assistants on playground duty ensures that he/she is on the playground throughout whole of playtime, ensuring adequate supervision. Children should not be unsupervised on the playground. All children are required to abide by school rules.

In the event of an injury, the child would be dealt with by a qualified first-aider.

### **Work Experience Arrangements**

If a student suffers injury or loss due to the negligence of the employer, his/her employees or agents, the employer is liable in law. Employers must insure against this eventuality by making the same insurance provision for work experience students as for their own employees. The school has separate arrangements for the mentorship and operation of work experience students.

### **Violent Behaviour and Conflict**

The first duty is that of care. Participants are separated as quickly as possible, using the minimum of force necessary. Medical attention to injured pupils has priority. Where pupils are emotionally disturbed, rather than physically injured, every effort should be made to ensure a 'cooling off' period in a quiet place, under careful supervision. The circumstances leading up to the situation should then be investigated in such a manner that peaceful co-existence was restored. Parents should be informed as soon as possible.

The school's Behaviour Policy and Care & Control Policy provides further guidance.

### **Monitoring of Visitors to the School**

All visitors are encouraged to use the main entrance doors, so that arrival and departure of visitors can be monitored. Visitors are escorted to their destinations and staff are encouraged to challenge strangers to the building. Visitors should be asked for identification. As a security

measure, the entrance door is locked and visitors are asked to ring for attention. Visitors are asked to sign in and out of the Visitor's Book on arrival and departure. Separate arrangements are explained in a leaflet.

## 9. **Curriculum**

### **Physical Education**

P.E. equipment is checked annually and repairs are carried out as needed. No child is allowed to be in the hall unsupervised when large apparatus is in use. Children are supervised when P.E. equipment is being taken out and put away.

Good behaviour is insisted upon during P.E. and games lessons for the children's own safety.

### **Food Technology**

An adult supervises children during baking sessions. The Cooker is tested regularly for safety.

Food is stored in the staffroom. A separate area must be identified following any appropriate

### **Safe Systems of Work.**

### **Technology**

Children are carefully supervised when using tools. Tools are stored safely when not in use. A separate area must be identified, if appropriate, following any appropriate Safe Systems of Work.

### **School Visits**

Please see contents of Warrington Educational Visits Policy and Health & Safety of Pupils on Educational Visits.

### **Transport**

For any use of parents' vehicles, the following conditions must be met:

- a) they have insurance cover
- b) they comply with the new law on child car seat regulations.(information attached to this policy)
- c) except in emergencies, written parental consent should be obtained
- d) they are authorised by the headteacher.

## 10. **Environment**

It is essential that, at all times, we ensure, in so far as we can, that the school environment is a

safe environment. The Governors declared that Whittle-le-Woods CE Primary School is a 'No-Smoking' area.

### **Hazardous Substances**

Any hazardous substances are stored in the caretaker's room, out of reach of the children with appropriate COSHH information.

Children are not allowed to enter the caretaker's room unsupervised.

### **Contractors**

Contractors working at school can greatly reduce the school's margins of safety and must follow the requirements set out in the leaflet. In the event of a contractor being on-site for any length of time, health and safety issues are discussed at the pre-contract meeting or prior to works and all possible measures taken to ensure the safety of the children.

Vehicle movement in and out of the car park is a potential hazard and, therefore, no child is allowed, at any time, to cross the main school car parks.

All portable electrical equipment is tested annually. This is a standard health and safety procedure.

### **Administration of Medicines in School**

The school strongly discourages the giving of medicine during the school day and where this is necessary encourages parents to administer it. If however, it is necessary, medicine can only be administered when parents have completed a 'Medicine Administration Form.' However, in the case of medical conditions such as asthma, diabetes or ADHD, medicine can be administered provided there is an appropriate Care Plan in place.

Under Health & Safety legislation, it is necessary to ensure that staff are competent to perform the tasks which might confront them. This includes reacting to an emergency. Staff, whose pupils may have conditions such as asthma or diabetes sufficiently severe to cause an emergency, are entitled to proper instruction in the procedures it may be necessary to invoke.

There are a number of children in the school who suffer from asthma. Their medication is either kept in the classroom, with their class teacher or, in the case of older pupils, kept by child in school bag/tray. Medication is clearly labelled and instructions given on its administration.

Information about medical conditions is displayed in the staff room, the hall and in classrooms

## Building Maintenance

Any Health & Safety hazard relating to the school building is reported to the Headteacher by the caretaker, teaching and non-teaching staff and put on the Headteacher's whiteboard for attention. Health & Safety repairs are carried out with urgency, the children's safety being of paramount importance.

### 11. Other Documents

Please refer to the following documents to support this policy:

- Visitors & Contractors Leaflet
- Fire Safety Policy
- Staff Handbook
- Educational Visits Policy
- School Prospectus

Most documents can be found on the school website

**A signed copy should be available in school**

Signed	Signed
Headteacher's Name	Chair of Governor's Name
D Metcalfe	J Walker
Date	Date
23/11/2021	23/11/2021

### Health and Safety Actions, aims and objectives for the forthcoming year

Actions	Key Person & role	Time Scale	Cost/ Funding source	Success Criteria intended Outcome	Progress
Following review of perimeter fence raise beyond nursery	DM Cllr J Walker	Summer 2021	£10,000	The fence height prevent abduction	
Review of curriculum policies with staff	J Haughin	April 2020	£0	Staff will have re familiaried themselves with risk assessments	done
Review of site H and S new build	DMH and new consultant	Nov 2020 or at end of the build	SLA funded	Adjustments will have been made for the site alterations and or placed in a 5 year plan	

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**Deborah Metcalfe**

**Headteacher**