

MOUNT PLEASANT PRIMARY SCHOOL



Health & Safety Policy **September 2019 review**

Next Review: Autumn 2020

*Related policies: Behaviour, Child Protection,
Children with Medical Needs, Education Visits*

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Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all students, staff and visitors to Mount Pleasant Primary School. Therefore the school recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The School will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors;
- Maintaining any place of work under the school's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the school;
- Keeping the school Health and Safety Policy under at least annual review in order to support the school's policy of continuous improvement and to duly publish any amendments.

This statement, which will be issued to each new member of staff, is intended to meet the overall health and safety objectives of the Lingfield Academy Trust.

| Signatures | Date | Position |
|-------------------|-------------|---------------------------------------|
| | .../.../... | <i>Head Teacher</i> |
| | .../.../... | <i>Chair of Governing Body</i> |

Roles and Responsibilities

Governors

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 processes and procedures with regard to health and safety matters. The governor in question also liaises with the Trust and other external agencies, to ensure that the school procedures are in line with those of the Trust.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

At Mount Pleasant Primary the governor and member of staff responsible for health and safety (the school administrator) carry out a health and safety checks each term. They look at each area of the school, teaching areas and other rooms, halls, corridors and cupboards. They check the exterior fabric of the building and grounds and include fencing and driveways. They report their findings in the first instance to the headteacher and relevant issues are raised at appropriate governors' meetings. In addition the school is inspected annually by a Health and Safety Officer and any actions required following the inspection are reported to the Governors' meeting.

Headteacher

The Headteacher implements the school 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.

Class teachers

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Should any incident involve physical violence against a teacher, we will record the matter and support the teacher in question if he or she wishes the matter to be reported to the police.

It is the responsibility of the class teacher to ensure that correct procedures are followed for children leaving the premises during the school day.

Caretaker

It is the responsibility of the Caretaker to check that

- All locks and catches are in working order
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- The gates are locked

It is the responsibility of the Cleaner in Charge to perform the above functions in the absence of the Caretaker.

The Caretaker, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The Caretaker and cleaners. maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Caretaker, or through the use of authorised contractors. Any equipment/ hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly

Office Staff

It is the responsibility of office staff to ensure correct procedures are followed for the admittance of visitors and contractors, and for children leaving school during the school day.

Accidents

Minor Bumps and Scrapes

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff.

All accidents no matter how minor are recorded in the school's Accident File. One is kept in the office, another one is kept in EYFS.

Parents are informed of each accident no matter how minor. This is done verbally at the end of the school day, by telephone or by a note home. Proformas for notes home are held in the office. The member of staff who dealt with the child is responsible for ensuring that parents are informed.

More Serious Accidents

Any accident which is more than a minor scrape should be reported to a parent as soon as possible. Parents can then decide the next stage of treatment.

If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents/carers are informed straight away and if necessary, an ambulance sent for.

For accidents that require medical treatment, every effort will be made to contact parents. However in a serious accident the victim will be dispatched to hospital by ambulance accompanied by a member of staff acting in "Loco Parentis". A second member of staff will then continue attempts to contact parents.

In the case of a casualty requiring hospital treatment that does not warrant calling an ambulance two members of staff will accompany the child to hospital, one to drive and one to attend.

Accident Forms

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

All accidents must be recorded in accordance with the school's Accident Reporting Procedure. (Copy kept in office).

All accidents involving staff or members of the public must be reported on an accident form.

The school Office Manager will keep all accident reports on file. If the accident is RIDDOR reportable then the health and safety advisor will be informed in order to provide appropriate support.

Preventing accidents

All staff and children are required to be vigilant to potential causes of accidents. The Headteacher must be made aware of any such circumstances so that remedial action can be taken.

Car Parking

Car parking and traffic are a concern at Mount Pleasant Primary as it is a hazard to those who use the school. It is also a hazard to neighbours who live in the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school should be observed at all times. Where issues emerge school will liaise with the local police for assistance.

Staff drive slowly through the school car park.

Children are not allowed in the car park unless using the front entrance of school because they are leaving or coming to school other than at the normal times, or attending Breakfast Club. In such cases they must use the pedestrian entrance and pathway.

Children arriving by bus/ taxi are escorted to the bus/ taxi by school staff or by the escort.

Child Protection (See Child Protection Policy)

There is a named person responsible for child protection in the school. This is the Headteacher supported by the Home / School Mentors.

If any member of staff suspects that child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

The school's named child protection officer works closely with Social Care when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed or volunteering in school to have their application vetted through police records (DBS) in order to ensure that there is no evidence of offences involving children or abuse.

Children leaving school during the school day

Occasionally children need to leave school during the school day. This may be because of going home for lunch, to attend a medical appointment or because they are ill.

In all cases younger children must be collected by a known family member. Older children may be allowed to walk home unaccompanied if parental permission is given, although this must not happen if a child is ill.

Children who are collected need to be signed out in the book held in the office area.

Office staff need to be sure that adults collecting children are known to the child.

Where children are collected by a social worker because of a Child Protection Plan or because they are Looked After, the social care staff must show their ID. Similarly, staff collecting for After School Child Care must show ID and we must have been previously informed of the arrangement by parents.

Contractors

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher, School Administrator or Caretaker.

All contractors must report to the general office. The Caretaker will then be informed of their arrival.

Contractors must sign the Visitors' Book and wear a visitor's badge.

Contractors will work under close supervision of the Caretaker so as not to endanger the health and safety of children or adults in school.

Contractors without a current DBS will not be allowed to move around school unaccompanied when children are on site. They will need to complete their work outside of the normal school day, or the caretaker will accompany them at all times.

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.

No repairs or maintenance can be carried out in areas which children or adults are occupied, this includes cloakroom and toilet areas.

If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave area.

NB See sheet below to be given to contractors.

Mount Pleasant Primary School Guidance for Contractors on Site

In order to comply with our Health and Safety Procedures you must not:

Smoke in the building or in the grounds, as we are a non-smoking school.

Talk to the children (our children are asked not to talk to strangers).

Move on site vehicles when children are playing

Work on or near the playgrounds when the children are at play.

Leave equipment unattended

Play music or a radio during school hours

If you have any problems, please see the Headteacher, School Office Manager or Caretaker

Curriculum

For children good safety habits are taught as part of the whole curriculum this can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health related topic such as anti-smoking.

At Mount Pleasant Primary children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves.

A positive policy for healthy eating is maintained at school, with healthy option menu at lunchtime, and the availability of fruit for a snack.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into appropriate dress and footwear. It is part of our school policy that children do not wear any form of jewellery, apart from small stud earrings and watches, for safety reasons.

We have a limited number of school rules which are for safety reasons such as walking around school, playing in sight of an adult on duty and care of property.

Practical Work

Children are shown how to use tools safely and accurately and are under the full guidance and supervision of the teacher, Teaching Assistant or parent helper when working with tools.

Tools must be returned to their correct place after use.

Goggles must be worn when appropriate e.g. using pliers, drills etc.

No dangerous substances will be used in Science.

The teacher will fully supervise the use of any other substances.

Educational Visits (See Educational Visits Policy)

In accordance with school safety requirements, educational visits are carefully planned in advance, with prior staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult/child ratios are always followed, and a first aid kit and list of emergency phone numbers taken.

The school Educational Visits Coordinator is the Headteacher.

Fire

On discovering a fire

Raise the alarm by breaking the glass at one of the alarm points. This automatically releases electronic locks on doors. Follow the fire evacuation procedure.

Fire and bomb procedures

Mount Pleasant has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

Fire Evacuation Procedure

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building, including the hub, through the nearest exit.

A nominated person from each team, or an accompanying adult, checks the toilets in their area as they leave the building.

Staff make sure that children walk out of school sensibly, and line up quietly. Staff ensure that visitors to classes leave the building with the children.

Staff and children leaving the Hub will join their class group at the assembly point.

If the normal exit is blocked for any reason the nearest available exit is used

The school administrator brings all registers, the Visitors' Book and the emergency pack containing the keys for the field gate, to a central point on the bottom playground.

Staff collect their register from the school administrator and check that all the children are present.

The School Administrator checks that all visitors are accounted for.

When all the registers have been checked staff raise their hands to indicate this. If a child or adult is missing it must be reported to the HS or AHT

Staff and children must not return to the school building until told by the HS or AHT to do so.

Lunchtime Fire Procedure

All staff members on duty in the playground shall on hearing the fire alarm get the children to line up in their usual class positions.

Staff on duty in the dining halls and staff running lunchtime clubs will escort the children out of the building by the nearest exit.

All staff will leave the building and normal checking arrangements apply.

Staff on duty inside the building will check lunchtime toilets on the way out.

Assembly Point

The assembly point is the bottom playground. If this becomes dangerous the headteacher or, in her absence, the next most senior member of staff will instruct staff to remove children to another safe assembly point such as the field. The gate keys are in the emergency pack held by the School Administrator.

Calling the Fire Brigade

Once the fire alarm sounds the Fire Brigade is contacted automatically by the Town Hall.

Office staff will let them know if it is a practice or a false alarm.

Fire Fighting Equipment

We operate an evacuation only procedure. This means staff, pupils and visitors are expected to immediately evacuate the building in the event of a fire.

Fire extinguishers are located throughout school. As the majority of staff have not received training in the use of fire fighting equipment they would not normally be expected to use them.

Bomb Alerts

In the event of a bomb alert the Headteacher or nominated person must:

Ring the alarm to activate the evacuation of the premises of all adults and children.
(see fire drill procedure)

Phone 999 for the Fire Brigade and Police.

Check that the evacuation procedure has been followed.

Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident.

All children and adults must remain outside

Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.

If the alert is a practice then the Fire Brigade must be informed before the evacuation of the premises takes place.

Lock Down

In the event of Lock down the Headteacher or nominated person must:

Signal for lockdown using the alarm system

Phone 999

Check that Lockdown procedure has been followed (Lockdown Policy 2018)

Children and staff remain in place until the all clear signal has been given unless emergency services give alternative orders.

First Aid in School

The qualified first aiders are:

- Sue Clark, HSM
- Marie James, TA
- Sally Watson TA

- Claire Hewitt TA
- Ann Swan, TA
- Amy Markham TA EFAW and Paediatric
- Jill Cheesman, TA First Aid
- Claire Briggs, TA Paediatric
- Jen Deery, TA Paediatric
- Sam Ward Administrator Medication
- Lunchtime Supervisors have also received basic first aid awareness

First Aid Box

First aid boxes are located in the following areas:

Office

Nursery

In addition, First Aid 'Bum' Bags are kept in the Accessible Toilet, and are taken outside by staff at breaktime and lunchtime.

Contents of the first aid boxes:

- A leaflet giving general guidance on first aid e.g. HSE leaflet Basic Advice on First Aid at Work
- 40 individually wrapped sterile adhesive dressing (assorted sizes)
- 4 sterile eye washes
- 6 individually wrapped triangular bandages (preferably sterile)
- 3 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 4 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 2 pairs of disposable gloves
- 4 clinical waste bags

Person Responsible for Supplies

First aiders are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders with the School Administrator to replenish stock.

Hazardous Substances in School

Cleaning staff will be responsible for the storage of cleaning materials. No toxic substances will be stored in the classroom.

COSHH assessments have been completed for all hazardous substances used in the school. All substances that are hazardous are kept in a locked store. Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

Check the substance against the COSSH register

Follow procedures laid down for use

Be aware of procedures for avoiding exposure and for control

Inform the Headteacher or Deputy Headteacher of any difficulties

COSHH data sheets are located in the COSHH file in the Caretaker's Office.

Bodily Fluids

Always wear disposable gloves when treating any accidents/incidents that involve bodily fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

Refer to COSHH Assessment.

Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports Equipment
- Small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

PE and Sports Equipment

When using large apparatus children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many

children are needed for moving each piece of equipment; this should include how to bend.

The children will be made aware of safe procedures in swimming lessons and shown how to evacuate the pool. (Refer to risk assessment for this activity).

Whilst travelling to the swimming baths in the coach, the children must remain seated until told to do otherwise. Seatbelts must be worn.

Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include tape player, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items Children Should Not Move

- Computers –monitors can easily fall off trolleys, wires get caught.
- Piano – although on wheels, it can tip, and feet or fingers become trapped.
- Cooker - too heavy and awkward.

Medicines (See Policy for Children with Medical Needs)

Prescribed medicines administered daily (e.g. Ritalin tablets) are securely stored in a safe in the locked cupboard in the office.

A file is kept in the office containing parent's completed forms detailing medicines to be administered.

A file is kept in the office where each child's records are stored containing information of when, who, how and what medicine was administered.

Where parental permission has been gained, inhalers are kept by the children themselves. Otherwise they are kept in the child's teaching area where they are easily accessible.

Children with more serious medical conditions, e.g. diabetes, dangerous allergies, have relevant information displayed on the staffroom notice board for the attention of all staff.

Short Term Medical Needs

Many pupils will need to take medication for a short time. Medication should only be given in school when absolutely essential and parents should be encouraged to request prescribed medication which can be given outside of school hours.

Where essential, nominated staff can administer prescribed medicine. In such cases the following procedures must be followed:

Medicine must be delivered to the school office in person by a parent/ carer.

The medicine must be in its original container showing the label from the pharmacy.

Parents must complete a form giving the school permission to administer the medicine.

Staff will record the time and dose administered.

At the end of the school day the medicine must be collected in person by a parent/ carer.

Parents have the primary responsibility for their child's health and should provide information to the school about their child's medical condition.

Photographs in School

Photographs of children at work are taken throughout the year. Parents' consent is sought annually. Images of children are not to be displayed without this consent, nor are they to be displayed on the school's web site without parents' permission.

Playground Procedures

The playgrounds are supervised by at least three members of staff each break-time. Lunchtime supervisors note any incidents and report these to the HSMs and teaching staff who are on duty at lunchtime.

The playground is regularly checked by the caretaker and any faults reported to the Headteacher

School site security

The school is surrounded by a high fence meaning that the playgrounds and field are not accessible from the locality. Gates are opened by the caretaker from 8.45 am to 9.00 am (School starts at 8.55am) and from 3.15pm until 3.25 pm (School ends at 3.20pm)

The front entrance to school is always locked. Visitors are not admitted until they have been verified by office staff. Children are not allowed to open doors to visitors.

The school is protected by an alarm system during out of school hours

NES, the Caretaker, and the School Administrator are the designated key holders and are responsible for the security of the building.

Smoking & Vaping Policy

It is the policy of the Trust & Governing body that Mount Pleasant Primary School is a no-smoking school. Smoking or vaping is not permitted in any area of the school by staff, parents or visitors to the school. No-smoking signs are clearly displayed around the school.

Stress

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The School advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Head of Department in complete confidence, so that if possible some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counseling services are also available for those in stressful situations from the Occupational Health Nurse or by calling 01325 374994 for the confidential counseling line.

Use of School Equipment

The paper cutter will only be used by adults. Older children under supervision may use them.

Sharp knives e.g. Stanley knives to be used by adults only and never left unattended.

Only adults will use glue guns.

The cooker is for adult use only. Children cooking must be supervised at all times.

A PAT test is carried out annually for all portable electrical equipment.
All PE apparatus is tested by outside contractors annually.

Visitors

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

Visitors who do not have a current DBS are not allowed to move around school unaccompanied when children are present on site.

All adults challenge anyone not wearing a signed visitor's badge.

Working at Height

Staff are only to work at height if using suitable access equipment and have been provided with working at height awareness. Standing on tables, chairs, benches and the like is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height or use step ladders on a regular basis are to request training through their line manager. The Caretakers may assist with putting displays at height if requested. Staff must use window poles for opening high windows. See HSE Leaflet 'Keeping Safe When Working at Height'.