



**GREAT FINBOROUGH
CHURCH PRIMARY**

Health & Safety Policy

Prepared by:	H Elliss
Date Last Reviewed:	March 2018
Chair of Governors:	Jamie Warner
Chair of Committee:	Anthony Mann
Minuted:	15.03.18
Date of next review:	March 2019

Great Finborough Church Primary School Health and Safety and Welfare Policy

CONTENTS

1. Introduction
2. Organisation
3. Monitoring and Review
4. The School Curriculum
5. Health Checks
6. Healthy Eating
7. Medicines
8. First Aid
9. Illness
10. Recording incidents
11. Emergency contact numbers
12. Safeguarding
13. Welfare of staff
14. Off-site activities including educational visits
15. Children's safety
16. Fire safety/evacuation procedures
17. Critical incidents
18. School security
19. Contractors
20. Maintenance of buildings, grounds, plant and equipment
21. Control of hazardous substances COSHH
22. Use of ICT
23. Recycling
24. Personal protective equipment
25. Severe weather closure of school
26. Asbestos
27. Training
28. Risk assessments
29. Isolation Points
30. ANNEX – Useful contacts

1 Introduction

1.1 The governors and Headteacher acknowledge that Suffolk County Council has the prime responsibility for health and safety and that the governing body and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities are laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfil the duties contained in the scheme of delegation and

- To support the published aims and policies of the county council , and
- To promote continuous improvement in the health and safety performance
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

1.2 The Headteacher, as Local Health and Safety Co-ordinator must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.

1.3 The governing body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work. **This document must be made available to all staff in the school.**

This policy document has been adopted by the whole governing body and is signed by the chair of governors on its behalf.

_____ (chair of governors)

The policy is also signed by the Headteacher as the Local Health and Safety Co-ordinator for the school.

_____ (Headteacher)

Date policy was adopted by the governing body _____

2 Organisation

2.1 The Headteacher has the overall responsibility in the school for day to day management of health and safety (**H&S**) issues but much of the carrying out of this work is delegated to the Business Manager.

2.2 Further to this all staff should have regard to their own **H&S** and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that any potential hazards can be quickly rectified.

2.3 Individual members of staff/others are responsible for the particular areas as follows:

Task	Name of person responsible	Job title or person responsible
H&S Policy review	Harriet Elliss with Premises/H&S Committee	Business Manager
Premises/Health & Safety Committee	Anthony Mann	Governor
Communication and Information Management	Harriet Elliss	Business Manager
Critical Incident Management	Stephen Dodd	Headteacher
H&S Training	Harriet Elliss	Business Manager
Programmed updating training	Harriet Elliss	Business Manager
Personal safety procedures (also Schoolsafe)	Stephen Dodd	Headteacher
Planned checks Procedures/ Premises/Equipment	Harriet Elliss with Premises/H&S Committee	Business Manager
Risk assessments for managed moves, EOTAS and excluded pupils	Stephen Dodd	Headteacher
Infection Control	Stephen Dodd	Headteacher
Incident reporting/investigation	Stephen Dodd	Headteacher
Co-ordination of risk assessment work	Stephen Dodd	Headteacher
Fire procedures including personal emergency evacuation plans	Harriet Elliss	Business Manager
Locally organised building repairs and alterations	Stephen Dodd	Headteacher
First Aid (training and equipment)	Stephen Dodd & Carol Holmes(Equipment)	Headteacher Teaching Assistant
Vehicle control and pedestrian safety	Harriet Elliss	Business Manager
Educational Visits Co-ordinator (EVC)	Stephen Dodd	Headteacher

Stress and Wellbeing	Stephen Dodd	Headteacher
Safeguarding Lead & Child Protection Co-ordinator	Susan Baldry	Assistant Headteacher
Supporting pupils with medical needs	Carol Holmes	Teaching Assistant
Premises Security	Mari Green	Caretaker
Contractors on site	Harriet Elliss	Business Manager
Outside lettings (when applicable)	Stephen Dodd	Headteacher

- 2.4 All staff will be issued with a copy of the leaflet "Health and Safety Law - What you should know" and a copy of this Policy document. In addition, general **H&S** information will be kept in a file in the staff room which any member of staff may refer to at any time.
- 2.5 Minutes of the Governing Body Premises/Health & Safety Committee meetings will be kept in the Headteacher's Office. Copies of termly inspection reports, the Fire Precautions Log Book and records of equipment maintenance will be kept in the school office.

3 Monitoring and Review

- 3.1 Members of the Governing Body's Premises/Health & Safety Committee will make termly Health and Safety Inspections. They will report matters of concern to the Business Manager and Headteacher. Significant items are added to the premises reports discussed in detail by the whole Committee. Minutes of these Committee meetings will be passed to the full Governing Body on a regular basis and recommendations made as appropriate.
- 3.2 The Headteacher will report termly to the whole Governing Body on health and safety issues.
- 3.3 The Policy will be reviewed when appropriate, or at any time at the request of governors or following a major incident.

4 The school curriculum

- 4.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1, the unit of work "People who help us" deals with the work of the police and fire service. Through this topic we teach children about the danger of fire and how to avoid accidents. Through the science curriculum we teach children about hazardous materials and how to handle equipment safely.

- 4.2 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 technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 4.3 Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)
- 4.4 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 and a risk assessment should be undertaken, if appropriate, before the activity takes place.
- 4.5 Subject co-ordinators acknowledge their specific responsibility for managing curriculum subject specific information and keeping the Premises/H&S Committee informed about new information and guidance received.

5 Health Checks

- 5.1 Children are offered a medical examination by the School Nurse during their first year at school. A weight and height check is also offered. Parents are notified and invited to attend. Hearing and vision are monitored regularly. Dental inspections are also carried out and parents are notified of the dates of visits and subsequent recommendations. The School Nurse is a Registered Nurse with extra training in the health and development of the school child. Parents can contact her through school or at the Stowmarket Health Centre.

6 Healthy Eating

- 6.1 The school does all it can to ensure that school meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 6.2 Children can choose to bring their own packed lunch. They are provided with a suitable place to eat their lunch and are supervised while doing so.
- 6.3 Our school promotes a healthy lifestyle. Children are allowed to bring a piece of prepared fruit or vegetable to eat at playtime and also a bottle of water. The school is involved in the government's "5-a-day" fruit and vegetable scheme, whereby KS1 children receive a piece of fruit or vegetable as a mid morning snack.
- 6.4 All children can access a drink of milk at break times.
- 6.5 KS2 children can access a tuck shop. Snacks sold will, as far as possible, be healthy.

7 Medicines

- 7.1 The advice of the Medical Health Officer is that very few medications need to be administered in the middle of the day to children who are well enough to be in school. Medication will only be administered if there is a member of staff on site willing to take responsibility for this AND the parent has completed a form requesting the administration of medicine. All medicines brought into school must be clearly labelled with the child's name; they will be kept in a locked cabinet in the School Office or Staff room fridge, as appropriate.
- 7.2 If a child is receiving long-term medication or, for instance, requires the regular use of an inhaler for asthma, parents need to speak to the school office and the SENDCo in order that a school record can be established. All staff know where medicines, inhalers and epipens for specific children are kept and how to administer them. A list is displayed in the staff room for ready reference.
- 7.3 County Council and DfE guidelines are followed in relation to supporting pupils with medical needs. (see policy for *Supporting Children with Medical Needs*)

8 First Aid

See also **Training** and **Recording Incidents**

- 8.1 First Aid boxes are kept in individual classrooms, the main corridor and kitchen. An additional First Aid bag is available to be taken to sports fixtures. These are all regularly inspected by a named staff member and supplies are ordered through the school office. A First Aid kit is taken on all school trips.
- 8.2 Staff will deal with minor injuries as appropriate with the assistance of one of the fully qualified first aiders, if necessary. Parents/guardians will be informed in the case of more serious injuries. If deemed necessary, an ambulance will be called.

9 Illness

- 9.1 If a child is taken ill in school, staff will endeavour to contact parents/guardians using the emergency contact numbers kept in the office. If they cannot be contacted and it is considered that a child needs attention from a doctor, then a member of staff, accompanied by a responsible adult, will take the child to their GP, nearest surgery, or A&E, as appropriate.

10 Recording Incidents

- 10.1 All accidents involving children are recorded in the Accident Book kept in the resource area. It is the responsibility of all staff to record such incidents. Lunchtime supervisors inform class teachers of incidents involving children at lunchtime. A minor injuries form is sent home to parents. Particular attention is given to head injuries and parents are informed by telephone in more serious cases.

10.2 Accidents to staff or visitors are recorded in the Staff accident book, kept in the school office. Confidential matters may be noted without detail and cross-reference made to another document/file kept elsewhere.

10.3 Serious accidents or violent incidents involving adults and/or pupils are recorded on the LA Incident Report Forms. These are forwarded to the LA and copies kept on file in school.

11 Emergency contact numbers

11.1 Emergency contact numbers (including GP details) will be held in school for all pupils and all staff. Parents and staff will be made aware of the importance of providing school with up-to-date information.

12 Safeguarding

See Child Protection and Safeguarding Policies.

13 Welfare of Staff

13.1 The school subscribes to the Well-being Programme offered by Schools Choice which provides:-

- Telephone and face-to-face counselling
- Financial advice
- Legal advice
- Child care and elderly care advice

When a member of staff informs the school that they are suffering from stress a risk assessment will be undertaken and wherever possible the school will aim to reduce the factors causing the problem and will provide the opportunity for counselling.

All details of cases of reported stress are recorded, including action undertaken by both the school and employee.

14 Off-site activities including Educational Visits

See also Educational Visits Policy

14.1 All off-site activities are conducted in accordance with the LA's guidance. Governing Body approval is required for Type-2 off-site visits.

14.2 We do not take children off-site without the prior permission of the parent/guardian.

14.3 We only use coaches and minibuses with seat belts fitted. Children are required to use the seat belts at all times when the bus is moving.

15 Children's Safety

- 15.1 Children with long hair should have it tied back at all times.
- 15.2 Children must wear sensible shoes for school. High heels are not allowed.
- 15.3 The only jewellery that children are allowed to wear in school are watches and ball stud earrings designed to keep open holes in pierced ears. Earrings should be removed before school on PE or swimming days. If they cannot be removed they must be covered. Teachers will not re-insert ear studs which may become dislodged during the school day.
- 15.4 Children in Reception and Years 1-4 should be brought into the playground by an adult in the morning and collected from the playground or back field by an adult in the afternoon because the High Road is a particularly dangerous road.
- 15.5 Parents should notify the school if a child is to be collected by another adult at the end of the day, contrary to the normal arrangements. Parents may identify a list of adults permitted to collect their children on a regular basis.
- 15.6 Parents/ Carers should park in the village car-park in the first instance and when spaces are available. When full they are asked to park legally, safely and respectfully in local side roads without causing any obstruction to other vehicles or pedestrians. Parents will be reminded that it is a breach of the Highway Code to park near a road junction or car park entrance.
- 15.7 At least one member of staff supervises morning playtime. Lunchtime supervisors supervise lunchtime playtime. Both playground gates are locked during the school day. If the back field is used the metal gate from the path to the road must be shut. Children are not allowed out to play until a member of staff is present on the playground.

16 Fire Safety/Evacuation Procedures

See also **Training and Maintenance of Buildings, Grounds, Plant and Equipment**

- 16.1 All Fire Exits will be clearly marked and kept free of obstruction at all times.
- 16.2 All staff and pupils will be aware of the location of the fire exits.
- 16.3 Fire Drills will be held at least once per term. These will be recorded in the Fire Safety Log Book kept in the office.
- 16.4 All staff will be aware of their role in the event of fire. In addition, "Fire Procedure" notices will be displayed in all areas of the school for the benefit of visitors, supply teachers etc. Children will be informed of the behaviour expected of them during a drill. The procedure will be as follows:-
- All children will leave the building from the nearest safe exit, led by their teacher.*

- All other staff will leave the building from the nearest safe exit, assisting with the children as appropriate. Children who are wheelchair bound will be aided by their carer who will be aware of the most accessible route. It may be necessary for them to carry the pupil out.
 - The Office Administrator (or Business Manager in her absence) will leave the building from the nearest safe exit, taking with her the class registers, dinner registers, visitors' book, pupil and staff emergency contact numbers.
 - The Business Manager (or Headteacher in her absence) will exit the building taking a mobile phone and then telephone the Fire Brigade (if not already informed that it is a drill).
 - The Fire Marshals, will check the toilets before leaving the building.
 - Everyone will assemble on the large playing field - if it is safe, access will be down the side path but if unsafe access will be via Oak Close.
 - The Office Administrator (or Business Manager) will hand class registers to class teachers. After checking, registers will be returned to the Business Manager (or Headteacher).
 - The Business Manager (or Headteacher) will check the entries in the visitors' book against visitors present.
- * **Staff will need to take with them keys to the large gates on the playing field and to the Squirrel Gate (County Padlocks).**
- Emergency Grab Bags will be kept in Silver Class and the School Office. In addition to other essential items, these will each contain a County Padlock key and a set of emergency contact numbers in a sealed envelope.

N.B. All exit doors from the corridor to the Foundation Class should be unlocked during the school day.

17 Critical Incidents

See separate *Critical Incident Plan*

18 School Security

18.1 While it is difficult to make the school site totally secure, we do all we can to protect the people who work and learn there and to protect the school from unauthorised entry, malicious damage and theft.

18.2 We require all adult visitors to the school to sign the visitors' book in the reception area and to sign out when they leave. They are required to wear an identification badge whilst on the school premises during school hours.

- 18.3 Teachers will not allow any unknown adult to enter their classroom unless they are wearing a visitor's badge.
- 18.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher or Business Manager 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, he will contact the police.
- 18.5 An up-to-date list of key holders is kept in the school office. Members of staff issued with keys are required to sign for them. The LA and police are kept informed of changes to emergency key holders. Alarm codes/security door codes should never be divulged to third parties without the permission of the Headteacher.
- 18.6 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.
- 18.7 The school follows LA/Police guidelines on Dealing with Abuse, Threats and Violence Towards School Staff (see separate Policy).
- 18.8 External security lights are positioned at the front, side and back of the school and are programmed to come on automatically at dusk.
- 18.9 The school operates a no smoking policy for the site.

19 Contractors

- 19.1 Only contractors approved by the LA will be used for major works.
- 19.2 Where local contractors are used appropriate checks will be made on the insurance held and risk assessments will be carried out where applicable.
- 19.3 All contractors are required to sign in and out each day they are on site. A list of contractors' rules is available for contractors to read at reception. Whenever possible work will be arranged when pupils are not present. However, if work has to be done during the school day, staff will be made aware of the contractors' presence in school and their working areas will be cordoned off as necessary to ensure safety.
- 19.4 Contractors will not be able to make deliveries whilst children are in the playground.

20 Maintenance of buildings, grounds, plant and equipment

See also *Premises Log*

20.1 The school buys into the Core Property Service from Vertas and they organise for all Landlord checks to be carried out at the appropriate frequencies, as per legal requirements. The Headteacher will arrange for the maintenance of the remaining equipment as follows: -

Central Heating Boiler	Regular maintenance arranged by Property Services. Faults reported as necessary to them.
Water systems - hygiene, temperature and Legionnaires Disease checks	Regular testing arranged by Property Services
Fire Extinguishers	Regular testing and maintenance carried out by LA approved contractor arranged by school. Caretaker performs regular visual check.
Fire Alarm	Regular testing and maintenance carried out by LA approved contractor arranged by Property Services. Alarm System checked weekly by Caretaker.
Security System	Regular testing and maintenance carried out by LA approved contractor arranged by Property Services
Portable Electrical Equipment	Checked every one or four years by LA approved contractor (see <i>Premises Log</i>)
Buildings and grounds	All defects to be reported promptly to Vertas Property Services or Grounds.
PE equipment (including outdoor equipment)	Checked regularly by LA approved contractor. Repairs arranged as necessary.
Reprographic machines	Serviced as needed
Goalposts	Visual check – playtimes/before lessons
Furniture (chairs/tables)	Caretaker – once a term

20.2 It is the policy of the school to purchase and maintain equipment at nationally recognised British or European standards.

21 Control of Hazardous substances COSHH

21.1 All cleaning materials will be kept in the cleaner's store which will be kept locked. The cleaner will have a key and second key will be kept in the school office.

21.2 Any cleaning materials that have to be stored in the kitchen will be kept in locked cupboards.

21.3 No hazardous substances including solvents will be kept within reach of children.

22 Use of ICT

See the *Online Safety Policy*

23 Recycling

23.1 Twin bins are available. The school recycles compostable matter in the compost bin on site or via the MDSC brown bin. Electronic equipment is recycled via an LA approved contractor or the local Waste Disposal Site.

24 Personal Protective Equipment

24.1 The school will provide and maintain all necessary protective personal equipment required to ensure that its activities are carried out safely and without risk to health.

25 Severe Weather Closure of the School

25.1 Zone emergency officers should be contacted out of hours using the appropriate phone numbers. These phone numbers are kept in the Headteacher's office and by the Headteacher at home.

26 Asbestos

26.1 Until such time as it can be safely removed, the asbestos pipe will be labelled as such. Visiting contractors will be made aware of the presence of the pipe and County Council advice followed regarding safety.

27 Training

27.1 Staff will be trained in the following areas and a record kept of training undertaken, including dates when refresher courses are required.

First Aid	At least two members of staff (one of these must be a member of EYFS staff) will be trained in Paediatric First Aid. At least two members of staff will be trained in Emergency First Aid at Work. Additional staff members will receive training as required.
-----------	---

Food Hygiene	The teaching assistants and lunchtime supervisors will receive Basic Food Hygiene Training to certificate level. (Responsibility for the Catering Assistants lies with the 'eats' service.)
Manual Handling	All Staff
Personal Safety (including Behaviour Management)	All teachers, classroom assistants, learning support assistants and lunchtime supervisors
Water systems - hygiene, temperature and Legionnaires Disease checks	Regular testing arranged by Property Services
Shallow Water Resuscitation	Teachers of Years 3 - 6
Use of Fire Extinguishers	All staff
Fire Marshall Training	Senior Leadership Team
Safeguarding Training	All staff
Safeguarding Induction	All new staff and volunteers

27.2 Governors and the Headteacher will undertake appropriate training to enable them to carry out their responsibilities with regard to Health and Safety including training in risk assessment.

27.3 Training Records are managed by the Business Manager.

28 Risk Assessments

28.1 The Headteacher will co-ordinate the completion of risk assessments as necessary.

29 Isolation Points

WATER:

- Stopcock on pavement outside the school
- Stopcock in table cupboard off hall
- Stopcock in plant room for new block

ELECTRICITY:

- Breakers in hall
- Handle in electricity cupboard in table storage area off hall
- Handle in staff room
- Plant room for new block

**Annex
USEFUL CONTACTS**

Contact	Name	Phone
Chair of Governors	Jamie Warner	07793 016833
Critical Incident Management Team	Stephen Dodd Susan Baldry Harriet Elliss Siobhan Howson Jamie Warner	School
Local police	Elmswell/ Stowmarket	01284 774100
Fire service		999
Hospital	West Suffolk	01284 713000
Non Urgent Emergencies		111
Stowmarket Health Centre Combs Ford Surgery		01449 776000 01449 678333
Press and media	Bury Free Press East Anglian Daily Times and Evening Star Suffolk Radio	01284 757844 01473 324788 01473 250000 01473 340707 (out of hours)
Health and Safety Representative	Stephen Dodd	School
Governor for Health & Safety	Anthony Mann	School