

Health & Safety Policy

Whale Hill



Review Date	1 st March 2023
Review Frequency	Annually
Date for Next Review	1 st March 2024
Author	SM

DECLARATION OF INTENT.

The management will, so far as reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for the employees in this premise. We also accept responsibility for the health and safety of services users and other people entering or using these premises.

This Policy allocates duties for safety matters and particular arrangements as set out.

This Policy will be reviewed and updated particularly when changes occur either to premises or personnel and ensure this policy is kept up to date.

Organisation and Responsibilities

The H&S team consists of Head Teacher Mrs. Sandra Marsden, Deputy Head Teacher Mr. Paul Forster, Staff representative Mrs. Margaret Gavaghan, Site Manager (temporary arrangements in place and Office Manager Miss Duncan.

Whale Hill School aims to provide:

- A work place, system of work and equipment which are safe and without health risk.
- Ensure safe arrangements for the use of handling, storage and transport of articles and substances.
- A healthy working environment.
- Suitable and sufficient information, instruction training and supervision to enable all members of staff to avoid hazards and to contribute positively to their own health and safety at work.

Management

Redcar and Cleveland Council has the responsibility for ensuring that the standards are achieved and has delegated to each establishment the specific duty of ensuring that these standards are met.

The Head Teacher is responsible for ensuring that rules and codes of practice on all aspects of Safety Management and Safety at Work are prepared, observed and are received periodically

Employees

Employees are required to take reasonable care for health and safety for themselves and any other person, including members of the public, who may be affected by their acts or omissions whilst at work.

Each employee is required to comply with the provisions of the Health and Safety at Work Act and any associated Regulations to help to maintain a safe and healthy working environment.

Consultation

All staff are asked for their support in maintaining good communications and to keep all other staff informed of any matters relating to Health and Safety at Work.

Training

Each member of staff will receive appropriate information and training so as to be well versed in safe methods of work, handling and use of materials and COSHH, the use of Plant and Equipment and the correct type and use of safety equipment and personal protection equipment appropriate to their working environment.

COSHH

Most products used in primary schools are safe if used under normal conditions. Occasionally misuse may occur, and a product may be ingested or splashed in eyes. Should this happen, data sheets are available and kept in the COSHH DATA SHEET Health and Safety file, which is kept in the office and should be referred to when required.

Additional information and COSHH Assessment forms are available on a number of products:

Any new substances purchased by school will need to be added to the school's product inventory and data sheets provided if necessary.

Under no circumstances should staff bring substances into school for use with children or for use by staff without consultation with the Head Teacher for authorisation

Health and Safety of Children

It is the responsibility of every adult working in the school to take all due precautions to protect themselves and the children from all potential risks and dangers. Children should be made aware of the general safety precautions and be given clear guidance on behaviour which could affect the health and safety of themselves and others.

RISKS TO BE IDENTIFIED

- Rough, boisterous play,
- Children lifting/carrying one another,
- Wet floors, sand and water areas,
- Swing doors,
- Playground broken glass,
- Running, hurrying in the building,
- Bikes and scooters on the playground
- Stairs and steps,
- Hygiene considerations e.g. toilets, sinks, litter, rubbish,

- Road safety, pedestrian foot paths,
- Plugs and sockets, trailing cables,
- Scissors, sharp implements, glue guns etc.
- Cooker usage.

Generally the school building should be in a sound condition, be supplied with adequate lighting and heating, and be well ventilated. Children should walk, throughout the school at all times, and conduct themselves in an orderly well-mannered style, not knowingly causing injury or upset to themselves or others. Entrance to school should be via the playground doors, with children being accompanied directly to their classrooms by the responsible adult. At the end of the school day parents wait in designated areas to collect their children. All parents are requested to complete a **Safeguarding Collecting From School** form and children will only be released to named adults.

Staff of EYFS & Key Stage 1 children will try to make every effort to ensure that children are matched to their parents. Any EYFS & KS1 child who is not collected is instructed to return to the teacher in the classroom.

Classroom furniture should be sufficiently spaced so as to allow ease of movement and flow of children from one area to another. Classrooms should be kept as tidy as possible and children made aware of and encouraged to use appropriate storage areas and ensure all equipment is used safely. Chairs should be kept under tables when not in use, not moved unnecessarily, and never tipped when in use. Pencils and scissors should not be carried across the classroom, unless absolutely required. Working areas should not be overcrowded, with a balance of children across the whole area. Should items such as pencils, crayons, paper, books and equipment fall onto the floor they should be picked up immediately.

Children are instructed to walk in the toilet area and after flushing the toilet, hands should be washed and paper towels placed in the appropriate litter bins.

In the dining hall, tables should be spaced to allow ease of movement and children are protected from risks of hot trolleys at lunchtime. Children are expected to change into suitable, safe clothing for PE. Maintenance checks on equipment as specified by the L.A. are carried out by qualified personnel. Equipment should be stored safely. If staff discover faulty equipment it should be reported immediately.

Children should be given the opportunity for outside play whenever possible and should behave in a manner not harmful to themselves or others, and equipment used with consideration for the safety of others.

School visits are planned according to guidance from the Educational Visits Policy. During transportation children are instructed to be well behaved and orderly, and remain seated during the journey. Lunch boxes and coats, if removed should be stored overhead, not on the floor, to facilitate ease of exit if necessary.

In school, electrical sockets should be switched off when not in use. All electrical equipment should be switched off after use and is regularly PAT tested. Fire extinguishers should be clearly visible. Children should be aware of fire emergency procedures, and exits from school. Fire doors should be kept closed and emergency exit windows without obstruction. Regular emergency evacuations will take place, at least each term.

Guidance for staff on: -

First Aid, Accidents, Medicines and Illness

FIRST AID

The Head Teacher is ultimately responsible for all first aid procedures. All teaching staff and support will deal with minor cuts, bruises and grazes as appropriate. A high proportion of the staff have appropriate first aid training and mid-day supervisors.

ACCIDENTS

Playground safety is monitored by all duty staff. Portable first aid kits are available so that during playtimes teachers and teaching assistants on duty can deal with minor accidents. Treatment for more serious accidents is administered in the school office.

In the event of an accident in the classroom staff should arrange for their closest colleague to supervise the rest of the children while the accident is dealt with. There is a First Aid Station located outside the Parents' Room, in the main reception area and in the Nursery. Parents are always notified in instances of head bumps and other injuries as appropriate. All head injuries will be monitored throughout the day and reported to the parent either immediately by telephone or at home time. Letters are available for children to take home with them, informing parents of bumps to the head, in the event of the teacher being unable to contact the parent.

The school record all accidents; more serious accidents are reported to the local authority in line with corporate procedures. If an ambulance is needed telephone points are situated in the nursery, SENDCO office and in the school offices in the main reception.

Parental contact telephone numbers and details of alternative contacts can be found on SIMs.NET.

SERIOUS ACCIDENTS

Injuries which require medical treatment/diagnosis will be referred to the hospital. Parents must be contacted. If parents cannot be contacted the child will be taken to hospital by car or ambulance and accompanied by a member of school staff. The school will continue to make every effort to contact the parent.

NB Staff should take all precautions to protect themselves when treating children who are bleeding. Open wounds should be covered with a dressing and plastic gloves worn (These are available from the main office)

HEALTH NEEDS

Handling of medicine is as school policy; Supporting Children with Medical Conditions which is to be read in conjunction with DFE document: Supporting Pupils at School with Medical Conditions December 2015. Some children are supported by a Health Awareness Plan and are regularly reviewed by the School Nursing Service.

The school nurse, dentists and medical technicians make regular visits to the school, in the interests of general health and hygiene of children. If head lice are discovered (or suspected) in the class by the teacher or if parents inform school of infestation, the school will notify parents and can arrange for the school nurse to provide more information for parents if required.

If a child is taken ill during the school day the secretary, or member of staff will phone the parental contact numbers and make arrangements for the child to be collected from the main school office/entrance porch. Absence is monitored regularly by the AWO.

Guidance for staff on: -

Personal Health

The school is supported by the EPM HR team for matters relating to staff welfare.

SCOPE

This procedure applies to all employees at Whale Hill Primary School. It covers

- general aspects of the prevention and limitation of ill health
- specific prevention of ill health caused by smoking, and psychological stress etc.

PRINCIPLES

Legislation requires that at Whale Hill Primary School activities shall be managed so as to avoid causing unnecessary or unacceptable risk to the health of employees. We shall conform to all legal requirements relevant to the prevention of ill health. Advice and guidance shall also be given to employees on matters relating to health.

GENERAL RESPONSIBILITIES

The Head Teacher will take action to:

- prevent ill health arising from work activities,
- identify, so far as is reasonably practical, ill health which may impair employees' fitness to work,
- ensure that known ill health is not worsened by work activities,
- make employees aware of their responsibility to observe the requirements of Health and Safety legislation.

In the event of a member of staff's concern over any health related issue, the Head Teacher shall make contact with Human Resources to arrange for advice as appropriate.

AVOIDANCE OF STRESS RELATED ILLNESS

The Head Teacher shall ensure, so far as is reasonably practicable, that the health of employees' is not impaired by work-related stress, and shall be aware that stress arising from other causes may also impair employees' fitness to work. Where an employee is suspected of suffering work-related stress problems the Head Teacher shall give the employee every encouragement to seek help voluntarily and in confidence, from Time 4 You counselling service or the Trust Counsellor.

Guidance for staff on: -

Procedure for emergency evacuation.
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The fire bell is a continuous ringing bell. All staff must be familiar with the location and operation of alarms. There will be regular evacuation practices (at least one per term) throughout the year, in which normal fire procedures.

All actions of staff are subject to the proviso; **where safe to do so.**

PREPARATION PREVENTS PANIC.

Know:

- your escape route, (see the **Fire File** located in the HT's office and individual notices displayed in each classroom)
- where the fire alarms and fire points are situated,
- that fire points, alarms and escape routes are free from obstruction.

ON DISCOVERING FIRE — BREAK THE FIRE ALARM GLASS.

- Collect all the children in your charge, checking all areas (toilets, cloakrooms etc.) and lead them to the designated fire assembly points.
- Registers will be taken out by class teachers and HT/DHT will also take a copy. Please remain in this position until given permission to re-enter the building by a senior member of staff

WHEN YOU HEAR THE FIRE ALARM

- collect all the children in your care and proceed as above.

Please see the school's Emergency Plan for more information on evacuation

Guidance for staff on: - Emergency Procedures
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INCIDENTS ON THE ADJACENT WILTON CHEMICAL SITE

In the event of an incident at the Wilton Site which would give concern to schools, there is an established incident communication procedure to be followed. The general alarm procedures are tested monthly by telephone.

NOTIFYING OTHER SCHOOLS OF EMERGENCIES / DANGEROUS OCCURRENCES

In order to provide schools with relevant information in as short a time period as possible when an incident has occurred, the police have networked all schools across the county by telephone pyramid and email links. If for example a child has been assaulted or followed, or if there has been an attempted abduction, the police should be informed, the parents should be notified and other schools alerted by use of the pyramid/email link.

Whale Hill receives alert calls from Wilton Primary and MUST pass the message on to St Mary's Primary and Caedmon Primary.

Staff will then be made aware of the incidents and appropriate warnings given to the children. Staff should attempt to pass on the warnings to children in ways which will not cause undue alarm or fear.

e.g. children should be reminded about saying no to strangers, and going home immediately rather than being told to "watch out for red cars" etc.

ASSAULT PROCEDURES. (adults and children)

In the case of an assault the head teacher should be informed immediately. A doctor/ambulance and the police should be called if necessary. Written accounts should be made of the incident as soon as possible, whilst it is fresh in the victim's/witness's mind and a report form completed.

The LA will also be informed and Caution Advised/Notification of Assault will be issued as appropriate. Outside doors should be kept locked as appropriate to reduce the possibility of assaults although staff need to ensure that fire evacuation routes are kept open.

LOCKDOWN PROCEDURES

Keeping pupils safe is our priority, and we have a plan in place for 'lockdowns'. We have a lockdown procedure, which will be used if there is an internal or external incident that poses a threat to pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

If the school goes in to lockdown, parents/carers will be sent the following message:

'The school is in a full lockdown situation. During this period, the telephone and entrances will be unmanned, external doors locked and nobody allowed in or out.'

We ask that parents/carers:

- Do not contact the school, as this could tie up telephone lines that are needed for contacting the emergency services.
- Do not come to school.
- Wait for the school to contact you, informing you that it is safe to collect your child.

A Lockdown Drill will take place once a year to ensure that pupils are prepared for these scenarios.

Please see the school's Emergency Plan for more information

Guidance for staff on: - The Role of the Caretaker/ Site Manager

HEALTH AND SAFETY

The school caretaker has an important role to play in establishing a safe and secure environment for our children and staff.

The caretaker will check and clear foot paths, steps and playgrounds before the children arrive. He will remove broken glass and any other debris. In the winter he will attempt to clear paths and steps and make them safe by applying salt as far as is reasonably practicable.

Staff should report potential hazards, building or playground defects and security concerns to the head teacher and the caretaker using the caretaker communication notice board in the main school office.

The caretaker will inform the head teacher and staff of what he perceives to be potential hazards e.g. wet floors, the presence of contractors working on the site etc.

VANDALISM

The caretaker has a vital role to play in anti-vandal procedures. Any act of vandalism which might create a hazard to children and adults should be reported to the head teacher and caretaker immediately so that appropriate measures can be taken.

SITE SECURITY

The security of the site is a crucial part of the caretaker's role. Site security is reviewed regularly.

All adults in the building have an important role to play in supervising security and any strangers in the building are challenged. All staff wear ID badges. Concerns should be brought to the attention of the caretaker and the head teacher.

HOURS OF WORK (Currently advertised)

The caretaker/Site Supervisor works 37 hours per week.

Mon-Thurs. 7:00 -11:00 am. 2:30-6:00 pm. Friday. 7:00-10:00 am. 2:30-5:30 pm.

He can be contacted during working hours: -

Telephone: 01642 454339

He lives in the school house and has expressed a willingness to be contacted out of working hours.

However, such disturbances should be kept to a minimum as his off duty hours should be respected. The caretaker is also available to open up school after hours for lettings approved by the governing body.

The caretaker is available to clear up spillage, including accidents in the toilet and sickness, during working hours. The caretaker can also be called upon to remove dog faeces and other hazardous substances and materials from the school grounds.