



## **Flamborough CE (VC) Primary School- Health, Safety and Welfare Policy**

Date Policy Becomes Effective: September 2021

Review Date: September 2023

Person Responsible for Implementation and Monitoring: Head teacher

The Governor with special interests in health and safety: Alex Harrison

### **Introduction**

Flamborough CE (VC) School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing out activities we need to be risk aware, but not risk adverse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- High standards for health and safety will be set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents, and establishing suitable and sufficient risk control measures.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students.
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare activities.
- Consult with employees or their recognised representatives about health and safety matters.
- This policy will be reviewed on a regular basis and in any event, not less than every two years.

The Health and Safety of all employees and all other persons who use these premises is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

The School's Health and Safety Policy accompanies and compliments that of the East Riding of Yorkshire Council's policies. In considering these various policies, it should be recognised that as a School, the LA is the employer of the School's staff and retains overall responsibility for Health and Safety.

### **General Guidelines**

#### **The School will:**

- Provide a safe and healthy environment in compliance with, or improving upon statutory requirements.
- Maintain the cleanliness and state of repair of the building.
- Establish and maintain safe working procedures amongst staff and pupils.
- Provide safe plant and equipment.
- Manage and maintain the use of personal protective equipment.
- Provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures, e.g. Health and Safety notices will be displayed at strategic points within the School.

- Provide safe storage for dangerous materials and substances.
- Provide adequate statutory first aid facilities.
- Establish, practice and maintain effective emergency evacuation procedures.
- Lay down procedures to be followed in case of accident.
- Provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- Liaise with the, LA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

### **Responsibilities**

The maintenance of a healthy and safe school site is the shared responsibility of the whole school community.

### **The Governing Body**

Governing bodies must act as a corporate body. The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing the progress.

#### **The governing body will ensure:-**

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school
- Give strategic guidance
- Monitor the effectiveness of the policy and shall revise and amend it, as necessary, on a regular basis.
- Acknowledge its legal duty to notify the LA and the Health and Safety Executive of major accidents and dangerous occurrences.
- Ensure risk assessments are carried out

All health and safety matters within school are effectively managed. The health and well -being of the Head teacher and all members of staff remains a high priority and that a well-being policy is implemented and managed effectively at all levels. Recognition of their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:

- Provide plant, equipment and systems of work, which are safe and, without risk to health, make arrangements for handling, storage and transportation of articles and substances.
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
- Promote the development and maintenance of sound safety, health and welfare practices.
- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- Ensure sufficient funds are available to provide, as necessary protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances
- Ensure that an annual audit of the school's health and safety management system is completed.

#### **The Head teacher will:**

- Be responsible for the day to day implementation of school safety organisation
- Ensure that all health and safety matters within the school are effectively managed
- Develop a culture of safety within the school
- Report to Governors on pertinent issues
- Report accidents and incidents of violence on the premises

- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfil their duties to co-operate with the policy
- Ensure the well-being of staff remains a high priority and that the well-being policy is implemented and managed effectively at all levels
- Ensure that risks assessments are carried out, reviewed and safe systems of work and procedures are developed and communicated to all staff.
- Formulate and co-ordinate safety procedures
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, and report as necessary to Governors
- Ensure relevant staff have access to training
- Ensure that arrangements are in place to manage health and safety in educational visits; including competent staff and suitable risk assessments being completed in line with the school's own Educational Visits Policy
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.
- Meet with the caretaker regularly to manage site issues
- Report to the caretaker and administration officer any defects and hazards that have been brought to their notice.

**All staff will:**

- Ensure that they have read the Health, Safety and Welfare Policy
- Fully support all health and safety arrangements
- Ensure effective supervision over all those for whom they are responsible
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Ensure, as far as reasonably practicable, that their classroom or working space is safe
- Use equipment safely
- Ensure that pupils use equipment safely
- Report situations which may present a serious or imminent danger to the Head teacher, Caretaker or office staff
- Report any concerns of abuse to pupils to the Headteacher who is the Designated Safeguarding Lead.
- Complete and accident form / incident form (see office staff)
- Ensure the office staff are updated with regard to any medical details that need to be included in the medical record file
- Check that areas and equipment are safe before commencing activity.
- Ensure safe procedures are followed and use protective equipment as required.
- Report hazards to Safety Rep. / line manager as described in the staff handbook.
- Encourage pupils and visitors to comply with the Health and Safety policy
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures.

**The Caretaker will:**

- Ensure that he is familiar with the school's Health, Safety and Welfare Policy
- Conduct a termly health and safety survey with the Head teacher or Governor responsible for health and safety
- Conduct a half termly site check and report findings to the Headteacher
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities
- Ensure that everything that is received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use
- Test and record the fire alarms and fire doors weekly
- Inform the Headteacher whenever contractors are due to enter the school to
- Undertake maintenance, service or works contracts



- Maintain a record of hazardous substances used for cleaning and similar purposes

The **Administration Officer** will:

- Report to the Headteacher and Caretaker any defects and hazards that are brought to their notice
- Liaise with the Caretaker when organising health and safety works
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy (and any other relevant policies)

The **Midday Supervisors** will:

- Report any health, safety and welfare concerns to the Headteacher
- Organise first aid cover at lunchtime
- Ensure accident forms are completed

The **pupils** will:

- Exercise personal responsibility for themselves and classmates
- Observe standards of dress consistent with safety and/or hygiene
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their safety

The **parents** will:

Support the school in any health, welfare and safety matters reported to them on newsletters

### **Curriculum**

- We teach the children about health and safety within the curriculum in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.
- Opportunities within the curriculum should be taken to teach children about the importance of safety and how to handle tools and equipment.
- We teach children respect for their bodies, and how to look after themselves. These issues are discussed specifically within the PSHCE and RSE curriculums.
- Children are taught about the environment and the awareness of dangers in litter. Key Stage 2 children receive sex and drug education (see separate policies).

### **General Health, Safety and Welfare Arrangements**

#### **Accidents and Incident Reporting**

- Any pupil complaining of illness or who has been injured is sent to the staff room or school office for the qualified First Aider to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident book.
- More serious accidents or incidents of violence must be reported to the Head teacher / Office staff.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious accident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance This should be done on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the Head teacher / school office immediately. If an injury has been sustained, the pupil should not be moved.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

- All children who have medical conditions are listed in a red file held within the school office. This should be referred to in cases of emergency and taken to hospital.

### **Administration of Medicines**

- Our trained First Aiders administer medicines for chronic / long term conditions.
- We also administer medicines at lunch time that have to be taken 4 times a day as prescribed by their GP. Parents have to sign an authorisation form for us to do this.
- Staff record the time medication is given and sign the record sheet.
- Medicines are kept in the school office out of the way.
- Medications for asthma are stored in each child's classroom in the teachers' cupboard where the child can readily access it.

### **Adventure Play Equipment**

- Children should always be supervised on the play equipment.
- Children should not use the equipment until a teacher/ member of staff is in attendance.
- Staff should regularly remind children of safe use.
- The Caretaker will monitor the equipment and check for any faults / wear and tear and report to the Headteacher.

### **Car Park**

- Parents are requested not to bring their cars into the staff car park
- Staff cars should be parked in the marked bays. Other areas should remain clear.
- Wherever possible deliveries should be made once the children are safely in the building.

### **Child Protection**

See separate policy

### **Communication of Information to Users of the Premises**

- Any persons using the hall as a letting / club will receive a copy of this Health and Safety Policy from the office staff.

### **Contagious Diseases**

- Outbreaks of notifiable diseases will be published to parents and staff.
- We follow LA guidance on advice/reporting of diseases.
- Hand Hygiene and ventilation will remain in place in accordance with Local Authority Public Health Team guidance. Covid – 19 Outbreak management Plan. See separately

### **Control of Hazardous Substances**

- The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances. This file is to be found in the caretaker's room.
- The Cook will maintain a COSHH assessment sheet for substances in the kitchen. This file will be found in the kitchen office.

### **Cooking**

- Baby Belling cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.
- Checks should be made by all teachers to ensure that all allergies and special diets are considered when preparing and consuming food with children.



### **DBS Checks**

- School policy indicated that all adults who have contact with children within a school or on a trip will have a DBS check authorised by the East Riding of Yorkshire Council.

### **Educational Visits**

- The Headteacher is the Educational Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.
- Our procedures are the same as those provided by the LA.

### **Electrical Testing**

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

### **Evacuation of the Building**

- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each classroom and PEEP Assessments completed and shared with staff.
- Fire bells and fire doors are tested weekly by the Caretaker.
- A fire drill is practised once a half term and reported by the Head teacher to the Governing Body.
- The log book for the recording and evaluation of practice and evacuation drills is available.
- Fire appliances are checked annually.

### **First Aid Provision**

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- First Aid is administered in the office / staff area.
- Portable first aid kits are taken on educational visits and are available from the office.
- The school administration assistant will ensure the maintenance of the contents of first aid boxes and other supplies and their tidiness.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

### **Head Injuries**

- First Aiders contact parents by phone to report head injury.

### **Head Lice**

- A general letter is sent to the parents of all pupils in a class if there is a case of headlice in the class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to treat.

### **HIV**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are kept in the medical cupboard outside the office
- Sponges and water buckets must never be used for first aid in sport to avoid the risk of HIV contamination.

### **Hot Drinks**

- Staff should ensure that they only transport hot drinks around school in a lidded cup.
- Hot drinks should not be transported when large numbers of pupils are moving around the school.
- If a member of staff has a hot drink in the classroom then he/she should ensure that a pupil cannot reach it and that it is in a safe position.



### **Jewellery**

- For pupils, the wearing of jewellery and nail varnish is not permitted.
- If ears are pierced studs may only be worn for the first 6 weeks but must be removed or covered with a sticking plaster for PE. After this period then children are only allowed to wear a small stud.

### **Kitchen**

- A copy of the EYRC Catering Unit Health and Safety Operational Manual' is located in the kitchen covering all aspects of Health and Safety.

### **Lone Working**

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Staff should ensure that blinds are closed when it is dark.
- When two or more people work late they should try to leave the building together.
- Also see Safer Working Guidelines form East Riding Safeguarding Board

### **Manual Handling**

- Pupils, staff and any other supervising adults should only lift equipment within their own individual capability. The school has a trolley which the caretaker will use to transport any heavy goods around the school.
- Also see Risk Assessments

### **Meals**

- Our school provides the opportunity for children to purchase a school meal at lunchtime. Some parents are eligible to claim free school meals.
- The children in school are not aware of those that are in receipt of free meals or those that pay.
- Packed lunches can be brought to school and will be eaten in the dining hall.
- All children are supervised during this time.
- Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

### **Movement around School (See school rules)**

- Pupils should walk around school quietly.
- No pupils should remain unsupervised in classrooms.

### **PE Equipment**

- Gymnastic equipment is checked annually and repaired or removed as appropriate.

### **PE Safe Practice**

- Guidance on safe practice in PE is detailed in the Risk Assessments folders located in the main Office.
- All children should change into appropriate clothing for the activity in which they participate.
- Teachers should, change into appropriate clothing for outdoor games. This sets a good example to the children and allows for a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### **Playground**

- Children follow the playground rules listed.
- No ball games are allowed on the playground at any point in the school day, except within lesson. They are allowed when the field is in use as the space is bigger.
- Staff actively encourage children to play safely and discourage fighting or other rough games.
- At a minimum we have Midday Supervisors on duty at lunchtime.



- Teachers should not leave the playground to come into school. If there is a problem then send a child/ren into school to bring an adult.
- Children are not permitted to play on the grass if the ground is wet.
- Children are not permitted to play on the play equipment before or after school and parents have been notified of this.

#### **Pregnant Workers and Nursing Mothers**

- The Headteacher will carry out a risk assessment in accordance with LA guidance.
- Appropriate action will be taken to ensure they is not exposed to any significant risks.

#### **Safe Stacking and Storage**

- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

#### **Seat Belts**

- On educational visits only coaches and mini buses are used that have seat belts provided. We instruct the children to use seat belts at all times when the bus is moving.

#### **Security**

- We ensure as is reasonably practicable to make the school a secure environment.
- All visitors are required to sign in / out in the visitor book and be issued with a badge which they have to wear for the duration of their visit and return to the office on departure.
- Staff are required to stop and make enquires of any persons unknown to them if they are not wearing a visitor badge.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Head teacher will warn any intruder and request them to leave the site immediately.
- The police may be contacted in certain circumstances.
- Under no circumstances should anyone divulge the code to the front door. All visitors including students, trainees etc all have to wait to be allowed in.
- The code to the front door will be changed annually.

#### **Site Inspection**

- The Caretaker inspects the site as part of his daily routine.
- Urgent matters are referred to the Headteacher or Office Staff and actioned as soon as possible. Less urgent matters need to be brought to their notice when convenient.
- The Caretaker will inspect the site premises on half termly basis and report to the Headteacher.
- The Caretaker will conduct a termly health and safety survey with the Headteacher or Governor responsible for health and safety,
- The Headteacher / Administration Assistant conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the Governors.

#### **Slips, Trips and Falls**

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions hazardous e.g. wet/slippery surfaces, trailing cables.
- All cables should be covered with a mat or cable cover

#### **Smoking**

- Smoking is not permitted anywhere on the school site, (See Non-Smoking Policy).



### **Stress**

- Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher. If necessary a referral will be made to Occupational Health.

### **Swimming**

- We use East Riding Leisure or its current alternative for swimming lessons in KS2.
- Swimming instruction is provided by qualified swimming instructors.

### **Supervision of Pupils**

- Staff and other supervising adults should maintain good order and discipline of children, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- All staff (teaching and non-teaching) should be in class when pupils come into the class in a morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that he /she is unable to undertake a duty he/she should organise cover.
- Other staff should inform supply teachers of their duties regarding supervision.
- If a parents fails to collect a pupil after school staff should make every effort to contact the parents.
- Teachers will not take children off the school site without the prior permission of a parent.
- It is the responsibility of all teachers to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should ask the Head teacher before the activity takes place.

### **Theft**

- The teacher / Head teacher will investigate any incidents of theft involving children.
- If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident in the incident book.
- Should any incident involve physical violence against a teacher/ staff member, we will report this to the Health and Safety Executive and support the teacher/ staff member in question if he / she wishes the matter to be reported to the police.

### **Transporting Pupils**

- Staff should ask parents/volunteers who are transporting pupils to an event to confirm to the office that they have a current DBS and have relevant car insurance.
- If staff are to transport pupils in their cars, they must produce evidence of insurance and sign the ER Transport form.
- Adherence to the legal guidelines on using booster seats is vital.

### **Uniform**

- All children should wear uniform when attending school, or when participating in a school organised event.
- We agree the requirements for school uniform with parents and we revise these frequently.
- We are sensitive to any conflict with uniform and religious beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunities and sex discrimination.
- It is the collective responsibility of all staff and ultimately the Head teacher to ensure that the school uniform policy is enforced.

### **Working at Height**

- Staff and other supervising adults should use stepladders when working at a height e.g. displaying work. Chairs and tables should not be used for this purpose.



- Stepladders are located in the resource cupboard of the hall and all classes have an Elephants Foot Stool.

#### **Review of Policy**

- A review of the policy will be undertaken annually and any amendments or updates will be reported to the Governing Body.
- Any new legislation or directives will be incorporated into the policy as necessary.