



# Health and Safety Policy

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Approved by: Full Governing Board 29.3.23

## HEALTH AND SAFETY POLICY

This policy has been prepared in accordance with the Health and Safety at Work Act 1994, and subsequent regulations. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the school. It is to be amended and updated as required with support and advice from Birmingham Education Department.

### **1. Policy Statement**

The Headteacher and Governing Body will be responsible for the implementation and management and monitoring of the policy. All members of staff share oversight and responsibility for the prevention of dangerous practices.

To establish and maintain in so far as is reasonably practical:

- a) An environment which is safe and without risk to health.
- b) Safe working procedures among staff and pupils.
- c) Safe and healthy arrangements for the handling, storage and transport of articles and substances.
- d) Safe means of access to and from school.

To ensure, so far as is reasonably practicable, the provision of information, instruction training and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.

To teach safety where appropriate as part of the curriculum – PE, Science, use of electrical equipment, Online Safety.

To formulate effective procedures for dealing with accidents.

To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

### **2. The Headteacher**

The Headteacher has overall responsibility for the application of this policy.

The Headteacher or his deputies shall take immediate action when a hazard is reported to him/her to:

- a) Stop the use of machinery, equipment etc. which is considered unsafe.
- b) Take such action as is necessary to protect staff and pupils from danger.
- c) Ensure that the situation is appropriately remedied as soon as is practical.
- d) Make appropriate recommendations to the Governing Body.

### **3. Site Manager or Health and Safety Representative**

The Administrator, Site Manager and other members of staff have responsibilities delegated by the Headteacher to:

- a) Be the focal point for day to day references on safety and give advice or indicate source of advice
- b) Co-ordinate the implementation of safety procedures.
- c) Maintain contact with outside agencies able to offer expert advice.
- d) Carry out regular inspections of the school and check working practices in it.
- e) Ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken.
- f) To review regularly the provision of first aid, emergency regulations and safety procedures.

### **4. Obligations of all Employees and Contractors**

**As required by the Health and Safety at Work Legislation it is the duty of all employees to take reasonable care for the health and safety of him/herself and any other persons who may be affected by his or her acts or omissions at work.**

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected to:

- a) Know the special safety measure and arrangements to be adopted in their own working area and to ensure they are applied.
- b) Observe standards of dress consistent with safety and hygiene.
- c) Exercise good standards of housekeeping and cleanliness.
- d) Know and apply the emergency procedures in respect of fire and first aid.
- e) Co-operate with other employees in promoting improved safety measures in school
- f) Co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- g) Not to attempt to move or lift anything they consider too heavy or awkward
- h) Not to use chairs, tables or boxes to reach high objects or mount displays.

\*All new employees receive a thorough induction which includes policies and procedures relating to Health and Safety. A copy of the Keep Safe booklet is also given. Existing staff are regularly updated and notified of any changes.

### **5. Particular Responsibilities of the Class Teacher or responsible adult**

A class teacher is expected to:

- a) Carry out a risk assessment prior to any curriculum related activity. This may be dynamic and not written
- b) Be aware of the emergency and first aid procedures and safety measures as they apply to their teaching area. e.g. Earlybirds hall and games field, science, ICT area, use of tools in DT.

- c) Exercise effective supervision of pupils and ensure that they are aware of emergency and first aid procedures and safety measures in their teaching areas, cloakrooms and outside.
- d) Give relevant instructions and warnings as required about potential hazards.
- e) Ensure that pupil's bags, coats and other belongings are safely stowed away.
- f) Follow safe working procedures themselves.
- g) Use protective clothing etc. where required e.g. goggles, gloves
- h) Make recommendations on safety measures to the Headteacher or his/her representative.
- i) To regularly audit their classroom environment and act upon the recommendations of the Health and Safety Team.
- j) To follow all of the procedures within the Educational Visits Policy (See separate).

\*Walmley Junior School staff should ensure that those under their charge, for example: parent helpers/visitors/students/trainee teachers adhere to the health and safety procedures as set out in this policy.

## **6.The Pupil**

Pupils are expected to:

- a) Exercise personal responsibility for their own safety and other.
- b) Observe standards of dress consistent with safety and hygiene. (This includes the correct clothing (see uniform list) and footwear for P.E. and games, the wearing of earstuds which must be removed or taped over for P.E. and games and precludes the wearing of unsuitable footwear)
- c) Observe the safety rules of the school and follow the instruction given by staff in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for safety.
- e) To hand in mobile phones to the school office at the beginning of each day.
- f) To follow the Online Safety procedures (See Online Safety Policy)

## **7. Emergencies**

See attached Appendix 1 which is to be updated every September as necessary. In addition Walmley Junior School has as Lockdown procedure. Parents have been informed of the protocol should this practice need to be implemented.

## **8. Health and Safety Representatives**

These representatives are not liable in law and have no other duties than those of all employees as laid down by the Health and Safety at Work Act 1974 sections 7&8.

They do not carry liability for either their actions or omissions as a safety representative.

Those nominated shall perform the following tasks and duties

- a) Carry out regular inspections of the premises and report accordingly as part of the health and safety team
- b) Investigate problems relating to health and safety matters.

- c) Make representations to the Governing Body on general matters affecting health, safety or welfare at work.
- d) Meet with Inspectors of the HSE and other enforcing agency.
- e) Receive information from the HSE

Ensure all staff member are familiar and clear as to their duties and responsibilities as stated in this Health and Safety Policy. This is the responsibility of the Health and Safety Lead in school.

## **9. Employers Liability**

Legal liability for bodily injury, illness or death to employees.

Indemnity limit £20,000,000 .

Full and specific information is detailed in the insurance policy.

## **10. Accidents, First Aid and Medical Concerns (see Appendix 2)**

All accidents whatever time of day (pupils and adults) shall be recorded in the Accident Book kept in the First Aid Area or Earlybird's Office

Accident reports are completed by the responsible adult, according to the apparent severity of the accident. Where appropriate the HSE is informed.

A slip will be given to a child if required. The child will initial first aid book to confirm that the note is received.

Parents are informed of head injuries and other causes of concern by letter or telephone call according to severity/nature of concern.

A list of children with allergies and other medical conditions is kept by class teachers, PPA staff, posted in the First Aid Area, Kitchen and Earlybirds.

Epi-pens and allergy medication are kept in the Staff Room and in the Earlybirds Office. Emergency diabetic packs are kept in the child's classroom.

There are First aid kits for educational visits.

Removal to hospital (acting on the advice of the First Aider) is the decision of the Headteacher or deputy Headteacher or, in their absence, the First Aider and senior member of staff.

## **11. Cleaning**

Children shall not have access to cleaning materials. The cleaning staff, contractors and their supervisors is responsible for ensuring safety whilst performing their duties.

## **12. Security**

All staff are responsible for ensuring that all exits are shut and intruders are not able to enter the building. If lost, key fobs must be reported to the Headteacher.

All parents and visitors must report to the Office before going to classrooms, or other parts of the building. Visitors must sign in and out and badges are issued to all visitors and adults working on site.

Children who arrive late will be entered in the late book.

Children leaving early or going out of school, during the school day will, similarly be recorded by the office staff.

## **13. Hot Drinks**

Hot drinks are NOT to be carried around school, unless they are in a cup with a secure lid.

### **Other related matters**

#### **Lettings**

These are considered by the Governing Body in consultation with the Building Site Supervisor on an individual basis- there is no lettings policy for the school.

#### **Electrical Equipment**

All equipment is inspected regularly according to the PAT regulations.

#### **P.E Equipment and Dress**

All equipment is regularly inspected and repaired on an annual basis. Any defect should be reported to PE co-ordinator, Headteacher or Deputy Headteacher or Health and Safety Rep. For dress regulations see the prospectus.

#### **School Visits and Journeys**

Please refer to the policy for Educational Visits and the Educational Visits Leader.

### **Risk Assessment**

These will be carried out by the health and safety team on a termly basis and reported to the governing body. The health and safety team consists of:

- Stuart Pearson
- Sharon Pargeter
- Steve Prudden
- Relevant invited persons.

Risk Assessments related to the curriculum are carried out by the teacher in charge, prior to the activity.

## Appendix 1

### Emergency Evacuation

On the discovery of a fire the fire alarm must be sounded and the building evacuated by the nearest available exit.

The Deputy Headteacher to alert the Fire Brigade and await their arrival at the school gate.

The Headteacher/Deputy Headteacher and Fire Marshalls to check the building if safe to do so.

Office administrator to deliver registers to the playground for roll call.

All children and staff to assemble in playground in class groups.

Line up class on playground in register order.

All visitors are to be the responsibility of the member of staff to whom they are seeing.

During teaching periods the building will be cleared by staff and pupils leaving through the nearest exits.

Fire drills to be carried out regularly three times a year.

### **Lunch Time Evacuation**

All children to leave building by nearest exit as directed by Dinner Supervisors.

All staff to leave through nearest exit.

Office administrator/Headteacher /Deputy Headteacher or any member of staff to alert Fire Brigade.

Children, staff and dinner supervisors to assemble on playground in class register order.

Register to be taken to playground by Office administrator/Headteacher /Deputy Headteacher.

Building checked for children if safe to do so.

Roll call of children and staff.

### **Break time**

Children and adults to leave through nearest exit and assemble for roll call.

Other procedures as for emergency evacuation.

## Appendix 2

### First Aid and Medicines

First aid boxes are situated in the First Aid Area, Year 3 corridor, and all classrooms and offices have a supply of medi-wipes and plasters.

There is a rota for Classroom Assistants to cover First Aid at break times and medical emergencies during lesson times.

### Medicines

**At the start of every year Y3 parents are asked to complete a medical form giving information about medical conditions, allergies and medicines requiring regular administration and detailed notes are passed from the Infants regarding any child with specific medical needs.**

A list of children with allergies and other medical conditions is kept by class teachers, PPA teachers, posted in the First Aid Area and Earlybirds office.

Epi-pens and allergy medication are kept in the Staff Room and in the Earlybirds Office. Emergency diabetic packs are kept in the child's classroom. There are First aid kits for educational visits.

Inhalers are kept by children on their person, in their bag or tray and are to be taken by the child to games, PE and on all trips.

Prescribed medication will be administered, if required, after the appropriate form has been completed and signed. Medicines should not be sent into school unless the paperwork has been completed. Children are not allowed to have none prescribed medicines in school other than child paracetamol (see Medical Administering Medicines Procedure Appendix 3).

Staff receive appropriate annual training in dealing with specific conditions e.g. diabetes, asthma and anaphylactic shock.



## Appendix 3

### Administering Medicines Procedure

This policy outlines how we are prepared to administer medicines in and out of school and offers guidelines to staff.

At Walmley Junior School we will administer medicines for the following reasons:

- A child has been unwell and has been prescribed medicine by a doctor.
- A child has a chronic/on-going illness that requires prescribed medicine regularly.
- A child has a chronic/on-going illness that requires prescribed medicine on an 'as and when required' basis.
- A child has seen a medical professional and has been recommended that pain relief medicine is taken (paracetamol only).
- A child is feeling unwell and the parent anticipates the child will need pain relief (paracetamol only) during the course of the day.
- A child is on a residential trip where the staff are acting in loco-parentis and requires pain relief (paracetamol only).

All of the above require the following information to be given to school, without exception, and must be recorded on the School Medication Consent Form:

1. Name and strength of medicine
2. Dosage to be given
3. Circumstances in which it should be given
4. Checking when previous doses have been given/taken
5. Parental/guardian's consent must always be completed
6. Parents must confirm the child has been given the medication in the past with no adverse effects
7. Adheres to manufacturer's instructions and warnings which accompany the medication
8. Parents being informed on the same day of when medication has been given (time specific) if this varies from the agreed time

This policy runs in line with the guidance set out by Birmingham LA.

The Medical Needs Coordinator (Deputies) or the school secretaries are able to take medication from a parent and are responsible for ensuring the correct documentation is completed. Verbal instructions are not acceptable.

Children are not permitted to carry their own medicines, with the exception of a blue inhaler.

All medication should be kept in the school office cupboard or the staffroom cupboard for allergy medication. Children have no access to these areas at any time. Administering medication must be supervised by a member of staff and recorded appropriately, checking all instructions are followed carefully. Written records must be completed and signed immediately after.