West Green Primary School

Health and Safety Policy

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Signed by Chair	Tim Sparrow

Safeguarding Statement

At West Green Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at West Green Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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West Green Primary School
Health and Safety Policy

West Green follows Haringey's Health and Safety Policy Statement. Please read the following in conjunction with the LA's Health and Safety Policy Statement.

Introduction:

The Health and Safety at Work Act of 1974 and subsequent regulations place obligations upon employers, their employees and the self-employed, in respect of measures to safeguard everyone involved in or affected by work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This policy serves the dual purpose of drawing together into one document the procedures and guidelines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees have a legal and contractual obligation to work and act with due regard to the health and safety of themselves and others, to cooperate in complying with statutory duties and not to intentionally or recklessly misuse anything provided by the school in the interests of health and safety.

Safety Policy Statement:

The school is committed to identifying then eliminating or controlling any hazards encountered in the school or on the site. The school is also committed to the safety of others not employed by the school who may be affected by the activities of the school, including pupils, helpers, visitors, contractors etc.

Roles and Responsibilities

Local Authority

Haringey has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

Governors

Whilst Governors do not actually have to implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon. By ensuring that the health and safety policy is developed and implemented by the Governors will be discharging their legal requirement of ensuring the health safety and welfare of the school's employees and the health and safety of those not in their employment such as pupils, parents, visitors and contractors. The Governors must also ensure that the leadership team operates safe school premises with safe equipment, materials and substances. The Governors also ensure that the policies and standards laid down by the LA are adhered to. To ensure that the above are in place, it will be

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necessary for the Governing Body to periodically inspect the school and ask specific questions of SLT to ensure compliance.

The Head Teacher will:

- Take day to day responsibility for all health and safety matters affecting the school
- Implement the health and safety policy
- Ensure effective communication between the school and the local authority on health and safety matters
- Ensure compliance with health and safety law
- Together with school staff, assess and control the risks to persons from hazards within the school and any of its activities wherever they are undertaken.
- Bring to the attention of the GB or the LA any matter of health and safety that cannot be resolved or is of substantial/imminent danger to anyone
- Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire-fighting equipment etc. and that records are maintained
- Ensure adequate fire drills are carried out and their results recorded

Deputy Head Teacher:

The DHT will assume the duties of the HT when deputising. It is therefore important that the DHT is fully familiar with all aspects of the schools policies.

School Business Manager:

The SBM is responsible for assisting the HT in all matters relating to health and safety

- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained
- Ensure hazardous substances are properly used, stored and disposed of
- Maintain first aid and accident reporting systems
- Evaluate the need for health and safety training for school staff and arrange for its delivery
- Ensure that adequate emergency procedures exist in relation to fires, gas leaks, intruders etc
- Ensure that the school has access to competent health and safety advice

All employees:

- Must ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors.
- Cooperate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety and report any unsafe practices which come to notice
- Participate with the school to improve its standards of health and safety.

The Site Manager:

The site manager has a very specific and important role to play in the implementation of the health and safety policy. The Site Manager will ensure:

- The staff within their control are adequately trained and instructed to perform duties for which they are employed
- The COSHH assessments have been carried out, are up to date, and that assessment sheets are available to staff who need them.
- All staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with chemicals
- Risk assessments have been carried out on all hazardous activities undertaken by the department, such as using ladders, entering boiler rooms etc
- Liaise with contractors or their representative undertaking work on the school site to ensure the safety of any persons exposed

Procedures to ensure the Policy is met:

Administration of medication:

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DFE to assist pupils with medical needs.

Administering medication in school:

The school accepts the need for some pupil to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure.

- Only medication prescribed by a doctor will be administered
- The medicine will only be accepted if with written authorisation from a parent or guardian
- The written authorisation must contain clear instructions about the dosage and the time of administration
- A standard from is issued by the school for permission to be given
- Medication other than asthma inhalers will be administered in the presence of another member of staff
- The medication is stored in a safe, secure place.
- The medication policy is brought to the attention of parents in the schools prospectus and in newsletters

Animals in school:

Animals can play an important role in the education if children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holidays.

The school has adopted the following principles relating to the care and management of animals on the school premises;

- Be aware that there are some animals and plants that cannot be taken from the wild
- Only obtain animals from reputable suppliers/breeders
- Ensure that children wash their hands before and after handling animals
- Animal homes are to be kept clean and disinfected as required

- If animals wander onto floors or tables, these are to be washed afterwards
- Children must be taught how to handle animals with care
- Animals are to be fed appropriately
- Any animal scratches or bites are to be treated and cleaned appropriately and medical advice sought if required

Asthma and Allergies:

Guidelines for dealing with an asthma attack are made known to all staff

- Details of all the children in the school with an asthmatic condition are contained in the schools medical register, which all staff are aware of
- All teachers are aware of the location of a child's inhaler and where pare ones are stored. Supply teachers must be made aware of the children in each class with asthma
- Inhalers are kept in the medical room. A support staff member administers medication when required.
- Details of children who have confirmed medical allergies are available in the staff room and kitchen, along with health care plans if applicable.
- Epi-pens are kept in the school office as recommended by the school nurse
- All necessary precautions will be taken to ensure a child with an allergy does not come into contact with the allergen, this includes informing parents and requesting no food is sent into school that could trigger a reaction
- As a policy, the school does not allow nuts.

Accident Reporting:

- Reports are completed by the member of staff responsible for accident reporting
- Where a child has suffered a head bum, a letter is sent home and a telephone call is also made to advise parents
- More serious accidents to pupil and any accidents to staff, contractors or visitors are notified to the LA.
- Notifiable injuries are declared to the LA.
- Most serious accidents are investigated to try and prevent it from happening again. The investigation is documents
- The record off accidents is checked regularly for trends and possible causes.

The accident book contains the following information:

- Name of injured person
- Time, date and place of injury
- What happened to cause the injury
- The injury sustained
- Treatment given
- Name of adult administering treatment

Auditing of the safety system:

The safety system is regularly checked to ensure it remains up to date and effective. A safety audit is carried out annually by the Health and Safety Committee. As part of the audit, auditors check Health and Safety records and walk through all parts of the school to look for failings in the system.

Blood avoiding contamination:

- Wash hands first
- Put on disposable gloves
- Clean any wound as necessary
- Dress any wound as necessary
- Dispose of gloves and contaminated material in a plastic bag and dispose of in the bin. Wash hands thoroughly again
- Record incident in the accident book

Chemical Safety:

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners and site manager. These are kept in a locked store.

- Chemicals and cleaning chemicals are always stored in their own containers with original labels and warnings
- Any spillages are cleaned up at once
- Children are taught to recognise the orange warning symbols found on household containers
- COSHH assessments are carried out before using chemicals and the user is informed of the dangers and control measures to be in place for that chemical.

Contractors on Site:

Contractors on site are supervised by the Head teacher or site manager. Checks are made for competence and insurance. Contractors provide risk assessments as required.
The following guidelines must be followed:

- Before work commences, a meeting is held with the contractor to agree on how best to avoid potential difficulties
- When using local contractors, the school uses the LA approved list.
- For a contractor to get onto the approval list they need to satisfy the following:
- Be capable of carrying out the work in a competent manner
- Can supply the resources to satisfactorily complete the job, without upfront payment
- Able to supply several satisfactory references
- Is a member of the relevant trade association
- Has sufficient and up to date public liability insurance
- Has an up to date and meaningful safety policy
- Has documented risk assessments
- Agrees to abide by the schools safety policy and rules in writing

Electrical Safety

The following procedure is adhered to in the use of electricity:

- All portable electrical appliances are tested annually. The site manager organises the annual check of all electrical equipment. A reputable company is employed to conduct this task.
- Staff are instructed to visually check each item of electrical equipment before it is used and to look for signs of burning, damaged cables, loose covers, etc.
- Any faults are reported to the site manager immediately and the equipment taken out of use until it is suitably repaired.
- No one is allowed to work on any electrical circuitry or equipment unless competent to do so.

- Staff are aware of the dangers of trailing cables and are forbidden to have trailing cables across walkways.
- Four way extension blocks are secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.
- The fixed electrical installation is tested at about five yearly intervals.
- Staff are instructed not to use personal electrical items to school until they have been PAT tested by the procedure described above.

Fire Safety

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

- Fire drills are carried out at least once per term. The time taken to evacuate the school is recorded.
- During some of the drills, we notionally block off one of the escape routes to more closely simulate a fire situation.
- The fire alarm system is tested by an approved contractor on a regular basis.
- Any faults on the systems are reported to the contractor immediately.
- Break glass points are tested weekly by the site manager from a different point each time and a record of this is held.
- All records of the alarm system tests and fire drills are kept by the administrative officer.
- Fire assembly points are known by all.
- Registers are taken to the assembly point by the administrative officer to carry out a roll call.
- Fire extinguishers are serviced regularly.
- Fire exits are to be kept clear.
- Fire exit doors are checked regularly to ensure that they are in good condition and be opened.
- Fire signs are adequate and updated to comply with recent changes to regulations.
- Fire Marshals “sweep” the building in the event of a fire or alarm to ensure it is empty and that doors are closed.
- If anyone is to fight a fire, they are properly trained.
- All staff, particularly supply teachers, are made aware of the fire arrangements.

First Aid

- All teaching assistants and nursery nurses are trained in Emergency First Aid at work Level 1. This is a 1 day training and is renewed every on a three year cycle
- Three members of support staff are Level 3 First Aid at work trained
- Three members of staff are Paediatric First Aiders and
- A list of the qualified first aiders is available in the school office and the medical room. All staff, including supply teachers are made aware of the first aiders and their location.
- First aid kits are available in the school, kept in the medical room, and their contents checked and replenished as necessary by the nominated first aider, or whoever is nominated. Only first aid items are held in a first aid kit. There are no creams, lotions, tablets etc. in the kit.

- Portable first aid kits are available, suitably stocked and taken on all visits away from the school. In the event of a more serious injury the school Dials 999 and asks for an ambulance and PARENTS ARE CALLED IMMEDIATELY.
- For example:
    - Unconsciousness
    - Severe bleeding
    - Object stuck in throat
    - Deep cut that may require stitching
    - Suspected fracture
    - Severe asthma attack
    - Severe reaction to bites or stings
    - Swallowing or suspected swallowing of toxic substance
    - Severe allergic reaction to either a known or unknown allergen

Flammables

The only flammable items other than paper products are paint products which are stored in metal cabinets in the locked pool store. See flammables log.

Health and Safety Assistance

The school seeks the assistance of the health and safety department of the LA as necessary. This department provides advice, guidance and training on health and safety law and what the school needs to do to comply with that law.

Inspections of the school

The school is inspected regularly by the Head Teacher and Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term at the start of term, and the results briefly recorded in the school log or inspection book.
The governors carry out safety inspections on an annual basis and submit a report to the Head Teacher for action.

Ladders and Stepladders:

Extending ladders:

Where extending ladders are used, normally by the Site Manager, proper instruction or training is received. It is recognised that this training could have been received during previous employment i.e. used to be a fire fighter and received training from the Fire Service. Roof work, even retrieving balls, is not undertaken during windy or severe weather.

Stepladders and kick stools:

There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. Staff are advised to get support from a colleague if using a ladder or stool as necessary.

Manual Handling

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are

manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

- Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.
- Where staff have to carry out manual handling operations then the appropriate level of training is provided.
- Seeking assistance with the task can often reduce the risks for simple handling tasks.
- Where necessary, a removal company is employed to move large items of furniture or equipment.

Office safety

- The office is checked to ensure that trailing cables from computers do not cause tripping hazards.
- A Display Screen Assessment is carried out to ensure that the school administrative officers are not exposed to risks from repetitive strain injury or work related upper limb disorder. The administrative officers are involved in the assessment.
- There is adequate storage provided for files etc.
- Space on top of high cabinets, under the desks and open floor areas are not used for storage.
- The office floor is kept free of delivery packages.

Off Site Visits

Individual teachers have responsibility for off site visits and ensuring procedures are followed at all times. An offsite visit is any visit where the children are taken away from the school site.

- Risk assessments are completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment is completed then reviewed each term or year as necessary.
- All LA or DCSF guidelines are followed before any off site visits take place. All necessary documentation is completed before the visit takes place.
- Where activity providers are used then their competency is checked.
- The risk assessment process determines the level of first aid cover on the visit.
- First aid kits are always taken on the visit.
- All arrangements for off site visits are checked by the Head Teacher before the visit commences.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Violence at Work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

Smoking

Smoking is not permitted anywhere on the school premises.

Pregnant Workers

When a member of staff has become pregnant the Head Teacher is notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm. This will be reviewed should any activities during school be considered a risk.

Risk Assessments

Risk assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the Head Teacher, but includes members of the health and Safety Working Group. The risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the attention of staff and the assessment reviewed and revised as necessary. The review takes place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

Safety Training

The safety training needs of the school are considered by the Health and Safety Working Group and the appropriate training arranged for staff.

Safety training is given to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training includes the procedures for fire and first aid. They are also made aware of this safety policy and the procedures for implementing it. The Head Teacher arranges refresher training as necessary.

Security

We aim to make the school secure during the day. Doors are not left open where this would allow unauthorised access.

Visitors

- School visitors are directed to the main office by signs outside.
- Visitors, even regular visitors, contractors etc, sign the visitors' book at reception. The school issues badges for visitors.
- If unknown visitors are encountered in the school, or not wearing a valid badge, we follow the procedure set out in the Intruders section below.
- Visitors sign out at the end of the visit.

Valuables

Valuables are security marked and entered into the school inventory by the site manager in conjunction with the administrative staff and the ICT coordinator.

Personal Property

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- Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room lockers during the day.
- Pupils are discouraged from bringing valuables into school.
- Pupils can ask the class teacher or administrative officer to look after small quantities of money they may bring in to school.
- Parents are constantly reminded to identify pupils' clothing by securing name-tags to them.

Cash handling

All cash is kept in the school safe in the school office. The largest amounts of cash are likely to be the regular collections of dinner money. Cash is not stored on the premises for longer than necessary.

Intruders

- All members of the school community share responsibility for identifying and reporting possible intruders. Reports are made to the school office. The "school safe" system is used for contacting the police and triggering the school telephone notification tree.
- Potential intruders are approached and asked "May I help you?" or "Is someone helping you?" If necessary, intruders or unwelcome visitors are seen off the premises. The police are called if there is any cause for concern or any disturbance on the school premises.
- In the case of any emergency, including an intruder or unwelcome classroom visitor, the HT, office or any available member of the leadership team are informed immediately.

Stress

The school has the following policy on stress:

- Staff are aware that stress is not a sign of weakness and that it should be discussed openly.
- Staff are encouraged to support one another.
- The Head Teacher and senior school managers are aware of the signs of stress and aim to provide support as necessary.
- Stress is considered when doing risk assessments for the school.
- Particular attention is paid to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.

Waste disposal

Waste bins are located in the Ladies Toilets and in the Medical Room for sanitary and medical waste and are emptied on a regular basis.

Infection Prevention and Control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. *These measures will be stringently followed during the COVID-19 pandemic. Any additional measures advised by PHE will be followed as they are made available.*

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels\

- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by Public Health England.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Links with other policies and documents

This health and safety policy links to the following documents:

- Risk assessments for safe working
- Compliance documents
- First Aid
- Visitors
- Building Compliance Records

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