

## Laughton All Saints' C of E Primary School



# A Policy Statement for Health and Safety Including Site Security

Reviewed: Autumn 2020

To Be Reviewed: Autumn 2021

## Philosophy

In our Church of England school we are tolerant of others and promote respect for the dignity and worth of each individual. We aim to nurture caring and self-regulating citizens. We help each child to fulfil their potential physically, academically, socially, morally and spiritually, without fear of discrimination.

Caring for others forms the basis for much of our work in school. Therefore, we place equal emphasis on ensuring that our buildings and grounds are safe for all who work in, or visit, the school.

It is the responsibility of the Local Authority for the Health and Safety in all its schools. In order for them to fulfil this role, we follow the guidance in the COSHH Regulations and the 'Health and Safety at Work Act 1974'.

Every effort is made to inform everyone of matters relating to their Health and Safety at work.

We recognise that not only do we have a responsibility for ensuring that the school is a safe and healthy place for children and staff, but also for parents and any visitors.

## Organisation

- The Headteacher as Health and Safety Representative, liaises with the LA through the buildings manager.
- The Headteacher communicates regularly with all members of staff on health and safety issues.
- Regularly 6 monthly inspections of the premises are carried out by the Headteacher, Cleaner In Charge and a Governor (February and July).
- The Headteacher reports health and safety issues / concerns to Governors.
- Inspections by LA Officers *assists* in identifying and prioritising areas of concern.
- The Cleaner in Charge fills in the hazard/damages book and the headteacher signs this off when issues are rectified. The Cleaner in Charge fills in the monthly report for the headteacher.

**Health and Safety Guidance in School** - All staff are made aware of the following:

### 1. Accidents

Most accidents to children occur in the playground.

In the case of a minor accident, such as a graze or small bump, injured children may be escorted, by another child, to the office, if the member of staff deems this necessary.

If the washing of soiled hands, knees, elbows etc. is all that is required, then the child may be able to see to their own needs - it is for the member of staff to decide the most appropriate course of action. At all times the well-being of the children is paramount - eg any child who is distressed, whether injured or not, should be comforted and receive adequate care and attention.

If a more serious injury is sustained, the injured child should be attended by an adult at all times and kept comfortable and the assistance of another adult sought, by sending another child to the staff room.

At no time should supervising adults leave other children unattended on the playground / Orchard lawn.

Ratios for yard duty are appropriate for the age/needs of pupils and these are reviewed termly, bearing in mind the age and needs of the pupils.

If a child is injured during a lesson, the above procedures should also be followed, using teaching assistants for support. At no time should the teacher leave the class unattended.

The LA's format for accident procedures is followed. The accident book is located in the first aid cupboard in the front office and in Class 1.

All staff receive First Aid training every three years. First-Aid boxes are kept in the office. Paediatric first aid training is also refreshed every three years for key staff. Most staff are trained in first aid to ensure all scenarios are covered and staff are available on visits.

Individuals' inhalers are stored in the office. These are taken on school visits, church and field if appropriate. Each inhaler is marked clearly with the child's name.

Care plans/risk assessments are in place for pupils with allergies. EpiPen training is updated annually.

## **2. Outdoor Education**

For 12 weeks each academic year, a group of Junior children visit the public baths for swimming lessons. These lessons are taught by a fully qualified instructor. A member of staff supervises the lessons at all times and there are also lifeguards in attendance.

As part of their curriculum studies the children may visit sites of interest. The class teacher completes risk assessments before each of the proposed visits; these are checked by the headteacher and stored in the office. Wherever coaches are used to transport the children on these visits, they are always equipped with seatbelts.

Appropriate authorisation for visits is sought using RMBC's Evolve Educational Visits system.

## **3. Risk Assessments**

In the classrooms the children have access to a range of equipment, apparatus and tools that could be deemed hazardous if not handled or supervised correctly. This equipment is

made available to pupils but they are explicitly taught safe use and reminded about safety rules before each use.

The following highlights the potential hazards and the precautions we take in order to avoid accidents.

<b>Area</b>	<b>Precautions</b>
<b>Use of sharp implements</b>	The children are supervised at all times when using scissors, blades, mirrors - they receive appropriate training in the handling and using of such items. All are stored away after use, either in cupboards or trays. Children are explicitly taught proper use of equipment and health and safety rules which are appropriate for the equipment in use.
<b>Use of computers</b>	Desktop computers are housed on custom desks. They are not transported from one room to another. Steps are taken to avoid trailing leads that may cause others to trip or dislodge any pieces of equipment. Laptops and ipads are fully charged prior to use. This is the responsibility of the teacher. Children are taught about the dangers of electricity and the correct use of plugs and sockets.
<b>Use of adhesives</b>	In general, the adhesives used in the lessons are water soluble. Children are supervised at all times when these are being used. However, at times the glue gun is required. The teacher strictly controls the use of this and the equipment is neither left unattended nor placed where children may accidentally dislodge it.
<b>Woodworking tools</b>	The use of these is closely supervised by the adult. Children are explicitly taught how to handle and use these tools safely and correctly. This is modelled by the adult and overlearning is a key feature of practice to ensure skills are embedded.
<b>Cookery / Baking</b>	At all times the children are supervised by an adult. They are taught about the dangers of electricity and the correct use of all implements. Wherever possible shatterproof or plastic crockery is used.

### **Moving from one work area to another**

It is necessary, at times, for the children to work in another part of the school building e.g. PE in the hall. The teacher supervises the movement of the group, ensuring that this is done in a calm and safe manner.

Pupils with SEMH needs require individual risk assessments created by the supervising adult to ensure their safety and that of other pupils and adults are not compromised. It may be appropriate for the pupil not to access areas where equipment is stored for use by other children.

### **4. Fire Procedures** (Reference: LA Fire Procedures - Section 5)

Our primary concern and responsibility is the safety of our children and staff - materials and buildings are our secondary concern. Therefore, all procedures emphasise the safety of those who work in our school.

Fire drills are carried out each term. The timing of the drills is varied as much as possible so that children and staff who attend for a morning or afternoon only are given the same experiences. The safety of all on site at lunch-time necessitates at least one fire drill per year between 12 and 1 o'clock. Different exits are blocked to ensure staff consider alternative exits. The school's headteacher is responsible for the monitoring and recording of these drills.

A weekly check of the fire alarm system is made by the Cleaner in Charge.

The marking of fire exits is in line with health and safety regulations.

Teachers have been instructed in the use of the fire fighting equipment, but it is emphasised that their first responsibility is to evacuate the children from the building. Regular checks on the equipment are made by the Cleaner in Charge and annual checks made by the LA. Fire extinguisher training is updated for staff every 3 years.

**A list of fire appliances and sites are situated in the office. A list of fire alarms and sites are situated in the Office.**

Fire procedures can be found in all rooms.

Fire exits are checked by the cleaner in charge daily to sure there are no obstructions.

### **5. COSHH - The Control of Substances Hazardous to Health Regulations**

(Reference: LEA Regulations - Section 1 )

The COSHH regulations became operable in 1989 and apply virtually to all work undertaken that exposes, or could expose, workers to substances that are potentially hazardous.

A folder containing the full COSHH regulations is kept in the administrator's office. All staff are made aware of its content.

The cleaner in charge has particular responsibilities under these regulations. The Headteacher makes a regular check on substances stored in school.

Teachers are aware that substances such as 'Tippex' are not permitted to be used in the classroom.

Where teachers have doubts about the use of a particular substance, they should liaise with the Headteacher, who will refer to the COSHH regulations.

Those responsible for ordering stock are to take particular care that no prohibited substance is brought into school.

## **6. Working with Visual Display Units** (Reference: LA Regulations - Section 6)

Adults in school should monitor the amount of time children spend working at a visual display unit (computer monitor). Particular attention should be given to those children taking medication or who have impaired vision.

The Code of Practice in Section 6 represents a brief review of Scientific and Medical Studies on the subject. It contains guidance and recommendations about the introduction and use of VDUs in relation to the health and well-being of their users.

## **7. Safeguarding and Violence to Staff**

Precautions are taken to control the numbers of people entering the school buildings.

- a) Parents are requested to use the main entrance only
- b) Staff sign in on entry and sign out on exit in the hall
- c) Visitors are obliged to use the main entrance and to sign in / out of the building.
- d) The doors of the main entrance is equipped with digital locks, the codes to which are known to 'permanent' members of staff
- e) The Cleaner in Charge or headteacher is requested to be in attendance whenever there are after-school functions, such as concerts, parent-teacher consultations and governors' meetings.
- f) Teachers inform the Headteacher and / or other colleagues if they have meetings with parents before, during or after the working day.

Should an argument develop during discussion with parents, teachers are instructed to leave the room immediately and seek the assistance of the headteacher and / or colleagues. Parents will be requested to discuss the issue in a private room away from children and other parents. Staff have the right to halt a meeting, call another staff member or, if necessary, the police.

In the event of a child becoming violent, teachers should either

- i) send another child to seek the assistance of a colleague or
- ii) use Team Teach handling techniques if appropriate and if trained.

**TEACHERS MUST NEVER LEAVE CHILDREN UNATTENDED**

## **8. Health and Well-being of Children and Smoking**

The school has adopted a No Smoking policy that includes within the grounds as well as the buildings. Parents are reminded of this policy and requested to adhere to it on school premises. If parents smoke or bring alcohol onto the premises they will be asked to dispose of these items safely or leave the premises.

### **Medicines**

At times, it is necessary for a child to need medication during the school day e.g. drugs such as penicillin. Any medicines are stored in the office or staff room fridge, out of children's reach and are clearly labelled with the child's name and dosage and accompanied by a permission slip from parents.

### **Personal hygiene**

The children are reminded of the importance of this at all times, but particularly following toilet visits. At lunch time, the School Meals Support Assistants check that the children's hands are clean before they eat or drink.

### **First Aid**

As above, members of staff are trained in First Aid and have refresher courses every three years. If a child is hurt on the playground and the member of staff requires assistance, then he / she sends a child to ask another member to attend the situation. Some staff are trained in the use of paediatric first aid. If a child receives first aid when on a visit no personal details are passed on to a third party without parental permission. (For example, on school visits.)

## **9. Contractors on Site**

All visitors to the school are obliged to sign in and out of the building; they must report to the main office and / or headteacher, also. CDM (Construction, Design and Management) regulations are adhered to and the induction checklist is completed when each contractor arrives to complete any maintenance, repair or any work on the premises.

Regular contractors are inducted the first time and sign each time they arrive onsite, as long as it is the SAME person each time.

### **Maintenance of School Grounds**

The cutting of any grassed areas is done while the children are in lessons inside the buildings.

### **External and Internal Repairs and Maintenance to Buildings**

Areas that are being treated are cordoned and access for children and staff is strictly controlled. Any workmen using hazardous tools and / or equipment are reminded of the relevant health and safety regulations and all care is taken to ensure that:

- i) children and staff are not permitted access to the tools and therefore cause injury to themselves or others;
- ii) they are not left in places that could cause children, staff or visitors to trip and injure themselves.

- ii) Visitors including contractors are never left unattended in school. To safeguard children the school administrator supervises their access to the school.

### **10. Maintenance Checks on Equipment and Apparatus Electrical**

All electrical equipment such as computers, television, video recorders, portable heaters are PAT tested annually by an external company. Any faulty equipment is removed and repaired by appropriately qualified contractors. Any equipment that is beyond repair is disposed of.

### **Physical Education Apparatus**

There is an annual check on the PE apparatus, carried out by Gymnasium Equipment Services. Any faulty equipment is removed from stock and either repaired or disposed of.

Fire prevention equipment is checked annually. Gas boiler is serviced annually. Fixed wire testing is carried out on a 5 year programme.

### **11. Site Security**

The fob system is used to secure the school site. The fob is used between 9.10am and 3.00pm. The three padlocks (Orchard Lawn to field, Class 1 yard to car park and kitchen drive to Orchard Lawn) are identical. Keys are kept with the administrator, headteacher and Cleaner in Charge.

The Cleaner in Charge is responsible for checking site security and for reporting any breaches to the headteacher. Staff monitor any people who speak to children through the front yard fence to ensure children are safeguarded. If any suspicious behaviour occurs the bell is rung, children are brought inside immediately and the headteacher is alerted immediately.



## **Appendix A - Creating a Safe and Healthy Environment**

(General Policy relating to Health, Safety and Welfare of Employees of R.M.B.C.)

The Local Education Authority bears the ultimate responsibility for the health and safety of its employees in the Education Service, though this corporate responsibility can be shared and / or assumed by the Executive Director, Children & Young Peoples Services.

To maintain such organisation and arrangements, the active co-operation of all employees is absolutely essential at all times.

### Employees Individual Legal Obligations

1. It shall be the duty of every employee while at work:

- a) to take reasonable care for the health and safety of him / herself and of other persons who may be affected by his / her acts or omissions at work and
- b) as regards any duty or requirement imposed on his / her employer or other persons by, or under the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

2. No person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory requirements.

(In the case of voluntary aided schools, the responsibilities for the health and safety of teaching and ancillary staff rest with the Governing Body.)

Within the framework of the Authority's general policies,

- a) Heads of educational establishments are responsible for the detailed implementation of the departmental Health and Safety policy in respect of the premises and staff under their control;
- b) all teachers are responsible for the safety and well-being of pupils within their charge.

They should, therefore:

- i) follow safe working procedures and ensure that clear instructions on safety matters are issued to pupils and observed by them;
- ii) familiarise themselves with and observe any specific instructions or advice relevant to their area of work;
- iii) follow prescribed accident reporting procedures, assisting in the investigation of accidents which may occur.

It is furthermore the responsibility of all employees to:

- a) conform to and observe safety instructions and safe working procedures;
- b) neither misuse nor interfere with any provision made in their work-place in the interests of health and safety;
- c) report immediately to staff in charge or to the accredited safety representative all hazards, accidents and damage which may arise in the course of their work;

d) take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.

The Act has placed considerable responsibility for the maintenance of high standards of health and safety upon employer and employee alike, thus placing a degree of responsibility upon those employees whose duties are of a management or supervisory nature.

### Negligence

The law on negligence states that everyone has a duty to take reasonable care for the safety of his / her 'neighbour' (a neighbour is defined as anyone who is likely to be affected by one's actions). In the case of supervising children, reasonable care is that which should normally be taken by a prudent parent.

### Occupiers Liability

In this context the Local Authority is the 'occupier' of its land and would be the object of any claim alleged in negligence or in any other proceedings.

However, if you are a teacher, the law of Occupiers Liability applies to you as an employee of the Local Authority. You have a duty to take reasonable care for the health and safety of persons under your charge, such as pupils and / or official visitors, and a greater degree of care is necessary if children are of primary school age. Trespassers enter land at their own risk.

Note: If anyone uses equipment after you have warned them not to do so and you know that they continue using it, then you are liable, especially if they are children, because you have a responsibility to see that children are protected from their own inability to act wisely.

Do not leave equipment out if there is any danger from using it and take steps to have faulty equipment repaired / destroyed through official channels as quickly as possible. Faulty equipment must be taken out of use. If you allow faulty equipment to be used knowing that it is so then you are liable. In the event of an accident, if you have taken reasonable care and if it was not your fault that the accident happened and it was something over which you had no control, then, in your position as supervisor, you will not be liable and you will not be in the position of involving the Local Authority in any legal proceedings.