

## Health Safety and Welfare Policy

### 1 Introduction

- 1.1 The health, safety and welfare of all people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing body accepts that it has a responsibility to take all reasonable practicable steps to protect the health and safety of all pupils, members of staff and others using the school premises or while taking part in school-sponsored activities.
- 1.2 The Governing body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.3 The Governing body will take all reasonable steps to identify hazards and reduce risks to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance. Staff should encourage pupils to cultivate a positive safety awareness for themselves, other people and members of staff.

### 2 Duties of the Governing body.

#### 2.1 In the discharge of its duty the Governing body will:

- i) make itself familiar with the LA's Health, Safety and Welfare policy, the Local Management of Schools scheme and the advice and guidance provided by the LA;
- ii) take account of that policy and scheme within the budget and other policy considerations;
- iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- iv) periodically assess the effectiveness of this policy and ensure necessary revisions are made;
- v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety issues;
- vi) bring to the attention of the Assistant Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

#### 2.2 So far as it is practicable the Governing body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on a fixed-term contracts, to receive comprehensive information on:

**St Katharine's CE (VC) Primary School**  
**October 2010**

- i) this policy;
- ii) all relevant health and safety matters;
- iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3 The duties of the Headteacher**

**3.1** As well as the duties which all members of staff have, the Headteacher has the general and specific responsibilities as set out in section 4.11 of the LA's policy statement on Health, Safety and Welfare. These are found in the front of the LA's Health and Safety manual found in the office on the shelf above the Headteacher's desk. The general responsibilities are:

- i) to manage the school's staff, site and activities so that health, safety and welfare of all those involved is secured;
- ii) to comply with LA policy and duties under the Local Management of Schools scheme;
- iii) to bring any health and safety concern outside the school's control or any health and safety responsibility that is unable to be met, to the attention of the Governing body and the Assistant Director (Resources and Improvement).

### **4 The duties of supervisory staff**

**4.1** In addition to the general duties, supervisory staff will be directly responsible to the Headteacher, or any member of staff nominated by the Headteacher, for undertaking day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- i) safe methods of working exist and are implemented;
- ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- iv) new employees working within their area are given instruction in safe working practices;
- v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- vi) regular safety inspections are made of their area as required by the Headteacher;
- vii) positive, corrective action is taken where necessary to ensure the health and safety of all pupils, staff and others;
- viii) all plant, machinery and equipment in their department is adequately guarded,

**St Katharine's CE (VC) Primary School**  
**October 2010**

- in safe working order and restricted to authorised persons only;
- ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available;
  - x) hazardous and highly flammable substances are correctly stored and labelled and exposure is minimised;
  - xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
  - xii) all health and safety information is communicated to the relevant persons;
  - xiii) they report any health and safety concerns to the Headteacher.

\*Jan Stagg checks Fire alarm systems.

\* Headteacher checks against the School Safety inspection checklist.

## **5 Off site activities**

- 5.1 All staff must notify the Headteacher of any planned off-site activity (see 'School Visits' section of the Staff handbook).
- 5.2 Children need to have written permission from their parents before they may be allowed to leave the premises. (Due to the frequency of walks to the forest or the church, a 'blanket' cover note is completed by the parent at the beginning of every academic year).
- 5.3 The Headteacher or person in charge must be notified in advance of any child leaving the school site during the school day.

## **6 The duties of all staff**

- 6.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 6.2 All staff have a responsibility to:
  - i) take responsible care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
  - ii) follow agreed working practices and safety procedures;
  - iii) report any incident, near miss, incidents of violence, including verbal abuse or any hazard;
  - iv) ensure health and safety equipment is not mis-used or interfered with.

## **7 Hirers, contractors and others**

- 7.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors will be

**St Katharine's CE (VC) Primary School**  
**October 2010**

issued with a list of the rules they are expected to follow during their time on the school site.

- 7.2** When the premises are used for purposes not under the direction of the Headteacher or for facilities out of school hours, then the principal persons in charge of the activities for which the premises are used will be expected to maintain the safe practices as indicated in the LA's Health and Safety manual and the school will ensure that the manual is readily available.
- 7.3** When premises are hired by an outside body, conditions for hire will be submitted to the person concerned - see Section 8 Health and Safety at Work Act 1974.
- 7.4** All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 7.5** In instances where the contractor creates hazardous conditions and takes no action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 8 Staff consultative arrangements**
- 8.1** The Governing body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.
- 9 Emergency procedures (see Emergency Procedures policy)**
- 9.1** The Headteacher will ensure that an emergency procedure plan is prepared to cover all foreseeable major incidents. This will be reviewed termly to ensure all details are correct.
- 9.2** The plan will be approved by the Governing body and will be regularly rehearsed by staff and pupils. The results of such rehearsals will form part of the risk assessment survey.
- 10 The school curriculum**
- 10.1** We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in the Key Stage 1 unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

**St Katharine's CE (VC) Primary School**  
**October 2010**

- 10.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move safely in PE lessons.
- 10.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.
- 10.4 Key Stage 2 children receive sex and drugs education - see the Drugs Education policy and the Sex Education policy.
- 10.5 Our school promotes the spiritual growth and welfare of children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 10.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use their 'circle time' to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

**11 School meals**

- 11.1 Our school provides the opportunity (subject to sufficient take-up by parents) for children to be offered a hot meal at lunchtimes for Terms 1, 2 and 3. If parents are in receipt of income support, they may claim school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the School Standards Act of 2006.
- 11.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- 11.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school and we offer healthy options for morning break.

**12. School uniform**

- 12.1 It is our school policy that all children wear the school uniform when attending school or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly. Mrs Emma Franklin is the parent responsible for providing school uniform.
- 12.2 We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunities and sex discrimination.

**St Katharine's CE (VC) Primary School**  
**October 2010**

- 12.3** It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not wear the proper school uniform.
- 12.4** We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform the parents and request that they make sure their child leaves home with proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.
- 12.5** On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

**13 Child protection**

We attach great importance to Child Protection and Safeguarding - see our Child Protection policy and related policies and procedures.

**14 School security**

- 14.1** While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment.
- 14.2** We require all adult visitors to the school who arrive in normal school hours to sign the visitors book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 14.3** Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 14.4** If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher or teacher in charge immediately. That teacher will warn any intruder that they must leave the school site straight away. If that teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.
- 14.5** Staff who work after school or during the weekend must notify the Headteacher. No staff member should work alone on site without arranging to contact a fellow staff member or partner before they leave the site. Teaching staff, two governors and the cleaners have keys to the school.

**St Katharine's CE (VC) Primary School**  
**October 2010**

**14.6** All volunteers who are working at the school are CRB checked. We have produced a handbook of information for them.

**14.7** Work Experience students: Any student who wishes to have a placement at the school is interviewed by the Headteacher prior to the start of their work experience. The majority of the students who are placed at the school are introduced to us by Trident Trust, who provide both the students and us with detailed advice and procedures to ensure that the students are not exposed to any unacceptable health and safety risks.

**15 Safety of children**

**15.1** It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they will draw them to the attention of the Headteacher before the activity takes place.

**15.2** We do not take any child off the school site without the prior permission of the parent.

**15.3** If an accident does happen, resulting in an injury to the child, the teacher will do all she can to aid the child concerned. We keep a first aid box on the bookshelves in the entrance hall. The following staff have been trained in first aid: Headteacher, Sarah Hobby, Terri Crewe, Di Crocker and Belinda Okotcha.

**15.4** Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school administration officer or the nominated person will telephone for emergency assistance.

**15.5** We record all incidents involving injury in the school accident book, and we seek to inform parents/guardians in all cases of head injuries or serious concerns. Should a child require hospital treatment we contact the parents through the various emergency telephone numbers that we keep on file.

**15.6** Medication in school can be administered only following receipt of the completed form (including parental consent) signed by the parent. When the medication has been administered the form must be signed by the administrator to prevent further doses being given.

**15.7** Where a child requires a life saving drug to be retained in school; a health plan is drawn up between the parent, nurse and school. Relevant training is issued to all staff.

**16 Safety of equipment**

**St Katharine's CE (VC) Primary School**  
**October 2010**

- 16.1** We use coaches and mini-buses only where seat belts are provided. We instruct the children to use seat belts at all times when the vehicle is moving. Booster seats (provided by the school) are fitted in cars used by staff for children under 135cms in height.
- 16.2** All electrical appliances are annually checked by a fully qualified electrician. Any new equipment bought between these inspections is highlighted on the following visit. Any second hand equipment is used on site only after it has been PAT tested. All staff are aware of their responsibility to check electrical equipment before use. Any concerns with faulty equipment must be directed to the Headteacher and removed from use immediately.
- 16.3** Large gymnasium equipment, the outdoor equipment and the bark area are inspected annually.
- 16.4** Our heating system is maintained and serviced through the LA 'Pooling system'.
- 16.5** No vehicle is allowed through the main gates without prior permission from the Headteacher.
- 16.6** The school has the opportunity to use the mini bus owned by WCC based at Oxenwood Outdoor Pursuits. Arrangements are being made to ensure that teaching staff successfully completed the training and are able to transport children off-site when accompanied by another adult. On the rare occasions where the mini-bus or coach is unavailable, cars may be driven by school staff or governors.
- 17 Theft or criminal acts**
- 17.1** The teacher or Headteacher will investigate any incidents of theft involving children.
- 17.2** If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.
- 17.3** Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher if she wishes the matter to be reported to the police.
- 18 Monitoring and review**
- 18.1** The Governing body has named Jason Lewis as the governor with particular responsibility for health and safety matters. It is this governor's responsibility to keep the Governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.
- 18.2** The Governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

**St Katharine's CE (VC) Primary School**  
**October 2010**

**18.3** The Headteacher implements the school's Health Safety and Welfare policy on a day-to-day basis, and ensures staff are aware of the details of the policy as it applies to them.

**18.4** The Headteacher reports to governors regularly on health and safety issues.

**18.5** This policy will be reviewed at any time at the request of the governors and at least annually.

Signed.....  
(Governor)

Dated.....

Signed.....  
(Headteacher)

Dated.....