

Heber Primary School

Health, Safety and Welfare Policy

Date of ratification	19/10/09 (12/11/07)
Committee responsible	Policy and Curriculum Committee
Latest Review	08/03/2013
Date by which the policy will be reviewed	31/12/2013

Part 1 Statement of General Policy

The Governing Body of Heber Primary School recognises its responsibilities under the Health and Safety at Work Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable the health safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the head and staff to identify hazards, assess the risks and, where these cannot be removed, ensure that they are adequately controlled.

Part 2 Health, Safety and Welfare Policy

1 The school curriculum

- 1.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.
- 1.2 We teach children respect for their bodies, and how to look after themselves. For example, we discuss these issues with the children in PSHE lessons. We also show them how to move and play safely in PE lessons.
- 1.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education.
- 1.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 1.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers may use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

2 School meals

- 2.1 Our school provides the opportunity for children to have a meal at lunchtimes. Schools meals meet or exceed current government guidelines. KS1 children receive free fruit.
- 2.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 2.3 Our school promotes a healthy diet and lifestyle. As they can damage children's teeth, we do not allow sweets or fizzy drinks to be consumed in school.

3 School uniform

- 3.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We review these requirements regularly.
- 3.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs.
- 3.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

4 Child safeguarding

- 4.1 The designated people with responsibility for safeguarding in our school are the headteacher and the two assistant headteachers. We follow the procedures for child protection drawn up by the LA and the Governing Body, as set out in the school's Safeguarding (Child Protection) Policy.

5 School security

- 5.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 5.2 We require all adult visitors 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.
- 5.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 5.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher

will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

6 Safety of children

- 6.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place.
- 6.2 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office. A list of qualified First Aiders is kept in the School Office and the Inclusion Manager's Office. The School Business Manager takes the lead on First Aid.
- 6.3 Should any incident involving injury to a child take place, a qualified First Aider will be called to assist. If necessary, a member of the office staff will telephone for emergency assistance.
- 6.4 We do our best to contact parents to gain permission if a child needs to be taken off the school site. In the event of a medical emergency, children will be taken offsite in an ambulance without the prior permission of the parent. They will always be accompanied by a member of staff.
- 6.5 All incidents involving injury are recorded in the School Accident Book. Incidents recorded in the School Accident Book are minor and parents are not informed.
- 6.6 Accident Slips are filled in when an injury is serious enough for parents to be informed. These are filled out in duplicate. In the event of a head injury, parents will also be informed by phone.. We update contact details annually, but it is parents' responsibility to inform us when contact details change.
- 6.7 The judgement on whether an injury is recorded in the School Accident Book or on an Accident Slip and whether an ambulance needs to be called is made by a qualified First Aider. A First Aider is on duty in the office every playtime and lunchtime to deal with potential incidents.
- 6.8 It is the responsibility of the School Business Manager to ensure that staff First Aid Certificates are up to date, that First Aid supplies are always at hand and that a First Aid rota is in place.
- 6.9 An electronic log recording the causes of all accidents recorded in the School Accident Book is kept in the office. This helps to manage risk and institute measures to prevent accidents.
- 6.10 A 999 book recording every occasion on which an ambulance is called is kept in the office.

- 6.11 When an ambulance is called parents will be informed immediately. Parents of any other children involved in the incident will also be informed.
- 6.12 There may be occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

7 Safety of Staff

- 7.1 In the event of a serious accident involving a member of staff, the member of staff fills in a London Borough of Southwark 2 part Accident / Incident form. This then goes into the member of staff's personnel file. In the event of a major injury, the LA safety advisor will be contacted immediately

8 Fire and other emergency procedures

- 8.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

9 Educational visits

- 9.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Educational Journeys and Visits).

10 Seat belts

- 10.1** We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

11 Medicines

- 11.1** Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, following written instructions from a parent office staff will administer the medication themselves. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.
- 11.2** Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- 11.3** Staff involved in administering long term medication will receive training, usually from the school nurse.

12 Internet safety (Also see separate policy)

- 12.1** We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

13 Theft or other criminal acts

- 13.1** The teacher or headteacher will investigate any incidents of theft involving children. 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.
- 13.2** Should any incident involve physical violence against a teacher, the headteacher will take appropriate action, and support the teacher in question if he or she wishes the matter to be reported to the police.

14 The health and welfare of staff

14.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

14.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

Part 3 Responsibilities and organisation for managing Health and Safety

1. The Governing Body

1.1 The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The responsibility for overseeing the Health, Safety and Welfare Policy is delegated by the Governing Body to the Policy and Curriculum Committee. Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with the health and safety procedures and that they remain appropriate. In particular, Governors will:

- ensure that this health and safety policy is regularly reviewed and updated.
- ensure that the school complies with the Local Authority(LA)'s health and safety policies, both in school and on all school activities.
- have in place procedures to identify hazards, evaluate risk and implement control measures.
- create management arrangements for health and safety and periodically monitor their effectiveness.
- ensure that an annual audit and inspection is carried out by a qualified person and any recommendations are implemented.
- ensure that a governor attends any health and safety briefings held by the LA and accompanies the head on a termly health and safety inspection.
- ensure that its Premises Committee gives appropriate consideration to premises-related health and safety issues
- have health and safety on the agenda at Governing Body meetings.
- ensure that adequate resources are made available for health and safety, including time as well as financial resources.
- ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities.

2. Headteacher

2.1 The headteacher as Key Manager, is responsible for the day to day running of the school and putting the health and safety policy into effect. The headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises. The headteacher will in particular:-

- be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- ensure that safe working methods are in place, that supervision is adequate and training needs met.

- ensure that termly health and safety inspections are carried out.
- ensure that the emergency evacuation procedure is practised, at least once a term and that results are documented.
- arrange for risk assessments to be carried out by a competent person.
- put into effect any remedial measures or refer as necessary to the Governors or the LA.
- consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- attend health and safety briefings and training arranged by the LA.
- report regularly on health and safety matters to the Governing Body and its Premises Committee.
- ensure that competent contractors are appointed and to monitor their on site safe working practices.

3. Teachers organising educational visits

3.1 Teachers organising educational visits are responsible for:

- Liaising with the LA, through the Education Health and Safety Manager, to ensure that educational visits meet the LA's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertaking the functions outlined in the DfES publication "Health and Safety of Pupils on Educational Visits".

4. Premises Officer

4.1 The Premises Officer has particular responsibility for security and premises related issues and will:

- co-operate with the headteacher and ensure that they effectively monitor the condition of the premises.
- report defects and monitor that appropriate remedial action is taken.
- test the fire alarm system weekly and record the findings.
- ensure that safety requirements for plant, machinery and equipment are in place and are adequate.
- ensure that suitable Personal Protective Equipment is available, in good condition and is used and stored correctly.

5. All Staff

5.1 Members of staff also have health and safety responsibilities. Staff will therefore be required to:

- take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- co-operate with all health and safety arrangements.
- report any defects or other health and safety matter that they are aware of.
- correctly use equipment, tools and protective devices, including Personal Protective Equipment

6. Pupils

6.1 Pupils are expected to:

- exercise personal responsibility for their own health and safety and that of their classmates;
- observe standards of dress and behaviour consistent with the health and safety of themselves and others;
- observe the rules of the school and in particular the instructions of members of staff;
- report any health and safety issues immediately to a member of staff.

7. Health and Safety Assistance

7.1 The HBS Health and Safety Team is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999, and is responsible for providing health and safety advice and assistance as and when requested. The Team can be contacted on 01522 836716 or E-Mail Keith.Rhodes@hbs.uk.com.

7.2 Heber Primary School subscribes to HBS's health and safety advice service and through this route receives an updated health and safety manual to which staff can turn for detailed advice and to which the school will have regard in implementing this policy. It is available in the school office.

7.3 The school welcomes the annual health and safety audit inspection carried out by the LA health and safety team.

8. Equalities Impact Assessment

8.1 Heber is an inclusive school whose objective is support every child to achieve his or her best. This policy is compliant with the current school policies for Race, Gender and Disability. No further equalities assessment is required at this time.

This Health, Safety and Welfare Policy will be reviewed by the Policy and Curriculum Committee at least every two years.