

# Heathfield House School

## Health and Safety Policy

This health and safety policy sets out our approach, organisation and arrangements for identifying and controlling hazards and risks faced by staff, pupils and other people such as visitors, contractors and hirers.

As a result of the Health and Safety at Work Act 1974 and other associated laws we have certain obligations that have to be fulfilled to ensure the health, safety and welfare of all staff, including teaching, support and temporary staff. This policy also has regard for 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies'. We also have a duty to ensure pupils, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment. This policy applies across the entire school including Early Years Foundation Stage.

### **Aim:**

Our aim as a place of work and learning is to provide a safe and healthy environment for employees, pupils and visitors. We aim to ensure that the work and activities carried out by the school do not adversely affect the health and safety of any person.

We recognise the need to seek expert advice when necessary and provide adequate training and information in respect of Health and Safety risks to all staff and ensure this is a high priority issue within our school.

#### **a) Training of staff in health and safety, including risk assessment**

When staff members join Heathfield House School an induction programme is in place to ensure staff are aware of health and safety procedures, how to carry out risk assessments and good practice within Heathfield House School.

#### **b) Consultation arrangements with employees**

Health and Safety is addressed in all staff meetings.

#### **c) Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR**

Pauline Williamson and Caroline Goodsman are responsible for the overall Health and Safety of children and adults on either site. Only staff that are first aid trained can report accidents and complete the appropriate paperwork.

#### **d) Policy and procedures for off-site visits, including residential visits and any school led adventure activities**

Prior to going on a trips, a trip procedure form and risk assessments need to be completed and signed off by Pauline Williamson, Caroline Goodsman or Rachel Sowerby. This ensures that all precautions and procedures have been followed that appropriate staffing is in place with at least one first aider on the trip. All staff should be aware of who the lead person is and that all of the paperwork including risk assessments have been carried out.

A register will be taken at the very start of the day and regular head counts will be taken to ensure children are not lost. A register will be taken at the end of a trip, before leaving, to ensure no children are left behind. See Missing Child Policy for further guidance.

A first aid kit will be brought on the trip, with the necessary accident forms and a trained first aider, will also be present. The lead member of staff will also carry Piriton, Calpol and a thermometer.

Younger children will have a sticker with an emergency contact name and telephone number (this will be the name of the teacher in charge of the trip and the school's land line and a mobile telephone).

When hiring coaches, the school will always ensure they have seat belts and that children wear these on the journey.

Parents will always be informed of any off-site visits. They will also be informed that they must provide their children with a nutritional lunch if the trip is a daylong and appropriate clothing if necessary.

Teachers will carry out a pre-visit risk assessment whenever possible and from larger establishments a risk assessment should be requested in writing. Pauline Williamson/ Caroline Goodsman and Rachel Sowerby will make decisions about venues and how to risk assess them if they are far away.

More detailed advice can be found in the DfES booklet "Health and Safety of Pupils On Educational Visits" which can be printed on request.

This Health and Safety will be reviewed and procedures evaluated on an annual basis, to ensure effective practices are established and embedded.

### **Educational visits**

Before an educational visit a member of staff should attend where possible the venue to assess the Health and safety of the site. A risk assessment should be carried out at this time. Prior to the trip the person in charge of the trip should show this to Rachel Sowerby. At this point they should also run through the day(s). There are 'trips forms' (trip procedure forms/risk assessments/ leave of absence forms) that need to be completed on the day of the trip and the person in charge needs to complete as much of this form as possible prior to the trip and show this to Rachel Sowerby.

#### **e) Dealing with health and safety emergencies – procedures and contacts**

In the event of an emergency either Pauline Williamson, Caroline Goodsman or Rachel Sowerby will be contacted. All staff have contact details for Pauline Williamson and Caroline Goodsman or Rachel Sowerby.

**f) First aid and supporting medical needs (may refer to first aid policy)**

First Aid Procedures – please refer to first aid policy for further information

The school will provide and maintain suitable first aid equipment as required by law and ensure that there are sufficient numbers of staff first aid trained. Names of first aiders can be found on the School's shared area.

A member of staff who organises any activities, including sports fixtures, field trips, which take pupils away from school premises must consider and provide appropriate level of first aid equipment and first aider. More detailed advice can be found in the DfE booklet "Guidance on first aid for schools" which will can be printed on request. (Please note this good practice guide has not been updated since publication)

Caroline Goodsman or Pauline Williamson or an allocated member of staff, will be responsible for contacting the emergency services if required. Caroline Goodsman, Pauline Williamson and Rachel Sowerby are responsible for ensuring first aid boxes are appropriately equipped.

Parents/guardians will be notified immediately of any serious accident involving their child. Any other form of accident will be reported to the parent/adult who collects the child where they will read the accident form and sign it. Copies of these forms are available on the shared area.

**g) Occupational health services and managing work related stress**

Teaching can be stressful and the work load can be quite significant at various times throughout the year. As qualified teachers Pauline Williamson and Caroline Goodsman are aware of this and make staff aware of the importance of maintaining a work life balance. Pauline Williamson, Caroline Goodsman and/or Rachel Sowerby meet with staff on a regular basis to ensure they are coping with the demands of the job. If they are not further support can be put in place to help them.

**h) Work place safety for teachers, pupils and visitors**

Staff are aware that health and safety is the responsibility of everyone. Therefore, basic health and safety such as clear walk ways, finger guards etc. are addressed within meetings.

**i) School security**

All visitors to school must sign the visitor book on arrival and departure, which will be located at the front door and put on a visitor badge. There is a secure gate at the entrance of the main school site to ensure children are safe. At 26 Oxford Road North a high handle has been fitted to ensure children cannot exit the building and there are security gates to ensure they are safe within the playground. During term time visitors are never left unaccompanied within the building.

**j) Violence to staff (may cross-refer to behaviour policy)**

Violence against staff is not tolerated at Heathfield House School and a serious sanction will be put in place to make sure children and staff are safe within the school. If staff do not feel safe they should report this to a senior member of staff or Caroline Goodsman or Pauline

Williamson. Pauline Williamson, Caroline Goodsman or Rachel Sowerby will deal with children that are violent towards staff.

**k) Manual handling**

When all staff start at Heathfield House School a lifting and handling/general health and safety session is carried out so that staff are aware of potential hazards. New staff are met regularly on a one to one basis; to ensure they are settling into the school environment.

**l) Slips and trips**

Staff are aware that when floors or stairs are wet, this is a potential hazard and therefore signs are put up to warn everyone.

Staff are aware of the potential hazards in the playground and position themselves on playground duty to minimize the risk. The climbing equipment and gate are the most significant hazards in the playgrounds.

**m) Management of asbestos**

In October 2004 an Asbestos Survey was carried out on the main school site, Heathfield Gardens. No asbestos was found. In April 2010 an Asbestos Survey was carried out on the Early years site. The asbestos found was removed in accordance with legislation and there is no asbestos now on that site.

**n) Control of hazardous substances (COSHH)**

The control of substances hazardous to Health Regulations 1999 (COSHH Regulations) require the school to ensure that substances (including purchased proprietary chemical and non-proprietary substances such as sewage and by products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. We will achieve this by:

- i) Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm
- ii) Providing suitable precautions to protect persons against the hazards
- iii) Giving adequate written and verbal information about the substances to all persons who may be harmed by them and the appropriate action to be taken. A folder is in the school office.

**o) Selecting and managing contractors**

Before any contract work commences, the proposed work, including time/s, location/s and precautions involved must be considered and approved by Caroline Goodsman or Pauline Williamson before work begins. The school will inform parents when work is to be carried out (during term time) when possible however occasionally transient work (e.g. broken window etc.) will be undertaken without informing parents. Wherever possible work will be carried out during holiday periods and out of school hours. All contract staff have to inform Pauline Williamson, Caroline Goodsman or Rachel Sowerby who is on site and when they are on site.

Children will not be allowed to go near the area where work is being carried out, and they will not be allowed to go around the building without an adult.

**p) Maintenance**

The majority of maintenance work is carried out outside of school hours. Except emergencies when the person dealing with the problem is accompanied at all times. A maintenance program is in place to ensure the sites are in good order.

**Electrical equipment**

A qualified electrician will check all electrical equipment annually or when required (PATS testing).

**Gas System**

This will be tested annually.

**Heating**

In compliance with DCSF guidelines classrooms will have a minimum working temperature of 18°C and other large areas will have a minimum temperature of 15°C.

There will be adequate ventilation within all rooms. Windows can be opened when necessary. It is the responsibility of the classroom teacher to close these windows at the end of the school day.

**q) Fire safety, including testing of alarms and evacuation procedures (may refer to fire documentation)**

Fire Procedures – please refer to Fire Policy for further information

In the event of a fire the assembly point will be the school playground. Termly fire evacuation drills will be carried out and recorded, which is stored in the school office. Firefighting equipment will be inspected annually and will be recorded on the equipment. In the case of a fire Caroline Goodsmen or Pauline Williamson will ring the fire brigade. Caroline Goodsmen or Pauline Williamson will carry out fire risk assessments / fire safety checks termly. They will also be responsible for taking an electronic device which can access the internet (as our registers are done on line), staff signing in/out book and the visitor book outside in the event of a fire.

**Organisation for implementing this policy**

Caroline Goodsmen and Pauline Williamson have overall responsibility for the Health and Safety within the School. However, employees also have a duty to look after their own and others' health and safety. Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Caroline Goodsmen and Pauline Williamson are responsible for the implementation of the Health and Safety Policy and will ensure that risk assessments are carried out on a regular basis. Risk assessments are available in the shared area. Health and Safety is high priority within the school and is addressed at

regular staff meetings to ensure the policy and procedures are followed. Staff are given training to ensure they are aware of Health and Safety around the school sites.

Caroline Goodsman and Pauline Williamson will ensure that fire alarm tests regularly and the appropriate documentation completed. Teaching assistants who are appropriately trained are responsible for checking and replenishing the first aid requirements within the school regularly.

All members of staff have a responsibility to take care of their own health and safety and that of others who may be affected by their actions at work.

During weekly staff meetings Health and Safety is addressed, and any issues arising discussed.

Heathfield House School is a non-smoking area.

### **Second-hand and donated equipment**

This equipment will not be used on the school premises until it has been tested for electrical safety.

### **Communicating Health and Safety Information**

Caroline Goodsman and Pauline Williamson are responsible for circulating all relevant Health and Safety bulletins / updates to staff who need them. The Health and Safety Policy will be circulated to all staff annually and to new staff on appointment. Staff who identify a Health and Safety issue or hazard are responsible for bringing it to the attention of Caroline Goodsman or Pauline Williamson. Health and Safety issues will be an item on the weekly staff meeting agenda to ensure effective communication of information.

### **Accident recording**

Accidents which involve a head injury, blood or a severe fall, must be recorded on the school accident forms. These should be completed in line with the Accident Policy. Accident forms will be collated each half term to assess if there are any trends etc. in places / times of the accidents. When appropriate accidents will be reported to RIDDOR by either Pauline Williamson or Caroline Goodsman within two working days. The adult completing the form must be a first aider.

### **Administering medication- please refer to administering medication policy for further information**

If children are well enough to attend school but require prescribed medication this will be given following the Administering Medication Policy.

All staff will be made aware of any children who have asthma, diabetes or anaphylactic shock and told the appropriate action to be taken. If a child uses an epi-pen then as many staff as possible will have training each year.

In the Store Room on the main site and in the entrance hall on the Early Years Site, there is a medicine cabinet that is locked with all children's medication in. This is checked half termly for dates (i.e. expiry date) and quality and quantity. Any medication that needs to be kept in a fridge will be kept in a locked

medicine box in the fridge. Staff medication must be stored in a locked cupboard, there is a medical cabinet in the staff room on each site.

### **Controlling risks in curriculum area**

It is the responsibility of the class teacher to ensure that pupils are aware of any potential hazards and to check that all reasonable precautions are taken. Scissors, knives and tools should be stored safely and children should be instructed in the correct use of these. Children should not be left unsupervised with such equipment.

All physical education equipment must be regularly checked for defects. It is the responsibility of the teacher to ensure that the apparatus have been correctly erected before children begin to use it. Apparatus must be sited and spaced so that collisions are unlikely to occur. The number of children using any one piece of apparatus should be limited to reduce the likelihood of accidents. Children should work quietly when using apparatus so that the teacher can be heard easily. Children who are stuck or unsure of their ability on certain apparatus must ask for help from the teacher, not another child in the group. Each lesson should begin with warm-up activities and the need for these should be explained to the children e.g. to prevent straining of muscles. Children should change into appropriate clothing for P.E lessons. Long hair should be pulled back or clipped up so that hair cannot get caught or impair vision. Any watches should be removed; no other jewellery is allowed to be worn in school.

### **Lone working**

Staff should **never** work on any site by themselves. There should always be at least two members of staff on site if staff are working. If staff need to come on site, this should be arranged beforehand to ensure they will not be on site alone.

This policy is monitored and evaluated on a regular basis.

Policy to be implemented September 2004

Policy reviewed July 2018 by Caroline Goodsman