



Policy on Health, Safety and Welfare

See also policies on Behaviour, Anti-bullying, Personal, Health and Social Education (PHSE) Child Protection, Teaching and Learning, SEND.

This policy was drafted by the Head of Academy in February 2017, and passed to the Interim Executive Board for review. Academy Staff will review the policy annually as part of their CPD.

1.0 Statement of Intent

- The policy of the Governing Body and the Head of Academy is to maintain safe and healthy working conditions at Southmere Primary Academy for all staff, pupils and visitors.
- An annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

2.0 Responsibilities

2.1. Northern Education Trust

- The Trust is responsible for setting Trust policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

2.2. The Governing Body

- The Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.
- The health and safety committee considers reports of inspections, assists in safe work systems and discusses new regulations received from the Trust or the HSE. The committee meetings are held termly and have an agenda, and are minuted. A governor reports regularly at meetings of the full Governing Body. Health and Safety is always an agenda item for governors', Staff, Team and MSA meetings. The Governing Body is responsible for making recommendations relating to safety.
- (While the school is in Special Measures, the school reports to the Trust, though the IEB may not review the policy).

2.3. The Head of Academy

- Overall responsibility for the detailed health and safety arrangements within the school lies with the Head of Academy and in their absence with the designated senior leader in charge. It is the Head of Academy's responsibility to ensure compliance with the Trust policy for health and safety.

2.4. Safety Representative

- Health and Safety committee carry out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition the Head of Academy and Site Manager do frequent checks.

2.5. Employees

- All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Head of Academy immediately who will record it in the incident book.

3.0 Procedures

3.1. Fire Safety

- All exits are marked and kept free of obstructions. There are three fire extinguishers, one electrical extinguisher and a fire blanket in the school and an extinguisher and blanket in the kitchen. Their location is marked with a red fire sticker. Fire safety equipment is checked regularly by Thorn Security and records of their visit are kept. The Head of Academy checks the alarm on a regular basis. Fire practices are held termly and recorded in the fire practice book.
- In the event of a fire, all staff and children congregate on the field behind the play area, facing towards the school. Named staff are responsible for checking toilets. It is the responsibility of the Head of Academy to call the fire brigade. Mrs Colette Jagger/Mrs Ayesha Aslam will take the registers out of school.
- Teachers take the laminated fire register, which should be updated each morning and afternoon to reflect absences, out to the playground. Teachers count children and check the number with the register. Staff raise their hands to be counted by Office personnel.

3.2. Accidents

- Every classroom has a First Aid pack. All accidents are recorded by a First Aider and monitored. Selected staff hold an emergency first aid certificate, and wear green lanyards which indicate them as being First Aid trained. Notifiable accidents and incidents are recorded and passed to the Trust/LEA as appropriate.
- Letters are always sent to parents when children have a bump on the head. Telephone calls regarding illnesses and accidents are requested using the blue form, which the office then uses to make the correct call. Red forms are used where it is felt pupils must be sent home. These records are monitored for patterns.
- Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.
- Mrs Joanne Kershaw, Vice Principal, is the Senior First Aid Trained member of staff and should be consulted when it is felt appropriate.
- Please see the Medicines and First Aid Policy for further information.

3.3. Reporting Hazards

- All staff are responsible for reporting hazards. It is then the Head of Academy's responsibility to follow up this report. The health and safety committee monitors the action taken to remedy hazards.

4.0 Electrical Safety

- Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault Do Not Use".
- In addition, a risk assessment is carried out on an annual basis. The Premises Manager test appliances for all serviceable equipment.
- Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Head of Academy.

5.0 Control of Substances Hazardous to Health Regulations

- Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is

locked during the day and the key kept in the Secretary's office. Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Head of Academy.

- Please inform the Head of Academy of any additional potential COSHHE items that have been brought into school other than those on the list.

6.0 Equipment

- It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Head of Academy, with a note saying Fault Do Not Use. The following points about equipment should be noted:
 - Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.
 - DT Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools.
 - Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs/cupboards when displaying work.
 - PE Equipment - PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.
 - Cookers – Adults are shown how to operate the cooker. It is essential that adults remain by the cooker when the rings are still hot. The cooker is marked with this instruction.
 - Lift – The Lift must only be operated by trained staff. Under no circumstances should a child operate any part of the lift.

7.0 Health and Hygiene

7.1. Notifiable and Infectious Diseases

- Details of notifiable diseases and periods of exclusion are available on the website.

7.2. Medicines

- It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the schools medical officer. In general only inhalers are kept in school. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.
- Please see the Medicines and First Aid Policy for further information.

7.3. Smoking

- The previous Governing Body has adopted a no smoking policy within the school building and grounds.
- This policy has been upheld by the Trust. Any member of staff choosing to smoke must do so away from the school grounds and entrances, and not in their cars in the car park.

7.4. Hygiene

- It is the responsibility of the Head of Academy to monitor the cleanliness of the building. This is part of the weekly visual inspection.
- All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

8.0 Animals in School

- Only the following small mammals can be kept in school – gerbil, mouse, hamster, rabbit and guinea pig.
- Fish may be kept in school

- No dogs are allowed in the school grounds.
- Guidance on keeping animals is located in “Be Safe”. Stuffed animals are only used if displayed in glass cases.

9.0 Outdoor Visits

- These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.
- When residential visits are organised, parents are invited in to school to discuss the visit in detail. Staff should be aware of the LA guidelines for educational visits, as well as Trust policies.

10. Security

- All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown, identification should be requested. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have left the premises. Pushpads and keypads on doors prevent entry.
- Lanyards are used to support pupils and staff in knowing who is safe to be with children. Staff wear a black ‘Staff’ lanyard, a green ‘First Aid’ lanyard or a red ‘Fire Officer’ lanyard. Supply staff for whom we have seen a DBS wear a blue ‘Visitor’ lanyard. Contactors and visitors without a DBS wear an orange ‘Visitor’ lanyard, which pupils know means they should not speak to these visitors without a member of staff present.
- Staff who identify a visitor in school who is wearing an orange lanyard and has no accompanying member of staff should be immediately escorted back to the main office.

11. Contractors

- All contractors are expected to report their arrival and departure to the Premises Manager or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Head of Academy. Additional advice is available from Property Services team at the Trust.

11.1. Lettings

- All bodies using the school building receive information which includes information about the location of the first aid materials. They also have a contact number for the Premises Manager.

12.0 Staff and the Health and Safety Policy

- All staff, teaching and non-teaching, are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. All staff keep a copy of the policy in the Classroom Staff Handbook so that it is available for supply staff.

12.1. Staff are encouraged to attend health and safety courses as appropriate.

13. The Trust supports school in maintaining a Critical Incident Plan which provides support and structure for responding to any and all emergencies.

Security in Action

Management Practice

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the police and LEA as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer/LEA Safety Officer is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

Contingency Planning

- Keyholders are logged with both police and LA
- Computer back-up records are kept off site.

Evacuation Plans

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The Head of Academy is responsible for telephoning the police and/or fire service.

General Building Security

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is set only by the Head of Academy/deputy Head of Academy or caretaker
- The alarm system is regularly maintained by Mayfair.
- The keyholders for the school are controlled. Currently these are the Head of Academy, Site Manager and Keyholding Company (Mayfair).
- Access to the building during school hours is restricted by the use of push pads on doors and courtyard gates
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- Hirers of the school are advised to take account of security

Equipment/Money

- Computer equipment is kept in classrooms. It is security marked and records are kept of serial numbers.
- Staff have lockers, which can be used for personal property.
- Cash holdings are kept to a minimum
- Cash is counted with the front door locked. Money is not left unattended

- The secretary varies the timing of bank visits

Health and Safety Policy Check List

- Yes/No
1. Have you got a copy of the Schools Health and Safety Policy?
 2. Do you know how to report an accident?
 3. Do you know where the accident book is kept?
 4. Do you know what the fire drill is?
 5. Have you been made aware of any workplace hazards?
 6. Do you know who to report to about any faulty equipment or anything which may cause injury?
 7. Do you understand your responsibility towards health and safety?
 8. Are you aware of the safety policy regarding doors?
- Name
Signature
Date

Signed _____ Chair of Governors Date _____

Signed _____ Principal Date _____