



# Cherry Orchard Primary School

## Health and Safety Policy



### Contents

1. **Introduction and Statement of Intent**
2. **Responsibilities and Duties**
  - The Governors
  - The Headteacher
  - The Health and Safety Co-ordinator
  - Staff with Management Responsibilities
  - Class Teachers
  - All Employees
  - Visitors
  - Sub-Contractors on Site
  - Pupils
3. **Pupil Supervision**
  - General Responsibilities During the School Day
  - Supervision at Playtime
  - Supervision at Lunchtime
  - Supervision After School
  - Supervision of Areas of Special Risk
  - Extra-Curricular Activities
  - Supervision on School Visits
4. **First Aid/Accidents and Procedures**
  - Procedures for Summoning an Ambulance
  - Parental Consent for Treatment
  - Procedures to Prevent Risk of Transmission of HIV
  - Children with Special Medical Needs
5. **Management of Oral and Inhaled Medicines**
  - General
6. **Communicable Diseases**
  - Health Education
7. **Fire Safety**
8. **Mental Well Being**
9. **Violence Towards Staff**
10. **Hazards/Risk Assessment**
  - Risk Assessment
  - Storage and Use of Hazardous Substances
11. **Security**

## **12. Miscellaneous Safety Guidance**

- Appointments
- Handling of Equipment
- Safety Training
- Playground Safety
- Personal Hygiene

### **1. Introduction and Statement of Intent.**

The Health and Safety at Work Act 1974 imposes statutory duties on employers and employees. The school has various obligations under this act to take all reasonable steps to ensure the health, safety and welfare of pupils, staff, both permanent and temporary as well as visitors and contractors on site.

The aims of this policy are

- To establish and maintain a safe and healthy environment.
- To ensure that pupils, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment.
- To establish and maintain safe working procedures among staff and pupils.
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- To ensure that everyone has access to health and safety training as and when appropriate.
- To establish that arrangements for the use, handling, storage and transport of articles, materials, equipment and substances for use at work are safe and without risks to health.
- To formulate effective procedures in case of fire and other emergencies.
- To lay down procedures to be followed in the case of accidents and administration of medicines.
- To meet the right of children to have a clean, safe environment.

### **2. Responsibilities and Duties.**

The health and safety policy at Cherry Orchard Primary School is intended to ensure, as far as is reasonably practicable, that responsibilities for health and safety are properly assigned, accepted and fulfilled at all levels of the school.

Specific responsibilities are as follows:

#### **The Governors.**

The Governors with the Headteacher have responsibility for health and safety

within the school, although, because of the corporate status of Governing Bodies, individual governors cannot be held to be personally liable, when they have acted on collective decisions, taken in good faith.

Specifically the Governing Body will:-

- Ensure that the Health and Safety Policy of Cherry Orchard Primary School is reviewed and amended as necessary every year.
- Consider regularly and at least once per term health and safety issues. The information will form part of the Headteacher's termly report to Governors.
- Appoint a Governor with special interest in health and safety, who is currently **Janice Nelson**.
- Allocate adequate funding, that is within their control, for health and safety purposes.
- Ensure arrangements are made to plan, organise, control, monitor and review protective and preventative measures in the light of risk assessment.

#### The Headteacher.

The headteacher is responsible for the organisation of health and safety, for formulating the policy and guidelines and for reporting on a termly basis to the Governing Body.

In particular the Headteacher will, through the SBM:-

- Liaise with the Health and Safety Coordinator to whom responsibility for dealing with health and safety issues on a day-to-day basis has been delegated. The coordinator is Mr J. Jones who is the Site Manager.
- Ensure regular safety inspections are carried out and that the site is inspected at least once per term with the Site Manager. (This may be with the DSL/Lead Safeguarding Governor or Bursar)
- Review annually the provision of first aid and the emergency regulations. Ensure that at least three members of staff are accredited First Aiders at all times and that all full-time teaching assistants in the EYFS are qualified in Paediatric First Aid.
- Raise staff awareness of training opportunities and encourage participation.
- Ensure the reporting, recording and investigation of accidents, using the forms and procedures provided by the LEA.
- Ensure that all new employees are informed about safety arrangements and given a copy of the school's health and safety policy.

#### The Health and Safety Coordinator.

The Health and Safety Coordinator is responsible for the day-to-day coordination of the School's Health and Safety Policy.

Specifically the Health and Safety Coordinator will:-

- Liaise with contractors
- Maintain contact with outside agencies able to offer expert advice.
- Initiate action on reported hazards and accidents and inform the Headteacher.
- Arrange for the investigation of premises and working arrangements on a regular basis and to undertake risk assessments.
- Liaise with the SLT and respond and take any necessary action with regard to the regular health and safety reports from staff.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place (at least once per term) and the results recorded.
- Be responsible for the safe housing of hazardous substances
- Produce an annual report for Governors

#### Staff with Management Responsibilities

Staff with curricular or line management responsibilities have particular responsibilities as follows.

- To ensure, as far as is reasonable practicable, the health and safety of the staff, pupils and visitors within the areas or activities under their control.
- Curriculum coordinators should, as far as is reasonably practicable, ensure that suitable precautions are provided, understood and followed in using equipment and that it is safe to use.
- Healthy and Safety is a weekly agenda item at Phase Meetings. Phase Leaders should pass feedback on to the Building Services Manager and SLT as appropriate.

#### Class Teachers

The safety of pupils in the classrooms or undertaking recognised activities elsewhere is the responsibility of class teachers.

To comply with this responsibility class teachers are expected:-

- To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, lockdown procedures and first aid and to carry them out
- To give clear instructions and warnings as necessary
- To check that areas and equipment are safe before commencing activity

#### All Employees

All employees within the school have responsibility to adhere to the school policy and guidelines and to set a good example to all by recognising hazards, assessing risks and then taking appropriate

precautions. The Health and Safety at Work Act 1974 states: "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work".

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:-

- To take reasonable care of their own health and safety while at school or the centre or during school or centre activities.
- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied.
- To know and apply the emergency procedures in respect of fire, lockdown procedures and first aid.
- To co-operate with other employees in promoting improved safety measures.
- To encourage pupils and visitors to comply with the Health and Safety policy.
- To inform their line manager or other appropriate managers of any known or suspected unsafe equipment, substances, or other situation, including those of contractors, of which they become aware.

#### Visitors

Regular visitors and other users of the premises should be required to observe the safety rules of the school. Students, Work Experience pupils, volunteers etc. should on arrival be given the Health and Safety Policy. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.

#### Sub-Contractors on Site

Sub-Contractors have a duty to work safely for their own benefit and for that of the occupants of the school and centre. The Governors also have a legal obligation for safety and should be in a position to foresee hazards to which pupils and employees might be exposed, as a result of work on the premises.

Close liaison with the contractor is essential before the work commences and careful monitoring while it is in progress. The daily monitoring of the sub-contractors work is the responsibility of the Headteacher, which is delegated to the Health and Safety Co-ordinator. The Health and Safety Coordinator together with the contractor will complete Risk Assessments where necessary.

#### School Pupils

Pupils should be encouraged to take reasonable care for their own health and safety and that of other pupils and other people who may be affected by how they behave while at school or during school activities. Safe practice will be explained to them by staff both as instructions for safe practice and as part of the PSHE curriculum. Children should be encouraged to voice doubts or queries they have about health and safety to the School Council or staff.

If children cause unsafe situations by their actions they should be subject to the school's disciplinary code. (See Behaviour Policy).

### **3. School Pupil Supervision**

Pupil supervision is based on the principle of in “loco parentis”. Balance between “meticulous supervision of children” and “encouraging sturdy independence” - Mr Justice McNair -1954. However, if anything happened to a pupil because of a lapse in the appropriate care, some legal liability could be incurred. However excellent a system of supervision overall, it is whether or not there was adequate care at the time that will be tried. Therefore high standards of supervision have to be maintained at all times.

#### General Responsibilities during the School Day

- No child should be allowed to leave the site during school hours unless there is clear evidence of a request from a parent/guardian.
- Letters making these requests should be kept in the register and removed by the office.
- No child should be sent off site on an errand.
- No class or group of children should be left unsupervised for any reason except in an emergency. Then a colleague should be made aware of the situation and asked to keep an eye on them. However children who have been given agreed jobs i.e. PE cupboard monitors, librarians, co-ordinators’ monitors, school council members, register monitors etc. will be considered to be acting under the supervision of the person who gave them the job.
- Check that strangers on site are there officially and wearing an appropriate identification badge.
- Supervision of children 10 minutes before and 10 minutes after school. Be on hand to receive and dismiss children.
- Do not allow excessively rough or dangerous games.

#### Supervision at Playtime

- There must be adequate supervision both indoors and outdoors throughout school breaks.
- Areas should be patrolled. It is not sufficient to be “on call”.
- The use of monitors or prefects is an acceptable addition but not a replacement.
- Children should never be left in classrooms at break time unless adequately supervised.
- During wet playtimes children should be provided with an activity and supervision i.e. one teacher per floor (KS 2) supported by Year 6 wet play monitors. KS 1 children are to be supervised in the classroom.

### Supervision at Lunchtime

- A teacher or supervisor should be present to supervise the children during midday break.
- Legal duty of care during the midday break falls particularly on the head teacher. Good discipline and the safety of children are matters of prime importance.

### Supervision After School

- Staff supervise pupils leaving classrooms, cloakrooms etc., for 10 minutes after school.
- Children who have not been collected within the 10 minutes after school should be brought across the road to the office so that their parents can be contacted
- Ensure classrooms are clear of children before leaving the classroom.
- The Head teacher is not responsible for children travelling to or from school, but is responsible for children waiting on school premises for transport home.
- The Headteacher is not responsible for children who have been told to wait alone outside school.
- The Governors allow arrangements for children going home alone under certain circumstances (see Walking home from school policy).

### Supervision of Areas of Special Risk

The school will follow any guidance issued by the LA or DFE in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and need for regular servicing and maintenance is acknowledged.

The following are activities, which are recognised as potentially requiring additional attention in relation to management of health and should have their own safety codes and or risk assessments within the individual policies.

- STEM
- Art
- P.E
- Drama/Dance
- ICT (Internet safety)

Crossing the road is also an area of special risk and children are not allowed to cross without an adult.

### Extra-Curricular Activities

- The same level of supervision and care is necessary as for similar activities during school time.

- Adequate notice should be given to the parents of children who will be late home through participation in after school activities.
- Parents should be notified, wherever possible, in the event of cancellation.

### Supervision on School Trips

The following is guidance issued to staff undertaking school visits.

- Same duty of care arising from “in loco parentis” exists, and covers the whole of the duration of the visit.
- Inform the Headteacher or teacher in charge of any visits, and arrangements. Appropriate visit forms including risk assessments should be handed to the Educational Visits Lead well in advance of the visit.
- Ensure there is adequate supervision. (Please check ratios if in doubt. Notes for Guidance - in the Staff Handbook) and that all adults are familiar with the Risk Assessment.
- Do not undertake visits for which you are not qualified (e.g. pot holing!).

Ensure that staff, helpers and children wear appropriate clothing.

- Send as much information home prior to the visit as possible (e.g. date, time, clothing required, costs etc.)
- Evidence of parental permission and contact numbers should be held until completion of the trip.
- Overall responsibility during a visit lies with the teaching staff unless this has been handed over to trained employees i.e. centre staff.
- Give clear guidance and instructions in writing in advance to all those supervising pupils. (include emergency procedures such as contact points, telephone numbers etc.).
- Give helpers a list of the children in their group to enable frequent checking.
- Note any child with “special circumstances”, e.g. asthma sufferers epileptics, and ensure that inhalers, epipens etc. are taken.
- Take basic first aid equipment.

### **4. First Aid/Accident and Medical Procedures**

The school’s first aid cover is provided by Mr. Jones, Mrs. Carty, Mrs. Uwagboe and Mrs. Newport. In school a trained learning support assistant is on duty each day to deal with minor illnesses and accidents. The first aid rota should be displayed in each classroom.

In the case of serious injury/illness, in school a first aider and the Headteacher should be summoned.

First aid boxes and medical waste bins are located as follows

- Key Stage 1 Infant Staffroom
- Key Stage 2 Medical area
- Community Room

If it is felt that a child is too ill to remain in school, a member of the SLT is consulted before contacting parents.

#### Procedures for Summoning an Ambulance

- An appropriate person will contact emergency services, inform the office and the parents.
- If not already informed, the Headteacher or member of SLT should be informed that an emergency service has been called.
- The BSM should be informed if an ambulance is required in case of any obstacles in the car park/road etc.
- If children are in the playground they should be taken into school in an orderly and calm manner as they may become distressed.
- A member of staff must accompany the child to hospital in the absence of parents and remain until the parents arrive. Arrangements will be made to collect the member of staff from hospital.
- All accidents to children should be recorded in the accident book (kept in the medical room in KS2 and in the Infant Staffroom). A formal accident report form (available from the office and both staffrooms) needs to be returned to the LA in case of any serious accident.
  - These procedures also apply to members of staff.
- The lunchtime supervisors, who have received basic first aid training (updated annually), deal with minor illnesses and accidents at lunchtime.
- In the case of more serious incidents, the Headteacher and/or the person qualified in first aid will take charge of the situation.

#### Parental Consent for Treatment

- For younger pupils parental consent does not constitute a problem in the vast majority of cases but sometimes a teacher does meet the problem of a pupil belonging to a religious body, which repudiates medical treatment. Normally the parent will make the decision and this should be regarded as the most desirable course of action.
- However, the problem could be urgent or the parent cannot be contacted, for instance when the pupil is abroad on a school journey. The decision about the competence or otherwise of a child under 16 to give consent (or to withhold it) must be the responsibility of the doctor.
- If a child is being taken on a school journey where medical treatment may be needed and the parent is not prepared to give written instructions and an indemnity on the subject of medical treatment, the school might decide that the pupil should not go

on the journey.

- Parents who belong to religious bodies such as Jehovah's Witnesses and Christian Scientists should make their views and wishes known to the school, in writing, so that the implications of their beliefs can be discussed and, if possible accommodated.
- The alternative treatment desired by the parent may not be available and it is a proper and responsible decision for the school authority, acting in loco parentis, to have recourse to ordinary medical treatment if the circumstances make it absolutely necessary. The teacher should not override parental wishes but if agreement cannot be reached on this issue the pupil should not be taken on the journey.

#### Procedures to Prevent Risk of Transmission of HIV

We will continue to follow the local authority guidelines on body spillages. Disposable gloves should always be available in first aid boxes and must be worn.

#### Children with Special Medical Needs in School

- All parents are asked to inform school if their child has a medical condition which may require treatment at school or affect the child's performance, etc.
- A copy of these details and appropriate action to follow is kept with the child's official records in the school office but **most importantly a copy should be included in the medical folder sent to each year group at the start of each school year.**
- If a parent discloses additional information of importance at parent's evening the class teacher must note this and ask the parent to inform the Headteacher in writing.

#### 5. Management of Oral and Inhaled Medicines

The school will administer prescribed medicines in line with the schools policy. The procedures for arranging this are contained in separate asthma and medication policies.

#### 6. Communicable Diseases

The existence of a communicable disease must be reported immediately under the Reporting of Infectious Diseases and Dangerous Occurrences Regulations 1995.

##### Head Lice

- If a child is found to be infected, please inform the Headteacher and a standard letter (SL1) will be sent to the child's parents along with a copy of the Head Louse Information leaflet (HL3). The parents of other children in the same class will receive letter (SL2). The child cannot be excluded from school.
- If a teacher is informed of head lice by a parent, please inform the Headteacher so that the standard letter (SL2) can be sent out.

## Health Education

- Teaching should take place, which enables pupils to understand the need for good hygiene and health and safety matters as they affect themselves and others. More detailed guidance is given in the PSHE Policy and Guidance.

## 7. Fire Safety

- Fire extinguishers are regularly checked by a suitable company Firemark. The extinguishers are located as per attached map.
- The location of the zone panel is in the Headteacher's PA's office for Key Stage 1 and a remote panel is situated in the main entrance. There is also a panel in the medical room for Key Stage 2.
- Fire drills will be held at least once a term. Teachers should follow procedures displayed in each classroom. They should leave by the first available exit.
- If a fire is discovered raise the alarm by breaking the break glass alarms located around the buildings and immediately inform the office or a senior member of staff.
- The office will ring for the fire brigade in the event of fire in the Infant building. A senior member of staff will do so for the junior building.
- The fire bell is a loud continuous ringing and upon hearing, all staff must follow procedures.
- In the event of an evacuation children and staff should assemble on the pavement along Cherry Orchard Road. Registers will be distributed by office staff and checked when children have been evacuated from the building.
- All children in each class must be accounted for and the Headteacher or senior representative informed.
- Fire marshalls are responsible for checking that their respective buildings are evacuated.
- No one should enter the building unless it has been declared safe to do so.
- The officer in charge for the day and the BSM will liaise with the fire service on their arrival.
- Staff will be informed if tests are to be carried out on the fire alarm system. Unless told otherwise staff must proceed with the evacuation of the building when hearing the alarm.
- Fire bells must be tested regularly and this is the responsibility of the BSM.
- The school has a separate Fire Risk Assessment..

## **8. Bomb Threats**

On receipt of a Bomb Threat staff will record information on the checklist provided by each phone. The Head Teacher will be informed of the threat and the police will be rung. Evacuation is on the advice of the police and will be signalled by use of the fire alarm.

## **9. Mental Well-Being**

The school has a separate policy, Mental Well-Being, which is a model policy from the LA formally adopted by the Governors. This covers mental health and stress.

## **10. Violence Towards Staff**

“Violence” as defined by the Health and Safety Executive comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The school is committed to protecting staff from violence, as far as possible, whether pupils, parents or anyone else commits it. If employees are subjected to violence they must fill in the incident log kept in office.

Increasing the level of supervision, by staff training or some other such measure, can in some circumstances, control risks arising from the violent behaviour of an individual pupil (see Team Teach/physical restraint policy). However, where such measures fail to control the risk, no employee is obliged to put himself or herself in a position of serious and imminent danger and the only course of action might be to remove the hazard from the workplace in order to protect both employees and children.

## **11. Hazards/Risk Assessment**

### **Risk Assessment**

The Governing Body will follow the five steps to Risk Assessment as recommended by the LA.

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
- Record all findings
- Review assessments regularly and revise if necessary.

### **Storage and Use of Hazardous Substances**

- Hazardous substances should only be used and stored on the school premises when there is no alternative substance, which could be used instead.
- All hazardous substances are subject to individual risk assessments and should be stored in the original container which clearly indicates the substance contained and the nature of the hazard it represents (all hazardous substances are marked by an orange square with a warning sign inside the square).
- All hazardous substance containers should be stored in designated area within the school.
- An assessment of all hazardous substances contained on the premises and the storage of the same should be completed as part of the annual check.

Any potential hazard, e.g. slippery surfaces, broken window catches, loose cupboards, should be reported immediately to the Site Manager and the SBM. Less serious safety matters in school should be brought to the weekly Key Stage Meetings. If in doubt report it.

## **12. Security**

Further details can be obtained from the Security Policy.

Visitors must report to the school office and sign in. All visitors should be given Child Protection information and an identification badge. Cover staff should be asked to supply identification when coming to Cherry Orchard for the first time. Staff will challenge anyone on the premises not wearing a visitor's badge.

A personal alarm button is located under the edge of the reception desk and in the community room to be used if staff feel threatened by anyone in the entrance area.

## **13. Miscellaneous Safety Guidance**

### Appointments

A parent or an authorised adult must collect a child needing to keep a medical/dental appointment during term time. For obvious safety reasons, we cannot allow any child to leave unaccompanied during school hours.

### Handling of Equipment

- Children should be taught to handle all potentially dangerous equipment correctly, e.g. scissors. Refer to individual subject policies for further information.
- 
- Children are not allowed to carry large pieces of audiovisual equipment.
- Children should not be used to take down wall displays

### Safety Training

In order to ensure that employees are able to carry out their duties in a safe and healthy manner, necessary training will be provided as appropriate.

### Playground Safety

- Staff on playground/lunchtime duty will check the playgrounds before a break for any obvious hazards
- Staff supervise the playground at break times and lunchtime
- When in use the climbing frame in the nursery playground will be supervised directly by an adult.

### School Trips

See guidance sheet/check list in the Educational Visits Pack.

### Asbestos

The school has a separate Asbestos management plan. Staff should not drill or otherwise disturb the fabric of the building without consulting the SBM or BSM.

### Statutory Testing

The school has engaged Acivico to carry out all its statutory testing requirements.

### Safety Representatives

The school encourages recognised trade unions to appoint safety representatives in accordance with the Safety Representatives and Safety Committees Regulations 1977.

- **P.Harper (September 2018)**
- **J.Jones (September 2018)**
- **A.Jaswal (September 2018)**