Golden Flatts Primary School
Health and Safety Policy

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1. Statement of intent

Golden Flatts Primary School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

2. Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Health and safety for school children'
- DfE (2021) 'Keeping children safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

3. Golden Flatts Primary School

Golden Flatts Primary School is situated close to Hartlepool town center. The school is a Co-educational Primary School for pupils of all abilities between the ages of three and eleven years. The building incorporates and Foundation Stage, Key Stage 1 and Key Stage 2.

The site buildings are single story with an intruder alarm in all areas. The school grounds have a large playing field area. The site is surrounded by a perimeter fence. The gates on the edge of the school field are locked during school session times.

4. Council Safety Policy Statements

Hartlepool Borough Council last published a Corporate Safety Policy September 2015. This policy remains in force and available for reference by all employees and other persons who have reasonable need to consult this document.

The Director of Education published a Safety Policy for Education in Hartlepool dated March 2000. This Safety Policy implements the overall objectives of the Corporate Safety Policy in the Education Department.

The Safety Policy of Golden Flatts Primary School details the organisation and arrangements for managing safety in the school.

5. Organisation

School Governors

- Hartlepool Borough Council (or the Governing Body in the case of Voluntary Aided Schools), as the employer, has the prime statutory duty for the management of health and safety in schools.
- School Governors have individual and collective responsibility for the safe operation of the school. To assist Governors in the discharging of their responsibilities for safety, the Council provides them with the support of the professional services of the Health and Safety Unit. In order to maximise the benefit derived from these services, Governors are recommended to:

  (a) Adopt and ensure the implementation of this policy and generic safety policies of the Council;
  (b) Adopt and ensure the implementation of the school safety policy which will encourage high standards of performance by individuals at all levels and the development of a culture of safety throughout the school's operations;
  (c) Consult with the Health and Safety Unit in connection with the writing and periodic review, revision and implementation of the school's safety policy;
  (d) Allocate, at strategic level, sufficient human and financial resources to permit the school's safety policy to be fully implemented;
  (e) Co-operate fully with the Health and Safety Unit in carrying out inspections, providing advice and guidance to staff and in other activities connected with safety;

(f) Receive reports, recommendations and other communications from the Health and Safety Unit and ensure that appropriate action is taken on these;

(g) Review the school's safety performance, consider reports concerning safety and ensure that appropriate action is taken on them to achieve and maintain high standards of safety at their school.

The Executive Headteacher

The Executive Headteacher is responsible to the Borough Council (or the Governing Body in the case of Voluntary Aided Schools) for the management of all aspects of safety at the school. In carrying out these responsibilities the Executive Headteacher has the assistance and support of the authority, including that of the Health and Safety Unit and the training section. As part of the overall management of safety, the Executive Headteacher will, in particular:

(a) Maintain an outline knowledge of the current statutory requirement and principles of good practice for safety which are relevant to all operations and activities involving their school;

(b) Ensure, by direct action or delegation to suitable employees of the school and with assistance and guidance provided by the Health and Safety Unit, that a school safety policy and safety procedures are prepared, approved by the Governors and reviewed and revised periodically;

(c) Ensure, at operational level, the allocation of sufficient financial and human resources to fully implement the requirements of their school safety policy;

(d) Ensure that suitable and sufficient assessments of risk are carried out in relation to their school's operations, activities and security, and that control measures which they identify are adequately communicated and implemented;

(e) Ensure that training plans for their school's employees fully reflect requirements for the provision of adequate training and instruction, as necessary for safety, and that these plans are periodically reviewed, to ensure their effectiveness;

(f) In entrusting tasks to their employees, take into account their capabilities as regards health and safety;

(g) Co-operate with the Head of Strategic Land and Property Management, and others as required, to ensure the safety of their school's premises;

(h) Co-operate fully in the carrying out of safety inspections by the Health and Safety Unit, Health and Safety Executive, fire authority of other appropriate agencies and act appropriately on the findings of these inspections;

(i) Ensure that the Council's accident reporting procedure is operated fully in relation to their school;

(j) Receive, from elected Trades Union Safety Representatives, members of Job Function Safety Committees and other employees, representations concerning safety, and to co-operate and consult with these parties and take appropriate action;

(k) Receive representations concerning safety from pupils and their parents, other service users and persons affected, and take appropriate action as a result of the information received;
(l) Monitor the performance of their employees in terms of safety, taking effective remedial action if required;
(m) Set a good personal example in safety practices;
(n) In the absence of Mrs S. Sharpe, Executive Headteacher, the responsibilities listed in paragraph 3.2 above, are delegated to Mrs M. Newbury.

The health and safety of all the children is of paramount importance and this is reflected in the attitudes and practices of the staff at Golden Flatts Primary School. High levels of supervision at 'movement' times and vigilant supervision at playtimes/lunchtimes will ensure that accidents are minimized.

6. Specific Provision

The School Governors, Executive Headteacher and Head of School will take all reasonable and practicable steps to meet their responsibilities in respect of health and safety in the school. In this regard, particular attention will be paid to the provision and maintenance of the following:-

7. Accidents

All accidents/injuries are to be logged in the accident book located in the Secretary's room. Parents are to be informed as soon as possible if the injury is related to the 'head'. If contact cannot be made a letter will be sent home with the child.

Depending on nature of the injury the designated 'First Aider' will provide advice on treatment. If the injure is such that hospital treatment is required, we will endeavour to contact parents and an ambulance will be called. A member of staff will remain with the child until the parent arrives.

8. Illness

The teacher will make an assessment of the child's complaint and refer to the Head of School or Assistant Headteacher if it is felt the child will need to go home. We will endeavour to contact a parent/ guardian/carer so that the child can go home. Otherwise the child may remain in either the classroom or administration area, under supervision.

9. Medicines/Tablets

- Staff must not accept responsibility for administering medicines and/or tablets to children.
- Wherever practical parents/ guardians are to take responsibility to administer medicines.
- If parents/guardians are unable to administer medicines then the secretary, Executive Headteacher or designated first aider, may administer the prescribed treatment if parent/guardian has completed a medical declaration form.
- School staff must not administer non prescribed medication to pupils but ask parents to administer such medication before they come to school and after school.
- The Department of Health have advised that **under no circumstances** must asprin be given to pupils under the age of 12 years.
- Parents are requested to register any medical problems when the child enters school or when medical problems become evident. They are requested to update this information when medication or treatment changes.
- The school secretary will hold a register of children, with medical problems. All staff will be made aware of the children registered. and any specific treatment which may be necessary (refer to relevant policies)
- Inhalers will be kept in the child's classroom either by the teacher or by the child depending on the age. They will be accessible at all times. (Refer to Asthma policy)
- If a pupil receives a bee, wasp or nettle sting immediate relief should be given by washing the sting with tap water and keeping pupil under observation. Any child who is known to have an acute allergy to such stings will be treated as advised by parents and medical practitioners.
- Before attending the first swimming sessions each year, a letter will be sent out to parents asking for an update on their child's medical condition.

10. First Aid

- First Aid boxes are located in the administration area, the Nursery and all classrooms They are accessible to all staff. These boxes can be identified by a white cross on a green background.
- Disposable gloves should be worn at all times when dealing with accidents resulting in external bleeding. (All teaching areas have a packet of disposable gloves).
- The Health and Safety representative will inspect the first aid boxes, each week, and any deficiencies replaced or an order requested.
- Any member of staff using the boxes, who finds a deficiency, should inform the Health and safety Representative or the School secretary as soon as possible.

11. Fire

- The Executive Headteacher will liaise and co-operate fully with the Fire Brigade to ensure that the premises are safe.
- The fire-fighting equipment is regularly checked to see that is tested to ensure it is safe and correctly sited. Each piece of equipment should be labelled with the latest test and tested signature.

- Fire extinguishers are located at strategic points around the school. All staff should familiarise themselves with them.
- The Site Supervisor regularly tests the fire bell, every Monday morning, to ensure it is in working order.
- A fire drill is to be conducted every half term. This may, or may not be expected by the staff. However, the first in the autumn and spring terms will be conducted with the staff's prior knowledge so as to prepare the new starters to the procedures.
- Staff should ensure that all Fire doors are kept closed, but not locked.
- If a fire is discovered, the staff are reminded that it is their first duty to raise the alarm and then vacate the building, escorting the children to safety via the nearest safe exit. All doors should be closed to prevent the fire spreading.
- All classes have a fire regulation sign on the classroom wall.
- Assembly points are on the large junior playground and the 'pencil pots' grassed area near the Nursery entrance.

12. Fire Drill Procedures

- The fire alarm will sound a continuous ring and the premises must be evacuated quickly and quietly from the nearest, safe exit.
- Coats and all personal belongings will be left behind.
- The Assembly points are in the large junior playground and the grassed area near the Nursery entrance.
- The secretary will take the class registers and visitors book to the assembly points where the children will be counted.
- If a child is missing the Head of School and Executive Headteacher will be notified immediately. If a there is a fire the Executive Headteacher will liaise with the Fire Brigade and Police.
- Once the Head of School declares the building to be safe, the staff and children may re-enter. In the case of a Fire the Head of School may have to make arrangements for the children to be sent home.
- There are specific duties of some members of staff relating to checking certain areas including toilets.

13. Emergencies at lunchtime/ after school hours

- In the event of an emergency at lunchtime the supervising staff will instruct the children to quietly leave the building by the nearest safe exit and go to the assembly points.
- All members of staff to go to the assembly point and meet their children and check the registers as during a fire drill.

14. Security

- In order to ensure that unauthorised persons do not enter the building, the main entrance is to be locked at all times. The Nursery entrance has a bell system and keypad.
- All outside doors used by children cannot be opened from the outside although they are easily opened from within.

- All outside doors not used by children are to remain locked.
- Children are instructed not to open the outside doors to visitors but to inform a member of staff.
- Visitors are requested to use the main entrance and to 'sign in' and 'sign out', giving time of arrival and departure. They will wear a badge for identification. Visitors not wearing a badge will be challenged. The Executive Headteacher will exercise the right to prevent access if this is desirable.
- Any parent/guardian wishing to remove a child during school hours, for whatever reason, must report to the administration area. The school secretary will then go for the child, after Executive Headteacher has granted permission.
- Any breeches of the school procedures or any incidents causing concern should be reported to the Executive Headteacher, Health and Safety Representative or Site Supervisor and recorded.

15. Control of Substances Hazardous to health (COSHH)

It is required of all employees that they carry out a risk assessment of and substance they might use that is may be hazardous to the health of staff and pupils. Assessment has two phases: -

- Evaluate the risk of the substance
- Establish what must be done to meet COSHH requirements.

The COSSH file is situated in the main school office with the Health and Safety Resources.

- The Site Supervisor will ensure that any cleaning fluids will be locked away. Inaccessible to children.

16. Electrical Equipment

- All electrical equipment should be switched off at the mains when not in use.
- Electrical equipment will be maintained under the cyclical maintenance agreement. Staff will undertake visual checks of minor equipment as they use it. Any defects to be reported to Subject Co-coordinator, Health and Safety Representative, Executive Headteacher or Site Supervisor who will withdraw equipment from use until repaired.
- Staff must note that any personal electrical equipment brought in from home is prohibited unless checked during the cyclical maintenance.

17. Safety in the curriculum

Certain curriculum areas carry some potential for risk. The management of the safe practice within these areas is the responsibility of the Executive Headteacher, curriculum co-ordinator and the class teacher. Co-ordinators will be best placed to offer detailed safety guidance as part of the curriculum policies, through professional development and consultations.

The following table identifies those areas, which carry additional potential risk and offers sources of additional information relevant to their management.

Curriculum area	Sources of Additional information
Science	• CLEAPS publications • Be safe in Primary Science (A.S.E) • Cleveland Science Safety File. All located in Science resource area.
Physical Education	• Safe Practice in PE (BAALPE)
Educational Visits	• School Policy

18. Environmental Control

The buildings need to be maintained to ensure they are safe, comfortable and conducive to effective teaching and learning.

- Lighting should be adequate
- Temperatures in buildings should be above 18C
- A Site tour will take place each term by the Executive Headteacher, Health and Safety representative, Site Supervisor and representatives of the Buildings and Sites Committee. Any structural defects will be recorded.
- Any faults compromising health and safety should be reported immediately to the Executive Headteacher, Health and Safety Representative or the Site Supervisor.
- 'Health and Safety' will be on all Staff meeting agendas. Any concerns will be logged and the information passed on to the Site Supervisor so that action can be taken.
- The Site Supervisor has an action book where any faults/ defects are noted and the actions undertaken to rectify the problem.

19. Personal Safety

- All members of staff working at Golden Flatts Primary School have a duty to work with regard to their own, and others, safety. This involves the implementation of advice and guidance, and following clearly established procedures.
- Staff are requested not undertake any manual handling activity which might conceivably cause them harm. They should not ask children to do the same.
- Stepladders and kick stools are provided throughout the school. Tables and chairs are not to be used for climbing or reaching objects above normal head height.
- Physical restraint of pupils should only be undertaken if a child is causing an actual or potential risk to themselves, other children, staff or school property. Any restraint must be a last resort and employ the minimum force necessary.
- In cases where staff feel that personal safety is, or may be, compromised then a colleague should be informed immediately.
- The Executive Headteacher ensures that all staff are secure during parental consultations.
- Violence towards staff is logged on an incident report form.

20. Sub-contractors working on site

All subcontractors working on the school site have a responsibility to be mindful of their own Health and Safety and should also be aware of the school's policy regarding this

- Vehicles and machinery should be left in a safe, secure place and only moved when children are not in the vicinity.
- All work should be left in safe order at the end of each work period. In cases of major work method statements detailing provisions for this should be made available to school.
- Subcontractors should report their arrival and departure on site to the School Secretary.
- Work carried out by grounds maintenance represents a hazard to children working on the school field. Notice should be given of an intention to work on the grounds and following this the children will not use the grounds in the vicinity as work progresses.

21. Child Protection

- The designated person with responsibility for child protection in our school is Mrs M Newbury (Head of School), who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- If any member of staff suspects that a child may be the victim of abuse, they should not try to investigate, but should immediately inform the Executive Headteacher.
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

22. Policy Documents

A copy of this policy will be made available to all staff. Copies will also be available for all supply teachers and students. Further copies will be available in the Governors Policy File. This policy will be reviewed and amended in August 2020, unless new guidelines are issues before that time.

As originally stated Health and safety considerations are of paramount importance at Golden Flatts Primary School. If the Staff is aware of any aspect of the school's operation which represents an actual or potential unacceptable risk this should be reported to the Head of School / Executive Headteacher.

23. Monitoring and review

Golden Flatts Primary School will review this policy annually via the Executive Headteacher, to ensure that all procedures are up-to-date.

Review Date: April 2021
Reviewed by: S. Sharpe
Approved by Governors:
Next Review Date: April 2022