



HEALTH & SAFETY POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett (Principal)

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POLICY STATEMENT

Sandon Primary Academy is committed to improving the health, safety and welfare of all of its pupils, staff, contractors and visitors.

The implementation of this policy will assist in reducing accidents and ill health, thereby contributing to reduced losses and liabilities for the school. Health and Safety at the school is given equal priority in relation to other key objectives.

The school aims to implement a high standard and improve on safety performance year on year with all accidents being investigated to not only determine the root and underlying causes but to prevent them reoccurring in the future.

The school will maintain an effective system of communication throughout the establishment and ensure that staff contribute to the policy implementation by reporting and, where possible, eliminating hazards.

The school has a number of staff involved in health and safety to ensure a robust and thorough approach. All staff are required to report any identified hazards and relevant persons are required to carry out suitable risk assessments, as well as implement and maintain measures to ensure potential risks are reduced as much as possible.

This policy will be reviewed annually or when required during the year.

INTRODUCTION

Sandon Primary Academy's Health and Safety Policy sets out the aims, responsibilities and strategies for ensuring and managing Health and Safety throughout the school.

The Academy Trustees and Senior Leaders are fully committed to the establishment and the maintenance of appropriate health and safety standards which will protect the staff and pupils in their charge, whilst at school.

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It is reviewed, added to, or modified on occasion and may be supplemented in appropriate cases by further documents relating to the work of the school.

The success of this policy depends on the active support of all staff members to achieve its aims.

AIMS

- *To provide a safe and healthy environment for children, staff and visitors of the school*
- *To ensure that all members of the school community understand their own responsibilities of maintaining a healthy and safe environment*

RESPONSIBILITIES

Responsibilities of the School Community

All members of the school community (staff, parents, pupils and Trustees) work towards the school aims by;

- *Being fully aware of their own responsibilities for maintaining a healthy and safe environment*
- *Being familiar with all instructions and guidance of safety within the school*
- *Using common sense at all times to take responsible care for their own safety and that of others*
- *Reporting any unidentified hazards to the Principal, site staff or health and safety team without delay*

Responsibilities of the Trustees, Senior Leaders and Health & Safety Team

The Trustees, Senior Leaders and other Health and Safety staff work towards the school's aims by;

- *Ensuring that safe work practices and procedures are applied within school*
- *Conducting regular checks and inspections to ensure a safe and healthy environment is maintained*
- *Establishing and maintaining a system for reporting, recording and investigating of accidents and ensuring this is applied rigorously*
- *Ensure that all members of the school community are aware of their own responsibilities*
- *Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken*
- *Ensuring that staff are familiar with the Health and Safety Policy of the school*
- *Facilitate safety training*
- *Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified*
- *Ensuring that there are arrangements for a speedy evacuation of the buildings in case of fire or other emergency*

Responsibilities of the Principal

The Principal works towards the school's aims by;

- *Taking responsibility for the day-to-day operations of the Health and Safety Policy*

Responsibilities of Teaching and Non-teaching Staff

Teaching and Non-teaching staff work towards the school's aims by;

- *Taking responsibility for the safety of pupils in their care*
- *Exercising effective supervision of pupils*
- *Understand the procedures regarding evacuation and how to carry them out*
- *Promoting a practice of safety consciousness amongst children in taking reasonable care for their own and others safety*
- *Being good role models – vigilant and careful*
- *Taking quick and firm action to ensure children are not allowed to jeopardise their own or others safety*
- *Making sure risk assessments are carried out for off site visits*
- *Providing opportunities for children to discuss appropriate health and safety issues in a suitable manner*

Responsibilities of Pupils

Pupils should work towards the school's aims by;

- *Developing a growth and understanding of health and safety issues*
- *Conducting themselves in an orderly manner with respect for others*
- *Taking growing responsibility for maintaining a safe and healthy environment*

Responsibilities of Parents

Parents should work towards the school's aims by;

- *Ensuring that children attend school in good health*
- *Providing prompt messages or phone calls to explain all absences*
- *Providing support for the discipline within school and the teachers' role*
- *Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others*
- *Accepting responsibility for the conduct of their children at all times*
- *Ensuring that the school has up to date contact addresses and telephone numbers*
- *Allowing children to take increasing personal and social responsibility as they progress throughout the school*

DEFINITION OF THE SCHOOL SITE

The site includes;

- *The main building*
- *Foundation building*
- *Children's Centre building*
- *The Cube building*
- *Playgrounds*
- *Playing Field*
- *Swimming Pool*
- *All external sheds, stores and play houses*

MEDICAL AND HEALTH

First Aid Provision

First aid training is regularly undertaken by members of school staff. First aid stations are located across the site at the following locations;

- *Key Stage 1 corridor near Year 1 and 2 entrance/exit*
- *Store cupboard by Key Stage 1 photocopier room*
- *Foyer outside site office*
- *Kitchen office*
- *Foundation building*
- *Swimming Pool*

Staff also have access to portable first aid kits for trips and visits. First aid stations and kits are regularly checked and stocks are maintained by the office manager.

Plastic, disposable gloves are available and all staff are advised to use them when dealing with bleeding or other cases of bodily fluids.

Reporting of Illnesses, Injuries and Accidents

Staff at Sandon Primary Academy (and Water Stars Swimming School) are required to record any injuries, illnesses and accidents on the relevant forms that are located with first aid boxes around school.

The forms must be completed and signed by a member of staff present at the time of the illness/injury/accident and taken to a Senior Leader to be signed. The form must then be photocopied and the original given to the parent – with a copy kept by school. This is typically accompanied by a phone call or message to the parent or carer to inform them of the event - depending on the severity/location of the injury.

For more serious situations, the illness/injury/accident is logged on an *injury, incident or near miss form*. This form is then sent to the Local Authority Health and Safety Team.

Accident forms are periodically reviewed and analysed for any patterns. Actions are then put in place to reduce the risk of reoccurrence where appropriate.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed in the relevant ways.

Contacting Parents or Carers

The Principal or a Senior Leader in her absence will be contacted immediately if;

- *A child is unwell or upset and unable to continue with the normal activities of the school day*
- *Requires further medical attention beyond simple first aid administered within the school*

Administration of Medicine

Sandon Primary Academy will administer prescribed medication (if in original container, clearly labelled with name and dosage) to children upon the request of parents, however, they are advised to, whenever possible make arrangements for children to take medication at home rather than in school.

Parents must provide any medication to the school offices (not the class teacher) and complete an *administration of medicine form* (each time there is a variation in the pattern or dosage a new form must be completed).

It is common practice that medicine will only be administered if prescribed to be taken at least 4 times per day, however it is at the Principal's discretion to administer medicine that is prescribed for less than the above.

All medicines administered on site are recorded, detailing; the member of staff administering, the date, time and dosage on both an individual pupil log and a general log for all pupils by date.

When necessary a parent can come into school to administer medicine.

Sandon Primary Academy may administer Calpol or similar products to an unwell child during the school day if supplied by the parent/carer (or the school has its own) and verbal consent is obtained first.

Storage of Medication

Medication is stored in the school office or Foundation office in a suitable container/fridge (with access strictly controlled) with the exception of emergency medication such as asthma inhalers and epipens which may be kept in the child's classroom or other appropriate locations.

Special Medical Conditions

Medical Care Plans are stored for all children with a medical condition that requires monitoring and or instruction in school (e.g. diabetes, epilepsy etc.).

It is the responsibility of parents to inform the school of any changes to these care plans or of any new medical conditions.

The school office is responsible for liaising with School Nurses to ensure care plans are accurate and for the distribution of this information to relevant staff members.

Staff undergo specific training in relation to certain medical conditions by a health professional as appropriate.

Allergies

Parents are responsible for informing the school upon start date of any known allergies or any thereafter. The school office updates and maintains pupil lists for each year group that detail any allergies to ensure all staff have a reference.

Medical Emergency

Each classroom at Sandon Primary Academy has an 'emergency triangle' enabling any pupil (either under the instruction of staff or if staff member incapacitated) to raise the alarm by taking the triangle to another member of the team. The triangle alerts to the location of the situation.

In a medical emergency the school office should be contacted immediately to call for emergency services followed by the Principal and/or Senior Leader.

Upon calling for an ambulance, a parent/carer should be contacted to escort their child to the hospital. If this is not possible, the child should be accompanied by two members of staff.

In a non-emergency situation, staff can transport a child but should ensure that they have the correct insurance cover or a taxi should be used.

Emergency Contact Information

Emergency contact information is kept for each pupil in the school office and on the SIMS computer system. School office staff strive to maintain up to date information to ensure contact can be made.

All staff should make it their responsibility to familiarise themselves with the location of the paper contact details file should it be required.

Smoking

Sandon Primary Academy has a strict no smoking policy.

SLIPS TRIPS AND FALLS

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes regular hazard spotting inspections.

Staff are encouraged to be aware of potential hazards at all times and to report them immediately.

HYGIENE

It is the responsibility of the Principal and any delegated staff to monitor the cleanliness of the buildings.

All staff are responsible for encouraging good hygiene habits in the children with particular emphasis being placed on hand washing and good respiratory hygiene with hand sanitiser also used regularly. Frequently touched surfaces are wiped routinely.

FOOD TECHNOLOGY

Staff must be satisfied that any tasks undertaken in the cooking room are appropriate for the pupils concerned. Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

Risk assessments are in place for the use of the cooking room including its contents. Fire extinguishers and a fire blanket are accessible.

CLASSROOM SAFETY

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider;

- *The proper supervision of the children in their care*
- *Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses etc.*
- *Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible.*

- *When discussing the behaviour of pupils', considerations of personal safety and the safety of others should be paramount*

FIRE SAFETY AND PRECAUTIONS

For more information, see the Evacuation Policy.

Sandon Primary Academy maintains active monitoring to ensure evacuation routes and exits are kept clear at all times. Competent persons carry out regular checks to ensure the maintenance of emergency lighting and alarms.

Fire alarm call points and extinguishers are located throughout the building at or near the entrance/exit of each area. All staff should note the position of alarm points and fire equipment in the areas in which they normally work. Staff complete online training and understand that on discovery of a fire they must raise the alarm upon leaving.

Each room has a fire notice detailing the nearest evacuation route. All staff should note the instructions given in regard to the areas of the school in which they work.

All staff must ensure that doors and corridors are not obstructed and that fire doors are kept closed when not in use.

A log book of incidents relating to the Fire Alarm system is kept near the alarm panel. The Site Manager is responsible for ensuring that entries are kept up to date.

Any pupil with special needs must be given consideration as to whether they require a Personal Emergency Evacuation Plan (PEEP). This will need to be devised with the teacher, Principal, SENCO and Health and Safety team if required.

A fire risk assessment has been produced by an external company.

Fire Drills

Fire drills are held at least termly and will on occasion include:

- *The blocking of an exit*
- *The removal of a child to test effectiveness of register checks*
- *Lunchtime drills*

Responsibilities during Evacuations

It is an expectation that all staff are aware of their roles and responsibilities during an evacuation as well as the location of the evacuation points and evacuation routes. For locations of the evacuation points see separate fire evacuation policy.

Responsibilities of Principal and/or Vice Principals

- *Supervise evacuation*
- *Liaise with emergency services*
- *Liaise with Fire Wardens*

Responsibilities of Administration Staff

- *Collecting visitors and contractors book and evacuation contact details*
- *Checking visitors accounted for*

Responsibilities of Teachers/Teaching Support Staff/Key Workers

- *Safe evacuation of pupils*
- *Knowledge of no. of pupils present and absent in their class each day*
- *Collection of medication*
- *Roll call*

Fire Wardens

- *Check of building if safe to do so*
- *Report findings to Senior Leaders*

All visitors to the school are advised to familiarise themselves with the fire evacuation information provided to them.

SECURITY (SAFEGUARDING)

General Security

- *All staff and children are encouraged to be aware of strangers on the premises*
- *Visitors and contractors must sign in before visit can commence and receive a visitors' badge if necessary. Ideally visitors must book appointments in advance*
- *All relevant external gates are closed during the school day and entrance into the main building from the school office requires access to be granted via electronic switch or ID badge*
- *CCTV is in use around the school as a deterrent and as a means of evidence in breaches of security*
- *The main car park for parents and visitors is manned between 08:45 and 09:15 and 14:45 and 15:15*
- *After school clubs typically require exit via the school office*
- *Blinds are installed in all windows for security and are closed each night*
- *Money on site is kept to a minimum with an electronic payment system being the main method of payment*
- *Money is counted in a locked office and is not left unattended*
- *Records are kept of any acts of vandalism or theft*
- *Damages are quickly repaired and areas secured until safe*
- *Incidents are reported to the police and local authority as necessary*
- *Computer backups are stored off site*

Key holders

The school maintains an up to date list of key holders who will be contacted in the event of an alarm sounding. The list is as follows;

1. *Site Manager*
2. *Site Supervisor*
3. *Principal*

Access to the swimming pool outside of school hours is by Water Stars Swimming School who have access to the external site gates at the front the property and to the pool building / office.

Security Outside of School Hours

Parents are actively encouraged to report any suspicious activity to the police.

Key holders addressing an alarm outside of school hours should;

- *Always assume an alarm is genuine*
- *If possible, speak to anyone who has drawn your attention to the alarm or incident in order to find out any information*
- *Ensure they take a torch and personal attack alarm*
- *Take a mobile phone*
- *Look outside your own home before leaving in case somebody is observing you*
- *Tell someone where you are going and how long you are likely to be. If police are attending the incident, then wait for them to arrive before entering*

A callout box is placed each night upon lock up by the entrance – it contains a torch and personal attack alarm.

If police are not attending, key holders should;

- *Never confront an intruder or approach or enter a building if you think an intruder may be inside – call the police and wait*
- *Do not enter or approach the building on your own if you are concerned for your own safety*
- *Check from outside of the school and at a distance for any signs of intrusion*
- *Check whether there are any unexpected vehicles in the area*

Lone Working and Personal Security

Lone working at Sandon Primary should be restricted to site staff only. However, if occasions arise whereby site staff have to go off-site, the following precautions should be taken;

- *Tell somebody where you are and what time you will be home*
- *Ensure that entrances are secure – that the main entrance is locked and that you can get out of another door in the event of an emergency*
- *If you are the last member of staff to leave, ensure the door locks behind you*
- *If anyone suspicious attempts to enter building call the police from a safe location*
- *Always be alert on leaving the building and site*

End of Day Procedures

Site staff are responsible for securing the building each night before vacating the premises. Responsibilities include; checking all windows and doors are locked, alarm is set and blinds are closed.

Site staff responsibilities for securing the building can be found in the site checks folders in the site office.

Violence at Work

All staff must report to the Principal or Senior Leader any incident of aggression or violence (or near misses) directed to themselves from any source.

PERSONAL SAFETY OF PUPILS

Child Protection

All staff must act on any suspicion that a child may have been, or may be in danger of harm, abuse or neglect. In the event of any concern the member of staff must inform a member of the Safeguarding Team immediately. Refer to the Safeguarding & Child Protection Policy.

Physical Restraint of Pupils

The physical restraint of pupils must be avoided whenever possible. Any incident in which a member of staff has had to restrain a pupil (either for their own safety or the safety of others) must be reported to the Principal as soon as possible.

Any such incidents must be recorded in the *physical restraint of pupils file* by the member of staff involved and anyone who witnessed the event.

VISITORS

All visitors, contractors and volunteers to the school/swimming pool will be required to;

- *Report to the school office on arrival to show identification*
- *Sign in on the iPad*
- *Wear a visitors' badge and return it upon leaving unless ID badge already present*
- *Be made aware of emergency evacuation and health and safety regulations (on sign in process)*

Visitors are requested to only enter via the school office unless exceptional circumstances (decided by the Principal) require them to use another entrance.

CONTRACTORS

All contractors are expected to report to the school office and wait whilst a member of site staff is contacted. It is the responsibility of the Site Manager to inform the Principal/Senior Leaders of any contractors on site.

ACTIVE MONITORING

Active monitoring is carried out by staff at Sandon Primary Academy. Site staff carry out daily, weekly, monthly, termly, 6 monthly and annual checks to ensure standards are maintained.

Active monitoring involves site staff, senior leaders, members of the health and safety team and the Academy Trustees.

Reporting Hazards

A reporting of hazards / job sheet is situated in the site office and allows staff to report any hazards / jobs to the site staff. The log is checked daily for any new items to be addressed.

Snow and Ice

A gritting policy is in place that highlights the paths and routes that site staff will endeavour to clear in the event of snowy or icy conditions.

If it becomes impossible to keep these routes clear the Principal based on this information may take the decision to close the school.

Vehicle Movement

Vehicle movement at the front and rear of the site is actively monitored. The location of the pool and the putting green mean access is required to areas where vehicles may be present.

Access to the rear of the property is restricted. The Principal or Senior Leader should be informed if access is needed and assess the situation to see if suitable.

Adequate supervision should be in place when taking part in activities that involve areas where vehicles may be present. Children should be made aware of the dangers of not following rules and a strict behaviour policy should be in place.

SWIMMING POOL

The swimming pool is used on a weekly basis by children of Sandon Primary Academy and other schools and for outside of school hours swimming lessons (run by Water Stars Swimming School).

All relevant swimming pool information can be found in the **Normal Operating Procedures and Emergency Action Plan** document.

LEGIONELLA

Engie provide advice and has assisted with the preparation of the school's Legionella risk assessment.

ASBESTOS

Staff are encouraged to access to the asbestos register (a copy in the site office) and are encouraged to be aware of the possible locations of asbestos in the school and to avoid disturbing these locations.

All contractors must sign to say they have seen the register before starting work on site.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The use of hazardous substances at Sandon Primary are kept to a minimum. No substances classed as dangerous are stored in classrooms.

Staff must adhere to any instructions before use.

The cleaning cupboard remains locked during the school day and the key stored in the site office.

The site office contains suitable COSHH storage cupboards. The Site Manager (with support from site staff) is responsible for completing COSHH assessments for all hazardous substances used on site. The associated procedures and control measures will be enforced and funded.

HAZARDOUS SPILLAGE AND/OR BREAKAGE

Include; chemicals, bodily fluids, glass, crockery etc.

Incidents causing such a hazard must be reported to the school office and/or site staff to ensure incident can be dealt with immediately.

Staff must ensure that pupils and others are kept away from the area. Staff must take due care when dealing with the spillage/breakage and not put themselves at risk.

Glass should not be handled directly and staff should use disposable gloves when clearing up bodily fluids.

WORK EQUIPMENT

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given;

- *The installation requirements*
- *The suitability for purpose*
- *The positioning and or storage of equipment*
- *Maintenance requirements (contracts and repairs)*
- *Training and use of the equipment*

Staff must not use new items of work equipment unless they have read the instructions. A risk assessment must be completed for the equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance will be inspected by an approved contractor.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

ELECTRICAL SAFETY

The school has all portable appliances inspected and tested by a competent person at least every two years.

Personal items of electrical equipment should not be bought into school for use by staff or pupils unless prior agreement is made with the Principal.

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment should be labelled as **'FAULT: DO NOT USE'** and will be taken out of use immediately and will be replaced/repaired as necessary.

Risk assessments are carried out and updated annually or when necessary and highlight safety measures, such as; use of extension leads and the need to avoid trailing wires.

RISK ASSESSMENTS

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) are coordinated by the office manager and are approved by the Principal.

These risk assessments are available for all staff to view and are held centrally in the office.

Risk assessments will be reviewed on an annual basis or when the work activity changes – whichever comes first.

Educational Trips and Visits

Any external visit is carefully considered and researched and where possible preliminary visits are made. Appropriate risk assessments are carried out and E-VISIT is used to inform the LA of planned visits.

It is the duty of the lead member of staff to ensure all helpers are fully aware of what the visit entails and the school always seeks permission from parents beforehand (if the trip is local and permission is already on file parents are still made aware of the planned visit).

Portable first aid kits are supplied for external trips and should accompany the group(s) at all times.

HOUSEKEEPING

Sandon Primary has adopted a number of practices and policies that lead to a safe working environment and good housekeeping is practiced at all times.

- *Staff should ensure all spillages are cleaned up immediately in the correct manner*
- *All rubbish and waste paper are disposed of every day as to reduce the amount of combustible material*
- *All storage areas will be kept orderly, safe and provided with easy access*
- *The school premises will be cleaned to an acceptable standard daily by the cleaning staff*
- *Hygiene standards are of utmost importance*

MOVING AND HANDLING

Sandon Primary Academy recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries.

Pupils and staff must only lift equipment and furniture within their own individual capability. Manual handling training will be provided for appropriate members of staff.

Staff are actively encouraged to seek assistance from site staff for anything of a heavy or awkward nature.

WORKING AT HEIGHT

Working at height risk assessments have been completed for the school. Staff are aware that they should not be working at height and should consult with trained site staff when working at height is required.

DISPLAY SCREEN EQUIPMENT (DSE)

Staff who use computers including laptops must ascertain whether they are classed as users (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user (typically the office staff and IT Manager) must undertake a workstation risk assessment.

The office manager will be able to provide staff with a copy of the self-assessment form and run through the procedure.

PLAYGROUND SAFETY

Playground equipment and its use is supervised during all breaks throughout the school day and any lessons which involve its use.

Weather conditions are assessed daily by site staff and by teaching and support staff prior to breaks to ensure equipment is safe to use.

Staff supervising children at break times must ensure that they can observe all the children in the area. In the event of a staff member being fully engaged in a particular activity he/she must inform other supervisors.

All staff must take responsibility and be observant of potential threats, including open gates and unknown persons. Any suspicious activity should be reported immediately to the Principal.

Appropriate levels of supervision are maintained.

CONSULTATION WITH STAFF

A copy of this document will be made available to all members of staff. Staff will be required to sign to signal they have read, understood and accept the Health and Safety Policy at Sandon Primary Academy.

Any alterations made to the document will be notified to all staff.

Major changes to procedures affecting the work of individual or a specific group of staff will be discussed prior to implementation.

REGULATIONS

This policy is written in line with the below regulations;

- *The Health and Safety at Work Act 1974*
- *Manual Handling Operations Regulations 1992*
- *Personal Protective Equipment Regulations 1992*
- *Health and Safety (Display Screen Equipment) Regulations 1992*
- *Workplace Health, Safety and Welfare Regulations 1992*
- *Electricity at Work Regulations 1989*
- *Control of Substances Hazardous to Health Regulations 1994*
- *Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations 1997*