



## **HEALTH, SAFETY AND WELFARE POLICY**

### **Adopted by the Governing Body of Dunkirk Primary School:**

<b>Approval:</b>	<b>F&amp;GPC: October 2017</b>
<b>Review:</b>	<b>In accordance with LA</b>
<b>To be reviewed by:</b>	<b>Heidi Hollis</b>
<b>Committee responsible:</b>	<b>F&amp;GPC</b>

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain a safe and healthy place of work for employees
- To ensure that pupils and other non employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide a safe boiler plant room and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

This policy has been brought to the attention of all employees and is kept readily available on the school server and a hard copy available from the office on request.

#### **Reference**

*The main source of health and safety information is provided in the Children's Health and Safety Guidance manual which is available via the internet:*

- <http://intra.nottinghamcity.gov.uk/saferschools>

#### **Communication**

Effective communication between the Head Teacher and employees is ensured either face to face, through regular staff meetings, with updates provided by email and all policies and procedures available from the school office and on the server. The Health and Safety notice board also provides relevant information.



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### **RESPONSIBILITIES**

#### **DUTIES OF THE HEAD TEACHER**

The Head Teacher is responsible for:

- Taking the lead in the promotion of an effective health and safety culture
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and LA guidelines are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues (health & safety notice board, regular agenda item at Business meetings with action identified)
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Enable staff to access documentation e.g Whistleblowing policy in staffroom
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

#### **DUTIES OF THE GOVERNING BODY**

The Governing Body, in consultation with the Head Teacher will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually



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- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements

**Reference:** The Governance Handbook (2015)  
Health & Safety: Responsibilities and Powers (DfES)

### **DUTIES OF LINE MANAGERS**

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and Children's Services Guidelines
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

### **DUTIES OF THE SITE MANAGER**

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.



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- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries are made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties as requested via the SERAM database in accordance with legionella management techniques

### **DUTIES OF ALL EMPLOYEES**

As employees, all members of staff have a duty in law to work safely and not put other persons at risk. All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager, Site Manager and/or Head Teacher
- Follow the NCC Educational Off-Site Visits guidance and own school Off-Site Visits Policy where full responsibilities are outlined
- Ensure risk assessments are carried out for activities as required
- Ensure all safeguarding agreements are followed, including with regard to volunteers in school
- Keep their own workplace in good order i.e. clean, tidy and free of obstructions and slip/trip hazards
- Contact a union if the employee wishes

All staff are encouraged to participate in improving health, safety and security within the school by making suggestions on these matters to the Head Teacher, and to foster safety consciousness and good practice amongst all pupils and other employees. Identified school staff receive a one day Paediatric First Aid Training and Certificate (including TAs and Midday Supervisors). First Aid training is renewed on a rolling programme. In addition, the school has 2 named First Aiders who has received extended training.



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All employees are informed of their responsibilities during their induction.

### **ARRANGEMENTS**

#### **Accident Reporting and Investigation and First Aid**

Accidents to **employees** are dealt with in accordance with Guidance and Information Sheet No. 48.

Accidents to **pupils and non employees** are recorded as laid down in the Children's Services Health and Safety guidance.

***All accidents will be fully investigated with the member of staff involved, the cause identified and action taken to prevent a re-occurrence where appropriate. This will be logged or reported as appropriate and shared with all relevant staff. Serious accidents should be recorded with the support of an office manager on the Local Authority on-line reporting site.***

Reported accidents are monitored termly by the Head Teacher as part of the school's risk assessments to identify any trends e.g. same pupil or accident in the same location and discussed at FGP committee. Outcomes and actions are identified and shared. Any action taken by the Head Teacher may include a new procedure to be implemented or a repair to the building or contents. The situation causing the accident should be monitored through regular and ongoing risk assessments.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (revision). This is through the LA on-line reporting portal. This form should be completed by the member of staff and the office manager.

#### **First Aid (GI49/55) and Accidents**

The following procedures apply to Dunkirk primary School:

##### **During Playtimes and Lunchtimes**

- First Aid kit will be worn by staff on playground duty and is administered on the playground
- First Aid is given at the designated First Aid point in the playground during lunchtimes
- A member of staff on duty must administer and supervise any first aid treatment given or send for help if needed
- An accident or injury that requires minor treatment using the school's first aid will be entered in the First Aid Log Book by the member of staff who has treated the child



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- If a child has any accident or injury reported to the class teacher or TA, an Accident Report Slip will be sent home with the child. This includes **all** head related accidents, however minor
- A second opinion can be sought from the First Aider or a senior member of staff
- The school has a policy of informing parents/carers if the teacher or member of staff treating the child decides this is necessary. If unsure, always contact the parent/carer. All facial injuries must be reported to the parent or carer. If the parent/carer cannot be contacted, the teacher must inform the Head Teacher or senior person responsible and a decision will be made about the appropriate action to take
- Where a more serious accident or injury occurs to a child, the parent/carer must be informed as soon as possible as well as the Head Teacher. An Accident Report Form must be completed and given to the Head Teacher
- If hospital treatment is required and the parent/carer cannot be contacted, the child must be accompanied by a member of staff. An Accident Report Form must be completed and given to the Head Teacher

### During Class Times

- If the injury cannot be dealt with by the class teacher or TA, the child should be taken by an adult to the First Aider or send a child to request the help of the First Aider, Headteacher or office/Family Mentor (the Deputy Headteacher in the absence of both, or Assistant Headteacher). The same procedure then applies

The First Aid Log Books are regularly monitored by the First Aider with termly monitoring reported to the Head Teacher and F & GP Committee.

The First Aider regularly checks First Aid boxes, orders supplies and ensures these are kept well stocked and all staff have the responsibility for reporting shortages to the First Aider. The main first aid kit is kept in the disabled toilet at Highfields Campus and in the staffroom at Abbey Campus.

Arrangements are in place for the dealing with bodily fluids.

All school staff employed prior to September 2014, including lunchtime staff, have been trained in paediatric first aid. The school's named First Aiders are **Sue MacDonald-Preston (Abbey Campus)** and **Yvonne Williams (Highfields Campus)**.

First aid facilities are provided at all times employees are at work during normal working hours.



## **HEALTH, SAFETY AND WELFARE POLICY**

Updates taken from the following government standards:

**Managing medications on school premises  
(Supporting pupils at school with medical conditions DfE Statutory guidance April 2014)**

**Statutory Framework for the Early Years Foundation Stage 2014  
(Setting the Standards for Learning, Development and Care for children from birth to five)**

The following members of staff have volunteered to supervise a child taking medicine:  
Headteacher, Deputy Headteacher, Family Mentor, Office Manager and First Aider.

If a child requires medication in school, it is the parent/carer responsibility to bring the medication into school via the office to complete a parent/carer request for dispensing of medicine form.

Under no circumstances will information regarding a child's medication be discussed over the phone or via email.

All medication to be given in school has to be prescribed from the GP.

Records are kept of all administration of medication on the reverse side of the parent/carer request for dispensing consent form. These forms will be kept in the First Aid Room in a folder.

Any concerns please contact Yvonne Williams or Susan McDonald Preston

### **Asthma**

All children with asthma have immediate access to their inhalers (including off site visits).

All members of staff have a list of pupils in school who are asthmatic and this information is made available to supply staff. It is the parents' responsibility to keep the school informed about medication and when this is needed. It is expected that most children will be able to administer their own inhaler but some young children may need supervision and support by named staff above.

For further information and guidance about asthma, please refer to the Asthma Policy.

### **Infectious Diseases**

A list of infectious diseases is kept on the staffroom Health and Safety notice-board and should be reported to the Head Teacher who will report this to the Health and Safety Department. If in doubt, please check with the Head Teacher.

### **Individual Health Plans**



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From time to time, we have children on roll who have an Individual Health Plan, usually as a result of more serious or urgent health needs. This plan is held with the class teacher, with copies also on the Health and Safety notice-board in the staffroom.

### **Other information**

All classes and other key areas of school have a bottle of hand disinfectant. This enables all pupils and staff to clean their hands when access to the sinks/water is difficult.

Further information about any health related matters can be obtained from the school nurse who regularly visits school or by speaking to the school office.

### **Lone Working (GI28)**

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height. Employees must have their mobile phone charged and with them for lone working at school and off premises (e.g. PPA)

### **Manual Handling (GI10)**

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Training on safe manual handling of inanimate objects is available from the Safety Advisers.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided on the schools' website.

Reference: Safer Manual Handling leaflet prepared by the Safety Advisers.

### **Off-Site Educational visits**

The Off-Site Visits Co-ordinator (OVC) is **Dani Barrett**; please refer to separate policy and guidance.



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The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Children's Services Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – ☎ 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ☎ 9476202.

Reference: The Educational Off-Site Visits Guidance (LA) and school's Off-Site Visits Policy.

### **Playground Safety**

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager and/or Head Teacher.

The inspection by Governors also includes inspection of the playground and accidents are monitored by the Head Teacher.

Staff on duty always check that gates are closed and patrol the whole playground area.

The Site Manager is responsible for gritting access paths/areas of playground as appropriate and agreed with the Head teacher.

The teacher on duty will decide if it is too wet for the children to play outside.

Children are always supervised when going to or from the school field. Midday Supervisors have a separate procedure for taking children to the field at lunchtimes which can be found in Appendix 1.

A mobile phone should always be taken on school outings and when using the field in case an emergency arises.

### **Risk Assessments**

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the Risk Assessments folder on the server. We have used the generic risk assessments designed by the Safety Advisers.

Training courses on carrying out risk assessments are provided by the Safety Advisers Unit.

### **Safety Education**



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Arrangements are in place for safety education to be included in the curriculum. The establishment of a school council helps to raise awareness, and to promote ownership of health and safety issues.

Safety in the curriculum subjects, of science, ICT, technology and design, art and PE can be found in the curriculum policies.

### **School Council**

The school has an active school council at each campus, who help to raise awareness and promote ownership of health and safety issues.

### **Security Arrangements (see Security policy)**

#### **Site Security**

The Site Manager and Assistant Caretaker are responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding.

The premises are secured by an alarm system that has been extended to cover all areas of the school. The response to alarm activation is covered in the Lone working procedures.

Key holders are:

Head Teacher and Site Manager. The school buys back a service to respond to all emergency call-outs.

The following procedures apply to Dunkirk Primary School:

- Access to the school building is through the main entrance which has a security coded lock and door release operated by the office staff.
- All staff wear identity badges at all times and have signed in using 'Inventry'.
- All visitors must report to the office, sign in on 'Inventry' and wear their own or a school visitor's badge.
- Children are made aware of these procedures and are told to report anyone in school without a badge to a teacher.
- All other external doors are accessed using an electronic fob, held by school staff
- All external gates (except the front access gate) are locked by 9.15am and visitors during the school day have to use the main entrance, report to the school office and sign in.



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- Highfields gates are re-opened at 3.15pm and Abbey gates at 3:00pm.
- There is no public access to any playground or the school field.
- The car park and front gates close automatically during the school day to ensure that young children cannot wander off the school premises.
- All children leaving school during the school day, are directed by their teacher/office staff to sign out at the school office.

### **Security of Possessions**

Staff have responsibility for their own money and property. The LA provides additional insurance cover (at a cost) for vehicles parked on school property or used for school business. The school cannot be liable for damage, loss or theft.

Staff have responsibility for ensuring that school money is kept securely locked in the school safe and valuable or desirable school equipment is kept securely locked in the school's strong room or other designated secure place. Money is only insured if kept as above.

### **Sun Protection (GI6)**

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary. All children are encouraged to bring their own named water bottle and there are drinking fountains in the school playground.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Some limited shade is provided on the school playground via canopies.

### **Work Related Stress**

Please refer to the school's Stress Management Policy for further information or speak directly to the Line Manager, Deputy Head Teacher or Head Teacher.

The Head Teacher is responsible for controlling work-related stress issues and for carrying out a general risk assessment. A free counselling service is available for NCC employers.

Staff are encouraged to report any concerns to the Head Teacher at an early stage.

### **Supervision**



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Pupils are supervised during all activities throughout the school day. These are monitored by the Head Teacher and all staff within school and are based on the significant risks identified by the LA and school. Risk Assessments are carried out when a risk is identified by a member of staff, Governor, parent or child, as appropriate.

Children are always encouraged to move around school sensibly and safely i.e. walking in the school building.

Children do not enter the school building unsupervised before 8.55am and are always met on the playground at the end of each break so that children are escorted safely into school.

It is the class teacher's responsibility to ensure that all children are supervised out to play at the end of teaching sessions. It is their responsibility to follow up any incidents that may occur. Children are occasionally allowed to stay in school (usually no more than two) to do a particular task for a staff member, who takes responsibility for their safety.

For off-site visits DfE guidelines are followed regarding supervision levels. Safety on school outings is outlined in "Guidelines for Off-Site Educational Visits and Activities in the UK" a copy of which is available online.

### **Use of Vehicles**

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found on the school's server or in the on-line H&S manual.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

### **Vehicle Movement in School Grounds**

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Only authorised visitors are permitted to use the car park. Car park gates are now automated and will remain closed at all times during the school day unless access from authorised people is required. In addition, the main car park gates at Highfields Campus are closed between 8.45am and 9.15am and again between 3.00pm and 3.45pm. Foundation stage children and their parents / carers use



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the Children's Centre gate for access to Willow class at all other times. At Abbey campus the gates are closed between 3:00pm and 3:30pm at the end of the school day.

A zebra crossing and crossing signs are in place on the Highfields drive and children are taught to use these from the earliest age.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

### **Violence**

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

Nottingham City Council has adopted the Health & Safety Executive's (HSE) definition of violence:

***'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.'***

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teacher. This Violent Incident Form must be completed and sent to the Health and Safety department of the Local Authority if any child harms an adult, whether intentional or not.

Individual Risk Assessments are carried out, when appropriate, for SEND children who may also have an individual Handling Plan.

A poster is displayed in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required.

### **Waste / Litter Management (GI29)**

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.



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A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

### **Welfare facilities**

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day. All children are encouraged to bring their own named water bottle and there are two drinking fountains in the school playground.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

### **Working at Height (G19/54)**

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the hall, window cleaning and putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders. Appropriate training has been provided in the use of this equipment.

Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

### **New and expectant mothers (G16)**

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee. A generic risk assessment form is issued by Human Resources.



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### **Training**

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using the checklist provided by the Safety Advisers which can be found in the Children's Services Health and Safety Guidance. New employees are adequately supervised, as required.

### **Monitoring and Review Arrangements**

In addition to what has already been outlined:

1. Health and Safety issues are monitored through effective communication with employees
2. Responsibility for overall health and safety issues lies with the Finance and General Purposes Committee who carry out an annual joint inspection of the buildings and site, with the Head Teacher and/or Site Manager, report their findings and draw up an appropriate Action Plan.
3. A Health, Safety and Security Governor has been identified, with appropriate training provided where necessary. Staff, parents, Governors and visitors can raise issues with this representative or with any member of school staff who will report to the Site Manager or Head Teacher as appropriate.
4. Arrangements are in place for the annual inspection of PE equipment by a specialist company.
5. The Head Teacher has day to day responsibility for all health, safety and security matters in school and carries out risk assessments as appropriate. The Head Teacher has received training and attends any relevant meetings or courses.
6. The health, safety and welfare policy is reviewed annually.
7. All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.
8. There is a copy of the Whistle Blowing policy in each staffroom and an electronic copy kept in the office.

### **Conclusion**

Health, safety and security for the protection of all school staff, children and visitors liable to be affected by the operations and activities of this school, is of paramount importance.



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The provision of safe premises and equipment, together with effective management of school activities, ensure that health, safety and security risks are minimised.

All staff will sign to indicate they have read this policy and understand their responsibilities.

This Policy has been agreed by all members of the school staff and approved by the Governing Body. It will be reviewed annually by the F and G P Committee. Please also refer to the Annual Health and Safety Report.

### Appendix 1 Procedure for Taking Highfields Children to the School Field 2016

Children will not be taken to the school field at morning break.

#### Lunchtimes

The field should be used as much as possible during lunchtimes and decided by the Senior Midday Supervisor. The following procedure has been agreed:

- Most children will be taken over after their dinner by **two MSA's**
- One MSA will walk at the front of the children and one at the back – staff must always be vigilant at all times when walking between school and the field
- A Teaching Assistant will accompany this group
- A mobile phone must be taken so that assistance from teaching staff can be requested if necessary
- One MSA will then stand by the playground gate to ensure no other children go to the field unaccompanied
- When all children have finished eating, they will go together with the remaining two MSA's
- One member of staff must **always** stay by the field gate and under **no circumstances** must children be allowed to return to school unaccompanied.
- Children who need the toilet will always be accompanied in small groups by an MSA
- A first aid kit and mobile phone will be taken

Class teachers will meet their classes on the school field at 1.25pm PROMPT and escort their own class back to school, ready for a 1.30pm start.

#### Off Campus

Classes to be escorted by their teacher (and TA/other adult if possible) in the same way as for any other outing; in pairs with the teacher having sight of the children at all times and ensuring two sensible children are leading and wait at regular intervals. Number checks must be completed at start and end of travel. Off site risk assessments must be completed, including generic local visits.



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Children are not allowed to return to school unaccompanied and a mobile phone must be taken so that assistance from teaching staff can be requested if necessary.

A first aid kit will be taken. A mobile phone must be taken. High visibility vests must be worn. The office must be informed if classes go of campus to the field.

### **Appendix 2 Cross-referenced Policies**

The school has the following policies relating to health, welfare, safety and security:

- Safeguarding/Child protection
- Safe Recruitment, including volunteers and student placements
- Asbestos
- Bullying
- Risk Assessments, including Fire RA
- ICT e-safety
- Off-Site Visits
- Security
- Pandemic Flu Action Plan
- Asthma
- Emergency Plan
- Accessibility Plan
- Drug Education
- Sex and Relationships Education
- Swimming Guidance and Policy
- Travel Plan
- Smoking
- Stress Management

### **Appendix 3 – Premises Related Arrangements**

Please see separate policy – Premises Related Health and Safety Policy