

<p><b>Name of Policy:</b> Health &amp; Safety</p>	<p><b>Version/Last Review Date:</b> Sept 18 (V3)</p>
<p><b>Statutory documents linked to policy:</b> <u>The Health and Safety at Work Act 1974:</u> <u>Sections 2(3), 3 and 4.</u>  <u>The Management of Health and Safety at Work Regulations 1999: SI 1999/3242.</u></p>	<p><b>Previous review date:</b> March 2015 (V1) March 2016 (V2)</p>
<p><b>Other Policies linked to this policy:</b> Medicines in school Swine Flu Safeguarding children Fire Safety &amp; Evacuation First Aid Personal Safety</p>	<p><b>Next Review Date:</b> September 2021</p>
<p><b>Governor Committee Responsible</b></p>	<p>People &amp; Resource Management</p>

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

## **Background**

West Newcastle Academy Health and Safety Policy is divided into three parts:

- Aim
- Implementing the Policy
- Arrangements for Health and Safety.

## **Aim**

The Governing Body of West Newcastle Academy recognise their legal responsibilities to ensure the continuing health, safety and welfare of employees, pupils and any other persons affected by their arrangements.

The purpose of this policy is to provide an effective framework for the systematic identification of hazards and control of risks. It is recognised that this can only take place if commitment to health and safety starts at the most senior level and is actively supported/promoted by all levels of staff.

The Governing Body is committed to the provision of sufficient resources, information and training for all staff to implement the provisions of the policy.

Staff are encouraged to call on expert advice to determine risks and establish the precautions to deal with them. The People and Health & Safety Committee have been delegated with the role of evaluating this policy together with the safety management structure within the school.

This policy, and reference to the arrangements that are part of this policy will be given to every employee; their acceptance and compliance will be a condition of their continuing employment. Any breaches of this policy will be dealt with under the disciplinary procedure.

## **Implementing the Policy**

Overall responsibility for health and safety rests with the headteacher and is delegated to the School Business Manager (SBM) but it is recognised that it is the duty of all staff jointly and severally to ensure that issues are raised. This section of the policy shows how the health and safety duties are allocated.

### **Allocation of resources**

The Governing Body is responsible for providing adequate resources (within budgeting limitation) ensuring the provision of a safe environment. The allocation of resources is the responsibility of the Finance Committee.

### **Health and Safety Planning**

Is the responsibility of the Headteacher SLT and the caretaker with input from all staff. This should result in an action plan identifying key risks, and strategies for mitigating them, which will then be presented to the Governing Body.

### **Identifying Hazards**

Staff are encouraged to report any hazards on a record sheet for the caretaker and SLT.

These hazards are then reported to the headteacher. The Finance and Premises Committee will carry out routine inspections termly. These inspections will look at the school premises, including corridors, storage, electrical equipment, methods of working, and school sponsored activities. Results of each inspection will be recorded and a copy retained by the headteacher.

Staff will be asked to fill in safety forms and to inspect their equipment. Copies of the results of these reviews will be retained by the caretaker. A risk register will be maintained and reviewed in detail on an annual basis by the Finance and Premises Committee.

### **Risk Assessment**

During each whole school inspection, risk assessments will be carried out which will identify the size of possible hazards, the probability of the hazards occurring and possible control / mitigation measures. These will be recorded on a risk assessment form which will be retained by the headteacher and the risk register updated.

### **Manual Handling Assessment**

The headteacher and caretaker are responsible for assessing manual handling i.e. (lifting, pulling and pushing) and recording the results which will be maintained by the headteacher.

### **Workstation Safety**

Including use of screen time and screen height are the responsibility of the headteacher and the SBM. All staff that use a computer on a regular basis should complete a Display Screen Equipment (DSE) assessment.

### **Educational Visits / Extra Curricular Activities including Clubs**

These are the responsibility of the journey organiser, the SLT and the headteacher. A risk assessment form is completed prior to each trip and authorised by the headteacher via Evolve.

### **Purchasing and introducing new equipment**

This is the responsibility of staff, the SBM and the headteacher.

### **Liaison with Contractors**

This is the responsibility of the SBM/office staff.

### **Arrangements for Health and Safety**

This section of the health and safety policy covers methods of work, routines and procedures and codes of practice in certain important areas.

## 1. Emergency Procedures

All persons using the premises should ensure that they familiarise themselves with school emergency procedures.

In the event of a fire the person(s) discovering the fire should sound the fire bell. It is the responsibility of the headteacher or SBM to phone the fire brigade and of every person using the premises to follow the fire drill.

Staff closest to the toilets are responsible for checking the toilets, and the school office must take the registers out to the field. Names of any missing pupils must be reported to the headteacher immediately upon their discovery. If there is a pupil with visual impairment all due care must be taken when evacuating the building

Fire details are displayed in every classroom and corridor and are practised once a term. The fire precautions and precautionary equipment are checked and reviewed annually with the fire officer (who is the SBM). Staff have a responsibility to read procedures and be clear about fire exits, if you are in any doubt seek advice from the SBM. Staff should inform the SBM if there are no fire procedures on display.

## 2. Educational Visits

The headteacher must approve all proposed journeys and trips. Teachers are asked to provide an itinerary showing destination and intended purpose of trip, the date and times of leaving and returning, the number of pupils involved and which classes they are in, the names of adults accompanying the children, the transport to be used and the cost per pupil.

## 3. First Aid

(a) General Procedure, Any child requiring first aid is dealt with by one of the First Aid trained staff. All staff are first aid trained.

(b) Precautions against the transfer of infectious diseases

When first aid is administered disposable plastic gloves are provided and it is the responsibility of the first aider to ensure that they wear them.

(c) Personal Medicines, all personal medicines must be given to the headteacher by the parents /carers. All medicines are kept in the office (ADHD medicines are stored in a locked cabinet) and

children are sent for when the medicine needs to be taken. No medicines will be administered to children without the completion of a form giving parental permission.

All medication administered or supervised is logged so that it can be checked if a dosage has been given. No personal medicine is administered by staff unless it is required to be taken 4 x daily in which case it is administered at lunchtime (if 3 x daily parents administer it to their child before school, straight after school and at bedtime). EpiPens handed over by parents are checked to ensure they are 'in date' and a photo of the relevant child(ren) are put up in the staff room to ensure all staff are aware of their medical requirements.

#### (d) Chronic Conditions

All parents complete an information sheet on their child's entry to school. These sheets contain any information about chronic conditions their child may have. For certain serious conditions such as epilepsy, all staff are made aware of particular sufferers for conditions such as asthma the class teachers are given a list of their classes health issues. Inhalers are labelled with the pupil's name and are accessible in the welfare room. All other medication is kept in a locked First Aid cabinet accessible to staff only and are administered when necessary, according to the seriousness of the asthma.

#### (e) Personal hygiene

All toilets are equipped with soap, toilet paper, hot and cold water and paper towels, and are cleaned and restocked every evening.

#### (f) Personal Welfare

A child can approach the class teacher to talk about any issues concerning them. The studios headteacher's office is also available if a child wants to talk in a more private environment.

### **4. Accident or Incident Procedures**

In the event of an accident staff are informed and deal with the casualty. Any serious injury e.g. a bump to the head is written down in a report book, by the member of staff, and signed by the witness to the accident. If the injury requires hospital treatment the parent is informed.

According to circumstances the procedure is either:

- a. A member of staff takes the child to hospital and meets the parent there.
- b. The parent comes to the school and takes the child to hospital.

c. A member of staff takes the child to hospital and then brings them back to school. The incident is recorded in the accident book. In the event of a serious injury the headteacher is notified and deals with the situation. Staff must report all accidents to adults and children taking place on school premises.

All accidents are investigated and action is taken to prevent reoccurrence wherever possible. Investigations and subsequent actions are recorded and evidence retained in both cases.

### **5. Traffic Management**

The school has a designated car park for staff and parents dropping off children.

### **6. Contractors and Visitors**

All visitors to the school 'sign in' using a register, which is kept in the office. They are given a label to wear, so staff and children know who they are. They 'sign out' when they leave the school.

### **7. Dual Use**

All parties, that use the school premises, have their own register and their own fire drill. The Site Manager is responsible for unlocking and locking the school before and after use.

### **8. Caretaking and Cleaning**

The cleaner's sign in and out using the register and follow our fire drill.

### **9. Electricity and Gas**

Any problems concerning electricity or gas should be taken to the SBM. Any hazard should be isolated.

### **10. Hazardous Substances**

Controls of Substances Hazardous to Health (COSHH) assessments are carried out for all hazardous substances and they are stored safely to prevent unauthorized access. Product Safety Data Sheets are displayed in the cupboards where chemicals are stored.

### **11. Kitchen**

Children may use the kitchen only when accompanied by a member of staff. They must be supervised at all times.

## 12. Office Safety

Children are not permitted to enter the office without the presence of an adult.

## 13. Physical Education

No heavy apparatus should be put out by children without the supervision of an adult, or cleared away without an adult being present. The SBM should ensure that all equipment is checked annually.

The PE Coordinator should check termly that equipment is safe to use and appropriately stored. In addition the PE Coordinator should ensure that no other hazards are in areas where physical education will be taking place all staff taking pupils for physical education should ensure the safety of equipment before allowing it to be used. No child should be allowed to attempt any activity which clearly frightens them or that is beyond physical capability.

## 14. Design and Technology

Children should be closely supervised in all activities involving potentially dangerous tools. Design and Technology tools and materials must be kept out of the reach of children when not in use.

### Science.

Teachers need to be aware of the potential dangers of the tools children will be using and encourage them to become familiar with simple safety procedures. Children learn to be safe by handling and using objects in a well-organised environment where the use of space is carefully managed. Some scientific activities have particular safety implications. These include:

- Tasting and Smelling.
- Thermometers.
- Handling hot things.
- Balloons.
- Glues.
- Cooking.
- Plants and Animals.
- Batteries and Bulbs.
- Allergies and Skin Conditions.



- Tools.

15. West Newcastle Academy will follow Health and Safety Policy for teaching science in primary schools which is largely contained within Be Safe! Health and Safety in Primary Science and Technology (3rd edition, 2001, Association for Science Education (ISBN 0 86357 324 X) stored in the headteacher's cupboard.

## 16. General Arrangements

Stepladders should be used to reach items stored on high shelves. Teachers and children must not stand on chairs to reach objects above their heads. In general heavy objects should be stored at a low level to reduce the risk of falling. Staff members should not attempt to lift any heavy or awkward objects, and neither should children. The caretaker should be asked to help with the moving of such objects. The headteacher must ensure that staff and children are made aware of any temporary hazards or obstructions about the school, and will ensure that such objects are clearly marked.

## 17. Annual Performance Review of Health and Safety

West Newcastle Academy is required to complete a short pro-forma that has been developed to enable governors to produce an annual Governors Health & Safety Performance Review.

## Section B - Organisation of the Health and Safety System at WNA

- *The Chair of Governors is Shelagh Keogh*
- *The Governing body is responsible for Health and Safety through the Finance and Premises Committee*
- *The responsibility for day to day oversight of the governors' responsibility is vested in Susan Percy (Headteacher)*

Particular responsibilities for the management of safety/welfare matters are listed below:

- |   |       |
|---|-------|
| - Cleaning/Caretaking duties                | - SBM |
| - Contractors on site                       | - SBM |
| - Control of Substances Hazardous to Health | - SBM |

- |  |               |
|--|---------------|
| - Display Screen Equipment                       | - SBM         |
| - Drama/Theatre Arts                             | - Headteacher |
| - Electricity at Work Regulations                | - SBM         |
| - Fire Safety                                    | - SBM         |
| - First Aid                                      | - SBM         |
| - Health & Safety in the School Development Plan | - Headteacher |
| - Hiring Premises                                | - SBM         |
| - Induction of staff                             | - Headteacher |
| - Manual Handling                                | - SBM         |
| - Off-Site Activities                            | - Headteacher |
| - Physical Education                             | - Headteacher |
| - Premises Maintenance                           | - SBM         |
| - Reporting/Recording Incidents                  | - SBM         |
| - Science Curriculum                             | - Headteacher |
| - Security                                       | - SBM         |
| - Staff Welfare                                  | - SBM         |
| - Technology Curriculum                          | - Headteacher |
| - Training/INSET                                 | - Headteacher |