

Health & Safety Policy



Agreed by Governors	Autumn 2022
Date for Review	Autumn 2023



HEALTH AND SAFETY POLICY

This document is produced in respect of Westfield Infant School and is published in addition to the County's Health Safety and Wellbeing Policy. Updates have also been taken from "Guidance for safer working practice for those working with children and young people in education settings" - October 2015

The Governing Board recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities, is fundamental to the well being of the school.

This Health and Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance. A copy of the Health and Safety Policy, Risk Assessments, COSHH Assessments, working documents and guidance will be kept on the reception desk of the main office and in the office of the Premises Officer.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

Health and Safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE). The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards, which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

It is the intention of the Headteacher and Governors that there are procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

AIM

- To provide the highest possible standard of Health and Safety, commensurate with the operation of a Learning Environment.
- To ensure that staff can access training to ensure their competence for their tasks.

GENERAL

The School recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is the school's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also the school's responsibility as far as is reasonably practicable to extend this protection to pupils, students and members of the general public from foreseeable risks.

In conjunction with the Education Department's policy Statement and in liaison with the appropriate Safety Representative, it is recognised that all problems and hazards associated with the following must be brought to the attention of the Headteacher and Governors of the school.

1. Plant, equipment and systems of work.
2. The handling, storage and transportation of articles and substances.
3. The supply of adequate information, instruction, training or supervision to either staff or pupils.
4. The place of work or access to it.
5. The provision of protective clothing/equipment for the safe use and handling of machinery and substances.
6. The working environment.
7. Welfare facilities.

Without detracting from the principal responsibility of persons in charge of particular work activities, the school recognises that the Health, Safety and Wellbeing Service at County Hall, will provide competent technical advice on health and safety matters, where necessary, to assist line management in its tasks. Using the payments from the delegated budget, Westfield Infant School is able to seek advice as required from outside specialists or consultants.

In support of the aim and particularly to ensure that resources for dealing with major and costly remedial works are not overburdened, it is the intention that minor hazards or problems will be dealt with within the school when practicable.

It is the responsibility of the Governing Board via the Headteacher and the Leadership and Management Team to ensure that systems are in place which will deliver a safe place of work for its employees, pupils and visitors. (see Guidance for Visitors document).

The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- a) To ensure that educational visits are undertaken as safely as possible;
- b) To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- c) To lay down procedures to be followed in case of an accident;
- d) To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities;
- e) To monitor and review the effectiveness of health and safety systems with a view to continuous improvement;
- f) To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School/Staff Disciplinary Policy in the event of non compliance with the requirements of this Policy;
- g) To establish and maintain safe working procedures among staff and pupils;
- h) To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work;
- i) To provide and maintain suitable and sufficient welfare facilities;
- j) To ensure the commitment to the prevention of injury and ill health is fulfilled;
- k) To ensure compliance to legal, and other requirements which the school subscribes.

Equally it is the duty of all our employees to co-operate with management on health and safety matters. The Governing Board expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. It is important that all staff within the school and other persons who may visit or use any area of the school must adopt the standards of working in accordance with the following:

- a) To establish and maintain a safe and healthy environment throughout the school
- b) To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- c) To ensure commitment to continual improvement.
- d) To work safely and efficiently.
- e) Not to misuse any machine or substance.
- f) To report any defect in any machines, accessory or electric cabling.
- g) To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.
- h) To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.
- i) To ensure that any on-site movement of vehicles is undertaken with due care and attention of both staff and pupils.

ORGANISATION

Local Management of Schools (LMS) requires the school staff, Governing Board and the Local Authority (LA) Health, Safety and Wellbeing Service, to work together to ensure health, safety and welfare objectives are achieved.

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the school.

A summary of the individual responsibilities and hence the organisation and accountability are as follows:

1. The Headteacher must be aware of all contractors or third parties entering the school premises to undertake maintenance work or work contracts.
2. The Headteacher must ensure that staff and pupils are not endangered by the acts of the contractors. It is necessary therefore to provide a copy of the school's policy to all known contractors in order to alleviate this risk and plan necessary safety measures for the duration of the works.

The Headteacher must be aware of the procedures to be followed in the event of the contractor or third party acting in a manner likely to endanger staff or pupils.

THE GOVERNING BOARD

The Education and Inspection Act 2006 gives Governing Bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the Governing Board is responsible for:

- ensuring that the Health and Safety Policy is implemented and monitored within the school;
- ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations; the LA recommend that this is best achieved by making health and safety an integral part of the Strategic Schools Development Plan;
- ensuring that the school has a clear written policy statement. The Policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of health and safety. From time to time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed;

- receiving health and safety guidance and information distributed by the Health, Safety and Wellbeing Service and ensuring that proper arrangements are made within the school for complying with the guidance;
- ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- ensuring that all reasonable inspection facilities and information are provided on request to officers of the Health, Safety and Wellbeing Service, inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's Financial Regulations;
- ensuring that procedures exist for checking that any items offered for use by the school are safe;
- ensuring that school journeys are arranged and properly supervised in accordance with LA and DfE Guidance;
- ensuring that suitable health and safety provision is made for pupils with SEND and the staff involved;
- monitoring the effectiveness of the Health and Safety policy.

The Governing Board is also responsible for planning and setting standards which include:

- i) ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- ii) ensuring clear plans for coping with sudden emergencies are developed and maintained.
- iii) developing a positive health and safety culture.
- iv) ensuring that a training plan is developed which:
 - a) enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
 - b) provides induction training for new employees including temporary, part-time and supply staff.

HEADTEACHER'S RESPONSIBILITIES

The overall responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher.

The Headteacher must ensure that the school's policy for Health Safety and Welfare is effectively implemented and understood at all levels. The policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the school safety policy is implemented at all levels. The Headteacher should work in conjunction with the Governing Board to revise and update on a continuing basis the Health and Safety Policy and should:

- i) co-ordinate the implementation of the LA and Governors' health and safety and wellbeing procedures in the school.
- ii) make clear any duties in respect of health and safety, which are delegated, to members of staff (this should be in writing).
- iii) ensure that problems in implementing the health and safety policy are reported to the LA Health, Safety and Wellbeing Service.

- iv) ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- v) arrange annual review of the working documents and systems, which support the policy, such as:
 - a) emergency procedures
 - b) provision of first-aid in the school
 - c) the risk assessments
 - d) off-site visits
 and make appropriate recommendations to the Governing Board.
- vi) put in place procedures to monitor the health and safety performance of the school.
- vii) ensure that all known hazards are reported immediately to the Health, Safety and Wellbeing Service and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- viii) make recommendations to the Governing Board for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- ix) review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- x) record staff training (administration staff maintain this record) for pupils with specific medical needs and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- xi) develop action plans where appropriate.
- xii) provide appropriate protective equipment.
- xiii) monitor staff performance and take corrective actions where necessary.
- xiv) investigate accidents, dangerous occurrences and near misses, complete accident reports via AssessNET where appropriate.
- xv) report and investigate accidents and incidents in association with the Health, Safety and Wellbeing Service.
- xvi) partake in Health, Safety and Wellbeing audits.
- xvii) report to the Governing Board
 - 1) annually on the Health and Safety performance of the school
 - 2) to secure funding for any identified Health & Safety costs or any Health & safety issues of concern.

RESPONSIBILITIES OF THE DEPUTY HEADTEACHER

- i) will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- ii) will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- iii) will notify the Site Manager and/or Headteacher of any health and safety concerns and any financial implications identified by the Risk Assessment process.
- iv) be the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.
- v) liaise with and report directly to the Governors on all matters of health and safety.
- vi) ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.

Specific Risk Areas

Catering Operations

The Kitchen Manager and staff are responsible for ensuring that the Health and Safety requirements of the organisation are implemented on a daily basis and will ensure that the relevant parts of the school policy, especially those relating to fire and emergency procedures, are followed by all catering staff.

The Kitchen Manager will advise the Premises Officer and/or Headteacher of any health and safety concerns.

The Kitchen Manager must familiarise herself with the school's Safety Policy and what it means to her work activities. She must make reference to the safety document issued by the Catering Officer. She will ensure that all kitchen staff are instructed and informed to work in accordance with this document.

The Kitchen Manager must inform the Headteacher/Premises Officer of the school of any potential hazard or defects. She should also be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.

The main risk areas are caused by slips and trips, knives, contact dermatitis and manual handling accidents. Further information and guidance for the health and safety in catering can be found on <http://www.hse.gov.uk/catering/index.htm>.

Grounds Maintenance

The Grounds Maintenance contractors will have their own health and safety policies relating to their activities which must be followed on site. In addition the contractors' employees will familiarise themselves with the relevant policies of the school, including the school Risk Assessment for Ground Maintenance. Grass cutting and ground maintenance is undertaken by O'Connors who work under the guidance of their own risk assessments.

In-house ground maintenance, Community Gardening Group and litter picking will be covered by this policy and will be the responsibility of the Premises Officer.

TEACHING STAFF OBLIGATIONS

The health and safety of pupils in classrooms is the responsibility of class teachers who are expected to:

- i) check classroom area is safe with internal flooring in a good condition and pathways between desks kept clear;
- ii) check equipment used is safe before use;
- iii) ensure safe procedures and risk assessments are followed;
- iv) give clear instruction and warnings to pupils, as often as necessary;
- v) report defects to the Premises Officer;
- vi) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher. Trailing electrical leads/cables are prevented wherever possible;
- vii) follow safe working procedures including for spillages e.g water, blood from cuts/nosebleeds;
- viii) carry out special tasks as assigned;
- ix) care must be taken to ensure the easy passage of pupils to fire exits.
- x) ensure activities conducted with pupils are age appropriate.

OBLIGATIONS OF ALL EMPLOYEES UNDER THE HEALTH AND SAFETY AT WORK ACT 1974

All employees are expected:

- i) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- ii) to observe standards of dress consistent and appropriate with safety and/or hygiene;
- iii) to exercise good standards of housekeeping and cleanliness;
- iv) to know and to apply procedures in respect of fire, first aid and other emergencies and demonstrate a positive attitude towards Health, Safety and Wellbeing;
- v) to use and not wilfully misuse, neglect or interfere with any safety equipment and/or protective clothing provided for his/her own health and safety and/or the health and safety of others;
- vi) to co-operate with other employees in promoting improved health and safety arrangements in the school;
- vii) to co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority;
- viii) to report all accidents, defects, dangerous occurrences and near misses to the Premises Officer or Headteacher;
- ix) take reasonable care, whilst at work, to ensure that you do not endanger either yourself or anyone else who might be affected by your actions or omissions;
- x) co-operate with your employer or any other appropriate person in respect of any concern relating to Health, Safety and Wellbeing.

All staff must conform with responsibilities as specified. They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.

Staff should attend relevant courses as their duties dictate – and ensure all training is kept up to date especially First Aid qualifications.

RESPONSIBILITIES OF THE PREMISES OFFICER

The Premises Officer should also carry out his duties in accordance with the specific safety policy relating to building cleaning. He must also inform and instruct staff under his control in safe and efficient methods of work and;

- i) have a general responsibility for the application of the school's Health and Safety Policy to his own area of work and be directly responsible to the Headteacher;
- ii) establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments);
- iii) carry out regular health and safety assessments of the activities for which he is responsible and report to the Headteacher any defects, which need attention;
- iv) ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements;
- v) where appropriate, ensure relevant advice and guidance on health and safety matters is sought;

- vi) advise the Headteacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- vii) carry out compliance checks as set out by LCC Property Services and LCC Health, Safety & Well-being Service.
- viii) Liaise and co-operate with LCC Property Services in matters relating to building and property management.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Board and Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees. Where there are no union appointed safety representatives, the Headteacher will appoint Representatives of Employee Safety from volunteers in consultation with all staff. Health and Safety representatives must be allowed:

- i) to investigate accidents and potential hazards;
- ii) to investigate complaints by constituents about matters relating to health, safety and welfare;
- iii) to make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and welfare in the workplace;
- iv) to carry out school inspection within directed time, but wherever practicable outside teaching time;
- v) to represent constituents in consultation with enforcement agencies;
- vi) to receive information that inspectors are required to provide.

The Headteacher will consult regularly with the Safety Representatives on Health and Safety matters.

Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents, etc.

During their inspection they are likely to request the presence of the school Safety Representative.

On completion of inspection they will inform the Headteacher of their findings and subsequently forward a written copy of their findings to the Headteacher and Safety Representative. Any such report received should be discussed at Governors meetings.

VISITORS AND OTHER USERS OF THE SCHOOL

Visitors and other users of the premises will be required to observe the health, safety and wellbeing rules of the school. In particular, parents/carers and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned. All visitors unknown to staff and pupils will be asked to sign in using the e-sign system at the reception desk and must wear an identification badge at all times. They should also sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of fire and emergency procedures and supervising their evacuation in case of an emergency.

The Headteacher/Office Administrator will inform all staff when unknown visitors are on site who will then inform the pupils; all safeguarding procedures will apply.

Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures, including those concerning COVID-19.

In the event of an evacuation visitors should accompany the employee they have come to see to the approved assembly point.

See Guidance for Visitors document for further details.

HEALTH AND SAFETY INFORMATION

- i) The master copy of the Health and Safety Policy, Risk Assessments, COSHH Assessments and Codes of Practice are kept in the main reception area behind the reception desk. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii) All staff will have access to a copy of the Health and Safety Policy and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above.
- iii) The Headteacher will issue updates, new guidance and approved revisions as soon as they become available.
- iv) All new staff including part time, temporary and supply staff will be informed of this policy and its location. All new staff will receive induction training which will include relevant health and safety issues.
- v) The Health & Safety Law poster is displayed in the staff room and contains up-to-date contact details.

ACCIDENTS

Accidents involving injury or ill health effects will be notified immediately to the nearest first aider to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Headteacher.

All accidents must be reported to the Headteacher and entered in the Accident Book(s) in the Medical Room.

There are two recording systems in place.

1. Minor injuries should be written in the record book kept in the Medical Room.
2. All bumped head injuries must be recorded on the approved incident slip, completed accurately and the information passed to the School Office. Parents/Carers will be made aware of any bumped head injury by a courtesy telephone call from the First Aider. A copy of the completed incident slip will be sent home with the child at the end of the school day or earlier as appropriate. Pupils receive a wrist band that alerts all adults to the fact that pupils have received a bump to the head.

Major accidents will be reported on AssessNET by the School Office – Leicestershire County Council's accident recording system.

The Headteacher will make enquiries as to the cause of any major accident to prepare and compile the report.

ACCIDENTS INVOLVING EXTERNAL BLEEDING

- a) Normal first aid procedures should be followed. First Aiders should always wash hands before and after administering first aid and wear disposable gloves.
- b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.
- c) Splashes of blood into eyes or mouth of another person should be washed out immediately with plenty of water.
- d) Contaminated surfaces should be washed thoroughly – 1 part bleach to 10 parts water, using rubber gloves.
- e) In the case of small cuts, whenever feasible, person should wash the affected area him/herself with water and an antiseptic wipe, then cover the wound with a dressing provided.

CUTS AND PUNCTURE WOUNDS

Free bleeding should be encouraged and the part washed with soap and running water and then dressed.

ASBESTOS

1. If asbestos is found the relevant safety precautions/procedures must be adhered to immediately.
2. It is the policy of the Governing Board that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.
3. The Control of Asbestos Regulations 2012 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. A survey to comply with these requirements has been carried out by the local authority property services department. A copy of the results of the survey, are kept in the Risk Assessment file in the main reception area. All contractors must check available information in the Asbestos Log and sign the ASB100 sheet before commencing work on site.
4. The School's Local Asbestos Management Plan (LAMP) has been produced to assist the Headteacher in fully complying with her duties to manage the risks associated with asbestos. This document will be reviewed regularly and communicate to all relevant parties.
5. The school's Premises Officer will receive training on asbestos awareness.

CONTRACTORS

Contractors will have their own health and safety policies relating to their activities which must be followed on site and in addition they must make themselves and their employees aware of relevant school requirements and especially in relation to Emergency Procedures. A pre-contract meeting will ensure these requirements are met.

Contractors should comply with the requirements of the Construction (Design & Management) Regulations 2015.

COSHH - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

- i) The term hazardous substance describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released

into the environment. This can include chemicals, dusts, mists, fumes, gases, vapours and biological agents.

- ii) The school will maintain an inventory of hazardous substances stored on site.
- iii) Safety data sheets will be obtained from the supplier for each substance.
- iv) Risk assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.
- v) Copies of COSHH risk assessments including actions required will be kept in accordance with the section above detailing the distribution of Health and Safety Information.
- vi) In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- vii) COSHH also applies to biological agents connected to the workplace e.g. Legionellae, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- viii) As a general principle it is the policy of the Governing Board that wherever possible safer alternatives be considered when purchasing hazardous substances.
 - Fluids/solvents must be stored in suitable containers in a separate cupboard.
 - Any impregnated rags must be disposed of immediately.
 - Workrooms must be well ventilated.
 - Alcohol-base hand sanitisers are flammable and should be stored away from direct sunlight.

DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 (amended in 2002) require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work. This extends to staff who may be required to work and teach remotely due to COVID-19 related restrictions.

Staff who habitually use DSE shall complete a DSE assessment using the SHINE software from www.go-shine.co.uk/login/index.php Please call 0116 3055515 for more information regarding SHINE.

Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance.

Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in Leicestershire C. C.'s Display Screen Equipment Policy and on <http://www.hse.gov.uk/msd/dse/guidance.htm>

ELECTRICITY AT WORK

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- i) Arrangements for the inspection and testing of fixed installations will be organised by the Council's Property Services Department at 5 yearly intervals and in the event of a fault developing.
- ii) Portable equipment shall be Portable Appliance Tested (PAT) in accordance with the guidance issued by the LA and summarised in an inventory.

- iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should not use any faulty equipment and prevent others from using it. Faults identified must be reported to the Premises Officer/ Headteacher.

Any faults must be reported immediately. Only approved contractors will be used.

Extension Cables

Those with multi-sockets may be used for computers preferably with power surge safety breaks.

They may only be used elsewhere as a temporary measure.

All electrical equipment used on a daily basis will be PAT annually. Any remaining equipment will be tested bi-annually.

Any hoists should be regularly maintained. (The school does not currently have any hoists).

EMERGENCY PROCEDURES

Evacuation

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points.

FIRE AND EMERGENCY PROCEDURES (also refer to the Health Safety and Wellbeing Fire Guidance – August 2011 available on the Local Authority website)

An annual Type 1 and a 5 yearly Type 2 fire risk assessment must be in place and reviewed on a regular basis

- a) At a fixed time each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.
- b) Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.
- c) Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills.
- d) In the event of a fire/major incident, the alarm will be activated, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately closing doors behind them if possible.
- e) In each room/area there is a diagram showing designated exits.
- f) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the mains.
- g) At all times fire exit doors must be unobstructed. All exit doors must be unlocked while there are people in the building.

NB – All external classroom doors are Fire Exits and should always be unlocked while the rooms are occupied.

- h) Exits must be clearly identified and marked.
- i) The use of display materials must be controlled in fire exit routes in accordance with the County Policy.
- j) All visitors spending a length of time in the school should be made aware of arrangements in the case of fire.

IF YOU DISCOVER A FIRE:

OPERATE NEAREST ALARM

GO TO THE NEAREST TELEPHONE AND DIAL 999

**CARRY OUT ANY PREVIOUSLY ARRANGED DUTIES TO BE DONE
IN THE EVENT OF FIRE OR GO TO THE NEAREST LINE UP POINT.**

ACTION ON HEARING THE FIRE ALARM

Teacher or responsible adult will supervise pupils leaving the building by appropriate exit, closing the door when the last person is out. Fire routines for the day time and dinner time are displayed in all rooms and areas around the school. Diagrams are displayed in each room/area.

Proceed to agreed lining up point.

Everyone should walk quickly but do not run.

Keep quiet.

Do not stop or return for any clothing, belongings or books.

The Office Administrator prints out an Evacuation Report from the e-sign system and takes out the registers to be distributed to teachers for roll call. She checks all visitors and pupils are accounted for. If any groups are in school i.e. Family Learning, the teacher in charge has a sign in sheet which he/she is responsible for checking.

If necessary, the fire brigade will be called. If the Headteacher or Deputy Headteacher is not available then you must proceed to dial 999.

Access must be clear for the fire brigade.

FIRE LOG BOOK

This is kept on the front desk in the main reception area.

BOMB THREAT

1. In the event of a warning the Headteacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
2. Any suspicious objects should be reported to the Headteacher. Under **no** circumstances should the object be touched or moved.
3. For further information please see the LTS Bomb Threat, Suspicious Packages and Lockdown guidance.

LOCKDOWN

Dynamic lockdown is the ability to quickly restrict access to a site or building through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site. Westfield Infant School will in an emergency activate the Lockdown policy. (See Appendix E)

CHEMICAL OR BIOLOGICAL INCIDENT

Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Premises Officer in consultation with the Headteacher.

IN THE EVENT OF A MAJOR INCIDENT THE SCHOOL WOULD BE EVACUATED AND STAFF/CHILDREN SHOULD ASSEMBLE ON THE JUNIOR SCHOOL PLAYGROUND OR PLAYING FIELD

FIRST AID (also refer to the Health, Safety and Wellbeing Document First Aid in the Workplace revised 10/2011 – available on the Local Authority website; Supporting Pupils with Medical Conditions Policy – Spring 2016; Paediatric First Aid requirements in the statutory framework for Early Years Foundation Stage: government response June 2016)

1. The appointed First Aider with the 'First Aid in the Workplace' qualification is Cheryl Wilson. Cheryl Wilson and Sarah Roper are the First Aiders with responsibility for covering first aid requirements during lunchtime and Lesley Worthington will cover morning playtimes. However, all other members of staff have attended the Approved Paediatric First Aid training and will take responsibility if necessary.
2. All teaching staff act *in loco parentis* during the time that the school is open for pupils.
3. A First Aid cupboard is kept in the Medical Room which will only be stocked with items identified by the revised Code of Practice. (Refer to First Aid in the Workplace). A nominated 'Appointed Person' – Cheryl Wilson – for the purposes of the First Aid at Work Regulations 1981, will ensure that the first aid box contents are replenished at least once a term.
4. There is a second cupboard where long term inhalers are kept for pupils requiring them during the school day.
5. A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.

ARRANGEMENTS

The Headteacher will assume the responsibilities of the Appointed Person in the absence of a Nominated First Aider.

The responsibilities are:

- i) to take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- ii) to ensure that a first aid box is provided and stocked with designated items **ONLY**.

In cases of serious injury, responsibility of the Appointed Person ends when the patient is handed over to medical care or parent/guardian.

All injuries, whether staff, pupil or visitor must be entered in the Accident Book.

Accident Books as well as Health and Safety/Hazard Forms are kept in the Office Administrator's office.

All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.

No attempt to move an injured person should be made until appropriate examination and assessment has been completed.

Relevant training of staff to be given, and kept up to date for pupils with medical needs. Notices of the responsible staff, to be prominently displayed.

Photographs of pupils with allergies or who may require emergency medical attention to be prominently displayed around the school.

INJURIES HAVE BEEN WORSENERD BY PREMATURE HANDLING

If a sporting activity has to be ended or postponed due to an injury, this will have to be accepted.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis. Notices giving details of whereabouts of First Aid Facilities will be displayed at appropriate sites.

This Policy will be reviewed annually and amended as appropriate. Copies will be available for Staff and Governors.

As previously stated a copy will be displayed in the main Reception Area and the Headteacher's office.

GLASS AND GLAZING

Doors which can be pushed open from either side should have a viewing panel appropriate to allow a clear view of the area on both sides of the door.

Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage (Refer to establishment glazing risk assessment).

INSPECTIONS, MONITORING AND AUDIT AND REVIEW OF PERFORMANCE

Inspection

- i) General inspections take place once per term by the Premises Officer with the assistance of the Governing Board and Senior Leadership Team and in consultation with the Safety Representatives.
- ii) Pre-use inspections of equipment will take place where the need is identified by risk assessment.

Monitoring

- i) The Governors' Health and Safety Sub Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- ii) The Headteacher will monitor the school's performance on Health and Safety issues.
- iii) The Governing Board will conduct an annual management review of health and safety and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

MANAGEMENT OF HEALTH AND SAFETY

- i) The school will implement the principles of the Health and Safety Management System OHSAS18001 / ISO45001. This will be achieved by following guidance from the Health, Safety and Wellbeing Service.
- ii) Risk assessments and safe systems of work will be developed and implemented for school activities by competent persons. These will be available to all employees. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.
- iii) The Governing Board wishes to ensure that health and safety becomes an integral part of the daily operation of the school and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

MANUAL HANDLING

- i) Manual Handling causes over one third of all reported injuries. It is the policy of the Governing Board that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the Health, Safety and Wellbeing Service.
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training will be a key part of reducing the risks for those staff involved in manual handling.
- iv) Manual handling risk assessments will be undertaken for manual handling tasks.

Staff working either in isolated parts of the building and/or out of normal hours should follow the Lone Working Policy where applicable.

NEW PLANT, MACHINERY AND EQUIPMENT

- i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to

- purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- ii) Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Headteacher. He/She will not grant such permission unless he/she can be sure that all Health and Safety implications have been satisfied.
 - iii) Details of new equipment will be added to the school's inventory of equipment and will be maintained in accordance with manufacturer's instructions

Any defects or damage should be reported immediately.

NOISE AT WORK

- i) The Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise there is an approved code of practice (L108) on the implementation of these regulations issued by the HSE.
- ii) In the school environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply, e.g. grounds maintenance equipment.
- iii) As a general rule the regulations will not apply where noise levels are below 80dB(a). Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

OCCUPATIONAL HEALTH

The LA has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.

Staff wishing to access this service should initially discuss the problem with the Headteacher who will respect the privacy of the individual concerned.

Where the health of an individual is causing concerns for the health and safety of others, the management team reserve the right to refer that person to the occupational health service following consultation with the LA.

BULLYING

Bullying of any employee will not be tolerated and will be regarded by the Governing Board as a disciplinary issue. Management responsible for addressing incidents of bullying will follow guidance from the LA.

DRUGS AND ALCOHOL

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol the matter will be dealt with in accordance with the approved Keeping Children Safe at Westfield Infant School Policy, Code of Conduct of Employees Policy and Drug Education Policy.
- ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgement and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

The School has a separate Drug Education Policy.

HEALTH SURVEILLANCE

- i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

HEALTH PROMOTION

- i) The Governing Board recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- ii) Assistance will be given wherever practical in relation to:
 - smoking cessation courses
 - encouraging healthy diet (healthy options available in school dining facilities)
 - encourage staff to use the sporting and exercise facilities on site (where available)
- iii) Further information on assistance available can be gained from the LA Wellbeing Group.

LEGIONNAIRES DISEASE

- i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- ii) A legionella risk assessment will be undertaken on a regular basis and will form how the school manages the risk of water hygiene issues.
- iii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- iv) The advice in the Approved Code of Practice will be followed on site.

PREGNANCY AND BREASTFEEDING

The guidance pregnancy and breastfeeding from the Health, Safety and Wellbeing Service will be followed.

STRESS AT WORK (See Promoting Positive Mental Health and Well-being Policy)

Stress is becoming an increasingly important issue. The Health, Safety and Wellbeing Service have produced a general guidance document entitled 'The Management of Stress in the Workplace'. It is the policy of the Governing Board that this guidance is followed.

VIOLENCE TO STAFF (see Keeping School Safe from Abuse Policy)

1. If any member of staff is subjected to any aggression on school premises they must inform the Headteacher immediately.

2. Staff are asked to keep written accounts of such episodes.
3. Appropriate steps will be taken by the Headteacher to deal with such situations.
4. Violence to any employee will be treated very seriously and the procedures set out in the policy will be followed.

OFF-SITE EDUCATIONAL VISITS/ACTIVITIES (see Educational Visits and Activities Policy)

It is imperative that guidance issued by the LA, 'Management of Outdoor Learning, Off-site Visits and Adventurous Activities' (which is linked to national guidance) is strictly adhered to for all off-site visits.

- i) All visits to sites which involve overnight stays, adventurous activities or foreign travel must be assessed and approved by the LA and leaders must have LA authorisation before the venture takes place.
- ii) In addition to LA guidance all staff participating in an off-site visit must follow any school policies and the leader must have permission from the Headteacher prior to the venture taking place.
- iii) The visit leader should complete a relevant risk assessment before the visit is due to take place. The risk assessment must cover all aspects of the venture for which the school has responsibility including a Plan B.
- iv) All schools must have a trained Educational Visits Co-ordinator in place for off-site visits to take place.

All staff participating in an off-site visit must follow the LA and any school policies. The visit must be authorised by the Headteacher and where appropriate by the LA before the visit is due to take place. Party leaders must carry out a relevant risk assessment prior to the venture which the Head Teacher / EVC will need to see before permission to proceed is granted.

PERSONAL PROTECTIVE EQUIPMENT

- i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.
- ii) The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.
- iv) The school will provide PPE identified in its risk assessments to its employees free of charge.

SITE, BUILDING AND STAFF SECURITY AND SAFETY

Site

1. Doors will be secured with locks/key-pads, as will gates and the entrance to the pond.
2. Pedestrian entrances to the site are electronically controlled and access may only be gained by communicating with the school office via an intercom system. The exception to this is the entrance to Hays Lane, which is only open at the beginning and end of the school day. The entrance to the car park is also electronically controlled.
3. No child will be permitted to open the main exterior doors to any person known or unknown; this is the responsibility of the adults in charge.
4. Signs make it clear to visitors where the main entrance is situated. Visitors are required to report to the school office before entering the school.

5. No child will be permitted to leave the site without being signed out by a parent or carer. Any pupil leaving the site during school hours should be signed out/in by a parent or carer using the e-signing system.
6. Staff will sign in and out using the e-signing in system. When the Headteacher leaves (and returns to) the school site, he will inform the next most senior member of staff, who will assume responsibility for the school in his absence; other staff will also be made aware as appropriate.
7. There will be designated areas on the playground/field for specific play activities, e.g. football, running. Pupils will be involved in Risk Assessments for safe play, e.g. using the climbing frames.
8. A separate, smaller play area is available for younger pupils if needed or is appropriate.
9. Rules for safety around the school site will be an integral part of class discussions with all pupils at appropriate times during the school year.

SEPARATION OF VEHICULAR AND PEDESTRIAN MOVEMENT

1. The Headteacher will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians.
2. The Headteacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
3. A risk assessment will be undertaken for all vehicular movement on site.

STATUTORY INSPECTIONS AND EXAMINATIONS

Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held in the school office who will confirm that arrangements for inspection and examination are made by the due dates.

SUPERVISION OF PUPILS

The Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.

The Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.

All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the buildings and site.

Staff supervising pupils in and around practical rooms, e.g. the hall will be responsible for ensuring that pupils behaviour is safe and in accordance with the school Behaviour and Discipline Policy.

In all cases a risk assessment should be conducted that will detail the numbers/ratio in relation to the activity and the individuals taking part in the task.

TRAINING

All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner.

The Training Plan will cover:

i) **Induction Training**

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this Policy. On the first day of employment staff/work placement students are given the following leaflets: Safer Working in Educational Settings and Education Child Protection.

ii) **Management Training**

The Governing Board recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

iii) **Specialist Training**

The Headteacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

iv) **Fire Training**

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

WORK EXPERIENCE

The Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or gaining work experience have a suitable and sufficient risk assessment in place before they commence employment/the placement. On arrival in the classroom class teachers are asked to point out the fire instructions and fire drill procedures.

TRANSPORT

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

Staff should never offer to transport pupils outside their normal working duties other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances, the matter should be recorded and reported to the Headteacher and the child's parents/carers.

If a situation arises when staff are to use their own transport for school business it is their responsibility to ensure that:

- a) They are physically and mentally fit to do so safely. Free from drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive.
- b) They hold a full current driving licence.
- c) They have current motor insurance which includes business use.
- d) They do not drive while tired.
- e) They do not use a hand-held or unsecured mobile phone whilst driving.
- f) Have a suitable safe vehicle.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to, current legislation regarding the use of car seats for younger children.

LETTINGS

- Details of fire procedures will be given to hirers.
- Precautions must be taken for large gatherings e.g. plays.
- All emergency exits must be unlocked.
- Telephone must be available for emergency calls.
- The Premises Officer must inspect premises after their evening use and check for possible fires.
- If the Premises Officer discovers a fire when the school is unoccupied, he must sound the alarm and call the fire brigade.
- The Headteacher must be informed immediately.

RUBBISH AND COMBUSTIBLE WASTE

This should not be left in the boiler room or in the area beneath the stage, in escape routes or in the passageway.

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

SMOKING

The school and school grounds are **No Smoking** areas.

The School Non Smoking Policy (Appendix C) will be followed which means specifically that smoking is not allowed anywhere on the school premises.

BOILER ROOM(S)

Staff accessing the boiler room are required to display the 'Member of Staff Working in the Boiler Room' sign on the door when entering the boiler room and removing the sign on exit. In order to prevent persons being locked in and to alert staff during a fire alarm.

Combustible items must not be stored in the boiler room(s).

Routine maintenance checks and inspections are required by legislation of fixed service equipment i.e. Boilers.

The boilers must be inspected as part of the annual Risk Assessment. If a problem is detected either prior/during the inspection, Property Services should be informed.

ADMINISTRATION OF MEDICINE

The school will follow the guidelines as set out in the "Supporting Pupils with Medical Conditions including Asthma Policy".

Governors have suggested that if a child is on medication 3 times a day parents/carers could fit in 1 dose before school, 1 dose when the child is picked up at 3.00 p.m. and the final dose at bedtime. This avoids having medication in school – the school nurse has confirmed that if a child is well enough to be in school these timings would be perfectly adequate.

If a child requires 4 doses then obviously they will need a dose during the school day. If possible an adult could come into school and give the child the medication. If not, school staff

will administer the medication but we cannot take responsibility if it is not collected at the end of the school day and a form **MUST** be completed for each course of prescribed medication.

Only prescribed medicines will be administered. The medicine is kept in a fridge in the school office. On giving medication, the dose is checked by 2 people and they both sign a verification sheet.

For pupils on long term medication i.e. inhalers, it is the responsibility of parents/carers to ensure that they are in date. All medication must be sent home at the end of the school year. New forms to be completed for the new academic year, to ensure information is kept up to date.

The Office Administrator is to ensure that a list of pupils requiring daily medication is sent to the relevant classrooms.

COMPLIANCE WITH RIDDOR REGULATIONS

- The Headteacher will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- The Headteacher will complete the necessary report form which is now available on line and send it to the enforcing authority within 15 days of the incident.

In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

FATAL or MAJOR INJURIES must be reported immediately by telephone to Health and Safety Executive **AND** to the Chair of Governors.

1. Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the Education Department, Governor & Support Unit, County Hall, Glenfield, Leicester.
2. In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.
3. Safety Representative must also be informed of injuries and dangerous occurrences.
4. Recording and reporting accidents to staff, pupils and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

IMMEDIATE ACTION

1. Necessary medical attention must be given as first priority and the safety of all ensured.
2. Parents/Carers or next of kin must be contacted as soon as possible. If parents/carers cannot be contacted or are unable to cope, where possible the school will provide an escort.

An ambulance should be called for anyone requiring hospital treatment. Staff should not use their own cars unless their insurance policy specifically permits this use.

PARENTAL CONSENT

The written approval of parents/carers must be obtained when there is a significant risk of injury before pupils participate in any activity. This will also be required for any outings or trips.

SAFE USE OF LADDERS/STEP LADDERS

Before using ladders/step ladders staff must refer to **Health, Safety and Wellbeing Guidance** – a copy can be obtained from the School Office.

DESIGN TECHNOLOGY

- i. Members of staff should ensure that:
- ii. Pupils are well supervised at all times.
- iii. Protective clothing is worn when appropriate.
- iv. Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
- v. All tools are stored appropriately as in storage unit sited in resource area outside the costume store.
- vi. Files and similar objects should have properly fitted handles.
- vii. Hammer heads must be checked regularly,
- viii. Tools must only be used for their intended purpose.

Glue guns

1. Hot melt glue guns should be trigger operated. If used by pupils, protective clothing and eye protection are required. They should not be used by pupils under 7.
2. Only low temperature glue guns must be used.
3. Glue guns should be located on stands ready for use.
4. Use guns over a piece of hardwood or mat to avoid damage to property
5. Electrical checks must be carried out once per year and any faults reported in the interim.

FOOD TECHNOLOGY

1. Area should be uncluttered - passageway free for safe movement. Coats and bags must be kept outside the room.
2. The floor should be kept clean.
3. Specific tables should be kept solely for food use.
4. Windows and ventilation should be properly controlled.
5. A properly stocked first aid box should be kept in the area, with a clearly visible notice.
6. A fire blanket/extinguisher to be kept near the oven/cooker area.
7. There must be no displays of cards, pictures or inboards near the cooker.

Electrical safety

1. Any faults must be reported immediately.
2. Safe and adequate working space is required around cookers and sewing machines.
3. No two or three-way adaptors should be used.
4. Trailing leads must be stapled.

Hygiene

1. Staff and pupils must wash their hands with warm, soapy water and use disposable towels before handling food.
2. All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies etc.
3. Food waste disposal bins must be emptied daily or immediately after cookery sessions.
4. It is the responsibility of a designated person to regularly check the dates of all ingredients and dispose of any out-of-date stock.

Pupil protection

1. All pupils should:
 - Wear clean aprons
 - Tie back long hair
 - Remove rings
 - Be discouraged from wearing loose clothing
2. Pupils must walk in the area.
3. No pupils may carry bowls of hot water.
4. Frying is not allowed.
5. Pupils should be closely supervised at all times.
6. Plastic graters are to be used.

EQUIPMENT AND MATERIALS

Correcting Fluids

1. Only staff may use correcting fluids such as Tippex as such fluids are toxic.
2. Pupils are not allowed to bring their own correcting fluids to school. Staff are asked to watch for pupils who might do so.

Marker Pens

1. Pens which are mainly water based should be used.
2. When other pens are used, these should only be used by staff – and in a well-ventilated area.
3. Staff should ensure that pens suit the board for which they are intended i.e. whiteboard.

Guillotines/Rotary Trimmers

The paper cutters are stored in rooms 1, 4, 6 and in the Office Administrator's office. Staff are asked to take care when carrying them and they should be returned to the relevant area immediately after use.

Headphones

Headphones with an impedance of from 400 to 1000 ohms are recommended as anything lower can damage ears. These will be checked regularly.

Pen Tops

Pens supplied to pupils should be without tops. If pupils bring their own pens, they should be advised to dispose of the tops. Staff need to be vigilant about this as there have been several accidents and deaths due to children putting pen tops in their mouths. Every effort will be made to have aerated tops.

Kettles

Kettles/urns should only be used by a responsible adult.

SEE COSHH PACKAGE

White folder, green lettering, 'RECORD KEEPING BOOK FOR COSHH'

Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.

GAS (also refer to Health, Safety and Wellbeing Guidance Safety and Use of Portable Liquefied Petroleum (Bottled Gas) Heaters in Schools

There must be access to an isolator.

1. LPG Heaters: Temporary Use – N/A
2. These heaters must have guards.
3. Faults must be reported immediately to Health, Safety and Wellbeing County Hall - 0116 3057552.
4. The Premises Officer is responsible for ensuring the safety of the working of the heaters.

HAZARDS

1. Connection from cylinder to appliance is damaged or badly connected.
2. If damaged by fall or being struck.
3. The valve is not closed on both full and empty cylinders before, during or after changing.
4. The valve is open but ignition fails.
5. If appliance is not kept upright.
6. Changing cylinders indoors or near a flame, electrical equipment, cigarette etc.
7. Placing in draughty position or near combustible materials.
8. No guard.
9. Storage of spare or empty cylinders inside the building – **THESE ARE POTENTIAL BOMBS.**

Inventory File

All electrical equipment details should be entered in the Inventory File in the School Office.

All equipment should be regularly tested and labelled by electrical technician undertaking the test.

Any defective equipment should be marked '**UNSAFE – DO NOT USE**'.

There should be a stock of plugs and fuses on hand in preparation for inspection.

SITING OF LPG HEATERS AND CYLINDERS (if applicable – we currently have none on site)

1. Not in doorways or obstructing passageways.
2. Placed where they can be secured upright with 3/16" gauge wire.
3. Clear of flammable materials and liquids, desks and chalkboard.
4. Only in well ventilated rooms, out of direct sunlight.
5. Spare cylinders to be kept upright.

The Premises Officer will be responsible for changing cylinders and will receive instructions on this.

Only the Premises Officer will undertake this duty.

Location and number of heaters are entered in the **FIRE LOG BOOK** for Fire Brigade's information.

Pupils are constantly made aware of potential hazards of heaters. Staff are expected to report any leakage of gas smell or flame being extinguished.

ACTION IS TO BE TAKEN IMMEDIATELY.

PE – AFTER SCHOOL ACTIVITIES

Staff are reminded that:

1. If a parent/carer has put a restriction on a child's activity on medical grounds, it is the **PARENT/CARER ALONE WHO CAN REMOVE IT.**
2. If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint, i.e. asthma, epilepsy, cystic fibrosis, rigorous supervision should be maintained.

Where these two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

CANCELLATION OF ACTIVITIES

Parents/Carers must be notified in advance if after school activities have to be cancelled. Where this has not been possible, pupils must be kept in school until the time they would normally leave at the end of the activity.

SCHOOL FIELD

The field is used by the whole school for Sports morning. At other times it is either used by small groups or classes. At any of these times there are a minimum of 2 adults one of whom would be able to summon help if there were a problem.

GYMNASIUM – ROPES

Pupils are not allowed to 'knot' the ends of ropes as not only does this make them dangerous, it also damages the fibres.

ANIMALS IN SCHOOL

1. It is felt that pupils can benefit from caring for and observing animals. Teachers should discuss with the Headteacher the possibility of keeping animals in school. Pupils are not allowed to bring unscheduled animals into school even for a day. This would be an offence.
2. The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976 (Modification) Order 1984.

PIANO

1. The piano is sited in the Hall.
2. Only adults should move it.
3. There should be one person at each end and then it should be on a smooth, level surface.
4. Pupils are not allowed to move the piano.

5. Premises Officers and Cleaners should take particular note. Movers should stand at each end and should take care when moving the piano backwards and forwards – a falling piano will always fall backwards or forwards it is therefore important to keep the area clear. A safety bracket has been fitted to help avoid this occurrence.
6. The piano must not be moved up or down stairs.
NB. Pupils should keep clear when a piano is being moved.
7. The piano should be kept away from direct sunlight and radiators.
8. The piano will be tuned regularly.

This Policy will be reviewed in the Autumn Term 2023 unless there are any changes in legislation.

Adopted by the Governing Board and Signed by
Chair of Governors

Date.....



Westfield Infant School
Safety Conditions for Contractors Working On the School Premises
Based on the Health and Safety at Work Act 1974

Contractors must accept full responsibility for complying with the relevant provisions of the Health and Safety at Work Act 1974 and all relevant Regulations and Safe Working Practices in respect of work comprised in the Contract.

Contractors are required to read the following conditions and to observe the requirements of the School health and Safety Policy, Safe Working Practices/Procedures and Fire Precautions.

Working On School Premises

Contractor's employees or sub-contractor's employees must report to the school office on arrival on the school premises and before starting work. Such employees must show identification and provide any information requested including the nature of the work to be carried out and any hazardous substances/material and/or plant; machinery; equipment likely to be brought into and/or used on the school premises. All contractors will be requested to complete the Visitors/Contractors Book.

The playing of music is not allowed during school hours.

The School does not accept responsibility for any losses however caused to materials; tools; plant/machinery/equipment delivered. The School will endeavour, so far as is reasonably practicable to provide a safe place to keep materials. Contractors must show that they are adequately insured.

Permission must be obtained from the Headteacher before any work is commenced.

All and any foreseeable hazards/risks must be assessed and where appropriate, measures taken to ensure Health and Safety of the School and the Contractor's Employees.

Contractor's employees are only permitted to go to their work area and toilets.

First Aid

First aid facilities are available.

- i) First Aid boxes will be maintained at the sites specified.
- ii) It is the policy of the Governing Board that there will be sufficient numbers of trained First Aiders on the site at all times, in accordance with the first aid risk assessment. Those with current 'Appointed Person' certificated training is Cheryl Wilson.
- ii) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
- iii) External and internal contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the

school first aid boxes in an emergency. In that event the nominated 'appointed person' must be notified so that replenishment can be organised.

In the event of an accident, a School Accident Form must be completed by the Contractor or his representative at the time of the accident.

The School investigates all accidents or dangerous occurrences that may happen on its premises and Contractor's employees will be required to co-operate fully in any such investigation.

Fire Precautions

Contractor's employees must familiarise themselves with the Fire Exits and the positions of Fire extinguishers and the Evacuation Procedure.

All combustible materials must be removed from the work area on completion of work. Any fire or dangerous occurrence must be reported to the office immediately. Smoking is not allowed in any of the premises.

Safety Precautions

All electrical equipment/tools/appliances etc. must have been examined and made safe for use by a competent person according to the requirement of the Electricity at Work Regulations 1989, as specified by the Institution of Electrical Engineers, Schedule 16 before being brought onto school premises. All electrical connections to the school supplies must be carried out or supervised by an electrician who has been authorised by the school to do so. All services must be isolated by, or authorised by an electrician at the end of each working day and before contractor's employees leave the premises.

Fixed installations should be inspected and tested by the Council's Building Services Department at 5-yearly intervals and in the event of a fault developing.

Portable equipment will be checked in accordance with the guidance issued by the LA. A list of tested appliances will be filed in the school office.

In addition to these safety checks, staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Headteacher.

No overhead work may be carried out without the permission of the Headteacher. Suitable safeguards and safe systems for work must be instituted before overhead work is allowed to commence.

Openings must be free from obstructions and openings in the floors etc. must be hazard signed, in accordance with the requirements of the Safety Signs Regulations 1996 and safely fenced off.

Any lifting tackle brought onto school premises must be accompanied by a current Certificate of Inspections. Safe Working Loads (SWL) must be clearly displayed.

Equipment, machines, tools belonging to the school must not be used by the Contractor's employees.

Scaffolding may only be set up by a competent person in compliance with the requirements of the Health and Safety at Work Act 1974; the Factories Act 1961; Construction (Working Places) Regulations 1966 and all and any other relevant Regulations, Approved Codes of Practice etc.

The contractor must provide his employees with personal protective clothing and equipment to the requirements of the Health and Safety at Work Act 1974; the Personal Protection Equipment at Work Regulations 1992 and any other relevant legislation.

No employee of the Contractor is allowed on any roof (inside or outside) of the School without the permission of the Headteacher. Crawl boards must be used where applicable.

Control of Substances Hazardous to Health

The Contractor or his employees are not allowed to bring any hazardous material; substance or liquid onto the school premises without the knowledge and permission of the Headteacher.

Before permission may be given the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) must be fully complied with by the Contractor and his employees.

All persons who may be in the vicinity of hazardous materials; substances or liquids must first be provided with such information, instruction training and supervision as is necessary to irradiate foreseeable harm or risk(s) to health.

Liability for delay: Any time or loss due to infringement of these conditions is the responsibility of the contractor.

Westfield Infant School

Safety Conditions for Contractors Working On School Premises

The School hereby reserves the right to request the temporary, or permanent removal from the premises of any person or persons who in the opinion of the school is/are not conforming to the requirements of these conditions.

The School shall not be liable to any delays to work being carried out, or any other consequence of such action.

No permissions or consent under these conditions shall in any way relieve the Contractor of his liability for accidents, injury or damage under the contract.

Any advice with regard health safety or fire precautions whilst working on the school premises can be obtained from the Headteacher.

Contractors should also make themselves aware of the asbestos plan which is sited on the front desk. Please sign below your acceptance of these requirements.

I, on behalf ofCompany accept the Safety Conditions for Contractors and agree to abide by its instructions.

Name (Capitals)

Signature

Date



Westfield Infant School External Visitors Code of Conduct

Introduction:

At Westfield Infant we value the expertise and skills of external contributors such as the School Nurse, local community Police Officers, Fire Service, Star Walker teams, leaders of faith communities, sports coaches, local business people, etc. This Code of Conduct aims to ensure that visits by such contributors are as effective as possible and ensure child safety.

Vetting external contributors and child protection:

Westfield Infant School will ensure that:	checked YES (Tick)	checked NO (Tick)
<ul style="list-style-type: none"> • Non DBS checked visitors should work alongside the teachers and must <u>NOT</u> be left alone with groups or individuals or pupils 		
<ul style="list-style-type: none"> • Visitors if unsupervised or working regularly in the school have had a Disclosure & Barring Service check 		
<ul style="list-style-type: none"> • All visitors need to be clear about the school policies on <ul style="list-style-type: none"> ✓ Confidentiality and disclosure ✓ The child protection procedures ✓ The school's values and approach to the subject concerned 		
<ul style="list-style-type: none"> • Visitors are clear about the required learning outcomes 		
<ul style="list-style-type: none"> • The visitors input and involvement are integrated into the school's programme, not just a one off event 		
<ul style="list-style-type: none"> • Visitors should be clear about their roles and responsibilities and boundaries when working <ul style="list-style-type: none"> ✓ Within the curriculum ✓ On a one to one basis ✓ Supporting teachers in following up disclosures ✓ Supporting teachers and the school community 		

The Approach

Westfield Infant School will ensure that:	checked YES (Tick)	checked NO (Tick)
<ul style="list-style-type: none"> ✓ The approach is pupil centred ✓ The input meets the needs of the pupils 		
<ul style="list-style-type: none"> • The visitors where necessary, are competent educators and facilitators and do not input out of their remit and expertise 		
Pupil participation:		
<ul style="list-style-type: none"> • Where possible pupils are given a voice and are involved at the onset of the programme and follow-up work i.e. writing invitations and thank you letters 		



Westfield Infant School – Non Smoking Policy

Rationale

We have been a non-smoking environment for some time.

- Smoking is the single most preventable cause of premature death and ill-health in our society.
- Passive smoking (breathing other people's tobacco smoke) is also potentially fatal. It has been shown to cause lung cancer, as well as other illnesses, in non-smokers.
- Smoking is a health and safety issue for all adults who use the school: staff and parents/carers.
- Everyone has the right to breathe clean air, and non-smokers are in the majority.
- Schools have a major role to play in working towards non-smoking being seen as the norm in society.
- Pupils need to receive consistent messages and require non-smoking role models within school.

Restrictions on Smoking

- Smoking is not allowed anywhere on the school premises.

Visitors

The smoking policy applies to all visitors to the school – for example, parents/carers, suppliers, supply or temporary staff, and contractors carrying out repairs and maintenance. The following arrangements have been made for informing visitors of the policy existence.

- School Prospectus
- Handbook for staff
- Induction – staff are informed
- Clearly worded signs are sited to announce the policy
- Staff members will inform visitors of the policy where necessary

Westfield Infant School
Lockdown Plan

Management and Control	
Nominated Person	Responsibility
Head teacher	Initial contact with the emergency services
Office staff	Liaison with Parents
Teachers	Pupil control

Signals	
Signal for Lockdown	'Partial Lockdown' or 'Full Lockdown'
Signal for All-clear	'End lockdown Brumas'

Lockdown	
Specified Assembly Points	Classrooms Office
Designated 'Safe haven'	Westfield Junior school
Communication arrangements	'Walkie talkie' contact between Office and LMT team.
Notes	

LOCKDOWN PLAN				
		Check	Time	Sign
1.	Ensure all pupils are inside.			
2.	Secure all entrance points to the school.			
3.	Dial 999 for each emergency service that the incident requires.			
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw curtains to avoid detection. • Put mobile phones on silent • Turn off lights and computers. • Stay away from windows and doors. 			
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or if the room becomes unsafe.			
6.	Take attendance of pupils in each classroom. Note missing or injured pupils and staff members. If it is safe to do so inform the office.			
7.	Remain inside the classroom until the all clear signal has been given by the LMT or unless told to evacuate by the emergency services.			