



Lee Brigg Infant and Nursery School

Health and Safety Policy 2017

Date	Review Date	Lead	Nominated Governor
February 2017	February 2019	S Gordon	Mr A Emms

The health, safety and welfare of all the people who work or learn at Lee Brigg Infant and Nursery School is of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

This Health and Safety policy has been produced and agreed by the Governing Body of Lee Brigg Infant and Nursery School. This document outlines the arrangements at this school for Health and Safety and where appropriate highlights the specific responsibilities of individuals to ensure that this is achieved.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, staff and visitors to the school.

A copy of this policy is available each for each member of staff to read on the school website and is accessible to parents both electronically and on request from the school office. The Headteacher ensures that individual members of staff are made aware of any sections of the policy which are particularly relevant to them.

1. Aims

- To establish a safe working environment for all children, staff and visitors;
- To encourage everyone to take responsibility for health and safety;
- To provide and maintain equipment;
- To establish safe operating systems within the school;
- To provide training and up to date information.

2. A Healthy School

We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually, mentally and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- Giving health issues high priority in our planning;
- Planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- Providing opportunities for children to take responsibility for their learning and behaviour;
- Making sure that the environment is stimulating and conducive to learning;

- Providing opportunities for children to put forward their views and be listened to;
- Supporting children who need additional care and attention;
- Providing opportunities for all our staff to develop their skills;
- Working closely with parents/carers and external agencies to provide the best possible support for our children;
- Making sure all children have clear and appropriate targets.

3 The School Curriculum

- 3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, pupils learn about the work of the police, ambulance and fire services. Likewise, through the science and design technology curriculum we teach the children how to handle equipment safely.
- 3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons, and we reinforce these points in science and design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. All pupils also receive education about drugs (medicines) which can help us and about relationships and families through PSHCE and Science lessons.
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

4. Health and Hygiene

4.1 Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in the school office.

4.2 Medicines

Administering Medicines / First Aid

- 4.3 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Where this is not practicable we require written request for staff to administer the medication. We keep records of times, type and amounts of medication given in the first aid area in the main school office. Only medicine specifically prescribed for that child, for the condition at the time will be administered by school staff.
- 4.4 The process for administering medicines is set out in the School Administration of Medicines Policy that forms part of this Health and Safety Policy.
- 4.5 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- 4.6 Staff involved in administering the medication, in particularly inhalers, will receive training, usually from the school nurse.

4.7 Smoking

The Governing Body has adopted a no smoking policy within the school building and grounds.

4.8 Hygiene

It is the responsibility of the Headteacher to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

4.9 Animals in School

No animals are currently kept in school. If animals are brought into school, care is taken that these are supervised at all times and that children do not have any particular allergies relating to them.

No dogs are allowed in the school grounds.

5 School Meals

5.1 Our school provides the opportunity for children to have a meal at lunchtimes. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Food Standards 2015. Children under five are entitled to free milk each school day.

5.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

5.3 Our school promotes a healthy lifestyle. As sweets and fizzy drinks can damage children's teeth, we do not allow them to be eaten/ drunk in school.

6 School Uniform

6.1 It is our policy that all children wear school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents and carers, and we review these requirements regularly.

6.2 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children to remove these during PE and games or that they are taped over.

7 Child Protection

7.1 The named person with responsibility for child protection in our school (the Designated Child Protection Officer) is the Headteacher, who liaises with a named governor. The Deputy Headteacher is the Deputy Designated Child Protection Officer (DCPO). We follow the procedures for child protection drawn up by the LA and the Governing Body. All staff receive Child Protection training every year – face to face training in the first year and online training in the second year. The named person with responsibility for Child Protection receives training every two years. We hold weekly safeguarding meetings to share concerns about the well-being of any children.

7.2 A separate Safeguarding and Child Protection Policy is in place.

7.3 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the Headteacher, the deputy Headteacher or in their absence the other teachers who have received designated safeguarding lead training, about their concerns.

7.4 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

- 7.5 We require all adults working in school (either employed or voluntarily) to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. (Disclosure and Barring Service (DBS), previously known as Criminal Records Bureau (CRB))
- 7.6 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the academy acted in the child's best interests.

8 School Security

- 8.1 All staff and pupils are encouraged to be aware of strangers on the premises. While it is difficult to make the school site totally secure, we do all we can to ensure that the school is a safe environment for all who work or learn here and we strive to have in place systems to protect pupils, staff, visitors and equipment.
- 8.2 All visitors to the school site must enter via the main locked reception area. Keypads on doors prevent entry elsewhere into the school building. If a visitor is unknown identification will be requested, they are then required to sign in at the school office and wear a visitor badge whilst on site. Red badges are given to those visitors who do not have a DBS and cannot be left unsupervised in the school building or grounds. Green badges are given to those who have had their DBS checked.
- 8.3 Teachers will not allow any unknown adult to enter their classroom if the school visitor's log, school secretary or Headteacher does not identify them.
- 8.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher / deputy Headteacher / school office immediately. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

9. Contractors

- 9.1 All contractors working or visiting on site during the school day will be subject to DBS checks carried out by Waterton Primary Academy Trust. Any other contractors who need to visit school during the school day will be fully supervised. In the event of a Contractor needing to work on site during the school working day, arrangements with regard to Health and Safety of Staff and Pupils will be agreed and will include:
- Safe working practices
 - Maintenance of fire escape routes
 - Arrangements to control interaction between contractors and pupil
 - Notification of the arrival and departure on site of the contractor each day to the secretary office
- The Headteacher or representative will monitor the agreed arrangements. If a contractor is working during school closure, arrangements will be made with the caretaker and monitored by the same.

If any contractor is observed working in an unsafe manner they will be requested to stop work by the Headteacher.

10 Safety of Children

- 10.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.
- 10.2 We do not take any child off the school site without the prior permission of the parent.
- 10.3 If an accident does happen, and it results in an injury to a child, the member of staff present will do all s/he can to aid the child concerned. We keep a first aid box in the nursery office and the main school office. All staff at the school receive regular one day emergency first aid training (every three years), in addition to this staff regularly working with children in early years at the school will be trained in the 2 day Paediatric First aid course.

- 10.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 10.5 We record in the school log book all incidents involving injury, and, in anything more than very minor cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. We send completed accident reporting forms to the Local Authority / Waterton Multi academy trust for monitoring.
- 10.6 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the reasonable force necessary may be used, and any action taken must be only to restrain the pupil as set out in the Behaviour and Discipline Policy that forms part of the Safeguarding and Child Protection Policy. If restraint has been required, a written report will be made.

11 Fire and other Emergency Procedures

11.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once a term. Arrangements are made to monitor the condition of all fire prevention equipment and electrical equipment annually. This includes the visual inspection of fire extinguishers, and a full test of the fire alarm system. In addition the caretaker tests the fire alarm weekly.

11.2

- Emergency evacuation procedure notices are posted at key points throughout the school. Employees must ensure that they are conversant with these notices;
- Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency;
- All employees must take charge of any unsupervised child;
- The Headteacher will make specific arrangements for anyone with special needs;
- The caretaker will ensure that the fire alarm system and fire appliances are tested and properly maintained;
- The Headteacher will ensure that fire drills are carried out regularly;
- The school has an emergency plan. Staff, Governors and children will be trained to know this plan exists and react accordingly on the identification of an emergency. This plan is published in school.

12. Reporting Hazards

12.1 All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. The health and safety governor will be informed of the actions taken to remedy hazards.

13. Control of Substances Hazardous to Health Regulations

13.1 Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboards are locked during the day and the key kept in the main school office.

14. Equipment

14.1 It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

Staple Guns – These are not to be used by children and must always be stored in a drawer / cupboard when not in use.

DT Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools.

Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
PE Equipment - PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

14.2 Use of Electrical Equipment

- Plug covers will be used in all unused plug sockets.
- All portable electrical equipment will be thoroughly tested – see below.
- All equipment in regular use will be checked by the competent person.
- All electrical equipment in regular use will be `vision` checked by the teacher using the equipment each time it is used. If equipment is damaged or defective in any way, it must not be used but must be reported to the headteacher.
- Extension leads should only be used when essential. If the lead is of the rolled type it must be fully extended before use.
- No wires should be placed that they constitute a hazard to any person on the premises. Check especially computer trolleys, if possible they should back onto a wall and ALL leads and wires must be kept tidy.
- Where practicable electrical equipment should be switched off and the plug removed from the socket before being left unattended at night or for long periods during the day.
- Care should be taken not to obstruct electrical heaters with combustible material of any kind.
- Personal equipment should not be brought into school. However, where this is necessary the above checking procedure must be followed.

14.3 Checking Electrical Appliances

All portable electrical appliances are tested annually (PAT tested) and marked with the date of the next inspection.

15. Educational Visits

- 15.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Out of school visits are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by the headteacher.

16 Transport / Seat Belts

- 11.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. A copy of the bus / coach company's liability insurance is requested before each school trip.

17. Internet Safety

(See also the E-Safety Policy policy)

- 17.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines.
- 17.2 We seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

18 Theft or other Criminal Acts

- 18.1 The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police.
- 18.2 Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive, and support the employee in question if s/he wishes the matter to be reported to the police.

19 The Health and Welfare of Staff

- 19.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay.
- 19.2 The school will not tolerate violence, threatening behaviour or abuse directed against staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the local authorities' protocol and the police.

.20. Safety Inspections

The Headteacher will arrange at least an annual Health and Safety inspection of the school. The inspection team may include:

- The Headteacher and deputy headteacher ;
- The Governor responsible for the Health and Safety of the school;
- Any union appointed safety representative, and
- The school caretaker.

The Headteacher will ensure that inspection reports are distributed as necessary and refer any concerns to the appropriate body.

The Headteacher and caretaker will liaise with the COO (Chief Operations Officer) of the Waterton Academy Trust to ensure the school complies with all guidance for health and safety including the testing and maintenance of asbestos materials and for Legionella within the water systems. (See separate policies and guidance in the Asbestos and Legionella files, kept in the school office).

21. The role of the caretaker

The caretaker, under the general direction of the Headteacher, is responsible for:

- The day to day upkeep of the premises.
- Ensuring that all the heating systems and equipment are operational and report any problems to the Headteacher to be investigated.
- Carrying out his duties in a safe manner and ensure all relevant guidelines on substances are followed.
- Carrying out general surveys of the premises inside and out and report accordingly.
- Carrying out tests of the fire alarm, keep records and ensure any emergency lighting operational.

22. Monitoring and Review

- 22.1 The governing body has a named governor with responsibility for health and safety matters.(Mr Andrew Emms). It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with other external agencies where necessary, to ensure that the school's procedures are in line with those of the local authority.
- 22.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 22.3 The Headteacher implements the school's health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors on health and safety issues.

22.4 This policy will be reviewed at any time on request from the governors, or at least once every two years.

Headteacher:		Date:	
Chair of Governors:		Date:	