

TOWNVILLE INFANTS' SCHOOL



HEALTH, SAFETY AND SECURITY POLICY

Updated September 2016

HEALTH, SAFETY AND SECURITY POLICY

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND SECURITY

TOWNVILLE INFANTS' SCHOOL

Part I

I. Introduction

The health, safety and welfare of pupils and staff at Townville Infants' are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

1.1 This is a statement of organisation and arrangements for the above named school. This does not replace the council's safety policy or the Education Department's safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils. Copies of these documents, along with other Codes of Practice and information on health and safety matters will be found in the school's safety manual.

1.2 This statement deals with those aspects over which the Head has responsibility and control and covers safety associated with the building structure, fixed equipment and services for which other officers of the Authority also have responsibility. It describes how the Head is discharging her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline, of the school in accordance with the Articles of Government.

1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures among staff and pupils.
- To make arrangements for ensuring safety and absence of risks to health in connection with use, handling storage and transport of articles and substances which are hazardous to health.
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.

- To maintain a safe and healthy place of work and safe access and egress from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures to be followed in case of accident.
- To provide and maintain adequate welfare facilities.
- To formulate effective procedures to ensure all electrical equipment is regularly checked and maintained.

2. **RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY**

2.1 **The Governing Body**

The ultimate responsibility for all school safety organisation and activity rests with the Governing Body.

Governors are responsible for everything over which they have control, and where they do not have such control (e.g. capital expenditure needed to eliminate a hazard) they are expected to take all reasonable measures within their executive authority to avoid or to minimise the problem. Where it is outside the control of the governors they have a responsibility to report the problem to the appropriate authority.

Governors have the responsibility to ensure that the safety procedures of the school are agreed, implemented and reviewed regularly.

2.2 **The Head**

The responsibility for the day to day school safety organisation and activity rests with the Head, who shall: -

- be the focal point for day to day references on safety and give advice or indicate sources of advice.
- co-ordinate the implementation of the approved safety procedures in the school.
- maintain contact with outside agencies able to offer expert advice.
- make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations and substances.
- review from time to time: -
 - (i) the provision of first aid in the school. (See first aid policy)
 - (ii) the emergency regulations. (See emergency planning file)
 Make recommendations for improving the procedures laid down.
- Review regularly the dissemination of safety information concerning the school.
- Recommend necessary changes and improvements in welfare facilities.
- Inform the Governors from time to time of the safety procedures of the school.

2.3 Special Obligations of Class Teachers

- The safety of pupils in classrooms and corridors is the responsibility of class teachers; teachers have traditionally carried responsibilities for the safety of pupils when they are in their charge.
- If, for any reason, e.g. the condition of equipment, for which a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected to :-

- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- Know the safety measures to be adopted in their working areas and to ensure they are applied.
- Give clear instructions and warnings as often as necessary.
- Follow safe working procedures personally.
- Use protective clothing, guards, special safe working procedures, etc. where necessary.
- Make recommendations to the Head on safety equipment and on additions/improvements to tools or equipment which is dangerous or potentially so.

2.4 Non-Teaching Staff:-

- Have a general responsibility for the application of the LA safety policy to their own area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that area of work. Advice or instructions given by the LA and the Head, including the relevant parts of this statement, shall be observed.
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (boiling water, guillotines, etc.).
- Shall resolve any health and safety problem any member of staff may refer to them, and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head.
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority.
- Shall propose to the Head requirements for safety equipment and on additions or improvements to tools or equipment which are dangerous or potentially so.

2.5 Caretaker

- Will carry out regular tests of the fire alarm, security procedures and the storage of Hazardous Substances
- Will carry out tests of electrical equipment on a regular basis.
- Will report to the Head any noticeable changes in or around school that could affect the health and safety of any of its users.

2.6 Safety Representative

- The Health and Safety Governor carries out annual safety inspections with the School Business Manager. Records of the inspections are discussed at the meetings of the Resources committee. In addition the Headteacher, Business Manager and Site Manager do weekly checks.

2.7 Business Manager

The Business Manager will support the Headteacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

2.6 Obligation of all Employees

The Health and Safety at Work Act 1974 states :-

"It shall be the duty of every employee while at work :-

- To take reasonable care of the health and safety of himself and of any other persons who may be affected by his acts or omissions at work.
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Act also states :-

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- To observe standards of dress consistent with safety and/or hygiene.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not willfully misuse, neglect or interfere with things provided for her/his own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures in their school.
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

3. VISITORS

Townville School has a total of five entrances. Visitors should report to the School Office near to the headteacher's office via the side entrance that operates through an intercom system. Visitors to the nursery building must ring the bell as the main door is kept locked.

All authorised visitors e.g. Officers of the Authority, Governors, Contractors, delivery drivers, sales representatives, Parents etc. are required to observe the safety rules of the school. Parents and volunteers who help out in school are made aware of the safety rules by the teacher with whom they are working. This is done on a regular basis. All other visitors will be informed of the safety rules as applicable to them.

4. SUPERVISION OF CHILDREN

- Playtimes; lunch times; movement around school.

Health and safety arrangements for children during the above times are addressed in Appendix (i) of this document.

- Transport out on school visits.(See school visits policy).

5. USE OF CDT EQUIPMENT

Health and safety arrangements for children when there is use of CDT equipment are addressed in Appendix (ii).

6. USE OF BAKING EQUIPMENT

Health and safety arrangements for children when there is use of baking equipment are addressed in Appendix (iii).

7. OUTDOOR EDUCATION

The school follows the guidelines as laid down in WMDC's policy on Health and Safety with respect to outdoor education as outlined in the booklet "Safety in Outdoor Education" See Appendix (iv).

8. PHYSICAL EDUCATION

Health and safety arrangements for children during P.E. are addressed in Appendix (v).

9. WHEN CONTRACTORS ARE ON THE PREMISES

All staff will be made aware of contractors working on the premises.

The contractors have to notify the office when they first come to the school and sign a book noting the date, time and nature of the work.

10. EMERGENCY PROCEDURES

Illness or Accident

If anyone should become ill, or suffer injury as a result of an accident, the procedures below would be followed:-

- First aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances and, if absolutely necessary, removed from danger.
- The First Aid room is the school office. All cases of illness and accident must be reported to the school office. Major accidents e.g. fractures are recorded and sent to the Wakefield Health and Safety Team, and if necessary the Health and Safety Executive.

This conforms to **Reporting of Injuries, Diseases And Dangerous Occurrences Regulations 1995**. The school staff on duty will liaise with the Head/Deputy to ensure that the patient receives proper attention and, if necessary, make arrangements for hospital treatment. In the case of a pupil every effort is made to contact the parents or other nominated responsible adult.

- As soon as possible after the incident every case of injury or accident is fully and accurately reported to the school office. Where possible, detailed statements are obtained from witnesses. Accident forms are kept in the school office. These are completed either by the Headteacher, Deputy Headteacher, or the School Business Manager. These forms are filled in for notifiable injuries to employees, pupils, or to members of the public. An entry into the school accident book is also be made. Information about the correct forms to be used and the procedures to be followed can be found in the school office. Staff should discuss with Senior Management any documentation to be completed.

Fire and Emergency Procedures

It is the duty of all members of staff to carry out the procedures as follows:-

- Operate nearest alarm.
- Lead all children through the emergency door onto the grassed area adjacent to the school following the procedures in the "Fire Safety Policy".
- The office staff will take all registers and the signing in book outside to check. They check the lower toilets on their way out.
- It is the task of the Headteacher to check evacuation of corridor and upper toilets. In the absence of the Headteacher teachers are to raise awareness of a person's absence at the earliest opportunity.
- If it is safe to do so a member of staff may check the corridor and upper toilets. If not the Fire Service should be informed on arrival that certain areas have not been checked.
- A sample of the procedures can be found in Appendix (vii).

N.B. Review of Emergency Procedures

From time to time it will be necessary for the Headteacher to review the provision of first aid in school and the emergency regulations. Where necessary, she will recommend suggested improvements to the Governing Body.

11. **MEDICINES IN SCHOOLS** (See Managing Medicines policy)

12. **EQUIPMENT**

All members of staff are required to visually check any electrical equipment used in the classroom/department.

They should: -

- Check the plug is securely and safely fitted to the flex.
- Check the flex is in good repair and shows no sign of wear or damage.
- Check the flex is securely and safely attached to the appliance.

This check should be carried out each time the equipment is used. Equipment that is not in regular use should be checked at least once each term.

If there is any doubt of the safety of any piece of electrical equipment it should immediately be taken out of use and the fault reported to the Headteacher.

Any electrical equipment is serviced is by a competent qualified person.

CONCLUSION

- It is the responsibility of everyone to make these arrangements work. This will ensure as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.
- If an improvement or prohibition notice is served by an enforcement officer, (e.g. Factories' Inspector or Environmental Health Inspector); the Headteacher should immediately advise the Chief Education Officer. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.
- Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or Headteacher in pursuance of the safety policy should immediately report the circumstances to the Headteacher. The Headteacher will then initiate appropriate remedial action when it is reasonably practicable. If it proves impossible for the Headteacher to resolve the matter, she should then report the matter to the Senior Education Officer (Finance, Administration and Development) or the Assistant Education Officer (Finance and Development).

- If no action is seen to be taken the Headteacher should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or one of the officers mentioned above.
- Hazardous situations should also be reported immediately and the same procedure followed.
- Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

Appendix (i).

MOVEMENT AROUND SCHOOL, PLAY TIME, LUNCH TIME

1. All teachers should ensure their classroom is vacated at the beginning of playtimes and at the end of any session. No child should be allowed in school during playtime unless with permission from a teacher. Any child who is being disciplined by losing the privilege of going out to play should be sent to the School Office.
2. Children are told to visit the W.C. on the way out of school at break time and lunchtime and are supervised by teachers/teaching assistants. In the event of a child needing the toilet in lesson time the child seeks permission of the teacher/teaching assistant in charge of the class. The children should go individually to the toilet, but obviously there is leeway on this when more than one child needs to go at the same time. On these occasions they are not escorted as the teacher is supervising the class. However children are given strict ground rules about correct behaviour at the beginning of each term.
3. Children must make a decision about coats on the way out of school.
4. At the end of playtime the teacher on duty rings the bell once. The children then walk to the entrance and line up in classes. The teacher collects her class from the playground and takes it into the classroom.

Indoor play times: Each class is supervised by a member of teaching or non-teaching staff.

5. Teachers should be in school at 8.30 a.m. (directed times) and in their classrooms at 8.50a.m.
Children may come into the classrooms on arrival at school which should not be before 8.50 a.m. The teacher in the classroom nearest to the top playground rings the bell at 9.00 a.m. for the start of school.
6. All movement around school should be at walking pace.
7. .At lunch-time the children are under the supervision of lunchtime supervisors. The same rules for movement inside school, and for the playground, apply.
Y1 & Purple Class Teachers should wait with the class until the supervisor collects them
At 12.00 p.m.

Starting at 11.50 and 11.55 a.m, children on 1st sitting should line up at the classroom door and the teachers should escort their classes to the bottom/top toilets. The teachers remain with the children until the lunchtime supervisor takes them into the dining hall. The younger classes (and purple class) go into the hall at 12.00 noon, the older classes at 12.30 p.m. accompanied by the class supervisor.

Appendix (ii)

USE OF CDT EQUIPMENT

When specific woodworking tools are involved the following code of practice should be followed: -

1. A member of staff should be in the room at all times.
2. The CDT trolley should be taken into the classroom.
3. The glue guns should only be used by members of staff and should be kept away from children.
4. Never run or dash about the room. Be aware of others working around you.
5. Avoid the use of chisels and gouges unless essential. Use of these should be supervised and nobody should be facing a person using one of these tools.
6. Make children aware of the tools available to them and teach them how to use tools properly before making them freely available.
Don't overcrowd the working area with children
7. Children should only saw wood when it can be held securely either in a vice or, for smaller pieces, a bench hook.
8. Don't overcrowd the working area with children
9. Train the children to always keep tools tidily when not in use and to put them away in their correct places on the woodwork trolley when finished with.
10. Sweep down all working surfaces after use.

Appendix (iii)

USE OF BAKING EQUIPMENT

1. Electrical Equipment

Cookers, Refrigerators, Iron, (Microwave and Tumble Drier - Nursery).

When not in use: - Keep clean and tidy in appointed areas.

All, except refrigerators, to be switched off and unplugged at the main supply. Always be vigilant of exposed and loose wires.

Refrigerators for classroom and staff use are in the staffroom and the office.

When in use: - Appliances to be used only under the supervision of a responsible adult, after thorough explanation of safety rules.

After use, all appliances to be thoroughly cleaned in hot water and put away tidily in the appropriate storage area.

All shared resources: -

To be cleaned thoroughly and returned to the storage area.

2. Hygiene

Surfaces to be thoroughly clean before and after use. Storage areas to be kept clean and checked regularly.

Cleaning agents should be used under the supervision of an adult. Hygiene Certificates need to be held by an adult in charge of the group.

Appendix (iv)

HEALTH AND SAFETY IN PHYSICAL EDUCATION

1. Physical Education is a normal part of the school curriculum and all aspects of Health and Safety have to be considered. Because P.E. is an "active" subject special care must be taken. These notes relate to all activities which come under the broad area of P.E. within the school: - dance, movement, games, etc.

2. Working in the Hall

2.1 The teacher should always be aware of the space she/he is working in and should ensure it is safe and clean.

2.2. Special care must be taken with the floor: -

If a teacher feels the floor is too dirty, gritty, etc. she/he should decide whether to continue with the lesson or to cancel it until the floor has been cleaned of debris.

2.3 All apparatus should be checked before use to ensure everything is safe and secure.

2.4 Any benches, boxes, mats, etc. should be stored and used correctly.

3. Outdoor P.E. and Games

3.1 Encourage children to be aware of the "objects" they could encounter on the grass or playground and do a preliminary check of the area to be used. This includes the possibility of dog fouling. If there are any doubts about the suitability of the area the teacher should cancel the lesson and move elsewhere.

4. HEALTH AND SAFETY ISSUES RELEVANT TO INDOOR AND OUTDOOR P.E.

4.1 The teacher should have a strict policy of how the children behave in the hall and this should be adhered to at all times.

4.2 The motto is "Awareness and Control". This simply means that the teacher should be aware of the children for all of the lesson and know exactly what she/he wants from the lesson. It is important that the teacher has control at all times and stops any potentially dangerous activity before it has a chance to develop.

4.3 All P.E. apparatus should be cleaned and disinfected regularly.

CLEANLINESS

1. Over the past few years the treatment of verrucae and other foot problems has been varied and confused. Some doctors treat verrucae with lotions and creams, advising that they be kept covered on wet floors. Others advise that they are best left uncovered. As teachers we realise that any disease of the feet will spread very quickly in a school, therefore we encourage children to be aware of their feet.
2. From an early age children should be taught to check their own feet and encourage their parents to check them after a bath or shower. Any lesions, spots or rough patches should be reported and dealt with.
3. Verrucae must be taped up or a verruca sock worn.
4. Where children put their bare feet down on a floor, that floor should be as clean as possible.

ESSENTIAL PROCEDURE FOR P.E.

Children should be trained from an early age how to conduct themselves for a P.E. lesson. This benefits not only the teacher and children, but ensures a safe lesson.

1. The lesson begins in the classroom: -
Children undress.
Children line up in a quiet, sensible way and walk, without talking, to the hall.
2. Children enter the hall quietly, under their teacher's supervision.
3. For indoor activity pupils wear black cycling shorts and red/white t-shirt.
4. Children should get changed quietly and sensibly.
5. When all children are ready they should find a space on the hall floor, sit down and wait for the lesson to proceed.
6. At the end of the lesson the children line up, and they are led quietly back to the classroom to change.
7. Children leaving the hall to visit the toilet must put on their shoes.

TOWNVILLE INFANTS' SCHOOL - FIRE SAFETY POLICY

Fire Doors

1. Classrooms

The fire doors in main school open onto the school field. These doors must not be obstructed by objects or children working. In the Nursery the verandah doors open onto the play area. These doors must not be obstructed by furniture or push-chairs.

2. On Corridors

These open onto locked garden areas – the key needs to be collected from it's holder in the case of a fire. The key is located high on the wall to the left of the fire door. These doors must not be obstructed by furniture.

3. In the Hall

These open onto locked garden areas – the key needs to be collected from it's holder in the case of a fire. The key is located high on the wall to the left of the fire door. These doors must not be obstructed by furniture or PE Equipment.

External doors

All external doors should be kept clear for easy access.

Smoking

No smoking is allowed in the school grounds or premises. Visitors should comply with this ruling.

Surplus Furniture

See caretaker regarding storage.

Combustible Materials

These should be safely and tidily stored away from heat sources.

Fire Brigade

Dial 9-999 from office.

Fire Alarms

Main School

1. Bottom corridor near classrooms 1 - 2.
2. Centre corridor near hall display.
3. Top corridor near top classroom.
4. 19 Pushpoint Alarms
1 – 15 Classrooms + Corridors
16 – 18 Main Hall
19 – Boiler Room

Fire Extinguishers

1. Office Corridor – 1xwater, 1xCO2
2. Long Corridor – 4 x Water, 2 x CO2
3. Staffroom Corridor – 1 x Water
4. Staffroom 1 x Fire Blanket
5. Kitchen – 1 x Fire Blanket, 1 x CO2, 1 x Foam
6. Hall – Switch room – 1 x CO2
7. Boiler House – 1 x Water, 2 x CO2
8. Nursery – 2 x Water, 1 x CO2

Fire Drill - To be held each term.

See Fire book in Main Office

How to lift safely

Have you checked the object before you try to lift it?

- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is.
- Remember, a small size does not always mean a light load

Is the load you want to lift packed correctly?

- Make sure the weight is balanced and packed so it won't move around.
- Loose pieces inside a box can cause accidents if the box becomes unbalanced.

Is it easy to grip this load?

- Be sure you have a tight grip on the object before you lift it.
- Handles applied to the object may help you lift it safely

Is it easy to reach this load?

- You can be injured if you arch your back when lifting a load over your head.
- To avoid hurting your back, use a ladder when you're lifting something over your head

What's the best way to pick up an object?

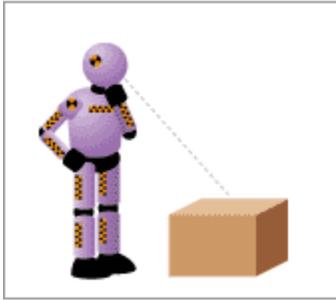
- Use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back.
- Keep your body facing the object while you lift it. Twisting while lifting can hurt your back.
- Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
- "Lifting with your legs" should be done only when you can straddle the load. To lift with your legs, bend your knees, not your back, to pick up the load. Keep your back straight.
- Try to carry the load in the space between your shoulder and your waist. This puts less strain on your back muscles

How can I avoid back injuries?

- Pace yourself. Take many small breaks between lifts if you are lifting a number of things.
- Don't overdo it--don't try to lift something too heavy for you. If you have to strain to carry the load, it's too heavy.
- Make sure you have enough room to lift safely. Clear a space around the object before lifting it.
- Look around before you lift, and look around as you carry. Make sure you can see where you are walking. Know where you are going to put down the load.
- Avoid walking on slippery, uneven surfaces while carrying something.
- Don't rely on a back belt to protect you. It hasn't been proven that back belts can protect you from back injury.
- Get help before you try to lift a heavy load. Use a dolly or a forklift if you can

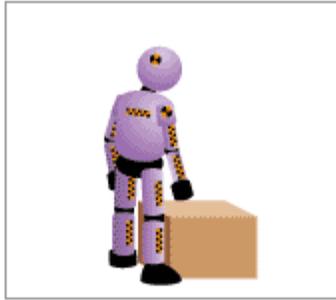
HOW TO LIFT SAFELY.

Or, "Save my aching back!"



SIZE IT UP.

Can you handle it or do you need help?



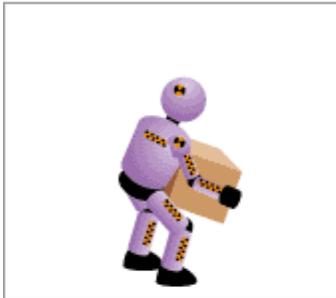
STAND CLOSE.

Place your feet 8" to 12" apart.



BEND YOUR KNEES.

Get a good handhold, keep back straight.



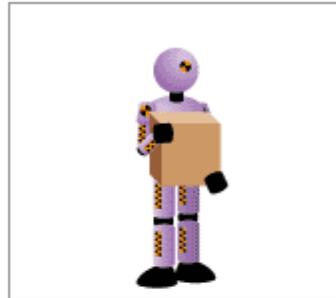
TIGHTEN STOMACH MUSCLES.

Lift straight up, push with your legs.



AVOID TURNING.

Never turn or twist while lifting.



USE YOUR FEET.

Turn feet to change body position.



DOWN AND UPS.

Set it down like you picked it up.



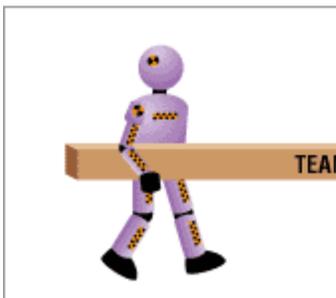
HOLD ON TIGHT.

Position between knee and chest level.



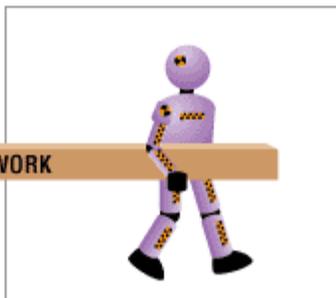
DON'T REACH TOO FAR.

Use a ladder, not a chair.



THE BUDDY SYSTEM WORKS.

A little help never hurts, teamwork pays.



KEEP YOUR EYES OPEN.

And your field of vision clear.