



Health and Safety Policy

Approved by:	Caroline Cogdon (Chair of Governors) Caroline Ash (Head Teacher)	Date: June 2021
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Last reviewed on:	June 2021
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Next review due by:	June 2022
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Rationale

The Health and Safety of all employees and all other persons who use the School premises is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. "Other persons" includes staff, pupils, and visitors to the School.

Organisation and Responsibilities for Health and Safety

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Dinnington First School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- a) Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- b) Be informed and updated of Newcastle City Council and the Gosforth Schools' Trust H&S Policy, and receive advice and support from relevant Officers of NCC or Advisers acting on NCC behalf.
- c) Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time.
- d) Facilitate any necessary review of the school's H&S policy and procedure as may become

2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- a) The contents of this policy are brought to the attention of all relevant persons.
- b) A process for risk assessments is applied within the school, and that:
- c) All appropriate areas/activities are covered, (*as per separate risk management policy and procedure document*).
- d) Appropriate control measures are implemented.
- e) Assessments are monitored and reviewed as necessary.

- f) There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- g) Appropriate staffing levels for safe supervision are in place.
- h) An adequate schedule of inspection & maintenance is in place to ensure the place of work is in a safe condition and is a safe working environment.

Inspection and maintenance will include:

- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasium
- i) An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - Lifting and Handling
 - Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- j) Adequate and easily retrievable health and safety training records are available and up to date.
- k) The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- l) A termly H&S report is provided to Governors.
- m) The school has in place H&S monitoring arrangements.
- n) A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- o) Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- p) Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- q) Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

- r) The fire risk assessment is updated every two years and/or whenever significant changes or building works might affect the mean of escape.
- s) An appropriate Deputy is suitably instructed to take day to day responsibility in the absence of the Head Teacher.

3 Teaching Staff (including supply)

Teaching staff are responsible for the H & Safety of all children under their control and Effective and appropriate supervision of the children that they are supervising.

- a) That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- b) That they are conversant with the school's H&S policy.
- c) They know the emergency procedures.
- d) Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- e) That they report any defective equipment to the relevant person.
- f) All accidents and incidents are reported and reviewed or investigated.

4. The Facilities Supervisor

The facilities supervisor is responsible to the Headteacher, and in particular will ensure:

- a) The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- b) That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- c) That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S co-ordinator etc)
- d) That persons they supervise only undertake work for which they are competent.
- e) That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- f) That all staff work in accordance with safe working practices issued by the school, or NCC etc.

5. All Employees

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- a) Participate in the school's risk assessment process and comply with findings.
- b) Report any defects in the condition of the premises or equipment of which they become aware.
- c) Report all accidents/Incidents in accordance with the school's procedure.
- d) Be familiar with the procedure to be followed in the event of a fire/emergency.
- e) Make use, where relevant, of personal protective equipment provided for safety or health reasons.

- f) To follow all relevant codes of safe working practice and local rules.
- g) To report any unsafe working practices to the Headteacher.

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Access Control/Security

Visitors are required to enter through the main entrance via a buzzer system. They must report to reception, sign in and collect a visitors badge before entering the school.

2. Accident Reporting, Recording & Investigation

All accidents that occur on school premises relating to a child must be officially recorded in the Accident Book that is kept in the medical room. It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book. In the case of more serious accidents the admin and finance officer complete an accident form so that accident can be reported to NCC.

Accidents to staff and visitors must be recorded on an accident form completed by the admin and finance officer.

3. Asbestos

The Asbestos Survey Record is kept in the School Office. A copy is included in the health and safety file located in the staffroom. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Headteacher and checking the survey. Staff should report any damage to asbestos materials to the Headteacher.

4. Contractors

All contractors should be made aware of the Health & Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the school. These arrangements should be agreed before work commences and should include Risk Assessments as necessary eg: Working at Height etc

5. Curriculum Safety [including out of school learning activity/study support]

Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities. Staff should be suitable qualified to teach certain activities e.g the Baalpe document 'Safe Practice in Physical Education and School Sport' for PE 2016.

6. Drugs & Medications

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the Medicine Cabinet in the Medical Room (or if appropriate in the fridge in the staff room) and must be clearly named with instructions on the dosage. Medicines can only be taken under adult supervision and the administering adult must record the date, name of child, dose and then sign in the medicine record book held in the School Office. A separate managing medical conditions in school is available.

7. Electrical Equipment [fixed & portable]

Inspection of all school portable electrical equipment is carried out on an annual basis. A record of this can be found in the School Office. No personal electrical equipment should be brought in and used in school unless they have been tested and have a valid report from a competent person. Fixed electrical wiring is tested by a competent person every five years. This report can be found in the School Office. Any defective appliances or wiring should not be used and should be reported to the Headteacher.

8. Fire Precautions & Procedures (and other emergencies)

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly.

9. First Aid

First aid kits are located in the four areas indicated in Early Years and the medical room. The first aid cupboard and kits are regularly checked and restocked.

10. Glass & Glazing

All glass in doors, side panels should be safety glass, all replacement glass should be of safety standard, assessment of premises to establish compliance.

11. Hazardous Substances

COSHH - Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements.

12. Health and Safety Advice

The school buys back Health and Safety advice from Newcastle city Council Health and Safety Adviser.

13. Housekeeping, cleaning & waste disposal

The facilities supervisor is to ensure premises are kept clean and free of rubbish. Wet floor areas (spillages or cleaning) are clearly signed to minimise the risk of slipping. Glass and other sharp objects are disposed of safely. External waste

bins are held in a separate area. In bad weather areas will be prioritised and will be gritted or cleared of snow.

14. Lettings/shared use of premises

Health and safety information will be given to all users of the premises. There will be restrictions on use of equipment and areas accessible. Staff will be on site either opening/closing duty or in some instances for the duration of the letting. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided.

15. Lone Working

Staff working on their own should notify a second person who will seek to contact them if they do not 'check-in'. Lone workers should avoid hazardous activities.

16. Long Term Evacuation Plan

A Business Continuity and Critical Incident Plan has been produced and is updated regularly by NCC.

17. Maintenance / Inspection of Equipment

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary.

18. Monitoring the Policy

Members of the Finance and Premises Committee together with the Headteacher, carry out workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints.

19. Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

20. Playground Safety

Daily inspections of play equipment and the grounds are undertaken by the facilities supervisor. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and play equipment is checked via an annual inspection NCC.

21. Reporting Defects

Defects should be reported to the admin and Finance Officer.

22. Risk Assessments

The Head Teacher will make arrangements for risk assessments relating to the school premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

23. School Trips/ Off-Site Activities

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the City Council.

24. School Transport

Staff may be required to transport pupils to off-site events during the school day. In this instance the HT will ensure that they have the appropriate insurance. The school does not own a minibus. Parents offering to transport pupils to sporting events in their car are required to have appropriate insurance. Car seats must be provided if the height of the child requires it.

25. Smoking

Smoking is not permitted anywhere on school premises or in the grounds.

26. Staff Health & Safety Training and Development

New staff are briefed about H & S arrangements by their line manager, establishing minimum health and safety competencies for certain activities (eg use of hazardous substances, work at height, use of DSE) and certain roles (eg Relevant training courses will be made available as required).

27. Staff Well-being / Stress

The school subscribes to Newcastle city Council HR which helps with specialist information and counselling services.

28. Supervision [including out of school learning activity/study support]

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils as per the Guidelines for Educational Visits and Outdoor Educational Activities. All staff, governors and other volunteers are required to have enhanced DBS clearance.

29. Use of VDU's / Display Screens

Staff using VDUs/Display Screens for a significant part of their working day should complete a Display Screen Equipment Workstation Assessment Form.

30. Vehicles on Site

Only authorised vehicles are on the school site in the designated parking areas.

31. Violence to Staff / School Security

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main entrance. All visitors are required to sign in at Reception and must display their visitor's badge at all times. They should leave their car registration number when they sign in. Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher.

32. Working at Height

Staff use step ladders for minor working at height activities. The facilities supervisor may need to work at height in the course of her duties. Ladders should be visually checked before each use.

33. Work Experience

Arrangements are in place for allowing certain work placements. All visitors over the age of 18 are required to have enhanced DBS clearance. Students on work placement are given induction training and are fully supervised. Placements tend to be Northumbria ITT trainees or Year 10 work experience from within the Gosforth Schools' Trust.