

BRADDAN SCHOOL

Health and Safety Policy

Reviewed September 2022

Next review in line with Policy Review timeline 2025

Aims of the Policy

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

Objectives

- Be vigilant around the school premises for strangers
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment
- Maintain regular checks of the building and safety and security
- Be aware of the pressures on all staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Have procedures to use if there is an accident
- Give guidance on the use of images
- Inform about what should be done in a case of emergency

Communicating the Policy

A copy of the policy will be given to all staff to read and sign to confirm they have read and understood. A copy will be available on 'itslearning'.

Visitors have their attention drawn to basic health and safety information on entry to the school as necessary (eg if building work is being carried out).

New members of staff receive health and safety information as part of the Staff Handbook in addition to a copy of the policy.

Responsibilities of individual class teachers

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have;

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with safety and / or hygiene, especially footwear, and in relation to 'sun safety.'
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees in promoting health and safety measures
- Report any hazard or breakage
- Draw the attention of the Headteacher to any breach of procedure which cannot be dealt with
- Inform the Headteacher or caretaker if any difficulties occur and ensure that accidents (and near misses) are reported and recorded
- Set a good example to other adults and children
- Keep an overview of the parts of the premises for which they are responsible
- Keep up-to-date with new pieces of advice relating to health and safety
- Keep an overview of equipment and substances kept in their areas
- Ensure all donated equipment is safe for use, if necessary seeking advice
- Complete necessary risk assessments
- Implement existing policies and follow advice and instructions

Responsibilities of the Governing Body

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly

- Enable a member of the governing body to have a key monitoring role in relation to health and safety including an annual walk around the school building with the caretaker and headteacher
- Approve as appropriate arrangements for residential trips according to Department guidelines
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

Responsibilities of the Headteacher

- To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- To regularly review the safety and security of the school building during Governors' meetings
- To undertake risk assessments as and when required and review regularly
- To act upon referrals from employees
- To ensure staff and pupils comply with agreed procedures
- To record and inform relevant external agencies as and when appropriate
- To ensure access to this policy and other health and safety information as legally required
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance
- To ensure that appropriate logs and records of incidents are completed and acted upon
- To ensure policies and employees are updated as to new legislation and guidance
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
- To ensure that temporary/ supply staff are informed of health and safety practice
- To meet with the health and safety representative of the governing body annually to discuss health and safety issues and 'walk the school'
- To report on any audits/ inspections to the governing body and follow-up any necessary actions
- To ensure that procedures are in place to ensure the safety of contractors and hirers
- To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues affecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
- Ensure adequate first aid cover is provided

Responsibilities of visitors

- Regular visitors and other users of the school will be required to observe the safety rules of the school. The Headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.
- Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.
- Groups of people who regularly hire the premises will be made aware of safety arrangements through discussion with the school caretaker.

The following procedures/ codes of practice shall be followed within the school:

Defects

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Caretaker or Headteacher.
- The Caretaker, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, i.e. by notifying the works department, school technical services or other competent contractor
- Any discarded or faulty electrical items must also be removed from the Electrical Appliance Register

Accident reporting

All serious accidents that occur on the site should be recorded on an accident form and the details forwarded to the Department as soon as possible. All minor accidents should be reported in the accident book. Where necessary, parents/ guardians or other persons should be notified of the accident.

Where there is any blow to the head, parents should be informed by telephone as a matter of course.

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Electricity

The testing of portable appliances is carried out regularly by the Department. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the Caretaker. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for

COSHH (Control of Substances Hazardous to Health)

The school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the caretakers office which includes a data sheet for all COSHH materials.

Access equipment

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary when carrying out such activities.

Risk assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity either on site or off site.

Manual handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment,etc.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

Work experience

We welcome work experience students to Braddan School. In order to make sure that their experience is beneficial it is important to:

- inform students of Health and safety issues
- ensure an appropriate match between the student and the activity
- ensure appropriate supervision at all times.

Work experience students are co-ordinated by the deputy headteacher. Their classteacher is responsible for ensuring their induction and mentoring them whilst on site.

PE

All children will change into suitable clothing for the activity in which they will participate. Staff are also requested to ensure they have appropriate clothing, with special attention given to wearing of appropriate footwear.

The wearing of jewellery in school by pupils is not permitted, with the exception of stud earrings / watches. These should be removed or taped over for PE lessons.

PE equipment

The PE equipment is inspected annually. The Caretaker is responsible for overseeing this inspection and for keeping a check of whether equipment is fit for purpose.

Use of the field

A risk assessment for use of the field is reviewed annually.

Please remember that the field is used by the general public, including unauthorised exercising of dogs.

Contractors and visitors

All contractors and visitors entering the premises are required to sign in and out. They are alerted to important health and safety information as necessary.

Staff leaving the premises are also asked to sign in and out.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a personal attack alarm with you. Preferably take someone with you.
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be.

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary.

Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there are still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

Lone Working

All staff should avoid lone working wherever possible. Where this is unavoidable staff should ensure that all outside doors are locked. Where possible, staff should ensure they will let someone know if they are working late or will not be home at their usual time.

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person

seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out.

If it emerges that the person has no right to be on school premises then they should be asked to leave by the nearest exit and observed until they do.

The most senior member of staff available should be informed.

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of an abusive parent/ adult:

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred it should be logged, and it may be necessary to inform the Governors and/ or DESC for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

First Aid

The school will aim to ensure that the majority of teaching staff and ESOs currently hold a first aid qualification.

Each class has basic first aid equipment, and there is a central store kept at the office for more serious incidents. This includes latex gloves, which must be used for first aid treatment if blood is present.

For the supervising of an out-of-school visit staff must ensure that they take a suitably stocked first aid kit.

In case of concern about the health of an individual the following precautions should be followed:

- the child is sent to a qualified first aider (classteachers / ESOs)
- the injury/ concern is checked and an assessment made of the level of treatment needed
- a decision will be communicated to the classteacher and or head/ administrator as necessary
- parents are informed when necessary.

Levels of action include:

- treatment on school premises for minor ailments/ accidents – Minor Accident Book
- treatment on school premises with parents informed by telephone of the nature of the incident/ accident – Minor Accident Book
- Head injury – accident form and accident book filled in; parents contacted by telephone
- parents contacted immediately – Accident Book – DESC informed if sufficiently serious
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital via ambulance– Accident Book – DESC informed
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed

In each case every attempt should be made to:

- check the injury to the best of our ability
- inform the relevant people in the case of more serious incidents.

This includes:

- the Headteacher
- the parents
- the DESC

Keep accurate records of the injury, events leading up to the injury and actions subsequently, err on the side of caution, consider the needs of the child as central to all actions.

Medication

Our school will take reasonable steps to store prescribed medicines for pupils requiring regular medication.

Parents are required to complete a medicine form prior to any medication being given. When medication has been given the details must be entered onto the record form.

Swimming lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

Medical considerations;

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical conditions reported in writing to the swimming teacher. Children with asthma should ensure that they bring their inhaler to the pool.

Supervision

There should be no outdoor footwear on the poolside and all teachers should carry a whistle.

Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.

All children and teachers must understand the pool emergency procedure.

Teachers may only teach on poolside and may not enter the water to demonstrate or assist, unless another adult is present on poolside. Teachers should be suitably clothed and wearing training shoes.

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

Emergency evacuation

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.

Under no circumstances should children be taken to the changing areas to collect their belongings.

Teachers are responsible for ensuring their class is fully accounted for by taking a register.

Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents:

On entry to school will be asked for permission for the taking of photographs by the media, for use in school, and for use on the school website

Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children, and asked not to upload any group images onto the internet in any form (including social networking sites)

Health and well-being of staff

In order to help prevent stress and to provide the best working environment for the health and well being of staff we aim to ensure that

- times / dates of meetings be negotiated and meetings are limited in length
- consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- deadlines can be negotiated in extenuating circumstances
- consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- that PPA is regular and reliable

It is important that we create in the school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. The staff welfare service is available, and referrals can be made to occupational health in order to provide support.

Fitting in with families

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands.

It is expected that wherever possible staff will make arrangements around the school day, but where this is not possible we will attempt to support them in meeting the demands of home and school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and acceptance that the roles and responsibilities of the individual continue to be met to the full.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place.