



## **KINGS CLIFFE ENDOWED SCHOOL Health & Safety Policy**

**This policy has been prepared in accordance with the Health and Safety at Work etc. Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using Kings Cliffe Endowed School.**

### **Statement of Policy by the Governing Body**

Northamptonshire County Council as the employer has statutory responsibility for Health and Safety matters and insurance. The Governors of this School have responsibilities for the effective management of health and safety. Our objective is to provide and maintain a working and learning environment which is safe and without risk to health. To this end we will, as far as it is reasonably possible: -

- Take all reasonable steps to provide a safe and healthy environment for everyone who may be affected by its activities
- Take steps to ensure compliance with all relevant health and safety legislation
- Appoint a Health and Safety Governor
- Accept that health, safety and welfare are an integral part of all school activities and will take steps to manage these effectively
- Take out appropriate insurance against our liability
- Help children develop increasing responsibility for their own and other's safety
- Expect employees to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- Provide and maintain safe equipment and systems at work
- Adopt high standards in the handling, use, transport and storage of all articles and substances
- Deal with injuries should they occur
- Ensure reporting of accidents is carried out promptly and in line with current legislation
- Address children's specific needs
- Review this policy annually

The Governors require all employees and everyone involved with the School, including contractors and visitors on site, to co-operate in the implementation of this Policy in so far as it is part of their duty. Breaches of the Policy will be treated seriously.

AGREED by the Governing Body: -

Signed: ..... Date: .....



## DAY-TO-DAY RESPONSIBILITIES

### Head Teacher

- Assessing and controlling risk as part of the day-to-day management of the school
- To liaise with staff and report to Governors all issues relating to health and safety in the School
- To monitor health and safety problems and report any exceptions to the LA
- To implement current health and safety legislation as it affects the school
- Ensure staff receive relevant training in health and safety appropriate to their role and to inform Governors
- Act in the event of any serious incident following RIDDOR procedures
- Ensure that accidents and incidents are properly recorded and reported in line with current NCC procedures
- Ensure all small portable electrical appliances are tested annually
- To ensure all equipment is safe to use
- Ensure that adequate first aid arrangements are in place and that a qualified First Aider is available when the children are on site together with a Paediatric First Aider
- Review first aid training needs annually
- Ensure that safety aspects of contractors on site are properly considered.
- Ensure all necessary documentation and risk assessments are completed for both on and off-site activities
- Undertake a fire risk assessment of the premises and maintain adequate fire precautions
- Ensure all staff and others in school have access to the Health and Safety Policy
- Ensure people on work experience are made aware of the school's Health and Safety Policy

### Teaching and Support Staff

- On the basis of risk, set acceptable standards throughout the School and ensure they are followed
- To undertake first aid and/or health and safety training as required
- To report accidents and consult with the Head Teacher/First Aider
- To complete accident reports and other documentation as and when necessary
- Educational visits co-coordinator to comply with all the latest legislation relating to off site activities
- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clear
- Do not obstruct emergency exits



### **Lunchtime Supervisors**

- Ensure all safety procedures are followed
- Ensure children play sensibly and with consideration for others
- Ensure acceptable standards are implemented throughout the School
- Undertake first aid and/or health and safety training as required
- Report accidents and incidents where necessary and consult with the Head Teacher/First Aider
- To complete accident reports and other documentation as and when necessary

### **Cleaner-In-Charge**

- Ensure all safety procedures are followed including full implementation of COSHH guidelines
- Ensuring, as far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to
- The correct use and storage of cleaning materials and equipment
- The disposal of all waste materials from the school in accordance with LEA Policy
- The maintenance of a clean and effective boiler room
- Maintaining a high standard of 'housekeeping'
- Reporting to the Head Teacher, as soon as possible, any problem or imminent danger, associated with his/her responsibilities as Cleaner-in-Charge
- Undertake relevant training as required.

### **Health and Safety Governor**

- Undertake a Health and Safety review of the school and grounds once a year
- Keep up to date with current health and safety legislation and inform the Governing Body of relevant issues

### **RISK ASSESSMENT**

Risk assessments for curricular activities are carried out by teaching staff prior to any outing or curriculum activity taking place. These are available for Off Site Visits as part of the Off Sites Visits Policy. A separate Risk Assessment Policy & File covering all activities and other aspects of school life is also available.

### **FIRST AID**

There is no specific room available as a separate First Aid Room, so children are generally attended to in the ICT storage and printer room.

As far as is practical, there should be a minimum of one First Aider/one Paediatric trained First Aider on the premises during the school day, to give immediate help to casualties with common injuries or illnesses and when necessary, ensure that an ambulance or other professional medical help is called. A list of trained First Aiders is held in the School Office. Staff will be given information on pupils with disabilities, medical conditions or allergies and up to date lists will be available by the first aid boxes.



### **First Aid Boxes**

There is a First Aid box in the office behind the heads room, in the Foundation Stage area and in the staff kitchen. All are available for staff to use in the treatment of minor injuries when necessary. Contents are in accordance with the HSE guidelines and are restocked as necessary by a nominated First Aider. A specific first aid container is taken on any off-site activities.

Injuries are recorded in an accident/medical incident log book and signed and dated by the member of staff who deals with the injury.

Should a pupil receive a head injury, the parent/carer will be informed as soon as possible. A note will be sent home with the pupil advising parent or carer about the injury and how to monitor the after effects, if any.

### **Inhalers and Medicines**

Pupils who require inhalers should keep them readily available at all times. Pupils who require inhalers may leave them in the office but they must take them with them when going off-site (swimming, visits etc). Spares may be kept in the office, clearly labelled.

Non-prescribed medicines and the taking of these medicines are the responsibility of parents and carers and should not be administered by members of staff, except under circumstances with which the parent/carer child and members of staff are totally comfortable and clear. We feel that it is acceptable and necessary on some occasions, once again **provided there is all round agreement**, for the office administrator or Head Teacher to administer doses of proscribed medicines to pupils. Certainly, a member of staff should be present, in a supervisory role at least, if a child has to take a prescribed dose of medicine at school. On residential visits the leading member of staff should ensure that any prescribed medicines are kept in a safe place and administered correctly to the child(ren) concerned. Written permission and instructions must be provided by parents or carers in such circumstances.

Appropriate protective gloves (rubber, latex, powder free) should be used when dealing with bleeding or any loss of bodily fluids.

Medical procedures will need to be carried out by a member of staff in the case of a child with a particular condition, for instance a severe, life-threatening allergy. Medicines intended to assist the pupil in such a case, will be kept in the school office. In the case of off-site activities the pupil's class teacher should ensure the medicine(s) is taken with the child.

A personal Action Plan is essential in such cases, as is specialist input and advice from the pupil's parents or carers, family or school doctor/school nurse as appropriate.

### **Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves must be used and care taken when dealing with blood, other body fluids and the disposal of dressings or equipment. Sealable plastic bags are available for disposal of the above. DfE guidelines are to be followed to avoid infection with HIV or AIDS.

### **ACCIDENTS**

Report pads for accidents are kept by the First Aid boxes in the room behind the Head Teacher's office and are to be completed for each incident.

**ANY** major accident should be notified immediately to the Head Teacher, who will ensure the parent/guardian is informed. If the parents cannot be contacted, then medical advice must be sought. In the case of any major accident, the parents will be contacted immediately with a decision taken as to the most practical way of getting further prompt attention for the patient. For more serious injuries, individual report forms are to be completed as soon as possible after the event (and one copy sent to LEA on request.)



## **The following should be notified in the event of an incident:-**

**Major accident** - Head Teacher, parent, LA, Health and Safety Officer, School Governors

**Minor accident** - Head Teacher, parent, Class teacher or supervisor  
Children who sustain bumps to the head are given a note to take home to their parents at the end of the day (unless the parent has requested they are informed on all occasions, in which case the parent would be contacted immediately). Parents are also informed by a note of any accident which results in an obvious injury.

## **MEDICATION**

Refer to the First Aid Policy.

## **EMERGENCY PROCEDURES**

It is the duty of all employees to be familiar with and to comply with the school's health and safety policy procedures.

## **Critical incident/emergency management**

See separate school policy and guidance.

## **Bomb threats**

- If the school receives a bomb threat:  
(It is anticipated that in most cases this will be by telephone.)
- The person receiving the call should try to obtain as much information as possible; where, when, size, callers accent etc. and then report the details to the appropriate senior member of staff/Head Teacher
- The senior member of staff/Head Teacher should contact the emergency services and pass on all details
- The emergency services will take control of the incident and instruct the school on the appropriate course of action to be followed
- Do not sound the alarm bell unless instructed to do so

## **Suspect packages**

If it is suspected that a package or letter contains an explosive device it **MUST IMMEDIATELY** be carefully set down. No one must be allowed to approach it and the room and general vicinity, e.g. passageway etc, must be evacuated. Do not sound the alarm bell unless instructed to do so.

The matter should be reported immediately to a senior member of staff/Head Teacher who will in turn report the matter to the emergency services who will take control of the incident.

Should the person to whom you are responsible be absent, then take the action outlined above yourself and inform the person to whom you are responsible as soon as he/she is available.

## **Gas leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

## **Chemical spills**

In all incidents of chemical spills children and adults must be removed to a safe distance and the Head Teacher informed.



The Head Teacher and the Cleaner in Charge will ensure that there are restricted quantities of hazardous chemicals on site and those that do exist are kept in a locked cupboard.

Relevant NCC guidance:  
NCC Guidance on Critical Incidents

### **Radon**

Inspection for radon will be carried out at intervals as recommended by County Property Management.

### **Asbestos**

Removal or maintenance on asbestos containing materials will be carried out in accordance with current county council guidelines.

### **Fire safety**

The Head Teacher will ensure that appropriate arrangements are formulated and implemented for the provision and maintenance of effective fire precautions along with procedural guidelines covering:

- Evacuation procedures
- Fire extinguishers
- Means of escape
- Fire alarms
- Arson prevention
- General fire safety

### **Fire Safety Procedures**

A fire drill is carried out twice per term in accordance with the following procedures:

- the bursar rings the bell
- the bursar ensures everyone has left the building
- all other personnel leave quickly and quietly and in an orderly fashion to designated places in the school playground
- teaching staff take their own class attendance register and conduct a role call
- the procedure is timed and recorded, in brief form, in the Fire Drill Log Book
- pupils and staff will be immediately informed of the effectiveness of the vacation of the building
- any issues will be targeted at the next drill
- one practice at least, should be carried out during lunch time
- public performances should be preceded by a short, concise reminder of fire exits and procedures
- a fire blanket is provided in the kitchen area in case of fire
- appropriate extinguishers are kept at strategic sites around school
- smoke detectors are positioned around the school

## **BUILDING, PROPERTY AND GROUNDS**

These are surveyed once a year by representatives of the Health and Safety Governor.

All building maintenance work will be carried out in line with NCC guidelines. Regular safety inspections of the school and its grounds are carried out by the Health and Safety Governor and procedures are followed for reporting defects or issues. The Head Teacher will deal



promptly with any health or safety risk caused by minor building faults, or issues raised during inspections.

### **Contractors**

All work carried out by contractors will take full account of health and safety issues. Only contractors who have the necessary training and insurance cover will be employed by the School.

### **Fixed Outdoor Play Equipment and PE Equipment**

The safe use of such equipment provided for physical development of pupils relies on adequate supervision and control within the School. To this end:

- Pupils are only allowed to use such equipment under supervision
- Pupils must wear suitable footwear and clothing
- Use of outdoor play equipment to be curtailed during inclement weather
- Equipment to have a daily visual inspection by a member of staff. Large PE equipment is to have annual contractor's inspection and report

### **Display screen equipment**

In accordance with the Health and Safety Display Screen Equipment Regulations 1992, named users are entitled to eye and sight tests if requested. An assessment of the work stations is undertaken at regular intervals. The daily workload of users should be planned so that the user is interrupted periodically.

### **Computers used by pupils**

Computers used in classrooms will be applicable to the needs of the children. They will be tested as part of the annual portable appliance testing. Suitable internet security and filtering systems are installed throughout the school's ICT systems.

### **Electrical equipment**

All portable appliances within the school will be tested on an annual basis. Any appliance which is defective will be repaired where possible or disposed of.

### **Electrical installation**

The fixed electrical system will be inspected and tested at least every 5 years by a competent contractor. Sockets will be switched off when not in use and plug covers used in empty sockets where possible.

### **School security**

All adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher will warn any intruder that they must leave the school site straight away. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

## **EDUCATIONAL VISITS**

The necessary documentation and risk assessments for off-site activities/trips will be completed prior to the activity. No child is taken off the school site without the prior permission of the parent.



## **Transport**

The Head Teacher will ensure that the choice of vehicle is suitable for the intended use, the needs of the passengers and that its design meets current standards. Where appropriate, only vehicles fitted with sufficient seat belts will be used and child booster cushions will be used in accordance with the law.

See NCC web page on educational visits at:

<http://www.northamptonshire.gov.uk/en/councilservices/educationandlearning/services/evc/pages/default.aspx>

## **Infectious diseases**

See Health Protection Agency guidance at:

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/EducationExtranet/healthandsafety/Documents/PDF%20Documents/INFECTIOUS%20DISEASE%20CONTROL%20.pdf>

## **CURRICULUM ACTIVITIES**

It is the responsibility of teachers and teaching assistants to consider the health and safety of pupils and employees in the planning, preparation and implementation of all curriculum activities.

### **Physical activity**

Appropriate clothing and footwear is to be worn for any physical activity. Jewellery, including ear studs, is not to be worn during any physical activity, including playtimes. Shoulder length hair or longer should be tied back.

### **e.Safety**

The school has a responsibility to ensure that children are protected from dangers associated with the Internet and computer use generally. Expectations of the school and of the children are set out in the school's ICT Policy.

### **Healthy Eating**

The School promotes healthy eating and requests that parents provide their child with a lunch that does not contain sweets, chocolate, fizzy drinks, nuts or nut products, i.e. peanut butter. Sweets and cakes may be eaten on special occasions. The eating of gum is not allowed at any time. Children should have access to water at all times. Lunchtime drinks should be in a non-spill flask or plastic bottle. The hall is the designated eating area and they are supervised during this time. If parents are in receipt of income support, they may claim free hot meal for their children.

### **H&S Education**

The School teaches the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

The School teaches children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)

The school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.



## WELL BEING AT WORK

### **Lone working**

The Head Teacher is required to identify lone workers operating within the school and determine the hazards that the lone workers' activities present.

The risks presented by the hazards identified will then require to be assessed (Risk Assessment) and arrangements devised and implemented that ensure the risks are either eliminated or adequately controlled. Where substantial risks to health and safety are identified the hazards and the decision making process should be documented.

### **Stress and work-life balance.**

The Governing Body has responsibility for the provision of a working environment and practices designed to alleviate stress and for creating and promoting a supportive and caring culture in the work place. Work life balance should be maintained as set out in Government guidelines. Training is available for staff at all levels appropriate to their needs, on stress management, coping with stress and stress counselling. The LA Policy on Stress at Work is available in the school office for staff to read.

### **Expectant and new mothers**

The school has a duty to carry out risk assessments in relation to expectant and new mothers in the work place.

### **Violence and aggression**

A system for recording violence and aggression operates within the LA. Reporting procedures are for all members of staff, pupils or others and for all incidents, either physical or verbal, considered serious enough to warrant notification by the victim.

### **School uniform**

It is school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. The school does not allow children to wear jewellery in our school. The exception to this rule is earring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

### **Smoke free policy**

The Northamptonshire County Council Smoke Free Policy prohibits smoking in Council controlled buildings and on Council controlled sites.

### **Manual handling**

The Manual Handling Operations Regulations 1992 came into force at the beginning of 1993. They require the Health and Safety Governor, on behalf of the employer, to:

- avoid, where reasonably practicable, manual handling operations which involve a risk of injury
- automate/mechanise, where reasonably practicable, handling operations which cannot be avoided
- make suitable and sufficient assessment of hazardous manual handling operations which cannot be avoided, automated or mechanised so as to avoid risk of injury;
- implement protective and preventive measures, including training and information necessary to reduce the risk of injury to the lowest practicable level;
- review the assessment as is necessary.

Relevant NCC guidance: <http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/EducationExtranet/healthandsafety/Documents/Word%20Documents/MANUAL%20HANDLING%20-%20Aug%202007.DOC>



### **Working at heights**

Working at heights should be avoided by all staff. However when it is unavoidable, it will be properly planned, risk assessed and carried out by the cleaner-in charge, who is appropriately trained.

Relevant NCC guidance:

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/EducationExtranet/healthandsafety/Documents/PDF%20Documents/Working%20at%20height%20guidance%20for%20schools%20-%20June%202013.pdf>

## **ARRANGEMENTS FOR MONITORING AND EVALUATING THIS POLICY**

This Policy sets out the framework for managing health and safety within Kings Cliffe Endowed School and its grounds. To ensure its success, monitoring and evaluating will take place as follows:-

- Review by the Health & Safety governor and ratified by the Governing Body of documents listed in this Policy to check that standards relating to the promotion of the safety culture are complied with in line with the school's policy review schedule
- All training needs assessed by the Head Teacher to ensure they are being met
- The inspection of the premises, grounds and equipment by the Health and Safety Governor once a year
- The Governing Body has access to a summary of pupil accident/incident log book and this is reviewed regularly.
- The Health and Safety Policy will be reviewed and updated on an annual basis

The information gathered by the various monitoring methods adopted will be used as part of the annual review to determine the effectiveness of this Policy in achieving the objectives set down by the Governing Body.

Mrs L. Bowyer (Head Teacher)  
Mr Martin Fern (Health & Safety Governor)

Agreed: June 2014

Signed (Chair of Governors):

Review due: **June 2016**

