



WORTH PRIMARY SCHOOL
“lifelong learning”

Worth Primary School Health, Safety and Welfare Policy

HEALTH AND SAFETY POLICY STATEMENT OF INTENT

OF

Worth Primary School

Worth Primary School recognises and accepts the responsibilities stated in the Health & Safety at Work Act 1974, and associated legislations made under Section 16 of the Act, in particular the Management of Health and Safety at Work Regulations 1999 and will, as far as is reasonably practicable, ensure the health, safety and welfare of all employees, students, contractors, visitors and members of the public who are, or may be, affected by its activities.

Worth Primary School will:-

- Provide adequate resources, where identified through the risk assessment process, which will as far as is reasonably practicable, prevent personal injury and ill health.
- Employ competent staff and ensure they have sufficient information, training, instruction and supervision in order to carry out their duties safely and effectively. We specify that the health and safety of all employees, students, contractors, visitors and members of the public is all our responsibility and ranks equally with all other targets and objectives.
- Consult with employees regarding matters that may affect their health and safety and provide sufficient equipment, resources, information, training

instruction and supervision to as far as is reasonably practicable, eliminate and/or reduce ill health and/or injury in the workplace.

- Regularly monitor the effectiveness of health and safety through regular workplace inspections, audits and investigation of all incidents involving or likely to involve personal injury. Maintain adequate records and provide Management Reports to help identify potential improvements.
- Provide a safe environment including access for all employees, students, contractors, visitors and members of the public whilst on our premises and during the course of our business activities.

To ensure the success of this Policy, Worth Primary School requires the continuous commitment and involvement of everyone to:-

- Identify and control hazards and risks.
- Communicate regularly and effectively.
- Take care of their own health and safety and the safety of others who may be affected by their acts or omissions.
- Take ownership of procedures and systems and ensure they are adhered to, and 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.
- Meet the expectations required by Worth Primary School.

Monitoring and Review

The ultimate goal of this Health & Safety Policy is to promote a positive safety culture across the school. This Policy will be regularly monitored and reviewed to ensure that the objectives are achieved and updated to ensure that it reflects revised legislative or organisational changes.

Health & safety risks arising from school activities

- Risk assessments will be undertaken by the Head Teacher and/or any member of staff who has delegated responsibilities. These will be displayed in appropriate, relevant and accessible locations. Relevant staff involved in the activities will be given copies of the risk assessment.
- The findings of risk assessments will be reported to all relevant staff

and contractors who may be affected;

- Action required to remove/control risks will be approved by the Head Teacher.
- The Head Teacher will be responsible for ensuring that action required is implemented.
- The Head Teacher will check that the implemented actions have removed/reduced the risks.
- Risk assessments will be reviewed at least annually or when the work activity changes, whichever is the soonest.

Consultation with employees

- The staff representative is the **Head Teacher**.
- Consultation with staff is provided by discussing health & safety matters or concerns at staff meetings. Consultation meetings will take place.
- At present the school does not have a Health & Safety Committee. If a trade union or trade association wishes to form such a committee then the Head Teacher will help facilitate setting up a committee and allow committee members' sufficient time/resource as is required.

Safe plant and equipment

- The Head Teacher will be responsible for identifying all equipment/plant needing maintenance.
- The Head Teacher will be responsible for ensuring effective maintenance procedures are drawn up;
- The Head Teacher will be responsible for ensuring that all identified maintenance is implemented;
- Any problems found with equipment should be reported to the Head Teacher immediately and actions taken to ensure that any plant or equipment deemed unsafe is taken out of action and information is communicated to all employees, students, contractors, visitors and members of the public.

- The Head Teacher will check that new plant and equipment meets health and safety standards before it is purchased and that training on any new equipment is provided before use is permitted.
- The Head Teacher will arrange for all portable electrical equipment to be checked regularly and a records kept in the school office by a competent person.
- The Head Teacher will arrange for the major fixed wiring circuits to be checked at least once every 5 years) by a competent person.

Safe handling and use of substances

- The Head Teacher will be responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Head Teacher will be responsible for undertaking COSHH assessments.
- The Head Teacher will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head Teacher will check that new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed at least annually or when the work activity changes whichever is the soonest.

Information, instruction and supervision

- A copy of the Health & Safety Law Poster can be found on the staff room notice board.

- Health & safety advice is available from the Governors or Head Teacher.
- Supervision of young workers or trainees will be arranged, undertaken and monitored by the Head Teacher, or other designated key members of staff.
- The Head Teacher is responsible for ensuring that staff working at locations under the control of other employers, are given relevant health and safety information.

The school curriculum

We teach 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. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons 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 awareness education as set out in the National Curriculum.

Our school promotes the spiritual growth and welfare of the children within the RE curriculum, through special events such as harvest festivals, and through acts of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time activities to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School meals

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

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

Our school promotes a healthy lifestyle.

School uniform

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

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

Child protection

The Head Teacher is the Designated Safeguarding Lead in the school.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Designated Safeguarding Lead about their concerns.

The Head Teacher works closely with social services and the Local Authority when investigating such incidents. We handle all cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

(See Safeguarding Policy)

School security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear a visitor sticker at all times whilst on the school premises.

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.

Safety of children & first aid measures

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should bring them to the attention of the Head Teacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid bag in each classroom. The following staff at the school have been trained and hold a current certificate in first aid, for appointed persons in the workplace: Lynsey Hanscombe, Tracey Sandy, Jane Hilton and Lucy Chisnell.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, any staff member may telephone for emergency assistance.

We record all incidents involving injury in the accident book, and we inform parents of head injuries. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

Seat belts

We use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus/coach is moving. If there was ever the case that children would travel on transport not having seatbelts, parents would be informed prior to the trip.

Theft or other criminal acts

The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

Fire Safety

Termly fire drills are conducted to ensure that all staff and pupils are aware of the evacuation procedure. All our staff are aware of the importance of keeping fire exits clear at all times. The fire alarm is tested weekly and the test details are logged each time. As part of our health and safety checks, we perform annual site monitoring to check for fire safety.

Monitoring and review

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The Head Teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Head Teacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least annually.

Reviewed by Head Teacher: May 2016

Appendix A

List of Risk Assessments/Procedures/Policies

The Head Teacher, or their deputy, holds copies of the following risk assessments, procedures or policies. The documents include, amongst other things, the record of the significant findings found following undertaking risk assessments as required by the Management of Health & Safety at Work Regulations (MHSWR) 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

- **Accident and First Aid**
- **Asbestos Management (Control of)**
- **(COSHH) Hazardous Substances**
- **Emergency Procedures**
- **Fire - Personal Emergency Evacuation Procedure (PEEP's)**
- **Lone Working**
- **Manual Handling**
- **Pregnant Risk Assessment**
- **Slips & Trips Risk Assessment**
- **Smoke Free**
- **Stress Management**
- **Transport / School Organised Trips and Excursions Risk Assessment**
- **Violence at work**
- **Volunteer Policy**
- **Work at Height risk assessment**