

# Heathfield Schools' Partnership



## Health and Safety Policy

The Governors, Head and Staff recognise and adhere to the statements contained within this Health & Safety Policy.

### Health and Safety Policy Statement

It aims to:

1. To follow Health and Safety guidance, policy and practice to ensure a safe working environment.
2. Establish and maintain a safe and healthy environment throughout its premises.
3. Establish and maintain safe systems of work and working procedures among the staff, children, and visitors including arrangements for the handling and storage of articles and substances.
4. Provide sufficient information, instruction training and supervision to enable all employees, children and visitors to avoid hazards and contribute positively to their own Health, Safety and Welfare at school.
5. Monitor the safety of the premises and equipment in use.
6. Provide appropriate protective clothing and safety equipment when necessary.
7. Formulate an emergency plan and procedures for evacuating buildings in the event of fire or other emergencies. Practice and review these emergency evacuation procedures each term.
8. Maintain welfare facilities to ensure that statutory standards are met.
9. Monitor the activities of other organizations and visitors when they are on the premises.
10. Regularly review the statement of safety policy and safe working practices, including carrying out risk assessments as necessary.
11. Arrange to ensure that the contents of the Authority's safety policies, procedures and guidelines are brought to the attention of all staff, monitored and implemented.
12. Follow the authority's procedure for reporting accidents, industrial diseases and dangerous occurrences and draw these to the attention of the staff.
13. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
14. Report and record any defects or hazards for the buildings or their surrounds, implement control measures to reduce the risk and likelihood of an injury occurring.
15. Report to the Governors/Head teachers and corporate property any situation identified as being unsafe or hazardous and which cannot be rectified from within the resources or funds available.
16. Monitor, within the limits of expertise, the activities of contracted services, staff, hirers and other organizations present on site, as far is reasonably practicable.
17. Ensure all appropriate risk assessments are carried out and findings logged.
18. Comply with inspections and investigations by officers of the Health & Safety Executive.

### **Objectives:**

- Ensure all staff is aware of their duties in relation to Health and Safety practice.
- Carry out training in line with job descriptions.
- Implement agreed procedures relating to: Premises, First Aid and Safe handling

### **All Staff Aim:**

1. To exercise effective supervision over all those for whom we are responsible.
2. To be aware of safe working practices and to set a good example personally.
3. To identify actual and potential hazards and introduce measures to minimize the possibility of mishap.
4. To ensure that the equipment and tools use are appropriate to that use and meet accepted safety standards.
5. To provide written job instructions, using the [premises@heathfield-inf.richmond.sch.uk](mailto:premises@heathfield-inf.richmond.sch.uk) email, warning notice and sign as appropriate. Inform Premises staff of work needed.
6. To ensure that each term health and safety inspections are undertaken.
7. To provide appropriate protection, safety clothing and equipment and ensure that these are used as required.
8. To minimize the occasions when an individual is required to work in isolation particularly in hazardous situations or on a hazardous process and ensure that no child is left in isolation.
9. To evaluate promptly and, where appropriate, take action on recommendations of health and safety arrangements.
10. To provide that opportunity for discussion of health and safety arrangements by the employees/children under supervision.
11. All accidents (or incidents where serious personal injury could have arisen) are to be investigated and any control measures put in place.
12. As necessary to provide adequate instruction, information and training in safe working methods and to identify any individual training needs via staff performance reviews.
13. To ensure that all staff take and understand their responsibility for making themselves aware of safety rules, procedures and safe systems of work and to seek immediate clarification from line manager if not sure.
14. To ensure all staff check their tools and equipment are in good condition and that they report and record any defects to the office or Premises staff in the works folder.
15. To ensure all staff and children use protective clothing and safety equipment as required and keeps them in good condition.
16. To ensure that offices and general accommodation are kept tidy.
17. To ensure that any accidents, whether or not anyone is injured, and potential hazards are reported to the Headteacher.
18. To ensure that newly appointed employees, students and Volunteer Helpers are informed on Health and Safety Practice and that, because they are particularly vulnerable to any risk, they should pay particular attention to meeting requirements.
19. To take reasonable care for the Health and Safety persons who might be affected by their acts or omissions at work.

20. To co-operate with the department and others in meeting statutory requirements.
21. Not to interfere with or misuse anything provided in the interests of Health, Safety and welfare.

### **Children**

Children at Heathfield Schools are expected to be responsible, as far as is reasonable with regard to their age and development.

1. To exercise personal responsibility for safety of themselves and others.
2. To observe standards of dress consistent with safety and hygiene.
3. To observe the safety rules of the school and in particular the instructions of staff given in an emergency.
4. To use and not willfully misuse, neglect or interfere with things provided for their safety.
5. Headteacher to ensure children and parents (where appropriate) are aware of these responsibilities through the prospectus, notices and direct instruction.

### **First Aid & Accident**

Pupils who have a slip/trip/fall or become unwell are advised to go or taken to the Medical Room to be seen by the Welfare Staff

The Medical Room, located in the centre of the school for easy access during curriculum and play times is staffed throughout school hours, including break times.

All classrooms are provided with a small kit with first aid equipment for initial first aid to be provided. When additional treatment to this is required the Teacher will direct the pupil to the Medical Room.

### **Administering of First Aid**

#### Minor

All injuries are reported and recorded and dealt with by one of the nominated trained first aiders.

#### Head Injuries

All head injuries are reported to the office. A telephone call informing the parents of any head related incident is made and the injury recorded separate from general injuries. The pupil will receive regular checks until the pupil goes home and a letter informing the pupil's parents is sent home with the pupil.

#### Major Injuries

Whilst the Welfare staff tend to the pupil the Office staff, who have emergency contact numbers, will contact parents or carers and inform them of the incident. Parents and carers will be informed immediately of any action taken.

Where a serious injury has been sustained the parents are informed and an ambulance called. The Head teacher, Deputy Head or their representative will act in loco parentis.

An emergency sheet detailing information about the pupil, contact numbers and known medical conditions will be handed to the paramedics and a known member of staff will always accompany the injured party to hospital unless a parent/carer is able to attend the school site before the ambulance leaves.

Staff will take into consideration, as far as is reasonable or possible, any known medical wishes for the pupil

After the pupil has received treatment at school or taken to hospital, whichever is deemed necessary by the paramedic staff, an accident report will be completed on the local authority's system and sent to the Health and Safety Department for the London Borough of Richmond.

## Known Conditions

### Asthma

A record of pupils who suffer from asthma is kept and is accessible to all members of staff. Pupils who need regular medication have their asthma pumps kept in the welfare room and can be accessed any time.

Staff work with parents so that pupils who may require this medication are trained to administer their own medication under supervision.

### Other Known Conditions

If a child suffers from any other known condition records are kept in the office.

If a child suffers from any known condition, where necessary, appropriate training is arranged for staff members.

A photograph of the child is kept in the relevant register and a clearly labeled and further photograph is kept in a zip bag with medication, and found in the Medical Room.

## **Daily Management**

### Fluids

The nominated first aiders are trained not to touch body fluids.

Staff are provided with disposable protective gloves and aprons.

Disinfectant, for materials not body use, is available but locked away in the cleaner's cupboard.

The Premises Manager or Premises Assistant is contacted if fluids require cleaning away. The toilets and floor are washed/disinfected daily and additionally as required.

### Irritations and Conditions

If it is obvious that some irritations are infectious or possibly infectious and on these occasions the child will be given space and the parent/carer asked to collect the child and take any further action necessary.

Parents are encouraged to contact the school if irritations and conditions are infectious.

The School Nurse contacts the school if contagious conditions occur.

The school alerts parents and school nurse of any notifiable contagious conditions (such as German Measles).

## **The Health and Safety Framework of Management**

### **The Governors**

- The Governors to review the policy on an annual basis.
- The Governors to delegate the implementation of the policy to the Finance and Resource Committee.
- The Resource Committee to conduct a Health & Safety Inspection Risk Assessment each term and report its findings and recommendations to the Governing Body.

### **The Headteacher**

For the purposes of the day to day management of the Health and Safety Policy the Headteacher shall be responsible for the interpretation and implementation of the policy.

### **Monitoring**

The Headteacher will report to the Governors and monitor practice on:

- Work implemented
- Fire/emergency practice
- First aid arrangements and monitoring
- In-service training in regard to Health and Safety
- Inspection of equipment
- Details of hazardous materials
- Arrangements for school visits and visitors

## **Premises Manager and Premises Assistants**

For the purposes of the day to day management of the Health and Safety Policy the Premises Manager and Assistants shall be jointly responsible for the interpretation and implementation of the policy.

### **Monitoring**

The Premises Manager will be responsible for informing the Headteacher about Health, Safety and Welfare issues on:

- Work requiring to be implemented
- Fire/emergency practice
- First aid arrangements
- In-service training in regard to Health, Safety and Welfare
- Inspection of equipment
- Details of hazardous materials

### **Outside Agencies**

#### **The Police**

The Police make regular visits to the school and provide a rolling programme that includes: knowing your local Community police officers and their role, Stranger Danger and Road Safety. The Police are encouraged to visit the school, on an informal basis, outside the parameters of the rolling programme.

#### **The School Nurse**

The School Nurse arranges sessions for the whole school community on wellbeing, 'Bug Busting', Epi Pen use, asthma, diet and exercise. She arranges individual appointments with parents.

#### **Parents**

Parents are informed via the school nurse about when sessions are arranged and they are encouraged to attend.

#### **The Staff**

The staff informs premises staff of any potential/actual hazards, and record it via the [premises@heathfield-inf.richmond.sch.uk](mailto:premises@heathfield-inf.richmond.sch.uk) e-mail. Certain nominated staff is encouraged to attend First Aid training.

#### **Evacuation**

Each term the Premises Manager will have a full evacuation drill to train staff, visitors and the community in safe movement in the event of any emergency.

#### **Road Safety**

The school promotes best practice in road safety provision. Each year group of children is instructed in road safety in partnership with relevant outside agencies. All children are instructed in road safety during local walks and when on school trips.

#### **Security**

Security Procedures at the School ensure that as far as reasonably possible all personnel are kept in a safe environment. Security Procedures are in place.

#### **Hazardous Materials and Equipment**

All hazardous materials and equipment are securely locked away.

## Visits

All children and staff follow safety procedures when on school visits. Procedures include following Heathfield Schools Off-Site Visits Policy.

## Display Screen Equipment

All personnel ensure that equipment is not been used for long periods and that posture is correct. An ergonomic assessment through the LA is available via the Health and Safety Unit

## Drugs

The Heathfield Schools seek to balance the interest in drugs through an integrated whole school approach.

We aim to protect the interests of the whole school community by ensuring it is understood that teachers, support staff, Governors and parents are aware of the laws on drugs and are alert to the warning signs that may indicate drug abuse.

### We aim:

- To ensure that the staff know their responsibility for health and safety through training and education.
- To ensure the safe storage of potentially sniff able chemicals such as cleaning agents
- To ensure that potentially sniff able chemicals such as correction fluids, marker pens are not available to children and are, if at any time they are on the school premises, stored safely
- To ensure that the Governors recognize and deal with staff who may have drug or alcohol related problems in the best interest of the school
- To ensure that parents are informed about drugs and enlist their help and support in effective prevention strategies
- To ensure that visitors to the school behave in accordance with health and safety procedures
- To ensure that the school community recognizes that they are part of the wider community and that “effective networking can be particularly valuable in drug prevention strategies”
- To ensure that pastoral care is available for children and the school community in co-operation with outside agencies
- To ensure that Premises staff regularly check the school grounds for discarded needles
- To ensure that tobacco is not used on the premises
- To ensure that solvents are not misused on the school premises

### Procedures: context

The curriculum will provide opportunities for children to discuss the health and safety effects of solvents, tobacco and alcohol.

It is the aim of the staff to address this topic in a balanced and sensible way informing the child of risks, potential hazards and what appropriate actions to take.

### Procedure: preventative

It is the staff's aims:-

- To explore the similarities and differences between safe drugs and not safe drugs in a way that is helpful to the children without endangering their wellbeing.
- To inform the parent body of potential discussions, incidental discussions and the strategies in place to ensure the safe and secure environment we seek to achieve.
- To respect the values of different cultural, ethnic and religious viewpoints.
- To monitor and record any incidence of drug-related abuse.
- It is the right of the Headteacher to inform outside agencies of any drug-related incidents.

### Procedure: action

If any staff member, visitor or child is perceived as being under the influence of drugs the Headteacher will seek to immediately remove them from the school premises.

In the case of an adult the police may be alerted or called.

In the case of a child the Child Protection Procedure Policy will take effect.  
Heathfield School's Discipline and Behavior Policy Procedures will be followed.

### **Monitoring**

- A rise in the Governor's level of knowledge
- A rise in staff levels of knowledge
- A rise in pupils' level of knowledge (as appropriate for the age range)
- A rise in parents' level of knowledge
- No recorded incidents of adults or children under the influence of drugs on the school premises
- No discarded needles/bottles/solvents on the school grounds
- Hazardous materials locked away

**Date: September 2019**

**To be reviewed: In line with legislation changes**