



HEALTH & SAFETY POLICY

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MARLCLIFFE PRIMARY ~ HEALTH & SAFETY POLICY

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1. Introduction

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Responsibilities:

The Governing Body shares with the local education authority overall responsibility for health and safety. For its part the Governing Body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe and report any problems to the Premises Manager.

General Health and Safety Arrangements

- The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999. We also comply with the Workplace Regulations 1992, H&S Display Screen Equipment regulations 1992, Personal Protective Equipment at Work 1992, Manual Handling regulations, Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995.
- The Premises Officer, Stuart Heslington, and Caretaker, Joe Sweetnam-Powell have attended all relevant H&S training including asbestos awareness.
- The premises staff carry out and record most necessary checks in school.(Files in school office) Some are contracted out to the LA or private companies (eg. PE, playground equipment.)

- We have an up-to-date asbestos risk assessment and register and this is taken into account when any work is being carried out on the school building in line with regulations.
- Smoking is not permitted anywhere on the school site. When contractors are on site they are expected to follow school safety procedures. The Premises Manager or Office Manager will liaise with contractors as appropriate.
- A yearly check will be carried out by a Governor, the Premises Manager and the health and safety representative to monitor the upkeep of buildings and grounds. The Governors agree to appropriate training for staff in relation to health and safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

- The yearly check will be used to prioritise need and to inform planning.
- The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.
- All staff will carry out monitoring on a day to day basis.
- The Premises Officer will monitor school grounds and premises daily.
- Monitoring by Governors will be via the Finance Committee and the Headteacher's Report.
- The policy will be reviewed annually.

2. Equipment

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. Office staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment must be introduced to school without the agreement of the Headteacher.
- Electrical equipment will be tested annually in accordance with Sheffield City Council policy. Plugs and leads will be visually checked regularly.
- Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- Electrical sockets should be switched off before a plug is removed.
- Fire fighting equipment and alarm systems are maintained via annual contract.
- PE equipment is maintained via an annual contract.
- Hazardous substances, such as cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum - Use of Resources

- We follow the LA guidelines with regard to science, ICT, technology, art and PE. A copy of each is kept on the school network and also with the subject manager who is responsible for disseminating the information to the staff and pupils.
- In addition the following have higher risk aspects:
- Science reference should be made to the 'Safety in Science' document;
- Art reference should be made to the 'Safety in Art' document; and
- Technology reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.

PE – National guidance is followed: <http://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-physical-activity-2016/>

- **Clothing**
All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed on the school website.
- Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.
- **Jewellery**

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn but must be removed for P.E. A watch should be removed for the lesson. Teachers are advised to collect all such items prior to the lesson and store them safely.

➤ **Lifting and Moving**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with a teacher's new class. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

4. General Safety

➤ **School Building Access**

The school day begins at 8:50 and registers close at 9a.m. and after this time late arrivals must enter via the main entrance as side doors are on timed locks. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. Photographic ID is checked for visitors to school. All visitors must sign out when leaving the school building.

Visitors will be asked if they have any mobility issues and if they would need help in the event of a building evacuation.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an intercom.

➤ **Vehicles**

Parents are requested not to bring their cars onto the school site. Parents collecting children who are injured or unwell should use park on the road outside school. Delivery vehicles are expected to park with consideration for safety. Wherever possible deliveries should be made once the children are safely in the building.

➤ **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours. Anyone lone working on a regular basis, like the caretaker who locks up, will be equipped with a personal mobile phone.

➤ Security lights are present in the car park. When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible. Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

➤ **Key Holder Safety during Call-Outs**

Mr Sweetnam-Powell, the caretaker, lives on site and is the main key holder.

Key holders on callout should be mindful of their own safety. Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or the school's well-being.

➤ **Fire Safety**

The school will provide a safe and healthy working environment with respect to fire safety.

Evacuation Procedures

Evacuation procedures are practised termly and reviewed annually or more regularly if appropriate.

Evacuation routes and meeting points are detailed on the school site plan

5. Supervision of Children

School Hours:

Morning Session 8.50 a.m. – 12:00. Afternoon Session 1.00 p.m. - 3.15 p.m.

Children should not arrive at school before 8.40 am when there are staff on the playground to supervise them.

➤ Office Hours

The school office is open from 8:00 to 5pm.

➤ **Duties**

A bell rings at 8.50 and teachers supervise their classes lining up on the playground and ensure they enter the building calmly and safely. At 3.15 p.m. the class teachers supervise the children leaving school. Any uncollected children are taken to the school office to wait.

At break times at least two members of staff are on duty plus play workers; staff should collect their classes from the playground ready for the next session.

Indoor Duty: If it is a wet morning or afternoon break, staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time. The rota for duties is on the staff room notice board and network.

All members of staff are responsible for making sure that their classroom is clear of children.

➤ **Lunch-time Supervision**

The Learning Mentor and Play Workers are responsible for the organisation and management of lunch times, including the consideration for the health and safety of the children. The Headteacher and Deputy Headteacher also provide support at lunchtime. All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises. Any children working in classrooms or activity areas must be supervised by a class teacher.

6. First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that children sustain until the child can, if necessary, receive professional medical treatment.

- The school has trained first aiders – currently Alison Appleby, Claire Clarke, Zoe Hardy, and Sharon Butcher. Most Teaching Assistants have also undertaken emergency first aid training. First aid and medical treatment is available in the first aid room. Disposable gloves should always be used when dealing with blood and then be placed in the clinical waste bin. First aid bags for school journeys are stored in the first aid room as well as other items required to be on hand during a journey
- First Aiders have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern, parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.
- A note should be made in the Accident Reporting file, which is kept in the first aid room, of the injury and all actions taken. Serious accidents will also require an Accident and Incident Report Form (staff shared) to be completed and may require statements from all staff involved. These forms are sent to the LA H&S team. Any child that goes home should be recorded as having done so and the class teacher informed.
- Accidents to staff must also be reported to the LA and a record kept on their file in SIMS. Details of reporting procedures are in the LA Health & Safety file held in the school office.

Medication Policy

- If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office. We can only administer medicines for serious or on-going medical complaints. All medication should be stored safely either in the lockable fridge in the first aid or in the cupboard in the first aid room. All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the first aid room.
- It is the responsibility of class teachers to ensure children have access to inhalers or medicines on any off-site visits.

Allergies

- Information about children who suffer from an allergy will be shared with all staff. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi-Pen when necessary and first aiders have regular training on the administration of these.

Contagious Diseases

- Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. We follow LA guidance on advice/reporting of diseases. If in doubt we contact the school nurse.

Headlice

- Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

7. Staff Health and Welfare

Stress

- Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher or member of SLT as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible. If necessary staff can be referred to occupational health for advice or referred for counselling (six sessions funded by school.)
- A free and confidential counselling service is available to all employees through the PPC scheme on 08000 282 193 (see leaflet in staff room.) The school has adopted Sheffield City Council's Stress

Management Policy. A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

- All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables but should use the available step stools. A stepladder is available for use and is stored in the cupboards. These are checked regularly by Mr Heslington /Mr Sweetnam-Powell.
- Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document). Information on safe lifting techniques is provided in the Caretakers Training Manual.

Violence

- Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.
- Under the school's Violence at Work policy, visitors who display threatening or aggressive behaviour will subsequently be banned from the school premises.

VDU Operators

- Office staff using VDUs should vary their work routines and follow guidance on regular eye tests. They will be given adjustable furniture for their workstation.

8. Off Site Activities

- This school follows the guidance from Sheffield City Council on out of school visits and risk assessments are completed online (EVOLVE).
- Any visit off site must be approved by the Headteacher after the details of a visit has been entered and risk assessments entered on the Evolve website.
- Residential visits and those involving adventurous activities like climbing (outside,) also need to be authorised by the Chair of Governors and the LA.
- For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance of the school. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.
- One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.
- If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.
- The pupil: adult ratio recommended by the authority for the activity must be met.
- Where transport is by car, a Car Insurance Confirmation Form should be completed with details of driving licence, MOT etc. These are available from the school office. Staff are covered by the school transport insurance. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car registration too.
- Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.
- All coaches hired by the school will have seat belts fitted; adults should ensure that they are used. Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.
- Children should not sit in the front seats of the coach or in the centre back seat. Children should not be seated by an emergency exit. Children are not allowed to eat or drink on coaches and should sit still, not distracting the driver or drivers of other vehicles.
- On a visit involving transport the following should be easily accessible:
- Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and tissues; and 'sick bags'.
- NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

9. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses:

- Road traffic accident involving pupils/accident during school trip
- Aggressive or violent incident in school; and

- Disaster in the community.

APPENDIX A

Fire Policy Statement

Marcliffe Primary School will provide a safe and healthy working environment with respect to fire safety in its buildings:

- The Premises Officer and caretaker will be responsible for:
- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.
- The named Fire Safety Co-ordinator is the Headteacher, Alison Mann, or in her absence the Deputy Head, Fiona Turner. The Health and Safety Representative is Steph Hanson, Office Manager.

Responsibilities:

- Checking all areas: Headteacher - overall supervision.
- Children's toilets – TAs
- Classrooms – class teachers
- Staff toilets – office staff
- Staff room and office area – Steph Hanson
- Kitchens – Kitchen staff
- Phoning fire service – Office staff- Charlotte Codd or Becks Cooper
- Registers and visitors book – Office staff
- All staff have copies of evacuation plans. These are also kept in the policies and procedures file.
- Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the school office.
- The fire alarm is tested weekly by the Premises Manager and recorded in the Fire Manual, which is kept in the school office.
- A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.
- A fire safety risk assessment is carried out by the premises officer and the Health and Safety Governor each year. A report is then presented to the governing body.
- Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.
- The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.
- The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

- The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.
- Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.
- Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

- Staff will direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground. Both sides of the stairs will be used and both doors used at the bottom to speed up evacuation. Children will line up in classes in designated spaces on the KS2 playground.

- Children with mobility issues or specific needs will have a Personal Evacuation Plan when necessary.
- Staff will ensure that the classroom is empty before leaving and closing the door. Everyone on site, children and adults, must leave by the nearest exit.
- School Manager or Admin Assistant will call the fire brigade and check that the staff room is empty.
- Teaching Assistants will check the children's toilets are empty.
- Any visitors who have indicated mobility issues will be helped to leave the building safely.
- The admin staff will issue register sheets and check signing in book for roll call by class teachers at the assembly points.
- The Headteacher or designated member of staff will check that all adults and children are accounted for. Classes should stand still and quiet until asked to re-enter the building.
- If it is necessary to evacuate from the whole site, (for example during a bomb threat or gas leak,) teachers will take their classes out of the nearest site exit and walk along Marlcliffe Road. At the end of the road, ie. out of immediate danger staff will make sure children are all present and in correct classes. The school has an arrangement with Hillsborough School that we can assemble in their school hall while we contact parents etc. The full site evacuation will be practised every year.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then saved as soon as possible. Teachers must ensure that children arriving after registration has taken place report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment. The office staff will have a record in the signing out book. If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

- Children walk quietly to the nearest exit from the dinner halls and then walk quietly in single file to the assembly points on the KS2 playground.
- Children will line up in register order.
- Everyone in the building, children and adults, must leave by the nearest exit.
- Admin. staff will call the fire brigade and check that the medical room is empty.
- The admin staff will issue register sheets, check the signing in book.
- Staff, with the help of the Play Workers, will carry out roll call at the assembly points.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Critical Incident Planned Response

Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

- Remove children from danger if possible/appropriate
- Contact emergency services
- Bring children home as soon as possible
- Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

- The school office will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from school (e.g. use mobiles/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary there is a third line in the kitchen.
- Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting of a script.
- The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably be best told in classes. Only facts should be given, staff must not speculate on the causes and consequences.
- School will contact the LA and Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.
- If there is need for an assembly point the school hall should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX E

Critical Incident Planned Response

Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, on rare occasions parents have entered the building and proceeded to behave in an aggressive manner to teachers, often in front of pupils. If this is the case the following should be observed:

- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- Staff should try to remain calm and ask the aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.
- The Headteacher should be informed.
- If the situation is out of control the police should be called.
- In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.
- No comments will be given to the media and the press officer will be informed if necessary.
- In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX F

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

- If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).
- Contact emergency services.
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

- If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible:

- Inform children of the incident. This should be told simply and without fabrication.
- Keep incoming phone line clear so that emergency services are able to provide updates.
- If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.
- Attempt to stick to normal school routines as soon as possible.

Later action:

- Give staff "permission " to talk.
- Headteacher / admin. officer to contact outside agencies where appropriate (e.g. Ed Psyc. 's)
- Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects of all involved.
- Organise treatment if necessary.

These procedures should be read in Conjunction with the school's Crisis Management Plan.

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