

# **Waterloo Primary School**



## **Health and Safety Policy**

## **WATERLOO PRIMARY SCHOOL**

### **HEALTH AND SAFETY POLICY**

#### **AIMS OF THE POLICY**

The School's aims are to provide a safe and healthy environment for children, teaching and nonteaching staff and all other people who come onto the premises of our school and ensure that all members of the School community understand their own responsibilities in maintaining a healthy and safe environment.

#### **PRINCIPLES**

The establishment of a safe and healthy environment is an essential prerequisite for the work of the school. It depends upon sound management, vigilant supervision and the co-operation of the whole school community.

#### **RESPONSIBILITIES**

All members of the School community, teaching and non-teaching staff, parents, pupils and governors, work towards the school's aims by:

- carrying out regular risk assessments;
- being fully aware of their own responsibilities for maintaining a safe and healthy environment;
- being familiar with all instruction and guidance on safety within the school;
- using common sense at all times and taking reasonable care for their own safety and the safety of others;
- reporting.

#### **The Governors with the Senior Management Team work towards the school's aims by:**

- recognising their joint responsibility for ensuring that the Health and Safety Policy is implemented in the School;
- ensuring that all staff are familiar with the Health and Safety Policy of the school;
- making termly inspections to ensure that a safe and healthy environment is maintained;
- establishing a system for reporting, recording and investigation of accidents and monitoring the implementation of the system;
- ensuring that all members of the school community are aware of their responsibilities;
- monitoring and reviewing the policy to take place annually at the Spring term meeting of the Resources Committee and ensuring that necessary revisions are undertaken;
- taking active steps to ensure that equipment, buildings, and grounds are safe, secure and well maintained and that any damage is quickly rectified;

- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

**The Headteacher works towards the School's aims by:**

- taking responsibility for the day to day operation of the Health and Safety Policy;
- maintaining a close liaison with appointed safety representatives in school.

**The staff work towards the School's aims by:**

- carrying out risk assessments as needed
- being vigilant and careful role models;
- promoting a spirit of safety consciousness among children ensuring that they understand the need for codes of practice;
- helping children to understand their responsibilities in taking reasonable care for their own safety and that of others;
- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others;
- providing opportunities for children to discuss appropriate Health and Safety issues.

**The children work towards the School's aims by:**

- developing a growing understanding of Health and Safety issues;
- contributing to the development of codes of behaviour and conducting themselves in an orderly manner in line with these codes;
- taking responsibility for maintaining a safe and healthy environment for their own safe conduct within it.

**The parents work towards the school's aims by:**

- ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies;
- ensuring that children attend school in good health;
- providing prompt telephone messages, app notifications or notes to explain all absences;
- providing support for the discipline within the school and for the teacher's role;
- ensuring early contact with school to discuss matters concerning the health and safety of their children and others;
- allowing children to take increasing personal and social responsibility as they progress throughout the school;
- accepting responsibility for the conduct of their children at all times.

**HEALTH AND SAFETY PROCEDURES**

**Procedures will include:**

Regular meetings of the Governors' Resources Committee in order to develop and monitor the Health and Safety Policy and its implementation;

- maintenance of a robust Health and Safety management system;
- training for teachers and support staff as required;

- governor training, provided both centrally and in-school.

### **Fire Safety to include**

- Maintenance of Annual School Fire Risk Assessment by Site Manager;
- a set of written regulations for emergency evacuation;
- a termly fire drill which is monitored and timed in accordance with LA guidelines;
- weekly checks and maintenance of fire alarms and fire fighting equipment by the school caretaker and or designated provider;
- annual checks of equipment;
- risk assessments as required.

### **Lockdown (Please refer to separate Lockdown policy)**

- a full procedure for staff to follow in the event of an intruder in the school premises, or any external threat;
- a yearly drill;
- a set of written instructions detailing the procedure in each classroom.

### **Electrical Equipment**

- careful siting of equipment to avoid trailing leads or other hazard;
- visual checks of plugs for cracking or loose wires;
- annual checks on portable appliances and maintenance of PAT log by Site Manager.

### **\*\*Security**

- All visitors to school must report to reception and sign in and out of school when leaving.
- All staff must sign in and out of the building and wear a BLUE STAFF lanyard
- DBS cleared visitors must be issued with a RED visitor pass to wear at all times
- Any contractor or visitor to school who is not DBS cleared will be issued with a YELLOW lanyard to indicate this and will not be left alone at any point during their time in the building.
- All children leaving school with a member of staff must be signed in and out.
- Security alarm, CCTV and monitoring by Sefton Arc in place to provide security when the building is closed.

### **Environment**

- Any hazards, defects in school building, lighting, heating or ventilation is reported in the Site Manager Hazard Reporting Log outside the SBM Office.
- Dangerous substances, other than medicines, are locked in the Caretaker's store, to which children are not admitted and appropriate COSHH assessments are undertaken by the Site Manager.
- Class Teachers are responsible for the Health and Safety within their work areas, ie classrooms, halls and playgrounds.

### **Playground Safety**

- supervision of playgrounds before School, at break and at lunch time;
- school rules about playground behaviour designed to maximise playground safety;
- the prompt collection of any litter by the Site Manager/Caretaker;
- a termly inspection of both School buildings and premises by the Site Manager and designated member of the Resources Committee;

- a No Smoking requirement in all areas of the school buildings and grounds.

### **Car Parking**

- parents must observe parking restrictions in the roads outside the school buildings;
- parents must observe restrictions on entering the staff car park;
- Risk Assessment should be
- undertaken on Traffic Movement within car park by Site Manager
- Car Park to be monitored at drop off and collection times by Site Manager and Caretaker.

### **Safety on Site of children in the care of parents**

It is the responsibility of parents to maintain safety on the site by ensuring that children in their care do not climb trees, equipment, walls etc. It is the school's responsibility to remind parents of the above issues from time to time in newsletters.

### **Children's Safety in School - Equipment**

- **Gymnastic equipment:** Safety in P.E. must be the prime factor in planning and conducting lessons. No child is allowed to get out, put away, or use gymnastic equipment without supervision. Safety mats are to be placed in appropriate positions with equipment. All gymnastic equipment is to be checked annually and this information conveyed in the Head Teacher's report to Governors.
- **Classroom equipment:** Children must be taught basic safety measures, eg how to carry scissors and other objects safely.
- **Science equipment:** Staff to give clear instructions when children are using science equipment and to do a risk assessment where potentially more hazardous equipment/substances are being used.

### **Supervision Before and After School**

The School will accept a legal responsibility to supervise children before and after school for ten minutes before school starts and for ten minutes after school ends. Outside of these times, the responsibility rests with parents/guardians.

#### **\*\*Before School**

A member of teaching staff will be on duty to supervise the playground from 8.50am although the gate will be locked earlier. Parents also have to accept a responsibility to ensure safety prior to this time. The gate to the playground at the side of the school will be locked by a designated member of school staff at 9.00am. Entrance to school at this point will be through the school office.

#### **\*\*After School**

Gates are to be unlocked by the Caretaker at 3.05pm. Until that time, it would be appropriate for parents to remain outside. All teachers will supervise in the playground until 3.25pm, when the gate will be shut. Children not collected at 3.25pm will wait by the School Office and will be handed over to After School Club after 3.30pm if no collection. In order for

any child to be allowed to travel home independently, a signed request from parents must previously have been received by and approved by the Headteacher.

***PLEASE NOTE: Since the Covid 19 pandemic, these procedures have been superseded in some measure by Covid safe procedures. Please refer to the School Reopening Plan for more detail.***

### **Missing Children**

In the event of a child leaving the premises without permission, the Head Teacher must be informed immediately. The 'Missing Child' routine will then be followed. In general terms, if a child/children are missing all available staff will help to search the buildings and school grounds, with remaining children continuing to be supervised. If the child/children remain missing, the parents should be contacted, the police notified and the Head Teacher will explore the immediate locality.

### **Accident prevention, reporting and investigation:**

- All accidents should be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.
- Enter all accidents on an accident form held in the General Office. These will be retained for three years and analysed every term by a member of the Governing Body.
- Serious accidents, i.e. those requiring medical attention, must be reported to the Health and Safety Executive on the form available from the School Office and a copy must be sent to the local authority as directed on the form.
- Accidents which result in death or major injury must be reported immediately by telephone to the Health and Safety Unit. This must be followed by a written report within ten days.
- Accidents which prevent the injured person from continuing his/her normal work for more than three days, must also be reported.
- Accidents which are attributable to school organisation (e.g. Educational Visits), plant or substances, or the condition of the premises, must be reported.
- Any accident which results in the injured person needing treatment from a hospital or doctor should be recorded/reported.
- Accidents should be recorded/reported on the form available from the Health and Safety Representative.
- The Head Teacher will keep records of accidents to staff (i.e. Sefton employees) and accidents to pupils/visitors.
- The Site Manager will be responsible for any follow-up to accidents (risk assessment, reports from witnesses, etc) and for ensuring that Senior Management are informed.
- All responsible persons involved (i.e. Teacher in charge, First Aider called, Senior Management or Site Manager, etc.) should check that a report has been made and correct procedures have been followed.
- Vigilance by all staff and children to identify potential causes of accidents and to take action to prevent these wherever possible this involves logging any faults/hazards in Site Manager book held in Main Office which is checked daily by Site Manager and Caretaker.
- Immediate response to such reports involving investigation and rectification of the hazard.

- Prompt investigation of all accidents by Senior management in order to establish cause and adopt remedial measures.

**\*\*First Aid (Please refer to separate First Aid Policy for more detail)**

- the use of hygienic first aid practices at all time (***hand washing protocols plus availability of sanitising gel at all times***);
- the presence of trained first aider in the school at all times;
- the provision of a fully stocked First Aid box located in the First Aid room. These are regularly checked and maintained the designated First Aider;
- the completion of accident slips for parents if a child has sustained a minor injury;
- the notification to a parent (or an alternative, nominated, responsible person) if a School First Aid officer thinks it be necessary;
- the summoning of an ambulance in an emergency where necessary by any responsible adult. If the school is unable to contact a parent, (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital.

**Special Medical Conditions (Please refer to separate Dispensing Medication Policy)**

- the use of hygienic first aid practices by all staff;
- regular liaison with the School nurse and doctor;
- informing of staff by Senior Management about any special medical conditions of children in the school and about what response may be required in an emergency;
- a Policy in place with regard to medication, stating that only prescribed medicines should be brought into school and that parents must always ensure they have completed a permission to dispense form and handed it into the office;
- a requirement that all medicines (including inhalers) brought into school should be clearly labelled with the child's name, the dosage and frequency of dosage.

**Infectious Diseases**

Staff should be informed of any infectious diseases contracted by pupils which may affect them or their pupils.

**\*\*Covid 19 Addendum**

***Please refer to School Reopening Plan and Risk Assessment for specific changes to procedure.***

To be read in conjunction with:

- Fire Risk Assessment
- First Aid Policy
- Dispensing Medication Policy
- Missing Child Policy
- Lockdown Policy
- Safeguarding Policy
- Covid19 Policy

To be reviewed by Governors November 2021: