



# Health & Safety Policy

October 2018

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## Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Headmaster discharge their duties under the Health and Safety at Work.

The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

## 2.0 Roles and Responsibilities

The **Governing Body** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Headmaster/SLT team** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

**Senior Management** within the school will support the Headmaster in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised

- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

**All School Staff will:**

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency situation

**Administration of Medicines**

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by the school nurse or one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

### **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforce

### **Display Screen Equipment**

- For members of staff with 'desk-based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

### **Educational Visits**

- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed

### **Electrical Testing**

- All items of portable electrical equipment in school are inspected and checked annually

### **Employee Health and Wellbeing**

- The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the Council's Sickness Absence Policy

### **Fire Safety & Evacuation of the Building**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually
- A separate fire safety policy and risk assessment has been produced

Please refer to appendices for further guidance on fire evacuation and lock down procedures

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

### **Food Technology (Primary)**

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

### **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

### **Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather hot, (damp / icy) means that equipment becomes unsafe to use on a particular day

### **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

### **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

### **Slips Trips and falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

## **Stress at Work**

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

## **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

## **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

## **Working at Height**

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping, and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who under take working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

### 3.0 School Vans Information

The school van procedures have been established so students and parents in the TSIS, both public and non-public, will receive information leading to an understanding of the expectation of students while they are being transported to and from school. These policies call for cooperation on the parts of students, parents, bus drivers, and other school personnel, and have been developed to promote safety. Parents are encouraged to study these policies and procedures with their child/children. Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school.

#### GETTING ON AND OFF THE BUS

Help the driver maintain the scheduled pickup times by being ready and waiting 10 minutes before the bus arrives if the driver cannot see the student waiting, the driver will continue to the next stop. Too frequent and long stops cause delays in the fixed bus schedule, increase traffic congestion, and delay the arrival of students at schools. This is unfair to students, schools and other highway users, and multiplies hazards for the bus and its occupants. When dropping off students at the end of the day, students are to go to their designated place of safety and remain there until the bus departs. This will ensure no students are in the “danger zone”. Parents are responsible for the conduct of students while going to or from pick-up points and for students’ meeting the bus on schedule. The Board furnishes transportation in compliance with TSIS policies. This fact does not relieve parents of students from the responsibility of supervisor until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

#### Expectations:

- Students shall be waiting, in an orderly manner, at the assigned loading area to board the bus when it stops in the morning.
- No pushing or shoving will be allowed when boarding or getting off the bus. Use caution crossing the road after getting off the bus.
- All students will be assigned seats on the bus by the driver. Take assigned seats as soon as you get on the bus.
- No standing will be permitted.
- No student shall leave or be out of his/her seat while the bus is in motion.
- All parts of a student’s body shall be kept inside the bus, especially when a window is open.
- Do not throw anything in the bus or out an open window. Nothing shall be held so it extends out of the window or in the aisle of the bus. Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child/children.
- No eating, drinking, or chewing gum is permitted on the bus at any time.
- Talk quietly at all times.
- No smoking or use of tobacco products shall be allowed on the bus at any time. Absolutely no alcohol is allowed on the bus at any time or object which may interfere with the safe operation of the vehicle shall not be transported on the school bus.
- Large objects, including band instruments, are not to be transported on the bus unless they can be contained by the student so it is not a projectile. Furthermore the instrument cannot obstruct the drivers view or block the aisle.



- Learn how to get off the bus in case of an emergency. The bus driver will conduct practice drills periodically.
- Students must ride their assigned bus to and from school. Changes in bus assignments and/or stops can be made only in the case of an emergency.

#### OBEYING THE PASSENGER RULES

The driver will be responsible for the orderly conduct of his/her passenger on the bus, the student is under the authority of, and directly responsible to the bus driver or aide, where applicable. The driver has the authority to enforce the established procedures for bus conduct. When it becomes necessary to refuse student transportation due to misconduct, the school administrator (principal or designee) shall make the decision and notify the parents in writing of such refusal with an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or the principal/designee stipulates otherwise. It should be clear that all suspensions or matters needing the principal's attention will be handled and directed through him/her. All students must be picked up at the SAME location Monday through Friday and dropped off at the SAME location Monday through Friday.

**DAILY CHANGES CANNOT BE ACCOMMODATED.  
REMEMBER THAT RIDING A BUS IS A PRIVILEGE!**