



**Horton Mill Community  
Primary School**

**Health and Safety  
Policy**

*September 2021*

## **Rationale**

The Governing Body of Horton Mill Community Primary School in producing this policy has had regard to the advice given by the Local Authority Health and Safety Team and DfE 'Health and Safety: advice on legal duties and powers' (Feb. 2014, updated July 2021). This policy statement seeks to set out our school's organisational arrangements for supporting the health, safety and welfare of children, colleagues, visitors and contractors.

All colleagues must take responsibility for being vigilant at all times for the children in their care and be aware of any possible risks. Children and adults will be encouraged to share any concerns they have swiftly and appropriately and report them immediately to the Senior Leadership Team or the school Office Team.

The Governing Body is responsible overall within the terms of the Department's Health and Safety Policy and Local Authority policies to work within the information procedures and codes of practice.

## **Aims**

- To provide a safe, secure and healthy working environment for children, families and colleagues.
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within the school environment and activities outside of the school environment.

## **Objectives**

Intruders-

- colleagues will be vigilant around the school premises for any person/s who might be intruder/s, they will notify SLT immediately who will deal with the person/s or contact the police immediately (**See -First Response Service, School Safe Scheme**)

Safety hazards – we will

- ensure there is sufficient training, information, instruction and supervision to enable all adults to avoid hazards and to contribute to their well-being and safety  
eg. transporting items, using ladders
- ensure all children are supervised, guided and instructed in an age appropriate manner on safety issues that will support their general well-being
- administer appropriate procedures according to fire regulations
- have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- ensure annual checks on electrical equipment meet appropriate safety standards
- ensuring procedures are in place for reporting faulty equipment and minor incidents
- maintain regular checks of the building and safety and security
- be aware of the pressures on colleagues and the possible effects which stress may have on their roles
- give guidance on lone working and personal safety
- give clear guidance on the use of images
- make regular checks to outdoor play equipment
- annual safety checks on PE equipment
- make weekly checks to our Fire Alarm system and half termly Fire Practice to ensure all colleagues and children know their routes out of the building

and

- ensure all colleagues know procedures to follow in an emergency.

## **Colleagues are fully aware of this policy-**

All colleagues have endorsed this policy and an updated policy will be shared annually.

The Health and Safety Policy is in the Staff Handbook located in the Staffroom.

Health and Safety information is shared on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New colleagues receive health and safety information as part of their induction policy.

Colleagues take responsibility, in ensuring children are made aware of existing and new health and safety information as appropriate.

### **Responsibilities of all colleagues-**

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- Know and apply the safety measures and arrangements to be adopted in their own working areas
- Observe standards of dress consistent with safety and/or hygiene
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees and the safety representative in promoting health and safety measures
- Report any hazard or breakage
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safety tools and equipment
- Report any incidents, assaults or 'near misses'
- Set a good example to the children in their care
- Supervise children and ensure that they know about emergency procedures and safety measures
- Ensure that children's bags, coats and belongings are safely stored in the cloakroom areas
- Include all relevant aspects of safety in the curriculum according to the science and PSHE curriculum.
- Ensure families and volunteers are aware of basic safety procedures in the classroom and other learning areas
- Give clear instruction and warning as often as necessary
- Ensure that relevant risk assessments are completed and followed

### **SEE Appendix 1 – SUPERVISION OF CHILDREN**

### **Responsibilities of the Governing Body**

To ensure, establish and maintain-

- the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- all reasonable and practicable steps are taken to ensure the health, safety and welfare of all persons using the premises
- a healthy environment throughout the school
- safe working procedures amongst children and adults
- a safe and healthy school with safe entrances and exits
- agreed evacuation procedures in case of fire and other emergencies
- agreed procedures for the reporting of accidents
- policies relating to health and safety are in place and updated regularly

- safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe
- member of the governing body who will have a key monitoring role in relation to health and safety including a termly walk around the school building with the school Caretaker and Headteacher.

### **Responsibilities of the Headteacher**

To ensure, establish and maintain-

- that all colleagues are aware of this Policy
- that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- the safety and security of the school building during evening meetings and advise the Governing Body on Health & Safety matters
- risk assessments as and when required and reviewed regularly
- practices such as emergencies eg. fire, reporting of defects and any referrals made by colleagues and that children, their families and colleagues comply with agreed procedures
- monitor the procedures described in associated policies i.e. First Aid and any referrals made by colleagues
- children, their families and colleagues comply with agreed procedures and inform relevant external agencies as and when appropriate
- access to this policy and other health and safety information as is legally required
- advise and inform the Governing Body as to health and safety practice, legislation and compliance
- appropriate logs and records of incidents are completed and acted upon
- that all colleagues have adequate training and information to enable them to act upon health and safety recommendations
- that temporary/ supply staff are informed of health and safety practice
- meet regularly with the health and safety representative of the Governors
- reports on any audits/ inspections to the governing body and follow-up any necessary actions
- that procedures are in place to ensure the safety of contractors and hirers
- that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
- that escape routes are kept clear and monitored on a daily basis for hazards and emerging issues affecting the health and safety of children, colleagues and visitors, immediately acting with a view to the highest priority the safety of all on site
- ensure adequate first aid cover is provided .

**See Appendix 2** - Guidance for Senior Leaders and Caretaker

### **Responsibilities of visitors**

- Regular visitors and other users of the school will be required to observe the safety rules of the school. The Headteacher and appropriate colleagues will ensure that visitors are informed of health and safety matters which may affect them during their visit eg. car parking must be off site.
- Families in school will be made aware of the health and safety arrangements by the teacher who they are working with.
- Groups of people who regularly use the premises will be made aware of safety arrangements in discussion with the School Business Manager.

### **Accident reporting**

If a serious accident were to occur on the site it will be recorded on a Local Authority accident form and the details forwarded immediately or as soon as is possible, senior management will be

informed immediately, an ambulance called and relatives informed. Action will be taken to ensure the location of the accident is safe to use, if not this area will be closed off.

All minor accidents will be reported in the 'Accident Report Book'. A copy of the minor accident form and first aid given will be given to the parents/ guardians.

### **Electricity**

Electrical items in school are PAT tested annually. All defective items are removed or repaired. Colleagues will be vigilant in looking for the following:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for
- Staff must not use their own personal electrical equipment in school

### **COSHH (Control of Substances Hazardous to Health)**

Our school is alert to the need to limit the use of any hazardous substance. A file is kept in the office which includes guidance notes. All COSHH materials are stored in the Cleaning Room which is kept secure.

All colleagues are reminded annually of COSHH materials.

### **Access equipment**

Colleagues are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary. (see also working at height information).

### **Risk assessments**

Risk assessments are completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A file entitled 'Educational Visits and Risk Assessments' contains appropriate risk assessments, eg. school trips and visits and class risk assessments that share information needed for children with special needs. It is kept in the central office area for colleagues to complete, depending on the activity. Trip risk assessments are also entered on the OMBC EVOLVE system and authorised by the Headteacher.

Colleagues know to inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered.

Expectant mothers will have any tasks they undertake, risk assessed.

### **Manual handling**

All colleagues are aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, the movement of steel pans and music equipment.

All colleagues know children should not be required to move heavy objects and should only move appropriate objects with appropriate supervision.

Colleagues are reminded annually about correct posture when lifting and carrying equipment. All colleagues know to alert senior colleagues if they feel that an action they are involved with is having an effect on their physical health and well-being.

### **Educational visits**

At Horton Mill Community Primary School we recognise the importance of off-site educational visits in enriching children's experiences. Children benefit enormously from the opportunity to experience

residential and 'days out' at selected venues. However, we recognise that it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, colleagues and where appropriate the Local Authority are involved in the preparation. All educational visits are uploaded onto EVOLVE so that the Headteacher can evaluate the risk assessments.

On the vast majority of school visits children will wear school uniform, however, there will be some occasions eg. residential where children will wear alternative, suitable clothing.

We only use coaches with fitted seat belts however public transport may be used for local trips and as such will not have seat belts.

**PE equipment**

The PE equipment is inspected annually. The PE subject leader and the Site Manager are responsible for overseeing this inspection and for keeping a weekly check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration is given to the use of apparatus. Colleagues are particularly alert to the use of equipment with children with behavioural needs. Additional TA support is given where there are concerns.

**Contractors and visitors**

All contractors and visitors entering the premises are required to sign in and out and are requested to wear a 'Visitor' label for the duration of the visit. They must read and complete a 'Visiting Contractors Checklist', which details Fire Safety, Safe Working and any on site hazards.

**Display Screen Equipment**

All work stations used by colleagues require a risk assessment. An advice sheet is given to new colleagues.

**Fire**

Fire drills are held termly.

**Responsibilities during fire drill**

Headteacher/Deputy Headteacher	Supervision of evacuation Evaluation of procedures Training and guidance
Site Manager	Taking school 'off watch' and back on again
Administration staff	Calling the fire brigade if necessary Take registers, signing in book and single central record to assembly points
Teachers (teaching assistant/ mid-day supervisor)	Roll call from Register

Reporting – all registers are taken out on to the playground by office staff and handed over to class teachers. Once the registers have been checked teachers let the Headteacher know that the class are all present. Headteacher/office staff to check Visitors Signing in and out.

**Responsibilities for class teachers (or teaching assistant/ midday supervisor if class teacher not on site)**

During the first day of school all class teachers explain to children what the procedure is should the fire bell sound. This includes information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Colleagues share the following information with their classes:

Fire exit to be used – is the nearest available exit. Colleagues also make note of alternative exits should this one be blocked.

Assembly point – is on the nearest playground standing in registration group. Where children have been in sets or working in other groups, they should return to their registration group for roll call where possible.

Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way

The same procedure is used in the event of another emergency where evacuation of the school building is needed. For further information see 'Emergency procedure' document. This also provides information about the notification of staff, parents and LA in the event of school closure.

Fire notices and Fire Evacuation plans are contained in each room and displayed around school.

### **In the event of a possible abusive parent/ adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred, an incident form should be completed and it may be necessary to inform the governors and/or LA for further action to be taken. Ensure colleagues emotional needs following any incident are supported and seek help and if further support if necessary.

### **Reporting Incidents**

Use an incident form to report all incidents, however, minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

### **First Aid**

A. Holland is the Designated First Aider in school. Most of our Teaching Assistants and Midday Supervisors are Paediatric First Aid trained.

- Ensure basic first aid procedures are followed if an accident occurs
- Attend to minor first aid needs and/or instruct another adult to do so
- Always wash with cold water and do not apply plasters unless absolutely necessary
- Inform parents of any minor accidents verbally or by note if not collecting their child
- Complete log entry (in First Aid Room) located near the school entrance

- If in doubt, send for assistance from A. Holland
- For serious accidents/incidents an OMBC accident/incident form will be completed and sent to the School's Health & Safety team (see Deputy Headteacher or Business Manager for a form).
- NB. For out-of-school visits there is a first aid bag available.

### **Medication**

A family bringing medication for a child into school will be sent to the school office to be advised that the school cannot administer medicines other than exceptional cases. Parents must complete a form in the Deputy Head's office in this instance.

### **Swimming Lessons**

See Appendix 3

### **Smoking**

To help ensure that we offer children, families, colleagues and visitors a safe, secure and healthy environment our school has adopted a no smoking policy, which covers the school, playgrounds and playing fields.

### **Spillages**

Will be dealt with immediately and 'wet floor' signs used appropriately.

### **Health and well-being of colleagues -**

In order to help prevent stress and to provide the best working environment for the health and well-being of our colleagues we recommend:

- that times of meetings be negotiated and are aimed at limiting the length of time and frequency with which colleagues need to remain in school
- that length of meetings is agreed and where possible adhered to
- that notice is given of cancellations
- that consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- that deadlines can be negotiated in extenuating circumstances
- that consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- that evening events are timetabled where possible on a Thursday so that a weekend follows
- that no meeting is scheduled on Fridays after school
- that where possible INSET days also allow for inter-phase/ year work and meetings
- that PPA is regular and reliable
- that working at home is an agreed principle where specific tasks need completion – in agreement with senior management
- that TAs are deployed to support teachers where possible

### **Stress**

The practices recommended above should help prevent stress. In some cases this may not happen and colleagues should be alerted to some common effects of stress.

These include:

- high level of anxiety
- low self-esteem
- inability to concentrate
- being more prone to accidents
- headaches/ migraine
- depression
- panic attacks

- chest pains
- stomach problems
- relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues
- prioritising workload
- learning to say 'no'
- taking up a new hobby or sport
- sharing feelings with people at home
- ensuring that some time every week is set aside for relaxation
- discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist colleagues should contact a GP and concerns should be discussed with a senior colleague.

Further information is available in the Health and Well-being Policy.

### **Fitting one's job in with one's families**

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- being flexible about requests for attendance at funerals,
- enabling support for ageing relatives and children with medical appointments
- enabling colleagues to attend significant important events in respect of their children i.e. concerts, first day at school

It is expected that wherever possible colleagues will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that colleagues take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with SLT and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where a colleague becomes aware that they are pregnant, it is recommended that SLT are informed as soon as possible in order that appropriate safeguards can be put in place. Where appropriate, facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

### **Monitoring arrangements**

The governors will call for annual reports on:

- Accidents/ incidents
- Results of internal or external health and safety inspections
- Complaints

The Site Manager will:

- Keep a log of any repairs necessary and the action taken
- Carry out a weekly Water Management Risk Assessment
- Carry out a weekly Sprinkler Alarm Test
- Carry out a weekly Fire Alarm Test
- Make regular checks on the secure and safe storage of all cleaning substances
- Ensure the store room is locked when not in use

**ALL EMPLOYEES HAVE A RESPONSIBILITY AND A DUTY TO ENSURE THAT PREMISES, PRACTICES AND EQUIPMENT ARE SAFE**

**THE SAFETY AND WELLBEING OF CHILDREN IS OF PARAMOUNT IMPORTANCE.**

**Policy review**

This policy will be reviewed in September 2022.

Signed by ..... Date .....  
Chair of Governors

## **APPENDIX 1 – SUPERVISION OF CHILDREN**

In order for us to establish and maintain a safe and healthy environment throughout the school and its grounds the following apply:

### **All colleagues must:**

- be in their teaching area 30 minutes prior to the start of the morning session (unless directed to another task) and members of the SLT will welcome families into school at 8.45am
- be aware that all exit doors to be locked once children are inside the building, families arriving late know that they are to use the main office entrance and use the bell
- be aware that at break times adults meet the children they are responsible for from the playground (KS1) or at lining up points (KS2)
- be responsible for ensuring the safe vacating of the building at break times
- ensure children are not left unsupervised at any time
- give clear instructions to children in the use of changing rooms and periodically check safety
- ensure no child is unsupervised if carrying out a task which might involve risk eg setting out benches, chairs for assembly
- make children aware of the behaviour expected when helping with whole school tasks eg register delivery
- arrive promptly if on duty, taking their own class out for a break a few minutes earlier is acceptable, to aid safe practice
- during wet play, provide activities for the children, prior to leaving in the care of colleagues on duty, and
- messages sent to the staffroom requesting assistance **must be** acted on immediately – it may be an emergency

### **RED CARDS – HIGH ALERT – Must be acted on**

- All adults should be vigilant regarding the security of children and adults
- All exit doors to be locked once children are inside the building
- A red card must be carried at all times by the person on duty. These will be located at the exit points to the playgrounds, e.g. in the family room, changing rooms corridor and KS2 exit.
- All exit doors to be locked once children are inside the building. Families arriving late know to use the main office entrance

### **In an emergency:**

- Blow the whistle and show the red card – children will know from regular practice/instruction to go straight in
- Send two children, with the red card, to the staffroom, and
- Colleagues will go immediately to their areas, support colleagues will check locking of external doors

## **General Checks**

Always check that the learning area is safe and free from clutter

Check equipment to be used is safe, e.g. plugs and leads – remove defective items immediately to school office. Put a danger notice on any defective item not moveable and inform a member of the leadership team asap

Encourage children to leave areas clean and tidy

Ensure safe working practices are followed e.g. children are seated when using scissors and given instruction in their use

Ensure children wear aprons for 'messy' activities

Hot drinks are not allowed in learning areas during the school day

## **Appendix 2**

### **Specific Guidance for Senior Leaders and Caretaker**

#### **Key holders responding to an alarm**

Should be aware of the following -

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening.
- Tell someone where you are going and how long you are likely to be.
- Await assistance from First Response before entering the building, no-one should enter the building alone.

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside.
- Do not enter or approach a building on your own.
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion.
- Check whether there are any unexpected vehicles in the area.
- Make sure you have a mobile phone to summon help if necessary.

#### **Colleagues working alone in the building**

When working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home

- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the main office or mobile phone
- Always be alert when leaving the building

### **Leaving an empty building**

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

### **In the event of trespassers**

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out by office staff only.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

### **Lone working and personal security**

The LA, gives the following guidance as a responsible employer, it 'does not expect any employee to go into a dangerous situation for which he/ she are not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.'

then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

### **In the event of a break in on site**

Remember personal safety is far more important than the protection of property.

- Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation
- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress

## **APPENDIX 3**

### **SWIMMING LESSONS**

The 'duty of care' is shared between the class teacher and swimming teacher whilst the children are on the poolside.

- Our school uses Royton Swimming Pool, colleagues will need to ensure children-
  - seat belts are fastened on transport provided
  - are safe and supervised in the changing areas
  - with asthma will have their inhalers taken to the pool by colleagues.
  - have no outdoor footwear on the poolside
  - are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.
  - children and teachers must understand the pool emergency procedure.
- Teachers may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed
- In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

### **Emergency evacuation**

- The fire alarm is the signal to evacuate. Colleagues must evacuate the pool and assemble swimmers by the nearest fire exit.
- Under no circumstances should children be taken to the changing areas to collect their belongings.
- Teachers are responsible for ensuring their class is fully accounted for by taking a register.