

Tollgate Primary School Health, Safety, Welfare and Security Policy

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INTRODUCTION

THE HEALTH, SAFETY AND WELFARE OF ALL THE PEOPLE WHO WORK OR LEARN AT OUR SCHOOL ARE OF FUNDAMENTAL IMPORTANCE. WE AIM TO PROVIDE A SAFE, SECURE AND PLEASANT WORKING ENVIRONMENT FOR EVERYONE. THE GOVERNING BODY TAKES RESPONSIBILITY FOR PROTECTING THE HEALTH AND SAFETY OF ALL CHILDREN AND MEMBERS OF STAFF.

AIMS

- to provide safe, secure and healthy working conditions for pupils and employees
- to ensure that the work of staff and pupils does not adversely affect the health and safety of other people.
- to provide adequate resources to implement this policy
- progressive improvement of health and safety performance.

ORGANISATION

Those responsible for achieving the aims of this policy are:

The Governors' Health and Safety Working Party/committee to include
The Headteacher
The Safety Representative
The Site Manager

All have a part in policy formation. Staff are consulted regarding the content of the policy and it is disseminated through staff and governors' meetings. The key people for passing on information are the Site Manager and Business Manager. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

ORGANISATION

Responsibilities of the Governing Body

The Governing Body is responsible for:

- complying with the Trust's Health and Safety policy and Arrangements;
- formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Plan;
- regularly reviewing health and safety arrangements (at least annually) and implementing new arrangements

where necessary;

- ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- reporting to the Trust any hazards which the establishment is unable to rectify from its own budget;
- seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- promoting high standards of health and safety within the establishment; and
- active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

Responsibilities of the Headteacher

The Headteacher is responsible for:

- ensuring the requirements of the Occupier's Liability 1957/1984 are complied with;
- ensuring the day to day management of health and safety matters in the establishment in accordance with the health and safety policy;
- ensuring the health and safety arrangements are carried out in practice;
- ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- ensuring that termly health and safety inspections are carried out, a copy of the report is given to the Governors;
- ensuring that remedial action is taken following health and safety inspections;
- ensuring that information received on health and safety matters is passed to the appropriate people;
- identifying staff health and safety training needs and arranging for them to be provided;
- attending the establishment's health and safety committee;
- drawing up the establishments annual health and safety action plan;
- co-operating with and providing necessary facilities for the Trade Union Safety Representative;
- monitoring purchasing and maintenance of equipment and materials and ensuring that they comply with current health and safety standards;
- monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- seeking specialist advice on health and safety matters where appropriate; and
- ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Responsibilities of the Health and Safety Co-ordinator and School Business Manager

Responsible to the Headteacher for:

- attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable the headteacher to discharge duties effectively;
- promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the Trust's and School's Health and Safety Procedures;
- ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- ensuring that the Health and Safety Notice Board is kept up to date;
- ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- arranging termly Health and Safety Inspections and ensuring follow up actions;
- ensuring appropriate procedures for authorisation of school visits is followed;
- participating in any Health and Safety Audits arranged by the Trust
- providing Health and Safety Induction Training for all staff;
- keeping staff Health and Safety Training Records up to date;
- ensuring that all statutory inspections are completed and records kept;
- ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness; and
- monitoring contractors on site and ensuring they consult the asbestos log.

Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with, or misusing, any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to the School Business Manager any serious or immediate danger;

- reporting to the School Business Manager any shortcomings in the arrangements for health and safety; and
- participating in health and safety inspections and the health and safety team where appropriate.

GUIDELINES

1 Accident Reporting And Investigation

Serious accidents to staff and pupils are recorded on an official incident report form which is completed by an adult witness where possible. The cause of accidents and near misses is investigated in order to discover and deal with any hazards on the premises. All head injuries are reported to parents by means of a standard letter. The same accident form is used for employees.

Our definition of a "serious" accident to a pupil is:
 an accident serious enough to inform parents

Our definition of a "serious" accident to staff is:
 an accident serious enough to require medical attention or that raises a concern
 that there may be future repercussions

2 First Aid Provision

During classtime, first aid cases are dealt with by members of staff within the teaching team. At breaktimes they are dealt with by the staff on duty - with reference to lead first aiders if necessary. There are named first aiders on the staff who are called to make judgements on whether outside medical treatment should be sought. Where this is necessary, parents are called in. A record is kept of any first aid treatment given.

First aiders: A list of Teachers and TAs and MDSs that have received First Aider training is kept by the Admin staff. Lunchtime - Hannah Brookman

First aid resources are stored in the First Aid Station in the Main Corridor. A record is kept of all first aid interventions, and incident reports are completed when appropriate.

Instructions are given to wear plastic gloves at all times when dealing with blood. If a child is displaying signs of illness, after consultation with the Headteacher, parents will be contacted and arrangements will be made for the child to go home. Parents are contacted in ALL cases involving head injuries.

3 Fire Safety

Fire practices are conducted in the first week of each term and a drill once per term. The procedure for evacuation is attached and is displayed in key positions in all areas of the school. All staff and pupils must familiarise themselves with the location of fire doors and fire exits. The fire bell and extinguishers are serviced at regular intervals. Emergency exits must remain unobstructed at all times. Flammable materials must be kept away from emergency exit routes, fire alarms, fire equipment or electrical switchgear. At the end of each day, it is important that all rooms are checked, unnecessary electrical equipment turned off and doors closed.

Safety training is given to children as part of the curriculum where appropriate, i.e. use of scissors, electrical equipment, etc.

4 Waste Disposal

Waste bins are kept away from the pupils' play area. Internal bins are emptied each day. A bin for bloodied waste is kept in the Play Leaders/Mid-day Supervisors' cupboard off the main corridor.

5 Housekeeping

The Site Manager monitors the distribution and standard of cleaning duties. The school employs its own cleaners. The Governors' Health and Safety Representative and Staff Safety Representative make regular, termly, health and safety checks of the premises.

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stocked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

6 Advice

The Headteacher is the first point of contact for seeking advice from outside health and safety agencies, i.e. County Architect, fire service, security firms. This occurs in instances of maintenance or school improvement.

7 Safety Representatives

The Headteacher is the **Safety Officer**; a member of staff acts as Safety Representative.

The **Staff Safety Representative** is: Mr Jim Neale (Mrs Claire Bates from 1st September 2017)
The **Health & Safety Governor** is: Dr Chris Pamplin

They are responsible to the Governors' Finance and Premises Committee.

Health and safety report formats are made available to the Site Manager and Staff Safety Rep. to promote clear reporting of hazards and subsequent action.

8 Safety Training

First Aid training is offered to staff at regular intervals. Pupils receive safety training in practical lessons (i.e. Physical Education, Science, Art, Design Technology) and in Personal and Social Education sessions. Specific H&S induction training is given to new staff, and a record is kept.

9 Reporting

Health, safety and security are reported upon by the Headteacher in reports to governors.

10 Community

The School actively engages with the local police for incidents that affect people and property beyond the school gates.

11 Maintenance

Mechanical and electrical equipment is checked and maintained on a regular basis.

An annual audit of the building and its equipment is undertaken in the Spring Term to decide upon spending from the repairs and maintenance budget and the capital allocation.

12 Playground Safety

Supervision at morning breaktime and at lunchtime is at the recommended level.

Accidents are monitored to note any hazard in play areas. Playing space is more than adequate. Outdoor Sun Safety advice is to be followed.

13 School Trips

The policy on school trips is in line with Government and LA and Trust expectations.

14 School Transport

There is no daily school bus transport. Buses are used for educational school visits. Children are instructed on safe bus behaviour at these times. Risk assessments are made for such visits. At Tollgate, we aim to encourage safe cycling and cycle racks are available for children wishing to cycle to and from school, providing a helmet is worn. Cycle safety training takes place for Yr 4 children.

15 Contractors

An effort is made to use contractors on the premises out of school hours where possible. Where this is not possible, staff are informed. Contractors are asked to show their ID.

16 Vehicle Movement

Parents are able to park on the premises in the areas in front of the school. Children are not allowed in the Car Park - and parents are regularly reminded of this fact.

17 Lettings and Community use

A telephone is available for emergencies during lettings activities.

During lettings the rest of the school is locked and alarmed using the zone facility. The users are told, verbally of the safety and security procedures.

18 Violence To Staff

Staff are made aware of the procedures for reporting and dealing with any incidents of violence towards staff. (see Behaviour Policy)

19 Medical Alert Lists

Pupil health records, medical alert lists and dietary information are held in the school office and regularly updated. Where appropriate, staff are made aware of relevant information. When a child transfers from primary school, medical notes are sent on to the middle phase. (see BSEATT Medicines policy).

20 Storage Of Medicines

It is not our policy to dispense medicines unless it is to combat life threatening symptoms. In such circumstances the Headteacher will be responsible for safe storage and administration, this is delegated to members of staff who are able to carry out the duty safely and appropriately.

Asthma inhalers are kept in labelled boxes in each class to allow access for users.

21 Premises

A security alarm system covers the building. There is security lighting in the playground, car park and outside the Nursery. Smoking is not permitted within the school or school grounds.

22 Visitors

Visitors are expected to use the main entrance where they sign in and, if they are going to move around the building unattended, they are given a visitor's badge. They are made aware of fire arrangements and emergency procedures.

23 Personal Property

It is expected that all personal belongings are clearly named. Children and adults are advised not to leave valuables in their school bags or drawers. Children are expected to be responsible for their belongings.

24 School Property

All portable electrical equipment is security marked. A list of serial numbers for Laptops and Ipads is kept centrally and items are signed for by staff to who they have been allocated.

25 Curriculum

Safety education is provided wherever it is deemed necessary and these measures are described in specific risk assessments.

26 Absence

Absences are recorded according to Government requirements.

27 Cash Handling

The Admin staff are responsible for the recording and banking of dinner and other moneys. Two signatories cover each cheque written.

28 Key Control and Security

A keyholders' list is kept in the office.

The Site Manager is responsible for:

- locking/unlocking
- alarm setting
- routine security checks

Over holiday periods the Site Manager and Headteacher agree to be keyholders for different periods.

29 Vehicles

All vehicles are kept locked in the car park. Security lighting in the car park at the rear of the school provides some degree of personal safety after dark.

31 Emergency Arrangements

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. County Upper School has agreed to accommodate evacuated pupils in an emergency. Severe weather/ emergency contacts are achieved through a telephone tree of all staff (KS Co-ordinators informing their teams).

32 Information And Training

Staff are kept informed through staff meetings, the parents through Newsletters. Supply teachers, and temporary staff are given a handbook containing relevant information . Training is arranged on PD days and at other times as appropriate.

33 Storage Of Documents

Servers on site backed up to portable USB hard drives and are swapped off site (by ICT Technician) weekly. NAS box held in KS3 annex in case fire destroys servers. SIMS and FMS backed up to Google Education (cloud based). Premises protected by intruder alarm

34 Prevention of Incidents

Tidiness, cleanliness, carefulness and efficiency are essential in the promotion of health and safety and the prevention of accidents. Corridors, passageways and emergency exits must be kept free from obstructions. Shelves in storerooms must be stacked neatly and not overloaded. Care must be taken to keep floors clean.

35 Manual Handling

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. (see Physical Intervention policy)

36 Means of access

When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should be supported by an assistant. Always use correct routes of access. Do not use shortcuts, they can result in serious accidents

MONITORING

1 Incident Reports

Incident report forms are stored in the staff room and any member of staff who deals with an incident is expected to complete a form. The form is brought to the attention of the headteacher for further action as appropriate. The Safety Governor is informed of serious incidents.

2 Health And Safety Inspections

Equipment is checked for safety on a regular basis. P.A.T. testing is conducted regularly. PE equipment is checked regularly. The fire alarm and extinguishers are also checked regularly.

The Suffolk Risk Management Assessment format is followed. An assessment is carried out annually at the start of each academic year.

EXPENDITURE

1. Management

The Governors/ Health and Safety Working Party suggests expenditure for health, safety and security improvement. The cost of this is taken from the Capital Allocation budget.

Annual review

Headteacher	Chair of Governors	dated

Headteachers Termly Report To Governors - Recommended minimum content

TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
Incident reporting	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
	Number of incident report forms completed when student was the subject		
Schools using the recommended local recording system for minor incidents relating to students	Number of incidents recorded		
Numbers of Inspections	Carried out by/for management (the headteacher, and senior manager with delegated responsibility and/or governing body, health and safety committee, etc)		Bring urgent or serious items to attention of the governing body, particularly where significant financial implications exist or school policy needs to be amended or extended
	Carried out by/for trade union health and safety representatives		
Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since headteacher's previous report to the governing body
Health and safety training	Any induction and other health and safety related training undertaken by staff (including, SchoolSafe, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
Information received from LA	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
Updates from external consultants and advisers	Reports on h&s audits, inspections, fire risk assessments, etc		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

