



BARTON SEAGRAVE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

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BARTON SEAGRAVE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Governing Body's Statement of Intent

The Governing Body of Barton Seagrave Primary School has a high regard for its responsibilities regarding the health, safety and welfare of its employees, the pupils within its care and visitors to the school.

By requiring the implementation of this policy the Governing Body will ensure that a working and learning environment, which is safe, secure and minimises risk to health is provided and maintained.

The Governors have set the following objectives:

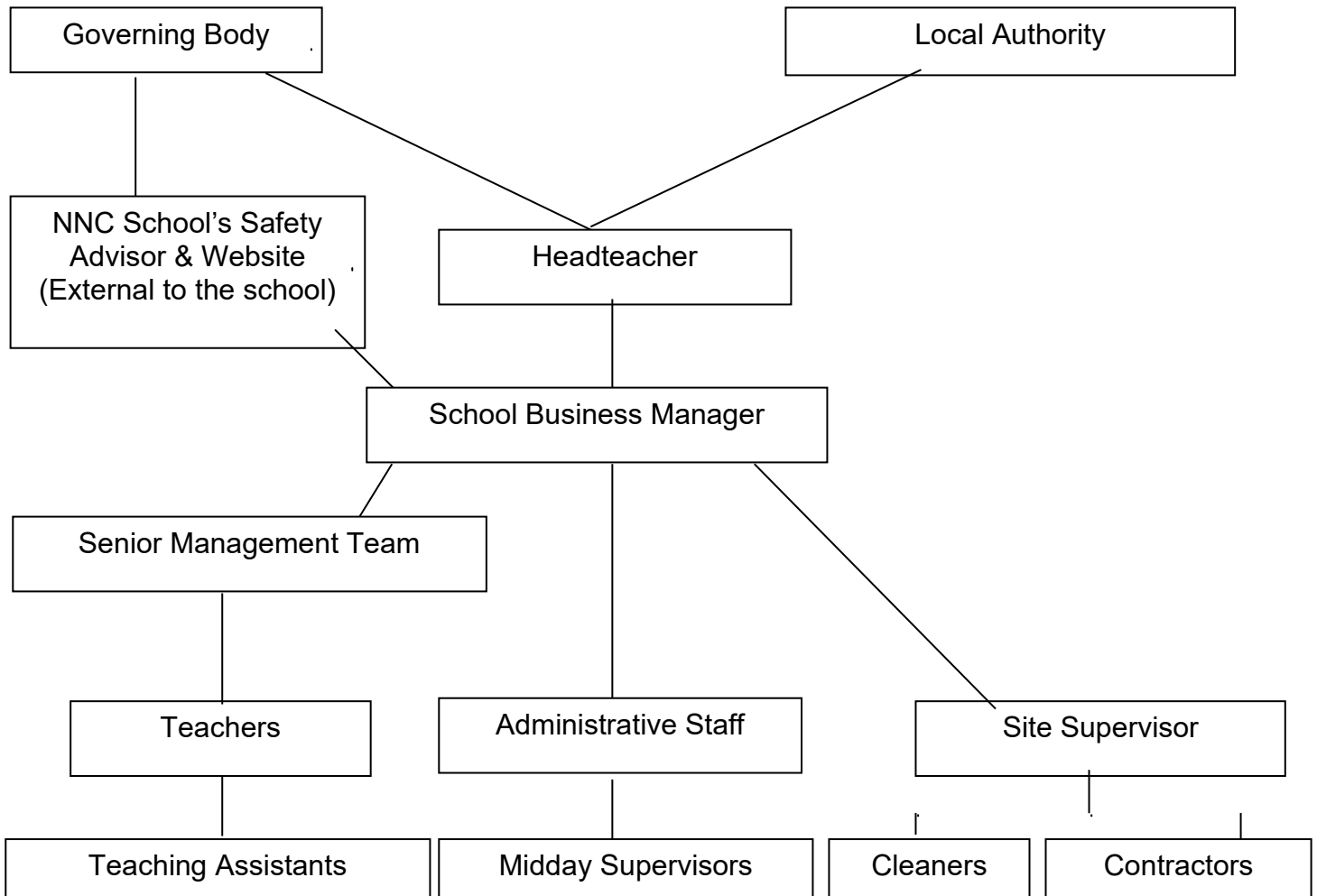
- The formation of an organisation for the management of health and safety.
- The formation of suitable practices and procedures that are safe, secure and minimises risk to health.
- That all staff have sufficient training to carry out their duties safely and securely and without risk.
- The establishment of appropriate procedures for the evaluation and monitoring of the Health and Safety Policy.

All personnel are required to assist in achieving the aims and objectives identified in this Health and Safety Policy.

1. Organisation

All employees are kept informed of the school's health and safety regulations. It is expected that staff will follow instructions, attend training and co-operate on health, safety and welfare. Staff are also expected to inform the appropriate person, see organisation chart below, when they become aware of any hazards.

Organisational Chart



2. Responsibilities

2.1 The Governing Body

The Governing Body has responsibilities as an employer to ensure that:

- the school produces a Health and Safety Policy and devises appropriate procedures for dealing with health and safety and takes steps to promote the correct attitudes towards safety in both staff and pupils;
- the schools management is implementing the Health and Safety Policy;
- the Finance Committee considers the costs of implementing the Health and Safety Policy and establishes appropriate financial arrangements;
- the Governors Health, Safety & Premises Committee meets regularly and is responsible for reporting to the full Governing Body.

2.2 Headteacher

The Headteacher has overall responsibility for the day to day implementation of the Health and Safety Policy and in particular shall ensure that:

- safe, secure and healthy working conditions and systems of work are established and maintained within their sphere of control;
- employees are reminded of their responsibilities as defined in the safety policy;
- L.A. Codes of Practices are followed;
- routine and regular safety inspections are carried out and the reporting procedures followed;
- employees are provided with the suitable and sufficient information, instruction, training and supervision;
- safe systems of work are established and operated;
- all accidents and incident reporting procedures established by the L.A. are followed;
- the Governing Body is provided with regular and routine health and safety reports;
- all reasonable precautions are taken to ensure the health and safety of all non-employees within establishments under their control;
- contractors on site take full account of the health, safety and welfare of all users of the school and their own personnel.

2.3 The Deputy Headteacher and Assistant Headteachers

The Deputy Headteacher and Assistant Headteachers have overall responsibility in the absence of the Headteacher.

2.4 The School Business Manager

The School Business Manager acts as the Health and Safety Co-ordinator and is responsible for:

- assisting the Headteacher with the responsibilities above;
- ensuring that the Health and Safety Policy is properly displayed and is accessible to all employees and users of the school;
- establishing, maintaining and supporting systems and records in order to monitor and recommend action in relation to
 - a. Fire precautions, equipment testing and fire drills
 - b. Accidents and hazards
 - c. Violence and aggression to staff
 - d. Risk assessments
 - e. Educational Visits
- liaising with the Headteacher and L.A. safety representatives on matters relating to safety and facilitating any inspection which the L.A. may wish to conduct at the school;
- attending Governors Premises and Health and Safety Sub Committee meetings to give reports as required, including any recommendations for modifications and improvements to the policy, that have been raised;
- in conjunction with the Headteacher, initiating immediate action where appropriate for the benefit of the Health and Safety of the school;
- arranging for staff to be provided with appropriate training and ensuring that all information received on health and safety issues is passed to the appropriate people;
- ensuring that the fire precautions relating to the school are maintained and the Log Book kept up to date.

2.5 The Site Supervisor

The Site supervisor has responsibility to ensure that:

- the school environment is routinely and regularly checked so that hazards or defects are identified and where the matter cannot be resolved directly, the School Business Manager/School Safety Coordinator is notified;
- cleaners and contractors are properly supervised to ensure that they work safely on site and do not present risks to staff, pupils and visitors.

2.6 All Staff

All staff are responsible for supporting other members of staff, pupils and visitors to the school to ensure they work or learn safely and without risk to health.

All staff are also required to ensure they:

- carry out their duties in accordance with the Health and Safety Policy;
- take reasonable care of themselves whilst at work;
- follow the information, instruction and training provided;
- co-operate with management on matters of a health and safety nature;
- do not misuse anything provided for safety;
- use plant, equipment and substances correctly and use the appropriate safety equipment;
- inform the appropriate person (see Organisational Chart on page 3) of any defective equipment, hazards, safety issues or damage in their area;
- report all accidents whether serious or not;
- take reasonable precautions to ensure the safety of all persons within their charge;
- understand the medical conditions of the children in their care and take full account of the implications for Health and Safety.

3. Arrangements

3.1 Fire precautions

Arrangements are formulated for the provision and maintenance of effective fire precautions. The school follows the procedural guidelines given in the Fire Precautions Log Book. The guidelines cover:

- Evacuation Procedures
- Fire Extinguishers
- Means of Escape
- Fire Alarms
- Arson Prevention
- General Fire Safety

3.2 Critical Incidents Procedures

In the case of a critical incident the procedures given in the Critical Incidents Policy will be followed.

3.3 First Aid

First Aid arrangements are undertaken following the guidance given by the NNC Health and Safety Management team. See Guidance on First Aid in Appendix I. The names of the members of staff currently holding a First Aid certificate are displayed in the office and at the first aid stations around the school.

3.4 Curriculum Safety

All teachers are required to carry out risk assessments and seek advice from other members of staff in order to enable pupils to work and learn safely.

3.5 Educational Visits

The school follows the guidelines given by the following sources when planning for Educational Visits:

- Educational Visits Policy 2022
- Educational Visits Co-ordinators (EVC) Training information

The school has appointed one or more Educational Visits Co-ordinator in line with statutory requirements. The Educational Visits Co-ordinators will follow the requirements and procedures outlined in the Off Site Visits Guidance. Category A & B visits are approved by an Educational Visits Co-ordinator.

Category C visits require approval from the Educational Visits Service Level provider.

3.6 Staff Training

Staff training will be ongoing to ensure that all staff can carry out their duties, safely, securely, without risk to health and in line with current advice.

This may include First Aid Training, Visit Leader Training and Safe Working practices as appropriate to their role.

Supply teachers and students will be provided with information regarding the school's policy on Health and Safety. Please refer to the Health and Safety Guidance for Supply Teachers and Students in Appendix III

3.7 Lone Working

Lone working is not encouraged but we acknowledge that at times it is unavoidable. Advice on the health, security and safety of lone workers can be found in the 'Lone Working' policy statement produced by NNC.

3.8 Violence and Aggression to Staff

The school follows the system of recording and reporting incidents of violence and aggression to staff, in accordance with the NNC Health and Safety Department requirements. Staff are encouraged to report all incidents. The school office holds report forms for recording situations of violence and aggression.

3.9 Violence and Aggression to Children

The school follows the NNC Human Resources Department procedures for dealing with all allegations of abuse against staff and volunteers in the school.

3.10 Stress

The Governing Body recognises that staff may become over-stressed. Being over-stressed can have a negative effect on emotions, behaviour and health. Individuals within the organisation have a responsibility, to themselves and others, with regard to the management of stress. Managers are responsible for the creation and promotion of a supportive and caring culture within the workplace.

A free counselling service, Employee Assist, is available through North Northamptonshire Council for all staff that need advice about stress management.

3.11 Risk Assessment

Risk Assessment is an integral part of Health and Safety management. Governors and staff regularly undertake formal risk assessments of the premises, activities and educational visits, and the needs of individual children.

Daily risk assessments are undertaken as staff evaluate the safety of daily activities and equipment. The Governors and Senior Management Team review risk assessment files and use these to make recommendations for school improvements.

3.12 Hazard Reporting

All staff are responsible for reporting hazards, risks or accidents as soon as possible. Staff should inform the appropriate person (see Organisational Chart on page 3) of any defective equipment, hazards, safety issues or damage in any area or during any activity.

3.13 Health and Hygiene

The site supervisor and cleaners are responsible for maintaining the premises to ensure that the school building is a healthy and safe place to work in, with regard to:

- 1) cleanliness
- 2) ventilation

- 3) heating
- 4) lighting

Any failures in these areas should be reported immediately and areas that may be temporarily unsafe should be cordoned off.

3.14 Chemical Safety

All members of staff are responsible for the Control of Substances Hazardous to Health (COSHH) in accordance with the Hazardous to Health Regulation 1998. All chemical substances that are hazardous to health are stored in a safe place designated for that purpose. All staff should adhere to health and Safety procedures. Staff should be aware that this includes art materials (e.g. glue and fixative aerosols) as well as cleaning materials. The School Business Manager maintains the COSHH files.

3.15 Personal Protective Equipment

Where a task may endanger the Health and Safety of adults and pupils', personal protective equipment is provided and should be used (e.g. aprons, face masks, protective gloves).

3.16 Provision and Use of Work Equipment

All work equipment must be properly maintained to keep it in an efficient working order and in good repair. Regular PAT testing of electrical equipment occurs and records of such tests are kept. Staff and pupils who are using any equipment will be trained and supervised appropriately. All new equipment will be positively chosen taking into account its proposed position and use. The equipment will also be assessed to ensure it meets the appropriate standards. Where the use of any equipment involves a specific risk, the use of that equipment will be restricted.

3.17 Contractors

Any work carried out by outside contractors in school is always under the monitoring of the site supervisor and conducted to minimise the risk to children and staff. Contractors are also provided with access to building information including Asbestos.

3.18 The use of the Drive and Car Park

In the interests of safety the use of the car park is restricted to authorised vehicles belonging to staff and visitors to the school. There is a no drive zone in operation from 8.30am to 9.00am and 2.55pm and 3.15pm.

3.19 Display Screen Equipment

The Headteacher and staff must ensure that the use of such equipment does not present any risks to the Health and Safety of the staff or pupils. We follow the guidelines set out in the Health and Safety Management Advice.

3.20 Supervision and Control

All staff are responsible for the safety of pupils and colleagues they are supervising. In order to do this effectively, control must be maintained. In any circumstances where the authority of the supervisor is not respected and adhered to, either the activity should cease or an individual will be removed from the activity. (For further information see Barton Seagrave Primary School's Pupil Behaviour and Discipline Document and Staff Disciplinary and Competency Procedures.)

3.21 Smoking, e-cigarettes, alcohol, and other substances

Staff will not smoke or vape on, or within the school premises and whenever in the sight of pupils, parents or visitors. Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips. Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol.

Additionally, staff are prohibited from smoking, vaping, or consuming alcohol while on school premises or in the sight of pupils, parents, or visitors, including during off-site activities such as educational trips.

4. Monitoring and Evaluating

The Headteacher, School Business Manager/Health and Safety Co-ordinator and Site Supervisor will welcome and fully co-operate with any Health and Safety Inspections and audits arranged by the L.A.

The Governor's Premises and Resources committee will receive information on any health and safety inspections (both internal and external) that take place, fire safety reports, accident reports and any other relevant health and safety issues. The Premises and Resources Committee will present minutes of meetings to the full Governing Body and respond to any queries or issues raised.

Three times a year the Governors' Premises and Resources Committee will inspect the premises and review health and safety procedures, arrangements and reports. The recommendations from these audits will be incorporated into School Improvement Plans.

The Health and Safety Policy will be reviewed at a minimum annually and it will be revised at any time according to new information and regulations.

5. Supporting Policies

- Educational Visits Policy
- Intimate care Policy
- Medication Administration Policy
- Positive Handling Policy
- Staff Wellbeing Policy
- Medical Conditions Policy
- Staff and Volunteer Code of Conduct
- Safeguarding Policy
- Staff Code of Conduct
- Lone Working Policy

Appendix I



Barton Seagrave Primary School

Guidance on First Aid



This document sets out to clarify and highlight agreed procedures and arrangements for First Aid and Medicines in the school.

1. Qualified First Aiders

We currently have first aiders holding the approved 'First Aid at Work' certificate and some members of staff who hold a certificate for administering First Aid to children (paediatric first aid). At least one of these people is always available within school. The names of the members of staff currently holding a First Aid certificate are displayed in the office and at the first aid stations around the school.

2. First Aid Equipment

2.1 First Aid boxes should contain only the recommended materials and nothing else. Tablets or medication **should not** be kept in the first aid container. Suitable and sufficient equipment should be provided based on an assessment of the need, the minimum stock of first aid items should be:

- a leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings-assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized sterile individually wrapped un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- one pair of disposable gloves

These additional materials may also be appropriate:

- scissors
- adhesive tape
- aprons
- wipes
- sterile water/saline (where mains water is not available)

2.2 Equipment should be stored in a suitable, readily accessible and in a clearly identified container capable of protecting the contents from damp and dust.

2.3 Travel first aid kits – the following items are considered suitable provisions:

- a leaflet giving general guidance on first aid
- 6 individually wrapped sterile adhesive dressings of assorted sizes
- 2 triangular bandages
- 2 safety pins
- 1 large sterile un-medicated dressing
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

2.4 In Reception a first aid cabinet is located in the staff kitchen.

In Key Stage 1, a first aid station is situated in the working area outside Year 1 and Year 2. In Key Stage 2 first aid boxes are located in each year group area. The first aid boxes are regularly checked to ensure an adequate supply of all materials. Reference material is available in both buildings.

2.5 First Aid cabinets are also provided linked to teaching areas where pupils with specific needs are taught

2.6 A First Aid cabinet is also located in the medical room to house specific medications safely.

3. First Aid

First Aid arrangements are undertaken to meet the guidance given in the NNC Health and Safety Management Advice. High standards and good practices in hygiene are maintained throughout the school and the following practices are adopted at all times.

3.1 Personal Hygiene / Staff Precautions

Any person administering first aid should ensure that minor cuts, open or weeping skin lesions and abrasions should be covered with waterproof dressings. Protective disposable gloves are stored in the first aid areas in both Key Stage 1 and Key Stage 2.

3.2 External Bleeding

- Normal procedures should be followed which should include the use of gloves.
- Any wound should be washed with running water and the appropriate dressing applied.
- Blood spillage should be cleaned up, disinfected and all first aid equipment should be disposed of appropriately.

3.3 Contaminated Surfaces

Following an incident which has resulted in body fluids contaminating furniture, furnishings or equipment, they should be cleaned thoroughly by the site supervisor (or cleaner following the advice of the site supervisor) with the recommended products. If the site supervisor is not on duty the area will be made safe until it can be dealt with. All staff may also be required to assist.

3.4 Control of Infection

Any child showing signs of or having an infection (for example impetigo or an unusual rash or spots) should remain at home either until the infection clears or until given medical clearance.

4. Accident Reporting

We follow the NNC. Accident Report Procedures as given in the NNC Health and Safety Management Advice. We record all accidents involving a child or an adult (including staff, visitors, contractors or students) electronically on Meditracker. For off site visits any treatment required is completed on a form and these are stored in the office. All children's head bumps are reported to the Class Teacher. Parents are informed by letter and direct contact with the teacher, at the end of the day or if necessary, telephoned to collect their child. Head bumps, along with the date and time are recorded electronically via Meditracker and an automatic alert is sent to the parents/carer..

5. Further Information

It must be understood that no supervision is provided before 8.40am or after 3.20pm (unless a child is attending a school run club). Neither the L.A. nor the school can accept responsibility for accidents occurring in the building or on the playground before or after these times.

Appendix II
BARTON SEAGRAVE PRIMARY SCHOOL

Health and Safety Guidance for Supply Teachers and Students

Under the Health & Safety Regulations all employees have legal duties and at our school we expect all supply staff, temporary staff, volunteers and students on placement to follow the same guidelines.

You are therefore required to:

- take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- report any thing you notice or are aware of that may constitute a Health & Safety risk.
- co-operate with your employer on Health and Safety.
- correctly use work items provided by the school, including personal protective equipment, in accordance with training or instructions and
- not to interfere with or misuse anything provided for your health, safety and welfare.

Please note the following;

You should not administer First Aid or medication to any child/children, always refer them to a member of staff.

If a child brings in or reports any form of medication this must be passed to the supervising adult and reported to the class teacher or the school office immediately.

Always sign in and out each time you enter or leave the site.

Always ensure external doors are firmly closed preventing stranger access (except when doors are being actively monitored e.g. during playtimes).

Be vigilant for strangers on site or people behaving inappropriately and report concerns to the nearest member of staff.

If whilst on site you are unwell or have an accident, please inform the member of staff you are working with so that they can organise first aid and/or take appropriate action.