

# Gunthorpe Primary School



## Health and Safety Policy

Head Teacher	Fran Hollingsworth	Sign and Date: F. HOLLINGSWORTH  04/06/2020
Chair of Governing Body	Yvette Bell	Sign and Date: Y. BELL  04/06/2020

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#### **1.0 Statement of Intent**

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Gunthorpe Primary School for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of Peterborough City Council have been taken in to account.

The allocation of duties for safety matters and the particular arrangements made.

To implement the policy are set out in this document. An annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

#### **2.0 Responsibilities**

2.1. The L A is responsible for setting LA policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

## **2.2. The Governing Body**

The Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The health and safety committee considers reports of inspections, assists in safe work systems and discusses new regulations received from the LEA or the HSE. The committee meetings are held termly and have an agenda, and are minuted. A governor reports regularly at meetings of the full Governing Body. Health and Safety is always an agenda item for governors', Staff, Team and MSA meetings. The Governing Body is responsible for making recommendations relating to safety.

## **2.3. The Headteacher**

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and in their absence with the designated team leader in charge. It is the Headteacher's responsibility to ensure compliance with the LEA policy for health and safety.

## **2.4. Safety Representative**

Health and Safety committee carry out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition, the Headteacher and Site Manager do weekly checks.

## **2.5. Employees**

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Headteacher immediately who will record it in the incident book.

## **3.0 Procedures**

### **3.1. Fire Safety**

All exits are marked and kept free of obstructions. There are 39 fire extinguishers, Water, Foam Spray, Carbon dioxide onsite and a fire blanket in every kitchen area in the school. Their location is marked with a red fire sticker. Fire safety equipment is checked and records of their visit are kept. The Headteacher checks the alarm on a regular basis. Fire practices are held termly and recorded in the fire practice book. In the event of a fire, all staff and children congregate on the Key Stage 2 field, facing towards the school. Named staff are responsible for checking toilets. It is the responsibility of the Headteacher to call the fire brigade.

### **3.2. Accidents**

We have 22 first aid boxes; one in every classroom and 2 first aid stations around school. All accidents are recorded and monitored. All staff hold an emergency first aid certificate. Regular emergency first aid courses are held for all staff. Notifiable accidents and incidents are recorded and passed to the LEA as appropriate.

Letters to parents informing them of accidents to their children are recorded on a Local Authority Form. These forms are checked each half term for trends of accidents. Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover; otherwise a taxi must be used.

### **3.3. Reporting Hazards**

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. The health and safety committee monitors the action taken to remedy hazards.

### **4.0 Electrical Safety**

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault Do Not Use".

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

### **5.0 Control of Substances Hazardous to Health Regulations**

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and the key kept in the Secretary's office. Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Headteacher.

Please inform the Headteacher of any additional potential COSHHE items that have been brought into school other than those on the list.

### **6.0 Equipment**

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

- Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.

- DT Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools.
- Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
- PE Equipment PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.
- Cookers – Parents are shown how to operate the cooker. It is essential that parents remain by the cooker when the rings are still hot. The cooker is marked with this instruction.

## **7.0 Health and Hygiene**

### **7.1. Notifiable and Infectious Diseases**

Details of notifiable diseases and periods of exclusion are kept in the school prospectus.

### **7.2. Medicines**

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the schools medical officer. In general, only inhalers are kept in school. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

### **7.3. Smoking**

The Governing Body has adopted a no smoking policy within the school building and grounds.

### **7.4. Hygiene**

It is the responsibility of the Headteacher to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

## **8.0 Animals in School**

Only the following small mammals can be kept in school – gerbil, mouse, hamster, rabbit, guinea pig and snake.

Fish may be kept in school.

No dogs are allowed in the school grounds.

## **9.0 Outdoor Visits**

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.

When residential visits are organised parents are invited in to school to discuss the visit in detail. Staff should be aware of the LA guide-lines for educational visits.

## **10. Security**

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have left the premises. Staff who remain in school late are advised to ensure that their classroom doors are locked. In the event of anything suspicious or a child or a teacher is at risk of injury then a precoded card will be sent to the Headteacher or Office Manager and they will act appropriately (red card – emergency, green card – assistance required). Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action. Further notes on our security policy are set out in appendix 2.

In the event of a stranger on site or an incident which is dangerous to the children, the lockdown policy will be followed.

## **11. Contractors**

All contractors are expected to report their arrival and departure to the Headteacher or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Additional advice is available from Property Services.

### **11.1. Lettings**

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number for the caretaker.

## **12.0 Staff and the Health and Safety Policy**

All staff, teaching and non-teaching are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. All staff keep a copy of the policy in the staff file so that it is available for supply staff.

### **12.1. COVID 19 Commitments**

We are committed to doing this in a way that protects the safety and security of everyone, our employees, pupils, contractors and members of the public (parents). Therefore, we will follow the Government's phased approach to implementing the recovery plan by:

- Employees continuing to work from home where they can
- Only reopening the school in line with the legislation and Government guidance
- Only carrying out activities where we are certain this can be done safely, a risk assessment has been completed, signed off by the Trust and the control measures implemented
- Managing the risk of COVID-19 through 4 key mechanisms of infection control: physical distancing and limiting contact (Bubbles), environmental hygiene, personal hygiene and where appropriate Personal, Protective Equipment (PPE)
- making changes to our building environments to encourage social distancing
- considering how we can welcome visitors safely
- making changes to how we teach, placing pupils in to bubbles to limit contact with others
- ensuring our buildings are well ventilated

- ensuring we have the facilities available to encourage excellent personal and respiratory hygiene (bins, tissues, hand sanitiser and wash hand basins)
- ensuring we maintain excellent environmental cleaning across our buildings
- encouraging everyone that uses our sites to maintain social distancing and personal hygiene through information, signage and visual cues
- where appropriate our employees wearing the PPE required to keep them and others safe

We will:

- Follow Government guidelines on infection control
- Take recognised industry guidance into account
- Consult with our recognised unions and engage with our Trust when planning to carry out other activities
- Ensure our employees and pupils are safe
- Consider the individual health needs and personal circumstances of our employees and pupils in our risk assessment processes
- Provide our employees with the information, instruction and training they need to carry out their roles for everyone's good and safety

**12.2. Staff are encouraged to attend health and safety courses as appropriate.**

## **Appendix 1**

### **Booklets and Books**

1. Health and Safety – LEA Guide-lines
2. Health/Safety and Schools – Barry Stock
3. Be Safe (science safety guide-lines)
4. Make it Safe (DT safety guide-lines)
5. Safety Guide-lines for Educational Visits and Outdoor Activities
6. Safety and Disaster Management in Schools and Colleges.



## **Appendix 2**

### **Security in Action**

#### **Management Practice**

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the police and LEA as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer/LEA Safety Officer is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

#### **Contingency Planning**

- Key holders are logged with both police and LA
- Computer back-up records are kept off site.

#### **Evacuation Plans**

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The headteacher is responsible for telephoning the police and/or fire service.

#### **General Building Security**

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is set only by the headteacher / deputy headteacher or caretaker
- The alarm system is regularly maintained by Mayfair.

The key holders for the school are controlled. Currently these are the Headteacher, Site Manager and Key holding Company.

- Access to the building during school hours is restricted by the use of push pads on doors and courtyard gates
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

#### **Security Outside of School Hours**

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- Hirers of the school are advised to take account of security

### **Equipment/Money**

- Computer equipment is kept in classrooms. It is security marked and records are kept of serial numbers.
- Staff have lockers, which can be used for personal property.
- Cash holdings are kept to a minimum
- Cash is counted with the front door locked. Money is not left unattended
- The secretary varies the timing of bank visits

### **Health and Safety Policy Check List**

Yes/No

1. Have you got a copy of the Schools Health and Safety Policy?
2. Do you know how to report an accident?
3. Do you know where the accident book is kept?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?
8. Are you aware of the safety policy regarding doors?