## New Logo 2014 (8)

**Knelston Primary School**

## **Health & Safety Policy**C:\Users\philip.jenkins\Desktop\Hwb\The Forest Four.fw.pngC:\Users\philip.jenkins\Desktop\Hwb\The Forest Four.fw.png

At Knelston Primary School we recognise and celebrate the uniqueness of each child through a programme of learning that promotes challenge and personalised education at all levels. Through this, we encourage creative and critical thinking alongside stimulating and meaningful experiences.

The United Nations Convention on the Rights of the Child (UNCRC) is at the heart of our school’s ethos and practice. We continually aim to provide an inclusive, enabling environment which empowers all children to achieve.

Our curriculum celebrates the diversity within our school and equips our children with the skills and attributes required to become active citizens in our increasingly global community.

Our school strives to create a nurturing environment with strong, open and positive partnerships between adults, children and the wider community, that ensures the well-being of all.

1. Introduction

**1.1** This policy is an attempt to provide and maintain healthy working conditions, equipment and systems of work for everyone based at the school. This policy includes all staff, pupils, parents, governors, visitors and any contractors working at the school. This policy allocates duties for safety matters and the arrangements that are necessary to implement the policy are defined within it. This policy will be reviewed annually by the Premises/Health and Safety Sub Committee of the Governing Body to ensure its appropriateness.

**1.2** The ultimate responsibility for Health and Safety in the school & school grounds rests with the Headteacher as the site manager; however all members of the school community have a duty to ensure health and safety is paramount at all times. Staff members are encouraged to draw attention to any hazards identified and take reasonable steps to ensure the safety of all persons who are likely to encounter that hazard.

**1.3** Whenever a health and safety problem is identified, which staff are unable to deal with themselves, they must report it to the Health and Safety officer – Mr P Jenkins(Headteacher) or to the following who are responsible for the areas identified below:

Mr. S Hutchings (Caretaker) - School Site and Security

Mrs Adkins - P.E & Sports Equipment

Mr Donovan - D.T Equipment

Ms Munday - Office Equipment

Mr Donovan - I.T Equipment

**1.4** Where the hazard is of a major nature the LA must be informed.

**2.        Fire Safety**

**2.1** Under the Regulatory Reform (Fire Safety) Order (2005) a Fire Risk Assessment is required which identifies risks and fire hazards.

**2.2** On a daily basis the caretaker is responsible for ensuring that escape routes are clear and any obvious risks are removed. The caretaker is also to ensure that the fire extinguishers and fire alarms are checked weekly.

**2.3** Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held regularly and arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

**2.4** The Headteacher is responsible for ensuring that fire drills are held on a half termly basis and recorded in the Fire Log Book.

**2.5** All fire doors must be unlocked and available for use at all times.

**2.6** On discovering a fire, the fire alarm should be sounded and all occupants should leave the building calmly by the nearest fire exist and proceed to their designated assembly points. Unless it is a pre-determined fire drill, a member of the office staff must call the fire brigade. No one to re- enter the building.

**2.7** Procedures for fire must be drawn to the attention of all visitors, students, and contractors on the school site. All visitors to school must sign in and out

3.         Safety of Children / Accidents

3.1     It is the responsibility of each staff member to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a staff member or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place.

3.2     There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

**3.3** The school has several qualified First Aiders.

**3.4** First Aid boxes are located in the Admin Office and Foundation Phase Unit. These contain basic first aid items and are checked regularly. Injuries must be attended to by a qualified first aider and reported to the school office. Serious injuries must be reported to the Headteacher or Deputy Headteacher. All accidents must be recorded on the appropriate forms available from the Headteacher and a copy sent into Corporate Health and Safety Department. Parents / Carers must be contacted as soon as possible in the event of a more serious injury. Contact details for all pupils are located in folders in the secretary's office. Injury report slips sent home with pupil.

**3.5** A full first aid kit must be taken on all out of school trips and visits.

**4.        Medicines**

**4.1**     Details of Knelston's procedures for medicines can be found in the school Administration of medicines policy.

**5. School Trips and Visits**

**5.1** Details of procedures for school trips and visits is in the policy. Staff must ensure that an EV1 or EV2 form to include a detailed risk assessment is undertaken prior to any off site visit by the member of staff leading the visit. This is done via the Evolve system and must be signed off by the Headteacher and or EV lead.

**5.2** A list of pupils and staff who are going off premises will be retained through the sQuid system.

5.3     The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits). 

**5.4** We use coaches and mini-buses only when seat belts are provided. Seat belts to be used at all times.

**6. Child Protection**

* 1. Details of Child Protection Procedures and Guidelines can be found in the All Wales Child Protection Procedures and the school’s own Child Protection Policy.
  2. The named person with responsibility for child protection in our school is Mr Philip Jenkins, the Headteacher, who liaises with the Chair of Governors who is the Governor designated person. In the event of the Headteacher being unavailable the deputy Headteacher is the designated officer. We will follow the procedures for child protection drawn up by the LA and the Governing Body.

* 1. If any staff member suspects that a child may be the victim of abuse, they should not try to investigate, but should immediately inform the person named in 6.2 about their concerns.

**6.4**      DBS(CRB) checks are essential for all adults employed in school.

**6.5**      All the adults in our school share responsibility for keeping our children safe.

7.         School Security

7.1     Whilst it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, and other consultants).

7.2     We require all visitors who arrive in normal school hours to enter premises via the Knelston Primary School main entrance and the school office, sign the visitors’ book located at the main door and to wear identification badge at all times whilst on the school premises.

7.3     If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

**8. Contractors on Site**

**8.1** Contractors working in the school must follow the following guidelines:

* Report to the Headteacher / Caretaker before beginning work
* Carry out a Risk Assessment prior to starting work. Familiarise themselves with the Asbestos Report and Fire Risk Assessment.
* Sign the visitors’ book in the reception area and wear an identification badge at all times whilst on the school premises.
* Liaise with the Headteacher and caretaker regarding the storage of equipment
* Liaise with the Headteacher before undertaking work in or near places where children are working or playing
* Ensure that all equipment is out of reach of children
* Ensure that all ladders are secure and where possible surrounded by safety barriers
* Ensure that all vehicles are parked safely and are not causing congestion or obstruction.
* On completion of work the site is to be left in a safe condition for other users.

**8.2** Additionally all contractors will be expected to adopt the following standards of working in accordance with the Health and Safety at Work Act 1974.

* To work safely and efficiently
* Not to misuse any machine or substance
* To use appropriate, approved protected clothing and equipment
* To have in place mechanisms for reporting defects in any machine, accessory or elastic cabling
* To comply with all instructions for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing
* To take care for the health and safety of other persons who may be affected by their acts or omissions at work

**9. Asbestos**

**9.1** A register of asbestos is kept in the School Office and must be made available to all contractors working on site.

**10. Legionella**

**10.1** Water risk assessments records are kept in the water file in the School Office.

**11. Electrical Equipment**

**11.1** Staff should be aware of loose cables/wires and report any electrical faults to the Health and Safety Officer. Portable electrical appliances will be tested annually by qualified staff. Extension leads should not be left trailing where they could cause a trip hazard. All equipment must be stored correctly after use. Computers and interactive whiteboards should be switched off at the end of each day.

**12.       Internet Safety**

**12.1**    The internet is an integral part of school processes. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the school’s website, or in newsletters and other publications in line with GDPR.

**13.       Theft or Other Criminal Acts**

13.1   The headteacher or deputy headteacher will investigate any incidents of theft. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

13.2   Should any incident involve physical violence against a staff member / governor, it will be reported to the Health and Safety Executive, and the staff member / governor in question supported if he or she wishes the matter to be reported to the police.

**14.       The Health and Welfare of Staff**

14.1   The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

**14.2**   The school will not tolerate violence, threatening behaviour or abuse directed against school staff / governors. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LEA’s protocol on school and the police.

**15.       Monitoring and review**

15.1   The governing body has a named governor with responsibility for health and safety matters. It is this governor’s responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school’s procedures are in line with those of the LA.

15.2   The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

15.3   The headteacher implements the school’s health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The headteacher also reports to governors regularly on health and safety issues.

This policy should be read in conjunction with the following documents:

* Road Safety Policy
* Risk Assessment Documents
* Accessibility Plan and Policy
* Disability Equality Scheme
* SEN and Inclusion Policy
* Substance Misuse Policy
* Child Protection Policy and Procedures.
* Educational Visits Procedures
* Fire Safety Policy and Fire Risk Assessment
* Pastoral Care Policy
* Food and Fitness Policy
* Safeguarding Policy
* Smoking Policy
* Behaviour and Discipline Policy
* Anti-Bullying Policy

This policy will be reviewed annually.

Last review date: September 2020

Next review date: September 2022

Signed Headteacher Signed Chair of Governors

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