

# HEALTH AND SAFETY POLICY



## Policy Statement

Colston Bassett School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. We will have regard to the DfES guidance Health and Safety: responsibilities and powers (DfES 0803/2001).

**John Miller** and **Liz Miller** (School Directors) bear ultimate responsibility to provide leadership with regard to Health and Safety and they are competent to carry out these responsibilities. **Caroline Newcombe** (Head Teacher) and **Adam Miller** (Office Manager) are responsible for the day to day health and safety of all staff and pupils on the school site. These persons will all take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work and will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees, with regards to health and safety issues.

We display the necessary health and safety poster in the school office.

## Aims and Objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the school, including access to and egress from the premises, and adequate facilities and arrangements for the welfare of staff and children;
- Organise the safe use, storage, handling and transport of articles and substances;
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Provide safe equipment regularly maintained;
- Maintain all areas under the control of the Directors and Head Teacher/Office Manager in a condition that is safe and without risk to health;
- Provide and maintain adequate welfare facilities;
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;
- Consider the safety of pupils, parents, contractors and any others accessing the premises;

- Liaise with Health and Safety Executive and other official bodies with the aim of improving Health and Safety at work;
- Provide consultative measures to monitor and review the effectiveness of Health and Safety measures;
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises. We practice this procedure on a regular basis to enable the safe and speedy evacuation of the school (see Fire Safety risk assessment document);
- Lay down procedures to be followed in case of accident;
- Teach safety as part of pupils' duties where appropriate.

## Co-operation of Employees

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

## Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and our assessment covers adults and children;
- Deciding which areas need attention;
- Developing an action plan that specifies the action required, the timescales for action and the person responsible for the action.
- Please refer to our full **Risk Assessment Policy** for more information.

We maintain lists of health and safety issues, which are checked annually when a full risk assessment is carried out. Any other noted hazards or issues throughout the school year are noted on the 'reporting sheet' form on the office noticeboard and signed off once completed.

## Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the office noticeboard.

## Awareness-Raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, lessons and routines.

## Children's Safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (TNG CRB).
- All children are supervised by adults at all times. Whenever children are on the premises at least two adults will be present.

## Security

- Systems are in place for the safe arrival and departure of children.
- The register is completed twice daily for staff and children.
- Arrival and departure times of visitors are recorded in the Visitors' Book.
- Our systems prevent unauthorised access to our premises, and from children leaving our premises unnoticed.

## Missing Child

If a child goes missing from the school:

- The person in charge will carry out a thorough search of the building, garden and school grounds;
- The register is checked to make sure no other child has also gone astray;
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out;
- The Head Teacher will talk to staff to establish what happened;
- If the child is not found the parent is contacted and the missing child is reported to the police.

## Follow-Up Investigation

John Miller and Liz Miller will carry out a full investigation taking written statements from all the staff present at the time. The Head Teacher and Directors will write an incident report detailing:

- The date and time of the report and what staff/children were in the school at the time;
- When the child was last seen in the school, and an estimated time the child went missing;
- What has taken place in the school since then;
- A conclusion is drawn as to how the breach of security happened;
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address;
- The incident is reported by the School Directors under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) arrangements (see Health and Safety file for guidelines) and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution;

- OFSTED and the Insurance Company of Colston Bassett School are informed.

## Fire Safety (See also full Fire Safety risk assessment)

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked by the Office Manager as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed in the premises, explained to new members of staff and practised regularly – once every term.
- Records are kept of fire drills and the servicing of fire safety equipment.

## First Aid and Medication

The school has a First Aid Policy and complies with current regulations as required by the HSE and the DoE. We have an appointed person and staff members with emergency first aid training. To comply with the statutory framework for the Early Years Foundation Stage, we have six staff members (**Mrs Caroline Newcombe, Mrs Hannah Joels, Mrs Maria Beck, Mr Dillan Deach, Mr Adam Miller and Miss Claire Cox**) who have all undertaken the 12 hour Paediatric Emergency First Aid Training, renewable every three years. Our first aid kits are in clearly marked cases – one in the lobby of the main school building and a second in the school office. There is also a first aid bag which is taken on any off-site activities. They all:

- Comply with the Health and Safety (First Aid) Regulations 1981;
- Are checked regularly by the Office Manager and re-stocked as necessary;
- Are easily accessible to adults.

At the time of admission to the school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

## Administering Medication

- We will administer required medication and creams at parental request. The medicines must be in-date and necessary for the current condition.
- Children taking prescribed medication must be well enough to attend the school.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are stored in the school office which is inaccessible to the children.
- Parents give prior written permission for the administration of any medication. This states the name of the child, the name of the medication, batch or lot number and expiry date, the dose and times when the medication is to be administered, and the time the last dose was administered by the parents.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record sheet to acknowledge the administration of a medicine.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If a child needs regular medication such as an inhaler for asthma, or antihistamines for allergies, we will obtain signed permission from the parent to administer as and when required.
- All inhalers are stored on the shelf in the lobby next to the first aid kit.
- Any EpiPens will be stored in a named bag taken on any school trips or excursions.

## Sickness

Our policy for the exclusion of ill or infectious children is detailed in our School Information and Contact Details for parents which is part of our first day welcome pack. This information is also in the Parent Handbook. If a child becomes ill at school, we would use parent/carer contact numbers held on file and request that the child is collected as soon as possible. A member of staff will be designated to care for the child until the parent/carer arrives to collect the child.

- We request that parents do not send their child to school within a forty-eight hour period after being sick/diarrhoea.
- Children with head lice are not excluded, but must be treated to remedy the condition. All parents are notified if there is a case of head lice in the school.
- Parents are notified if there is an infectious disease, such as chicken pox.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- OFSTED is notified of any infectious diseases that a qualified medical person considers notifiable.

## Accident Book

Our accident book is kept safely and accessibly in the school office. All staff know where it is kept and how to complete it.

OFSTED is notified of any serious injury requiring treatment in hospital, or the death of a child or adult. When there is any injury requiring hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).

## Dealing with Accidents

The School Directors meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital;
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak;
- Any dangerous occurrence is recorded in our Incident Book which is held by the Directors at Millfield Nursery School.

# Incident Book

We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above. These incidents include:

- Break-in, burglary, theft of personal or the school's property;
- Fire, flood, gas leak or electrical failure;
- Attack on a member of staff or parent on the school premises;
- Any racist incident involving staff or parents on the school premises;
- Death of a child;
- A terrorist attack or threat of one;
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded;
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of the key children. The incident is recorded when the threat is averted;
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed;
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

## Electrical Equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is thermostatically controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

## Food and Drink

- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

- We have a policy that children are not allowed to bring sweets or snacks to school and parents are advised of this.

## Hygiene

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.

- We have a twice weekly cleaning routine for the school which includes classrooms, toilets and school office/staff room (this will be reviewed as the school grows and develops).
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Antibacterial sprays are used on all hard surfaces daily.

### WE IMPLEMENT GOOD HYGIENE PRACTICES BY:

- Cleaning tables regularly;
- Checking toilets regularly;
- Providing tissues.

## Teaching Materials

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the school.
- The layout of the classrooms allows adults and children to move safely and freely.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for Reception children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.

Children learn about health, safety and personal hygiene through the teaching we provide and the routines we follow.

## Outdoor Area

- Our outdoor area is securely fenced and checked for safety.
- All outdoor activities are supervised at all times.

## Off-Site Visits

- See the school's **Off-Site Activities Policy**.

# Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

# Records

In accordance with the requirements of the Department of Education, the school keeps records of:

## ADULTS

- The names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them, are recorded on a staff register;
- All records relating to the staff's employment with the school, including application forms, references, results of checks undertaken etc.

## CHILDREN

- Names, addresses and telephone numbers of parents and adults authorised to collect children from the school on a regular basis;
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- The name and address of the child's Doctor and Dentist and an up-to-date record of vaccinations and immunisations;
- The allergies, dietary requirements and illnesses of individual children;
- All children and staff are recorded in attendance registers and these are taken am and pm;
- The times of attendance of visitors;
- Accidents and medicine administration records;
- Consents for administration of medication, emergency treatment;
- Incidents.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment;
- Record of visitors;
- Fire safety procedures;
- Fire safety records and certificates;
- Administration of medication;
- Prior parental consent to administer medicine;
- Record of the administration of medicines;



- Prior parental consent for emergency treatment;
- Accident record.

## Policy Review

The Directors of Colston Bassett School are responsible for reviewing the Health and Safety Policy. In conducting the policy reviews, due regard will be given to the following:

**Planning** – The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

- Contractors in schools;
- Vehicle movements within the school grounds;
- Workplace arrangements, including housekeeping and classrooms;
- School trips;
- Work experience arrangements;
- Violence to staff;
- School security;
- Any other site specific issue.

### ORGANISATION

A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

### CONTROL

Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

### HEALTH AND SAFETY MANAGEMENT

The Directors of Colston Bassett School have overall responsibility for the implementation of the policy. The Directors acknowledge their legal duty to notify the Health and Safety Executive of major incidents and dangerous occurrences.

All employees will read the policy when they join the school. When changes have been made to the policy, staff will be notified by the Head Teacher/Office Manager.