



PRIORY WOODS SCHOOL

HEALTH AND SAFETY POLICY

MARCH 2018

Adopted By: PRIORY WOODS SCHOOL

DATE: 28.03.2018

1. HEALTH AND SAFETY POLICY STATEMENT

The board of governors regards the promotion of Health and Safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Priory Woods School.

The school will comply with Middlesbrough Councils Health and Safety Policy.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities.
- Periodic review of the safety policy as school activities and the associated risks change.
- All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.
- All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:
- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection

of those under their supervision and others who may be affected by their actions.

- Reporting to the School Business Manager/Site Manager any incident which has led, or could have led to damage or injury.
- Reporting any accidents or near misses within school to the Deputy Headteacher.
- Reporting any incidents arising from childrens' behaviour to the Headteacher.
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

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Headteacher

Chair of Governors

POLICY FOR HEALTH AND SAFETY

The Governors of Priory Woods School seek to provide a safe and healthy environment for all pupils, staff and visitors. To this end we have adopted the Health and Safety Policy of Middlesbrough Council.

This document outlines the practices and procedures that are in place in school.

At Priory Woods School the School Business Manager and Site Supervisor carry out a health and safety check each term. They look at each area of the school, teaching areas and other rooms, halls, corridors and cupboards. They check the exterior fabric of the building and grounds and include fencing and driveways. Any action required is reported to the termly Governors finance and staffing meeting.

In addition the school is inspected annually by a member of the Council's Health and Safety Unit and any actions required following the inspection are reported to the Governors meeting. Middlesbrough Borough Council also carries out a review six months after the annual inspection.

The Headteacher implements the school 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.

For children good safety habits are taught as part of the whole curriculum this can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer, Kerbcraft etc. It might also be through a health related topic such as the dangers of smoking.

At Priory Woods children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

A positive policy for healthy eating is maintained at school, with a healthy option menu at lunchtime.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into shorts and T-shirts, and wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery, for safety reasons.

We have a limited number of school rules which are for safety reasons such as walking around school, playing in sight of an adult on duty and caring for property.

In accordance with LA safety regulations, students are not taken out without a signed educational visit form being in place. Whole day visits and residential visits are passed through the LA system Evolve for approval and specific permissions are sought from parents. Risk Assessments are carried out on all destinations of visits. A going out form must be completed and signed prior to leaving school and a detailed list of contact numbers for every child must be taken out with the group.

Priory Woods school has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to as far as possible to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff, or the school nurse. Fully equipped first aid boxes are kept in school in specified locations. There are designated first aid trained personnel in school, who are Kim Turner, Lee Puckrin, Richard Walker and Stuart Blckburn. The paediatric first aid trained staff are Donna Brady, Lee Puckrin, Kim Turner and Stuart Blackburn

If the accident is more serious, the school nursing assistant informs parents and if necessary, an ambulance called.

The accident book is filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment. The accident book is kept in the Deputy Head's Office. All accidents are recorded in accordance with Middlesbrough Councils Accident Reporting Procedure. (Copy kept in main Office).

Serious Incidents with pupils are recorded in the Incident File kept in the head teacher's office and a copy of this form is sent home with the pupil concerned. Near misses are also recorded in a book in the deputy head's room.

The site supervisor, under the direction of the School Business Manager, is responsible for ensuring that the building provides a safe and healthy environment for the children. The site supervisor and MBC employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site supervisor, or through the use of authorised contractors. Any equipment/ hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

MANAGING A SAFE ENVIRONMENT

- Health and safety is an agenda item at each full Governors meeting
- The Headteacher's report contains a report on health and safety

- All visitors are required to sign in and out of the building and are provided with a visitors badge
- All staff in school have an identity badge
- We operate a No Smoking Policy
- All external doors are inaccessible from the outside during school hours
- The school is protected by an alarm system during out of school hours, and CCTV cameras.
- Comprehensible information is presented to all contractors working in school
- Health and safety information is circulated for the attention of all staff and Governors
- Children are not allowed to open doors to visitors.
- All staff will be encouraged to go on health and safety training courses and a record will be kept.
- This policy will be reviewed annually. It will be revised more frequently if necessary, for example on the receipt of new legislation or regulations.

Fire Alarm

The building operates a sophisticated alarm system. However in the interest of avoiding confusion regardless of whether there is a continuous or pulsing tone you should evacuate the building.

The fire evacuation points are as follows:-

Block E and F - Priory Woods Car Park

Block D - The MUGA

Each teacher is responsible for registering the pupils in their class. A list of pupils not in school will be given to each class group.

Take your register, and check that all the children are present.

Nobody is to go back into school until told to do so - if a child is missing it must be reported.

When all children are accounted for you will be instructed to go back into school.

Please make sure your children walk in and out of school sensibly, and line up quietly.

If your normal exit is blocked for any reason then use the next nearest available exit.

Fire drills must be held once a term.

Lunch-time Fire Procedure

All staff members on duty in the playground shall, on hearing the fire alarm, gather all children together and take them to the fire evacuation points. Staff should ensure that no child re-enters the building.

The Headteacher or Deputy Headteacher will ensure, as far as is reasonably practicable, that the rest of the school building is vacated.

Dining Hall Fire Procedure

If the fire alarms are sounded during lunchtime, Staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children. (see fire drill procedure).
- Liaise with Ormesby School to ensure that they are aware of the situation.
- Phone 999 for the Fire Brigade and Police.
- Check that the evacuation procedure has been followed.
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident.

All children and adults must remain outside

Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.

School security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

The designated key holders are Allan Jefferson, Jan Matthews and Chubb Security.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

Smoking Policy

It is the policy of MBC and the Governing body that Priory Woods School is a no-smoking school.

Car Parking

Car parking and traffic are a concern at Priory Woods School as it is a hazard to those who use the school. It is also a hazard to neighbours who live in the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Playground Procedures

The playgrounds are supervised by at least two members of staff each break-time. Lunchtime supervisors note any incidents and report these to the Headteachers through the Office staff.

The playground is regularly checked and any faults reported to the School Business Manager.

Child Protection

There is a named person responsible for child protection in the school. This is the Headteacher.

If any teacher suspects that child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

The school's named child protection officer works closely with Social Care and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through police records (DBS)) in order to ensure that there is no evidence of offences involving children or abuse.

Photographs in School

Photographs of children at work are taken throughout the year. If the child is to be named in any display / article containing a photograph, parents' consent must be sought. Images of children are not to be displayed without this consent, nor are they to be displayed on the school's web site without parents' permission.

Practical Work

Children will be shown how to use tools safely and accurately and will be under the full guidance and supervision of the Teacher, or Teaching Assistant.

Tools must be returned to their correct place after use.

Goggles must be worn when appropriate e.g. using pliers, drills etc.

No dangerous substances will be used in Science.

The teacher will fully supervise the use of any other substances.

Use of School Equipment

The paper cutter will only be used by adults. Older children under supervision may use them.

Sharp knives e.g. Stanley knives to be used by adults only and never left unattended.

Only adults will use glue guns.

The cooker is for adult use only. Children cooking must be supervised at all times.

The Council will test all electrical equipment annually.

All PE apparatus will be tested by outside contractors annually.

Class teacher

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the head Teacher before the activity takes place.

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Site Supervisor

It is the responsibility of the site supervisor to check that

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- The gates are locked

Headteacher/School Business Manager

It is the responsibility of the Headteacher or School Business Manager to perform the above functions in the absence of the Site Supervisor.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the school reception.

Policy on Students Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports Equipment
- Small items of equipment

Students must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Students need to be shown how to lift and carry safely.

This needs reinforcing on regular occasions.

PE and Swimming

The students will be made aware of safe procedures in swimming lessons and shown how to evacuate the pool. (Refer to risk assessment for this activity).

Whilst travelling to the swimming baths in the coach, the children must remain seated until told to do otherwise. Seatbelts must be worn.

Furniture

Chairs should be moved one at a time, and students must be shown how to carry them correctly. They may carry single chairs on their own.

Tables need one student at each end, a student must not attempt to lift a table on his or her own.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another student available to open and close doors.

Chairs should not be used to stand on to reach things, where required step ladders should be used by a member of staff who has been ladder trained.

Contractors on Site

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the School Business Manager or Site Supervisor.

All contractors must report to reception. The Site Supervisor will then be informed of their arrival. All contractors will be made aware of Priory Woods Health and Safety policy.

Contractors will work under close supervision of the Site Supervisor so as not to endanger the health and safety of children or adults in school. All contractors must not be left unsupervised within school unless a DBS is held within the school office. An up to date copy of their liability insurance must also be held within school.

Contractors will be asked to complete method statements and provide risk assessments for larger jobs and complete hot work assessments as required.

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.

No repairs or maintenance can be carried out in areas which children or adults are occupied; this includes cloakroom and toilet areas.

If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave area.

Guidance for Contractors on Site

We have been recommended by the Health and safety Officer (MBC) to ask you to refrain from:

- Smoking in the building or in the grounds, as we are a non-smoking school.
- Using inappropriate language and behaviour
- Talking to the children (our children are asked not to talk to strangers).
- Moving vehicles when children are playing
- Working on or near the playgrounds when the children are at play.
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the School Business Manager or Site Supervisor

Policy on the Use of Hazardous Substances in School

Cleaning staff will be responsible for the storage of cleaning materials. No toxic substances will be stored in the classroom.

COSHH assessments have been completed for all hazardous substances used in the school.

All substances that are hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register. Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Headteacher or School Business Manager of any difficulties
- COSHH data sheets are located in the COSHH file in the Headteacher's Office.

Bodily Fluids:

Always wear disposable gloves when treating any accidents/incidents that involve bodily fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

Refer to COSHH Assessment.

Policy on first Aid in School

The qualified first aiders in school are:-

Lee Puckrin

Kim Turner

Richard Walker

Stuart Blackburn

Pediatric First Aiders - Donna Brady, Lee Puckrin, Stuart Blackburn, and Kim Turner

First Aid Box

First aid boxes can be found in the School Office

Contents of the first aid box:

- A leaflet giving general guidance on first aid e.g. HSE leaflet Basic Advice on First Aid at Work
- 20 individually wrapped sterile adhesive dressing (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves
- Scissors

Person Responsible for Supplies

First aiders are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock.

All staff and children are required to be vigilant to potential causes of accidents. The School Business Manager must be made aware of any such circumstances so that remedial action can be taken.

Any accident which is more than a minor scare should be reported to a parent / carer as soon as possible. Parents can then decide the next stage of treatment.

For accidents that require medical treatment, every effort will be made to contact parents. However in a serious accident the victim will be dispatched to hospital by ambulance accompanied by a member of staff acting in "Loco Parentis". A second member of staff will then continue attempts to contact parent / carers. In the case of a casualty requiring hospital treatment that does not warrant calling an ambulance two members of staff will accompany the child to hospital, one to drive and one to attend if the parent / carers are unable to be contacted or to get to school to collect the child.

Policy on the Administration of Medicines during School Hours

All prescribed medication within school is issued by the school nurse / nursing assistant. Class staff, are responsible for supervising the taking of inhalers. These will only be administered when the appropriate consent form has been received from parents / carers.

For afterschool activities parents need to send in additional medication if required and this is sent home with the pupils after each class. If this is required this is administered by the extended school staff. There is always a member of the Senior Management Team on site till each of these activities finish.

Priory Woods School & Arts College Accident Procedures
Appendix to the Health & Safety Policy

Priory Woods School & Arts College follow Middlesbrough Council's Health and Safety Policies and Procedures in addition to the Accident Reporting Procedures and Guidelines.

In addition to this if a child/adult that has an accident in school we will;

- Evaluate the child's or adult's injury and where necessary seek a first aider to advise and administer first aid
- Treat the child/adult, if required
- Contact parent/carer/partner by telephone to inform that their child/relation has had an accident and is hurt. If they are unavailable a voicemail message will be left and a text sent to the phone to request that they contact school immediately
- Once contact is made, if necessary, suggest that the parent(s)/carer/partner –
 - come to school to take the child/adult to receive further medical treatment at A&E
 - meets an ambulance/ school staff (travelling by car) at the Accident and Emergency Department at James Cook University Hospital

- The accident will be recorded in the School Accident Book and **ALL** actions will be recorded, including that we have contacted parent/carer/relation of the injured person and that a bumped on the head note was sent home with the child.
- It is the responsibility of the person witnessing and recording the accident to contact the parents/carer immediately
- Should the injury occur to a member of staff they must complete the accident book themselves where possible. If the member of staff cannot write it can be scribed on their behalf but the staff member where possible, must sign the accident book to agree the content.
- The Deputy Head (or Head teacher should the Deputy not be available) will number the accident book recording sheet and read it to ensure that all actions have been recorded accurately and will safely store the completed form
- If the extent of the injury results in a days absence then it will be recorded in the school's accident book and an F57 form will be completed by the Deputy Head and submitted to the LA Health & Safety Unit. An injury over 3 days will require an email to be sent to the Health & Safety Unit informing them of this. An injury over 7 days will be reported in the accident book, on an F57 form and will be reported on an F2508 form on the Health and Safety Executive (HSE) website
- Accident books once full are kept and any F57 and F2508 forms are saved electronically.