

Jesmond Gardens Primary School

Health and Safety Policy



Date Implemented – February 2010

Date of review – September 2017

Date of next Review – September 2019

Signature of Chair of Committee _____

Date _____

Our Vision

**To be world-class leaders of learning,
life changing for each and every learner.**

Our purpose

Nurture curiosity

Cultivate enjoyment

Inspire success

Our Promises

Be nurturing: A parent's most precious gift, entrusted into your care. To be looked after as if they're your own.

Be aspirational: Somewhere between exceptional and phenomenal should do it! Expect it of yourself, our children and our community.

Be inspiring: Create that buzz, promote curiosity ... help children find their niche.

Be generous: Make the time to say thank you, to laugh out loud, to be honest with one another, and to help others wherever we can.

Be professional: You're someone who is an expert in their work, someone who can point the mirror at themselves and demand 'How can I get better?' In short - all a success at all we do.

1. Introduction

- 1.1 This health and safety policy has been produced under guidance from the Hartlepool Borough Council.
- 1.2 This document outlines the arrangements at Jesmond Gardens School for ensuring compliance with the council's policy, and where appropriate highlights the specific responsibilities of individuals to ensure that this is achieved.
- 1.3 A copy of this policy is issued to each member of staff at school. Copies are kept in binder form in the administrative office, and are available for the information of all staff. The head teacher will ensure that individual members of staff receive notice of any sections of the binder that are specifically relevant to them.

2. Statement from the Governing Body and Head Teacher

- 2.1. The governing body and head teacher will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all children, visitors and anyone else who may be affected by the school's activities.
- 2.2. The governing body / head teacher expect all staff to maintain an active involvement in accident prevention and health protection and recognize it as an integral part of their job.
- 2.3. The governing body / head teacher will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:
 - Maintenance of plant and equipment in a safe condition and without risks to health
 - Adequate arrangements for avoiding risks to health in the use, handling, storage and transport of equipment, articles and substances for use at work
 - The provision of sufficient information, training, instruction and supervision as is necessary to ensure, the health and safety of all
 - A working environment without risk to health, including safe access and egress
 - Employment of staff who are competent for the work in which they are engaged
 - Staff has a proper work life balance and that occupational services are offered to staff suffering from work related stress.

3. Specific Responsibilities

School Governors have individual and collective responsibility for the safe operation of their schools and will:

1. Ensure that one or more of the Governors of their school maintains a knowledge of health, safety and welfare legislation and good practice, which is sufficient to enable that Governor or Governors to give general advice to their colleagues on the setting of priorities and the allocation of resources in relation to health and safety;
2. Adopt and ensure the implementation of a school health and safety policy, which will encourage high standards of performance by individuals at all levels and the development of a culture of health and safety throughout the school's operations;
3. Consult with the Health, Safety and Wellbeing Team in connection with the writing and periodic review, revision and implementation of their school's health and safety policy;
4. Allocate, at strategic level, sufficient human and financial resources to permit their school's safety policy to be fully implemented;
5. Co-operate fully with the external H&S team in its carrying out of inspections, and the provision of advice and guidance to staff and in other activities connected with health and safety;
6. Ensure that organisations and persons engaged to carry out work for, or deliver services on behalf of their department or division, as contractors, partners or otherwise, are assessed to be competent in terms of health, safety and welfare for the work concerned, in compliance with statutory and the Council's procurement procedures;
7. Receive reports, recommendations and other communications from the external H&S Team and ensure that appropriate action is taken on these;

8. Review their school's safety performance, consider and ensure that appropriate action is taken on reports concerning safety;
9. Facilitate, encourage and commend high standards of safety and set a personal example of good safety practices;

3.2 The head teacher:

Head teachers are primarily responsible and accountable to the School Governors for the management of all aspects of health, safety and welfare at their schools. As part of their overall management of health, safety and welfare Head teachers shall;

1. Maintain outline knowledge of the current statutory requirements and principles of good practice for health and safety which are relevant to all operations and activities involving their school;
2. Ensure, by direct action or delegation to suitable employees of the school and with assistance and guidance provided by the external H&S team, that a school safety policy and safety procedures are prepared, approved by the Governors and reviewed and revised periodically;
3. Ensure, at operational level, the allocation of sufficient financial and human resources to fully implement the requirements of their school safety policy;
4. Ensure that suitable and sufficient assessments of risk are carried out in relation to their school's operations, activities and security, and that control measures which they identify are adequately communicated and implemented;
5. Ensure that educational visits, out of school activities, and other trips are appropriately planned, organised and supervised to protect health and safety.
6. Ensure the full implementation of the new EVOLVE system in relation to all educational visits;
7. Ensure that training plans for their school's employees fully reflect requirements for the provision of adequate training and instruction, as necessary for health and safety, and that these plans are periodically reviewed, to ensure their effectiveness;
8. Take into account the capabilities of employees as regards health and safety, including the pressures and demands imposed, when entrusting them with tasks;
9. Ensure that organisations and persons engaged to carry out work for, or deliver services on behalf of, their school, as contractors, partners or otherwise, are assessed to be competent in terms of health, safety and welfare for the work concerned, in compliance with statutory procurement procedures;
10. Ensure co-operation with the Head of Property Services, the external H&S team and others as required, to ensure the safety of their school premises, in relation to the management of asbestos, control of legionella, use and maintenance of gas appliances and other relevant matters;
11. Ensure that procedures are developed and maintained for use in their school in the event of serious and imminent danger, including the appointment of fire wardens and the periodic practising of the procedures;
12. Co-operate fully in the carrying out of safety inspections by the external H&S team, fire authority or other appropriate agencies and act appropriately on the findings of these inspections;
13. Ensure that the Trust's accident and safety incident reporting procedure is operated fully in relation to their school;
14. Receive, from safety representatives, members of health and safety committees and other employees, representations concerning safety, co-operate and consult with them and take appropriate action as a result;
15. Receive representations concerning safety from pupils and their parents, other service users and persons affected and take appropriate action as a result of the information received;
16. Report periodically to their school's governors on the management of safety and the school's safety performance;
17. Monitor the performance of their employees in terms of safety, encouraging excellence, taking effective remedial action if required and setting a personal example of good safety practices.

3.3 Senior teachers will:

- Advise the head teacher of any circumstances that restrict or obstruct their responsibilities

- Liaise as necessary with other staff to ensure adequate health and safety awareness of their individual specialism, and advise the head teacher of any problems or perceived training needs
- Be conversant with this policy and assist in its implementation within their sphere of influence
- Ensure that the details of all accidents or incidents are properly recorded, investigated and brought to the attention of the head teacher
- Liaise appropriately with safety representatives and refer ongoing concerns to the head teacher

3.4 The site manager will:

- On behalf of the head teacher, remove, isolate / contain any hazard and will record and notify the head teacher of any such events
- Make regular inspections of the school, paying particular attention to building and services conditions that could extend to being health and safety hazards
- Notify the head teacher of any circumstances where he/she is unable to take suitable remedial action
- Ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the school
- Ensure that panic alarms are tested each month and the results are recorded.
- Ensure that step ladders are checked monthly and the inspections recorded

4. All staff

4.1 The Health and Safety at Work Act places a general duty on all employees to:

- Take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- Co-operate with the employer so far as is necessary to comply with their (the employers) legal responsibilities

4.2 All employees are required to be properly conversant with this policy and any safety guidance provided to them

5. Site Security

- 5.1. All employees have a responsibility for the site security.
- 5.2. Access to the building during normal school hours will be via the main entrance from Jesmond Gardens.
- 5.3. All external doors can only be opened from the inside and must be closed during school hours
- 5.4. The main KS1/2 pupil entrance gate will be locked during school hours
- 5.5. School visitors will report to reception. Visitors who enter the main body of the school are required to log in and out.
- 5.6. FS entrance is only opened at 8:40am and closed at 9am. All children enter through cloakroom entrance where welcomed by staff. At the end of the day children are handed individually to the named adult collecting them.
- 5.7. Any child not collected from FS before 3:30pm will be taken to the reception area where parents will be contacted. No child is left unattended.

6. Personal Safety

- 6.1 The school will implement procedures to protect their employees but personal security is a shared responsibility between employer and employees
- 6.2 Staff should not give out their home telephone number or address.
- 6.3 Staff should avoid unnecessary after hours' meetings when they are on your own.
- 6.4 Staff should report any aggressive behavior from colleagues, parents or children.

7. Risk Assessment

- 7.1. All employers must carry out suitable and sufficient assessments of the risks to the health and safety of any person who may be affected by the work under the employers control and to record any significant findings.
- 7.2. The head teacher, on behalf of the governing body, will liaise as necessary with the external H&S team to meet the school's responsibilities.
- 7.3. Detailed guidance on risk assessment is set out in the health and safety manual for schools.

8. Fire Precautions and Emergency Evacuation

- 8.1. Emergency evacuation procedure notices are posted at key points throughout the school. Employees must ensure that they are conversant with these notices.
- 8.2. Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency.
- 8.3. All employees must take charge of any unsupervised child.
- 8.4. The head teacher will make specific arrangements for anyone with special needs.
- 8.5. The site manager will ensure that the fire alarm system and fire appliances are tested and properly maintained.
- 8.6. Ensure that the fire alarm system is tested each week and that the results are recorded
- 8.7. The head teacher will ensure that a fire drill is carried out each term or more frequently where circumstances dictate.

9. Accident and Incident Reports

- 9.1. This is carried out in accordance with the Local Authorities Health and Safety Policy.
- 9.2. All serious accidents and injuries plus dangerous occurrences must be recorded and reported to the external H&S team.
- 9.3. In the case of an injury to a child, the member of staff who was supervising at the time of the incident is responsible for ensuring that the incident is recorded.
- 9.4. Office staff and foundation stage staff will phone parents if deemed necessary after an incident
- 9.5. Certain accidents or incidents must be formally notified in accordance with the guidance in the health and safety manual. Incidents are reported to the external H&S team

10. First Aid Arrangements

- 10.1 These are in accordance with the Local Authorities guidelines contained in the relevant health and safety policies and the DfES guidance for first aid in schools. Copies of these documents are kept in the administration office
- 10.2 Notices are prominently displayed throughout the school detailing the name and location of the qualified First Aiders and equipment. Staff must ensure that they are conversant with these notices.
- 10.3 First Aiders must have a current recognized First Aid certificate
- 10.4 A nominated First Aider is responsible for regular recorded checks of First Aid equipment and for restocking consumable items.
- 10.5 A qualified First Aider must accompany any outside school trip.

11 School Visits

- 11.1 The school is currently implementing the EVOLVE system for Educational visits as part of the new SLA with North Yorkshire council
- 11.2 Educational visits coordinator is Mrs. Liz Grylls

12 Medication

- 12.1 The school will adhere to the DFE policy on the administration of medication in schools, asthma management and peanut allergy management. A copy of this policy is kept in the administration office.
- 12.2 Staff will not accept responsibility for the administration of medication
- 12.3 When a child requires medication, a parent or authorized adult will be responsible for administering the medication. Medication will be kept in the reception office
- 12.4 A record will be kept in the administration office of children requiring medication and of the persons authorized to administer the medication.

13 Sun Safety

- 13.1 The school will provide shaded areas in the playgrounds when resources are available
- 13.2 Discourage sun bathing and not allow removal of t-shirts
- 13.3 Inform Staff, pupils and parents about the dangers of over exposure to the sun and make suitable arrangements to avoid exposure.
- 13.4 Encourage children to wear clothes that provide protection from the sun and the use of sunscreen where appropriate. Barrier creams must be supplied and only administered by an authorized parent or guardian.
- 13.5 Act on advice from the local authority and update information given to pupils, parents and staff.

14 Jewelry

- 14.1 No jewelry, other than a watch or medical bracelet will be allowed (see separate policy)

15 Hazardous Substances

- 15.1 Arrangements for complying with the Control of Substances Hazardous to Health Regulations are made in accordance with the Local Authorities guidance in the health and safety manual.
- 15.2 Staff using substances not labeled “non-toxic” should ensure that they have been assessed in accordance with this policy.

16 Portable Electrical Appliances

- 16.1 These are inspected and maintained etc, in accordance with the North Yorkshire guidance in the health and safety manual.
- 16.2 Persons responsible should receive adequate training and instruction as regards inspection and documentation.
- 16.3 Inspected appliances should be tagged and the date of the inspection recorded

17 Outside Play Areas.

- 17.1 The entrance to the allotment area must be locked at all times.
- 17.2 Children will only be allowed to enter the allotment area when accompanied by a responsible adult.
- 17.3 The teaching staff must check playground equipment daily.
- 17.4 The site manager will undertake weekly inspections and record outcome.
- 17.5 The school playing field must be inspected before use.
- 17.6 The perimeter area will be checked each week.

18 Safeguarding

Every school in Hartlepool is required to follow a set procedure in cases of suspected child abuse. Parents and carers need to be aware that the school has a duty to act to ensure the welfare and safety of all children. In any cases where staff are concerned that a child may be subject to ill treatment or neglect all staff must

follow child protection procedures, inform the designated teacher who will inform Children's Services of their concern.

The school has several policies that are all relevant in supporting the protection and safeguarding of children. These are as follows: -

Abuse of Trust Policy
Confidentiality Policy
Use of Physical Intervention Policy
Whistle Blowing Policy
Health and Safety Policy (inc. first aid)
Behaviour and Anti-bullying Policy
Staff Handbook (updated each year)
Information Governance Policy
Sex and Relationships Policy
Safer Recruitment Policy
PSHE Policy
Safeguarding Policy
Looked After Children Policy

The above policies have all been read and ratified by the Governing Body in the last two years.

The current designated teacher is Mrs. Jane Loomes (Headteacher). In addition, Mrs Sue Dixon, Mrs Nicholson, Mrs Stuart, Mrs Vos, Mr Everett and Mrs Lupton are also designated teacher trained and can act in the absence of Mrs Loomes.

Communications

- 17.7 The head teacher will arrange for all health and safety information and guidance issued by the Council to be distributed to all relevant members of staff.
- 17.8 The head teacher will make arrangements for any necessary health and safety training.
- 17.9 The head teacher will accept written reports and representation from union appointed health and safety representatives, and will respond in a reasonable time.

18 Safety Representatives

- 18.1 The governing body or head teacher will accept the appointment of safety representatives, in the interests of the health and safety.
- 18.2 The head teacher will offer safety representatives the facility outlined in the NY Health and Safety policy.

Appendix 1

The following policies are also integral to the H&S policy: -

Bodily Fluids Policy
Child Protection Policy
Code of practice on asthma in schools
Code of practice on communicable/infectious diseases
Code of practice on managing hazardous waste
Code of practice on head lice
Code of practice on jewelry in schools
Code of practice on peanut allergy
Code of practice on sun safety
Code of practice on the administration of medicines in school
Confidentiality policy
Drug policy
Influenza Pandemic
Major Incident Response Plan
Medical Policy
Photograph Policy
Physical Intervention with pupil policy
Relationships and Sex Education Policy