



# HALE CE

PRIMARY SCHOOL

## HEALTH & SAFETY POLICY

*H*eat of the Community  
*A*ccepting everyone  
*L*ove of God and neighbour  
*E*xcellence for all

Signed -----

Date-----

Signed -----

Date-----

## POLICY FOR HEALTH AND SAFETY

The Governing Body is committed to securing the health, safety and well being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected.

In establishing this policy for health and safety we at Hale School will: -

- Establish and maintain, so far as is reasonably practical, a safe and healthy environment throughout the school.
- Establish and maintain, so far as is reasonably practical, safe working procedures among staff and children.
- Make arrangements for ensuring so far as is reasonably practical, safety and absence of risks to health in connection with the handling, storage and transport of articles and substances.
- Ensure, so far as it is reasonably practical, the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own safety and health at work, and to ensure they have access to health and safety training as and when required.
- Maintain, so far as is reasonably practical, a school that is safe without risk to health.
- Maintain a smoke free atmosphere. Smoking is not permitted in any part of the school buildings.
- Have effective procedures for use in the case of fire and for evacuating the premises and practice them regularly.
- Report injuries promptly.
- Teach safety as part of pupils' studies wherever opportunities occur in the curriculum.
- Ensure that contractors and hirers satisfy the school on their competence to pursue their activities safely and make adequate arrangements for fire and other relevant emergency precautions.
- Personally follow safe working procedures.
- Bring to the attention of the Headteacher/ Health & Safety Co-ordinator any concerns over matters affecting health & safety.
- Maintain records of health & safety issues and any remedial action. The Health & Safety Co-ordinator and Governor's Premises Committee shall make an annual inspection of the premises and report any issues to the Governing Body.

The Governing Body will: -

- Provide authority which will enable staff to carry out their health and safety obligations.
- Formally delegate health and safety responsibilities to a prescribed structure within the school.
- Ensure that all staff are aware of their field responsibility.
- Liaise with the LA and Halton Borough Council's Safety Officer to ensure that guidelines and statutory regulations available through this partnership are being implemented.
- Ensure that hazards are kept under control by assessing risks and responding to those risks in a competent manner.
- Regularly review the effectiveness of the policy.

- Guidance issued by the LA via the Health and Safety Advisor, will be given to the Governing Body. It is considered the responsibility of the Governing Body to ensure that the school considers the guidance given and complies with statutory requirements by taking relevant action. The role of the Governing Body is then to monitor the implementation of the policy.

The Headteacher will have responsibility for implementing the policy on a day-to-day basis and for communicating the contents to staff.

Staff within their own work areas will be responsible for identifying and controlling hazards.

The Headteacher will formally discuss health and safety issues with other staff at weekly staff meetings. Minutes of these meetings will be kept.

All employees, regardless of position, have a responsibility for their own health and safety and that of others who may be affected by their acts or omissions.

The school must be satisfied that contractors are competent to carry out their activities so as not to pose a risk to health and safety.

Staff are expected to be aware of the standards issued by the LA and should have ready access to the information provided. Where no specific guidance has been issued, there remains a requirement to assess risks involved by: -

- i. identifying the hazard;
- ii. evaluating the risk (likelihood of injury / severity of injury);
- iii. taking precautions to minimise the risk.

The Headteacher will monitor the effectiveness of the policy. This will include meeting staff on an annual basis to discuss accident/incident statistics and any trends which may have developed. This forum may also include a discussion on the budget to be allocated to health and safety improvements.

Staff with particular health and safety concerns are invited to raise the issues in the first instance with the Headteacher. Alternatively staff may contact their Trade Union Safety Representatives.

### **Accident / Incident Reporting**

#### **First Aid**

The school has members of staff who have undertaken and passed a recognised First Aid Course. They are deemed to be the First Aiders for the purposes of this policy and any statutory requirements.

#### **Illness**

If a child is sick or complains of feeling ill, the Headteacher/Assistant Headteacher should be informed before contacting the parents or emergency numbers. Make sure there is someone available in the Office before sending children there.

### **Minor cuts and bruises**

Minor cuts and bruises can be dealt with immediately by any member of staff including Classroom Assistants and M.D.A.'s providing they have satisfied themselves that the injury is not serious and that there are no complications. If they are in any doubt they should seek the advice of a First Aider before administering any treatment.

All injuries should be recorded in the accident book, which is kept in the School Office, and consists of the following: -

- Name of injured person
- Date of incident
- Description of injury
- Cause of accident
- Remedial actions (if any)
- First Aid administered

### **First Aid Equipment**

First Aid equipment is available from the green boxes in the Pupil Entrance, Junior Practical Area and Infant Practical Area. There is also a Travel First Aid box for visits and trips, kept in the Stock Cupboard along with replacement equipment. It is the duty of the First Aider to ensure that the boxes are adequately supplied and any shortfalls should be notified to the Bursar immediately. Disposable gloves are available and it is advised that they should be used for incidents involving blood, vomit or bodily fluids. Soiled dressings, etc should be disposed of in sanitary containers/sealed bags and not in open bags.

### **Head Injuries**

All head injuries should be reported to a First Aider who will decide on the appropriate course of action. In addition to the normal recording of an injury, in the event of a head injury a 'bumped head' letter should also be completed and passed to the class teacher for onward transmission to parents.

### **Significant Injuries**

Where a person has to leave school prematurely e.g. to go to hospital as a result of an injury, the accident book must be completed as well as a Halton Borough Council Accident Report Form (completed online).

### **Major Injuries**

- Death
- Fractured bone other than to the fingers and toes
- Amputation (cutting through a bone)
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight
- Chemical or hot metal burn to the eye
- Penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

- Any injury leading to hypothermia, heat-induced illness or unconsciousness or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance through the skin or inhalation, ingestion
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

In these cases, telephone HBC Health and Safety Advisor. They will then notify the Health and Safety Executive. The accident book must be reported immediately to Halton via online form.

### **Injuries on Visits/Trips**

Where possible injuries incurred whilst on visits/trips should be dealt with according to the above instructions and a written record made at the time. Where that is not possible, the teacher in charge should seek appropriate medical advice and inform the school as soon as possible.

### **Serious Accident Procedure Whilst on a Visit/Trip**

In the event of a serious accident (i.e. a fracture, an amputation or any other illness or injury requiring immediate medical treatment and/or hospitalisation), the following policy and procedure must be adhered to: -

#### **A. General Procedure**

1. Ensure that all staff/pupils are safe from danger and that all appropriate steps have been taken with regard to the welfare of all involved and that all necessary steps have been taken to ensure medical care and hospitalisation of anyone injured.
2. Inform the school during school hours on 0151 425 3023 or after hours on:
 

Headteacher	- Mrs M Mowatt	07956381831
Assistant Head	- Mrs S Mew	07900876998
Assistant Head	- Miss C Millington	07766555475
Chair of Governors	- Mr. M Wharton	0151 425 2991
3. Keep a careful written record of all facts, events and circumstances and retain this record until all matters are finally settled.
4. You should not speak to the press other than to refer them to the Headteacher
5. Do not allow anyone to see any person involved without an independent witness being present.
6. Never admit liability of any sort.
7. Ensure that online Accident Report Forms are completed as soon as possible.

#### **B. Procedures for Party Leaders or those in charge at the scene**

1. In the case of a fatality, notify the police as soon as possible. They will take all necessary statements and notify next of kin.
2. In the case of serious accidents and fatalities, inform contact person at school as soon as possible (telephone numbers as in A.2. above).
3. Ensure that you retain all equipment in an unaltered condition.

4. One senior member of the adults leading the visit to act as link between groups involved, Headteacher, Chair of Governors and the LA. All of these should be informed as soon as possible.

### **C. Procedures for Headteachers / Assistant Headteachers**

1. Establish a course of action which will: -
  - Ensure that the parents of all pupils in the group involved are appraised of the situation as appropriate.
  - Ensure that all necessary support is given to the group, teachers and school involved.
  - Prevent misleading impressions being given to the media, press or other outside agencies.
  - Enable arrangements to be made for the appropriate personnel to travel quickly to the site of the accident, where this is necessary and appropriate, so that members of the group involved are not needlessly pressured.
  - Make use of the expertise of others in the Authority where necessary and appropriate.
2. Ensure that insurers are notified of possible claims as soon as possible.
3. Where there is any possibility of a claim for liability being made, the Director of Education should be informed as soon as possible.
4. Be as helpful and compassionate as possible with the parents of children involved.
5. Deal with other parents and relatives sympathetically but firmly regarding access to information and persons involved. Should any difficult situations arise then refer them to a more senior person dealing with the matter.

### **D. Practice**

In all cases where the above procedures are activated, the following practical steps should be taken:

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1. Keep parents of pupil involved fully informed throughout - personal visit whenever possible.
2. Determine school's contact person.
3. Advise your professional association - locally, regionally, nationally as appropriate.
4. Inform Chair of Governors/Vice Chair of Governors.
5. Inform L.A. who should:
  - advise designated Inspector
  - advise Insurance Department
6. Advise Police.
7. Nominate Lead officer and tell school who it is.
8. Ring/visit school.
9. Copy media coverage.
10. Inform relations of the pupil in school before informing whole school.
11. Prepare your statement to media.
12. Draft report, seeking advice from colleagues, advisers, inspectors, officers, etc.
13. If incident involves the death of a pupil consider:
  - who is to attend the funeral.
  - flowers/donations.

- memorial/thanksgiving service.
- help to family.
- safeguarding school work.
- payment of funeral.

1. If the incident occurs abroad: -
  - Advise all other parents that their children are safe and not involved in the incident.
  - Make the following arrangements for return:
    - customs clearance.
    - meeting at boat/airport
    - 'protection' from media (police involved)
    - refreshments for party in quiet atmosphere
    - press statement ready
    - important to be aware of needs of all party including staff
    - use of psychologist service etc.

In an emergency further advice can be obtained from:

N.A.H.T. Headquarters Telephone No. 0300 30 30 333

### **Critical Incidents**

In the event of situations being determined as 'critical incidents' by a school, the Headteacher and Governors may wish to have regard to the advice given by HBC.

Critical incident guidelines should be used in the case of a major property related incident (see Appendix 1).

### **Procedures for Dealing with Major Breaches of Discipline**

Major breaches of discipline include physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse, refusal to work and disruptive behaviour in class.

These are dealt with in any of the following ways: -

Sent straight to the Headteacher

Parents immediately contacted by telephone or the child is taken home. If this is not possible the child is isolated from his / her peer group and a letter sent home summoning the parents into school on the next day.

Meeting with parents

Possible referral to Educational Psychologist or support agencies

Short term exclusion may result from either persistent or one particularly serious example of disruptive and dangerous behaviour

Permanent exclusion may result from disruptive and dangerous behaviour that does not improve with Individual Behaviour Plan and parental support

Parents have the right to appeal

## Care and Control of Children

At all times staff should encourage good behaviour through praise and rewards. No member of staff must in any way physically chastise a child.

If there is a need for sanctions then the following may be used, depending on each child's needs.

- Sanctions as in the school's discipline system
- Redirect to another activity
- Talk to the child - discuss what has happened
- Discussion in groups or with the whole class
- Move the child from the group to work on their own
- Repeat work
- Individual Behaviour Plan
- Remove child from their class, place in another class or with the Headteacher
- Parental involvement

## Intervention

If a pupil is: -

- Committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
- Injuring themselves or others
- Causing damage to property (including the pupil's own property)
- Engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere
- leaving the premises during the school day

Another member of staff should be summoned if at all possible. Physical restraint may be necessary.

Physical intervention can take many forms. It might involve staff: -

- Physically interposing between pupils
  - Blocking a pupil's path
  - Holding
  - Pushing
  - Pulling
  - Leading a pupil by the hand or arm
  - Shepherding a pupil away by placing a hand in the centre of the back
- In exceptional circumstances, where there is an immediate risk of injury, a member of staff may need to take necessary action that is consistent with the concept of reasonable force, for example to prevent a young pupil running off a pavement onto a busy road, or to prevent a pupil hitting someone or throwing something

Staff should not behave in such a way that they might reasonably expect to or intend to cause injury, by holding, slapping, twisting, and tripping.

Staff should always avoid touching or holding a pupil in a way that might be considered indecent.

If physical restraint has become necessary then the child should be removed from the situation as soon as possible and taken to the Headteacher who will take immediate action to involve parents. All details must be recorded and given to Headteacher,.

The following details should be recorded: -

The name of the pupil involved as well as when and where the incident took place

The names of other pupils or staff who witnessed the incident

The reason that force was necessary

How the incident began and progressed, including details of the pupil's behaviour, what was said by each of the parties, the steps taken to defuse or calm the situation, the degree of force used, how that was applied and for how long.

The pupil's response and the outcome of the incident

Details of any injury suffered by the pupil or a member of staff or any damage to property

### **Physical Contact with Pupils in Other Circumstances**

There may be occasions when physical contact with a pupil may be proper or necessary. Some physical contact may be necessary to demonstrate exercises or techniques during P.E. lessons, sports coaching or CDT or if a member of staff has to give first aid. Young children and children with special educational needs may need staff to provide physical prompts or help. Touching may be appropriate where a pupil is in distress and needs comforting. Teachers will use their own professional judgement when they feel a pupil needs this kind of support.

### **Procedures for Reporting Violent Incidents**

Work related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Even where there is no physical injury, emotional stress may be considerable. Individuals have different tolerance levels and perceptions of violence. What may not concern one member of staff may be extremely unnerving to another.

As a school, we are committed to reducing the risk of violence at work. We are committed to supporting those who have been assaulted or have suffered verbal abuse. Employees are encouraged to report incidents.

All reports will be investigated and physical assaults will be reported to both the police and legal services.

People who are at risk are: -

Working alone -

Caretaker, Cleaning staff, Headteacher, Teachers, Support staff, Bursar

Working with pupils with behavioural problems -

Teachers, Support staff

Looking after money

Bursar, Headteacher

Supervising/Disciplining pupils -

Headteacher, Teachers, Support staff, Midday Assistants

Dealing with angry parents/relatives of pupils

Bursar, Headteacher, Teachers, Support staff

### **Safety and Security**

Our school is a safe environment. Once the children are inside the building the doors are locked and can only be opened from the inside. Parents wishing to enter the school building should do so through the main entrance. All other doors are pupil entrances. We accept responsibility for pupils from 8:50am onwards - until that time pupils remain their parent / carers responsibility.

For security reasons the Town Lane gates will be locked soon after 9:10 am and open at 3pm between these times parents should use the Hesketh Road gate. In the interests of safety we ask that parents do not drop pupils off in the school car park at the start and end of the day. Parking outside of the garages in Hesketh Road is strongly discouraged as it causes great inconvenience to residents. The Hesketh Road gates are closed to traffic at the start and end of the school day.

The Premises Committee of the Governors carry out an annual Health and Safety review in conjunction with staff who work in the school. Any improvements felt to be necessary will be included in the School Improvement Plan and anything urgent will be dealt with at the earliest opportunity.

### **Fire Safety**

A fire drill will be carried out once a term and should be treated as a real occurrence but with reassurance to avoid panic.

### **Prevention of Arson**

All cigarettes, matches and lighters will be immediately confiscated and taken to the main office

No children will be left unsupervised in classrooms / cloakrooms

Children visiting the toilet will be monitored

Main stock cupboard in the staffroom is kept closed

Electrical cupboard is kept locked

Cleaners cupboard is kept locked

Caretakers room is kept locked

All fire doors and escape routes are kept clear

Fire doors are kept closed at all times

Town Lane gate is kept locked

All outside doors are locked

Bin store locked when caretaker goes home

Keep all rubbish to an absolute minimum

There are signs warning about unauthorised entry to the site

Pallisade security fences

## **Location of Fire Break Glass Points**

Main Entrance  
Hall x 2  
Class F  
Class 1  
Top Entrance  
Kitchen  
Caretakers Room  
Boiler Room

## **Key Holders**

Mr. Roberts (Caretaker)  
Mrs Mowatt (Headteacher)  
Mrs. Mew (Assistant Headteacher)  
Miss Millington (Assistant Headteacher)

## **Fire Evacuation Procedure - Contractors and Visitors**

If you discover a fire, immediately operate the nearest fire alarm point  
Alert Mrs Mowatt, Miss Cox or Mr Roberts so that they can call the Fire Brigade  
If you hear the fire alarm, leave the building via the nearest exit and assemble with everyone else on the playground

## **Fire Evacuation Procedure on Hearing the Alarm**

All teaching staff to lead their class quietly and quickly outside to the Assembly Points via the nearest exit, remembering to close all doors behind them  
A responsible adult in Key Stage 1 to check Key Stage 1 practical area and toilets before leaving the building.  
A responsible adult in Key Stage 2 to check Key Stage 2 practical area and toilets before leaving the building  
Office staff to collect registers and signing in books from office and hand them to appropriate teaching staff once assembled outside  
Headteacher and office staff to check staff room, staff toilet and hall before leaving the building  
Kitchen staff to check their toilet area and store room before leaving the building  
Teaching staff to carry out a register check once assembled outside  
Headteacher to verify register check and signal all clear

## **Level of Supervision**

At 8.50am the children arrive at school. The children will enter school by the classroom doors. The outside doors will be pinned back by a member of staff to let the children in and a member of staff will remain at the door until it is closed at 9 am.

There is a rota for playtime duty. There are four members of staff on duty who should ensure that they are out on the yard as the children arrive. At the end of break the duty teacher will blow the whistle and the children will line up outside their classroom doors. They will enter the classroom when the teacher opens the door. At lunchtime there are 6 M.D.A.'s on duty and one member of the

SMT to act as senior supervisors. The senior supervisors should check the dining hall, teaching areas, toilets and playground regularly.

Children may not stay in at playtime or lunchtime for whatever reason unless they are supervised.

### **No Smoking Policy**

Hale School is committed to a 'No Smoking' Policy in all areas of the school building at all times by everyone who uses our school.

### **Swimming**

This is one area where special care is needed. The highest standard of behaviour is to be expected from the children. Any child whose behaviour gives cause for concern in relation to himself/herself or another pupil will miss swimming lessons until it is felt he/she will behave sensibly.

Children with colds, open wounds, sores (e.g. impetigo) must be excluded from the water.

The ratio of competent adults is 1/20 and they should be able to see all the children whilst in the water. The teacher on duty has ultimate responsibility for the pupils at the pool and on the journey. When the pupils are at the poolside or in the water it is shared with the instructor.

### **P.E.**

Gym equipment will be used only under the direct supervision of a teacher who will ensure that the equipment is safely used and correctly stored.

All the P.E. equipment and large infant play equipment undergoes an annual safety maintenance check.

### **Tools and Equipment**

During all activities children are instructed in the safe use of tools and are supervised by an adult. No child should use a staple gun or guillotine.

### **Hazardous Substances and Materials**

Hazardous substances and materials should not be kept in the classrooms. Any such material e.g. matches, required for specific activities should be kept well out of the children's reach and in the teacher's possession. All cleaning materials are kept in the cleaners and caretakers rooms that are locked from 9am to 3pm.

### **Grounds Maintenance Contracts**

All contractors should report to the Headteacher or Assistant Headteacher to explain what operations are to be undertaken and agree any precautions to control hazards arising from the work.

Attention should be paid to the following: -

- Children are kept clear of moving vehicles
- Vehicles are not parked across doors so preventing an emergency evacuation
- Hand tools are not left across paths
- Machinery is switched off if it is to be left unattended
- All paths should be left in a safe condition

### **Contractors in school**

At the start of any work in school the following items should be agreed upon: -

- The nature and parameters of the work
- The areas within which the work can be contained
- The period within which the work will be undertaken
- The safety of all personnel, children, staff and workmen should be discussed
- Asbestos report should be consulted.

### **Car Parking Safety**

The vehicle entrance gates are closed at 8:45am and 3pm so no vehicles may enter (unless by prior arrangement) the car park whilst children may be there.

### **Grounds Security**

The playground is enclosed by palisade fences and gates which are kept closed at all times. The Town Lane path gate is locked at 9:10am and unlocked at 3pm.

### **Building Security**

External doors are kept locked when the school gates are open or they cannot be opened from outside. All adults and visitors must enter by the main entrance. The main doors from Class F and Class 1, are fitted with keypads to allow people who work in school free access to the building at all times.

Electric shutters protect the building when it is not being used.

Key holders are the Headteacher, Assistant Headteachers, and the caretaker.

This policy will be reviewed in Spring Term 2015