

# Fairisle Infant and Nursery School



## HEALTH AND SAFETY POLICY

**Date policy reviewed: January 2019**

**To be reviewed again: January 2021**

Ratified by Governing Body:

Signature:

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

23/1/19

## **Fairisle Infant and Nursery School**

### **Health and Safety Policy**

#### **United Nations Convention on the Rights of the Child**

**“Everyone has a right to feel safe” Article 19**  
**“Everyone has the right to a clean environment so they can stay healthy” Article 24**

*This Policy is provided by the Governing Body of Fairisle Infant and Nursery School and Community Room in pursuance of the Health and Safety at Work Act 1974.*

The purpose of this policy is to acknowledge the School’s legal responsibilities and to explain the objectives of the school for the health and safety of its pupils, staff and visitors, and to specify the arrangements for ensuring these objectives are met.

This policy does not replace the Local Authority’s Health and Safety Policy, but should be read alongside it. *This policy should also be read alongside the school’s Fire Safety Policy, Medical Conditions Policy, Managing Medicines Policy, Off-Site Visits policy, School Emergency and Evacuation Plan, Behaviour Policy, Physical Restraint Policy, E-Safety Policy and Safeguarding Policy.* This statement deals with those aspects of health and safety over which the Governors have responsibility, and also covers health and safety associated with the building structure, fixed equipment and service for which other officers in the authority also have responsibilities.

This document is issued to all staff working at Fairisle Infant and Nursery School, who should read and understand its content, and assume responsibility for carrying out its recommendations.

The policy and procedures will be reviewed regularly in line with any relevant legislative changes, or significant changes to Fairisle Infant and Nursery School, or the activities carried out within it.

#### **STATEMENT OF HEALTH AND SAFETY POLICY BY THE GOVERNORS AND HEADTEACHER.**

The Governors and Headteacher of Fairisle Infant and Nursery School recognise their responsibility in so far as is reasonably practicable to provide a safe and healthy working environment for all pupils, staff and visitors.

The Governors and Headteacher will take all reasonable steps within their power to meet their responsibility and will pay particular attention to the requirements of the Health and Safety at Work Act 1974.

The Governors and Headteacher expects all staff to display a positive attitude to, and interest in, health and safety matters. All members of staff are required to have as a personal objective the achievement of a safe and healthy working environment and **must** take responsibility for ensuring good practice and behaviour by pupils in their charge.

The School will, as appropriate, consult the Health and Safety Officer for Education in order to implement its Health and Safety objectives effectively. In fulfilling their responsibilities, the Governing Body and Headteacher will seek to ensure, so far as is reasonably practicable, the following:

- Safe working procedures among staff and pupils.
- The safety of equipment and workplace facilities.
- The safe use, handling, storage, disposal and transport of articles and substances in school.
- The provision of sufficient information, instruction, training and supervision to enable staff, pupils and visitors to contribute positively to their own Health and Safety.
- The formulation of effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- The provision of safe access throughout all areas of the school.

## **RESPONSIBILITIES**

### **The Headteacher**

- Has overall day-to-day responsibility for co-ordinating and implementing the Health and Safety Policy and arrangements in the school.
- Will ensure that all management staff receives adequate information to enable them to carry out their own Health and Safety duties.
- Will ensure that all relevant safety guidance is available and that adequate training and supervision is given to enable staff to carry out their tasks safely and in accordance with this policy.
- Will maintain contact with outside agencies able to offer advice.
- Will report all known hazards immediately to the authority and stop any practice or the use of any plant, tools, equipment, machinery etc considered to be unsafe until satisfied as to their safety.
- Will ensure that the school building and associated areas are subject to a formal inspection regularly in conjunction with the Health and Safety Committee and any staff safety representative.

- Will ensure that the school's legal obligation with regard to risk assessments are complied with.
- Will arrange for the keeping of an up to date list of safety representatives and will be available to consult with same on safety issues.
- Will inform the Governors of the safety procedures of the school.

### Senior Managers

- Are accountable to the Headteacher for the day-to-day supervision of the areas and activities they supervise. They must advise the Headteacher of any circumstances preventing them from carrying out their Health and Safety responsibilities.
- Will ensure that staff they supervise, understand and accept their personal responsibilities and carry these out.
- Will liaise with the Headteacher to determine the Health and Safety training needs of themselves and the staff they supervise.
- Will ensure the implementation of the Policy in the area they supervise and assist the Headteacher in monitoring its effectiveness involving their areas of responsibility.
- Will ensure that the details of all accidents/dangerous occurrences, emanating in the area of activity they are responsible for are properly recorded and investigated and brought to the attention of the Headteacher.

### Teachers

- Will exercise effective supervision of the pupils and know the emergency procedures in respect of fire, bomb scare and first aid to carry them out.
- Are expected to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- To call for protective clothing, guards, special safe working procedures etc. where necessary.

The safety of pupils in classrooms, and other working areas (e.g. cooking, design and technology, science and PE) is the responsibility of class teachers. Teachers are responsible for the safety of pupils when they are in their charge. If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the Headteacher before allowing practical work to take place. Children must be taught safe procedures when handling and using tools and moving PE apparatus.

The working environment of each classroom is to be planned with safety in mind and to be particularly mindful of pupils with special needs/ disabilities such as physical and sensory impairment. Unused chairs should be kept tucked under the tables and pupils must be taught to pick up any items which they have dropped on the floor. Trailing electrical leads must be secured at all times.

Hot drinks must not be consumed in the classroom or anywhere near children.

### Subject Leaders

It is the responsibility of each subject leader to inform staff and the Headteacher of any health and safety issues in their subject area, and to provide written directions in their subject policy and guidelines, including undertaking risk assessments. Risk assessments for subjects must be reviewed annually.

### Support Staff

All staff must ensure they are aware of the procedures to be followed in the event of emergency, accident or illness.

All staff must ensure, as far as is reasonably practicable, the safety of the children in their care. Staff should therefore establish safe procedures within their working area to minimise risks to themselves and to children.

### Business Manager

- Will on behalf of the Headteacher take primary responsibility for office safety in the school.
- Will maintain efficient records of accidents/incident occurring on the school premises and ensure that the school's statutory responsibilities are met.
- In consultation with staff qualified to deliver First Aid, will ensure that First Aid boxes throughout the school are suitably stocked and maintained.

### Site Manager

Liaising as necessary with other relevant staff, the Site Manager will take primary responsibility for:

- Ensuring that all communal areas, particularly those associated with fire escape routes, are kept free from obstruction.
- Ensuring that all fire escape doors are properly identified and accessible when the school is in use.
- Ensuring that all fire appliances are properly maintained and correctly displayed.

- Ensuring that all safety doors, e.g. Site Manager's room, boiler room are secured against unauthorised entry.
- Ensuring, as far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensuring that the appropriate lights are switched on and off as necessary at night, and that the intruder alarm is fully activated during out of school hours.
- Ensuring that snow, ice and leaves are cleared in order to maintain safe access to the school building.
- Reporting to the Headteacher any circumstances preventing him from carrying out his Health and Safety responsibilities.

### Cleaning Staff

Cleaning staff are responsible for ensuring that all cleaning substances are returned to their proper storage space following use. The cleaners must follow safe cleaning practices as instructed by the site manager in accordance with the guidelines laid down in the COSHH assessments.

### Obligations of All Staff

- All staff (teaching and support) have a duty to assist in the implementation of good Health and Safety practice.
- The Health and Safety At Work Act 1974, section 7 places a duty on **all** to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- Section 8 requires that no person shall intentionally or recklessly interfere with, or misuse, anything provided in the interest of Health, Safety or Welfare in pursuance of any relevant statutory provision.
- Know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied.
- Observe standards of dress consistent with safety and /or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire, bomb scare and First Aid.
- Use a step ladder when putting up displays at height.
- Staff involved in preparing / serving food must keep their nails short and clean. If staff wish to wear fingernail polish or have long fingernails, they must wear gloves.

- Wear ID whilst on school site and sign in / out.
- Co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- Take primary responsibility for the safety of any non-employees who may be visiting them on the school premises for official reasons, e.g. a parent.

### Contractors

- Contractors engaged by the school will be required to make prior arrangements with the Site Manager, as is reasonably practicable, who will advise them as regards access and timing.
- On arrival, contractors will report to the Site Manager, or Headteacher if he is not available, and agree with them on procedures to be carried out during works, including those for sign posting, fencing and storage of materials and vehicles.
- The Site Manager will report as necessary on works in progress to the Headteacher, who will satisfy herself that so far as is reasonably practicable, the safety of employees, pupils and visitors will not be affected.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards. For work arranged by the school (and not through the LA) this requirement could be incorporated into a standard contract. For work ordered by the LA, the school should satisfy itself that the LA has checked on the contractor's working procedures. All contractors are required to view the school's asbestos survey and sign to verify that they have viewed it.

## **ARRANGEMENTS AND ORGANISATION FOR MANAGING HEALTH AND SAFETY IN SCHOOL**

### Accidents, Injury and Incident Reporting

Accident, injuries and incidents are recorded in accordance with the LA's Code of Practice. For accidents/ incidents on school premises or arising from authority activities, which cause injury to employees, other workers, pupils or members of the public the following procedure must be followed:

- Ensure to complete an Injury/Accident form which can be obtained from the office. This must be completed on the day of the accident/incident.
- All forms are submitted to the Health and Safety Section (Human Resources Services) electronically and a copy kept in school. The

Business Manager will take primary responsibility for ensuring that these requirements are carried out.

In the case of any injuries/ incidents concerning pupils, parents are notified either:

- Immediately by phone according to the severity of the accident.
- By receipt of incident report slip stating action taken.
- At the end of the school day by the class teacher.

### First Aid

First Aid boxes are provided at the School Office, Nursery, Rainbow Nursery, Year R garden area, outdoor classroom and the First Aid Classroom (Class 6 – 'Lions') for use at lunchtime. Any incident requiring first aid treatment should be recorded using the accident reporting procedure.

All items used in the treatment of first aid such as tissues, gloves, wipes, paper towels etc. must be disposed of safely to ensure pupils, cleaners etc. do not come into contact with it. All items used when giving first aid treatment should be disposed of in the pedal bins marked Bio Waste by an adult. These can be found in the First Aid room, office, the Lions classroom, Sunshine Nursery and Rainbow Nursery. Any items that have bodily waste on should be put in a disposable plastic bag and tied, then thrown in the Bio Waste bin. These bins should have a yellow plastic bin liner inside to mark that it may hold bodily waste items. The cleaners will then dispose of the bags with usual school waste.

In all cases of cuts and grazes where there is blood, gloves **must** be worn. Avoid using plasters if possible. If plasters are used, check whether child is allergic to plasters. If bleeding persists, inform the Headteacher who will arrange to contact parents and/or escort child to hospital. All head/limb injuries must be recorded and parents contacted where possible. Monitor the child closely until he/she is collected. Parents should be persuaded to consult a doctor if the child is sick or seems unable to control his/her limbs (there may be a case of delayed concussion).

A travelling First Aid kit must always be taken on any Off-Site visits. This should include a yellow bin liner and small disposable plastic bags for any first aid waste.

The school has a list of First Aid trained staff as displayed in the staffrooms (Infant School and Nursery).

First Aid at Work :  
(can treat adults and children)

**Sarah Granger**  
**Donna Roch**  
**John Pennells**

Early Years First Aiders :  
(can treat children up to the age of 8)

**Alison Coxall-Milne**  
**Laura Harding**  
**Sarah Layram**  
**Louise Bragg**  
**Sandra Hulbert**  
**Mary Murray**  
**Teresa Ardani**  
**Victoria Drummond**  
**Karen Smith**  
**Gerry Singleton**

#### Transport to Hospital

If an ambulance is required the emergency '999' service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis. An additional adult should always accompany the driver.

If a member of staff uses his/her own car for these purposes, he/she must ensure that he/she has obtained specific cover from the insurance company. These will be cases of less severe nature than those requiring transport by ambulance. Wherever possible, no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about his/her fitness to do so.

#### Defibrillator

The school has an automated external defibrillator to respond to emergency situations. It is situated in the main school office.

#### Medicine in School

The administration of a child's medication is the responsibility of parents/ carers. However, school has a loco parentis responsibility towards pupils and there will be instances where staff may have to administer medication.

Where a child has a chronic illness or disability and is going to need continued support from school, a health care plan should be drawn up between the school and parents/ carers to agree the level of support to be provided. The school nurse will provide further medical information as required.

All medicines to be administered in school **must** be authorised by the Headteacher. A consent form for treatments/medicines must be obtained prior to staff administering any medication. When administering medications always check the pupil's name, the prescribed dose, the expiry date and the written instructions supplied by the parents.

All administration of medication must be recorded and countersigned by a witness. The file is kept in the School Office.

All medicines must be kept in the designated medicine cupboard in the office. The medicine and/or the supplies container must have the name of the pupil, the name and dose of the drug.

Inhalers for pupils with asthma must be checked for dates to ensure they are not out of date. The persons responsible for checking the dates are: Sarah Granger (Infant School), Karen Smith (Sunshine Nursery) and Teresa Ardani (Rainbow Nursery).

All medical information must be treated confidentially. The Headteacher will agree with the parents who should have access to the records and associated information about the pupil.

*See separate Managing Medicines Policy*

### Allergies

Parents are asked to inform the school of any severe allergies. Photographs of pupils with allergies are displayed in the office, staffroom and class registers indicating which type of allergy and emergency procedure.

*See separate Medical Conditions policy for further guidance and procedures.*

### Medical Suitability for Work and Medical Arrangements

Pre-employment medical surveillance is undertaken for all new staff by means of a confidential questionnaire administered by the Occupational Health Service. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a member of staff becomes pregnant or suffers from an ill health condition, including work-related stress, which is likely to affect their work, they should notify the Headteacher as soon as possible to enable any special precautions to be implemented.

### Risk Assessments

Health and Safety Law requires that risk assessments are undertaken for all work activities. Risk Assessments need to be kept up to date and should be reviewed annually. If any significant changes are made to an activity, then the

assessment must be reviewed immediately following this change. All Risk Assessments must be authorised by the Headteacher.

All members of staff are made aware of the risk assessments. A copy of all Risk Assessments is kept in the staffrooms.

A PEEP (Personal Emergency Evacuation Plan) must be in place for all pupils / adults who might have difficulties in evacuating the building.

#### Off-Site Activities

All off-site activities must be approved by the Headteacher in advance. All off-site activities **must** have a risk assessment undertaken, specifying all health and safety arrangements and level of supervision.

*See separate Off-Site Policy for full guidance and procedures.*

#### Health and Safety Training and Communication

Staff will be provided with adequate Health and Safety training appropriate for their responsibilities. Health and Safety procedures and regulations are also part of the induction programme for new staff. All Health and Safety bulletins are shared with staff and relevant information displayed on the Health and Safety notice board in the staff room.

Detailed Health and Safety information can be accessed on the Intranet under Health and Safety in form of SWPs (Safe Working Practices).

#### Fire Safety and Fire Procedures

The fire procedure is displayed in the Infant School, Sunshine Nursery, Rainbow Nursery and all classrooms. New members of staff will be instructed in the fire procedure and their responsibilities.

Fire evacuation drills are held once a term and evacuation time is recorded. Hazards are identified and acted upon as appropriate. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance.

*See separate Fire Safety Policy and Arrangements for full guidance and procedures.*

*See separate School Emergency and Evacuation Plan*

#### Manual Handling

The Manual Handling Operations Regulations place duties on all employees with regard to the manual handling of loads. The Regulations require that manual handling operations must be avoided where possible, if a risk of injury exists. Detailed training will be provided to those who are involved in significant manual handling.

#### Electrical Safety

The safety and maintenance of the school electrical installation is of great importance to ensure the health and safety of pupils and staff. The fixed electrical installation is subject to an electrical inspection and test. All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, is subject to an annual electrical inspection and

test by PAT (Portable Appliance Testing). Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

#### Contractors

Contractors working on the premises are required to comply with the relevant provisions. It is the responsibility of any officer arranging for contractors to work on site, to ensure that the contractor is competent to carry out the task safely and is aware of any special safety requirements that may affect themselves or others. Where staff become aware of dangers caused by contractors, these should immediately be reported to the Headteacher or Site Manager.

#### Control of Hazardous Substances (COSHH)

All substances used in school must be subjected to a COSHH (Control of Substances Harmful to Health) assessment. COSHH assessments are available centrally through the Health and Safety unit and are also held in the school COSHH file.

#### Car Parking

The school car park is for staff and visitors only and is shared with the Junior School. The car park is fenced off and vehicular and pedestrian traffic are clearly separated. The automated gates ensure authorised use of the car park only.

#### Visitors

All visitors to the school, including contractors and supply teachers, are required to sign in using the electronic visitors' register and wear the visitor badge throughout their stay in school.

#### Smoking

In line with statutory requirements, the school building is a no smoking area. Our No Smoking policy also extends to the school site and includes e-cigarettes.

#### Dogs

Dogs must not be brought onto the school site with the exception of guide dogs.

#### High Visibility Jackets

All members of staff should wear a high visibility jacket when on playground duty and off-site activities.

**This policy was reviewed: January 2019**

**Next review date: January 2021**

