

## **Dudley House School**

### **Policy on Health, Safety and Welfare**

#### **1 Introduction**

- 1.1 Our school is committed to doing all that we can to ensure that the children in our care are healthy, safe and enjoy emotional well-being. We also have a fundamental duty of care to the adults who work in and visit our school.
- 1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the NEC takes responsibility for protecting the health, safety and welfare of all children and members of staff
- 1.3 As well as our important statutory responsibilities towards children and staff, we believe that children learn, and staff work most effectively when they are healthy, safe, secure and happy; therefore striving to ensure these conditions supports our primary purpose: learning.

#### **2 Responsibilities**

##### **2.1 School Governors**

In order to achieve and maintain a high standard of safety proficiency the School Governors will ensure, so far as is reasonably practical, that:

- i. Premises are safe and without risk to health;
- ii. The Health and Safety Policy statement for the school is reviewed regularly and amended where necessary;
- iii. Sufficient resources are available to provide any health and safety equipment, clothing, information and training for staff and pupils.

##### **2.2 Headteacher**

The Headteacher is responsible for the day-to-day organisation and management of sound health and safety practices in the school and will:

- (a) Apprise the Governors of health and safety matters and make recommendations for improvements to plant, machinery, equipment etc;
- (b) Ensure that the school Health and Safety Policy is being implemented;
- (c) Ensure that each new employee has been given induction training, including precaution procedures appropriate to their specific jobs. All new members of staff and volunteers are shown the location of first aid boxes, fire exits and fire-fighting equipment;
- (d) Ensure all staff are aware of the Health and Safety Policy, and that staff and pupils are instructed in safe and healthy working practices;
- (e) Ensure the use of any necessary protective clothing and equipment and that it is properly maintained;
- (f) Restrain staff from, neither requiring them, to take unnecessary risks that may cause injury to themselves or others;
- (g) Investigate all accidents within the school with the assistance of the safety officer;

- (h) Review periodically with the safety officer all new and existing equipment with reference to mechanical and operational safety and, in particular, the location of all equipment bearing in mind all health and safety factors;
- (i) Carry out regular safety checks and safety audits;
- (j) Ensure that effective arrangements are in force to facilitate ready evacuation of the building in case of fire or other emergency, and that fire fighting equipment is available and maintained.

### **2.3 Safety officer**

The safety officer is Mrs Rees. Her responsibilities cover:

- (a) The maintenance of safety records; investigation of accidents, providing accident statistics; and keeping a watch on changing safety legislation;
- (b) Ensuring the school's obligations in respect of assessment, control and monitoring of hazardous substances are met;
- (c) The inspection of equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance.

### **2.4 Staff**

All staff have a responsibility to:

- (a) Familiarise themselves with the school's Health and Safety Policy and do everything they can to prevent injury to themselves, their fellow employees, pupils and others affected by their actions or omissions at work;
- (b) Make full and proper use of any clothing and equipment provided for personal protection and use machinery, equipment etc in a correct and safe manner and ensure they are maintained in good condition;
- (c) Report any hazards or defects in plant equipment, machinery or buildings and any incidents which have or may have led to injury or damage.

Any member of staff who is faced with a conflict between the demands of safety and his/her job should raise the matter immediately with the Headteacher.

A failure to comply with school Health and Safety Policy and procedures may result in dismissal.

### **2.4 Pupils**

Pupils are expected to:

- (a) Exercise personal responsibility (appropriate to their age) for the safety of self and class-mates;
- (b) Observe standards of dress consistent with safety and/or hygiene;
- (c) Observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- (d) Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## **3 Code of safe practice**

- (a) Floor areas, corridors and outside paths should be in good condition, well-lit and kept clear of obstruction;

- (b) Following cleaning, warning signs should be put up at the limits of wet floors;
- (c) Spilled drinks and tracked-in rain or snow should be cleaned up immediately;
- (d) Loose or torn carpets should be taped down until they can be replaced;
- (e) The rule of 'no running in corridors' should be enforced;
- (f) Desk and filing cabinet drawers should not be left open;
- (g) Any 'hidden steps' should be highlighted by the use of a contrasting coloured paint on the tread edges or warning notices;
- (h) When obtaining an item beyond reach, a stepladder or ladder in good condition should be used. Chairs, tables, open drawers, shelves or any makeshift device should not be used;
- (i) Telephone and electrical cables should not lie across walkways. Trailing cables should be taped down;
- (j) A register of all electrical equipment should be kept and it should be properly installed and regularly inspected by a competent person. All plugs used should be of good quality and fuse values should be appropriate to the equipment;
- (k) All equipment which is purchased, electrical or otherwise, must comply with current safety standards. Older equipment must be made safe. Any piece of unsafe or defective equipment should be clearly marked as such and taken out of service.

#### **4 HIGH RISK AREAS**

##### **4.1 Playgrounds**

- (a) The surface of the playground should be kept in good condition and any uneven paving slabs or drain covers must be corrected. So far as it is possible, pupils should be kept away from steps, steep slopes and sudden changes in level;
- (b) Playgrounds should always be adequately supervised. Where overcrowding is a problem staggering break times might be considered;
- (c) All fixed play equipment must be well designed, sensibly sited, correctly installed and well maintained. It should be visually inspected each day, recorded inspection taking place at one to three month intervals, and a certified inspection should occur at intervals not greater than twelve months;
- (d) The use of equipment must always be adequately supervised and dangerous behaviour prevented.

##### **4.2 Physical Education**

- (a) Proper clothing and footwear are essential in all PE lessons and games. Pupils are not allowed to wear articles of jewellery or watches whilst doing PE;
- (b) All activities and games undertaken in PE lessons should be appropriate to the location and the age of the children. The rules and procedure of any activity or game should be spelt out clearly and understood by the children;
- (c) All apparatus should be used only by or under the supervision of qualified people. All apparatus and equipment should be inspected and tested regularly and a note kept of the dates of inspection. Any apparatus that is considered unsafe should be put out of action;
- (d) During swimming lessons there must be an adult present on the pool side who is able to effect a rescue from the deepest part of the pool and carry out resuscitation in an emergency.

## **5 The school curriculum**

- 5.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.
- 5.2 We teach children respect for their bodies, and how to look after themselves e.g. healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 5.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children receive drugs education and sex and relationship education appropriate to their age through Science and PSHE curriculum lessons.
- 5.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 5.5 Our school promotes the spiritual and emotional welfare and growth of the children through the curriculum, special events such as harvest, and through the daily act of collective worship.
- 5.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

## **6 Healthy schools**

- 6.1 This school has always promoted a healthy lifestyle with its pupils. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children.

## **7 School meals**

- 7.1 Our school provides children the chance to have a hot vegetarian meal at lunchtimes. We do all we can to ensure that the meals provided have a suitable nutritional value.
- 7.2 At lunch times children bringing their own packed lunch or eating a hot school lunch are all provided with a suitable place to eat, and we supervise them during this time.
- 7.3 Our school promotes a healthy lifestyle and encourages parents to pack a healthy lunch for their child each day. We discourage the eating of sweets and chocolate in school.
- 7.4 At break times children are encouraged to eat a healthy fruit snack. Sweets and crisps are not allowed at snack time.
- 7.5 Children in the Foundation Stage are offered a free drink of milk each day.

## **8 School uniform** (see School Uniform policy)

- 8.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours.
- 8.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.
- 8.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

- 8.4 We ask parents and carers to equip their children with the necessary uniform and equipment. If parents have difficulty providing the correct school uniform or equipment, second hand uniform will be provided if available or assistance from the scholarship fund may be given.
- 8.5 If a child repeatedly attends school without the correct uniform, we will request that parents and carers make sure their child attends school correctly dressed.
- 8.6 We do not allow 'extreme' hairstyles, or the sort of appearance that is likely to draw attention.
- 8.5 On grounds of health and safety, we do not allow children to wear any jewellery.

## **9 Child protection** (see Child Protection policy)

- 9.1 The named person with responsibility for child protection in our school is the headteacher. We follow the procedures for child protection as per our child protection policy.
- 9.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the designated child protection officer about their concerns.
- 9.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Local Safeguarding Children's Board (LSCB). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 9.4 All adults working in our school have enhanced DBS checks, that are regularly updated, to ensure that there is no evidence of offences involving children or abuse. This also applies to all adults having significant contact with children in school, including volunteers and visitors.
- 9.5 All adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **10 School security**

- 10.1 While it is difficult to make the school site totally secure, we do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, and other consultants).
- 10.2 We require all adult visitors 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.
- 10.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 10.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

## **11 Safety of children**

- 11.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Protective clothing should be worn where needed and equipment being used checked prior to use. If a teacher has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.
- 11.2 We do not take any child off the school site without the prior permission of the parent.
- 11.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid equipment box in the top kitchen drawer and above the door in the reception area. All staff at the school are trained in paediatric first aid with Samantha Sellars as the designated first aider.
- 11.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 11.5 We record all incidents involving injury in the school accident book and inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We check these numbers annually, but ask that parents/carers inform us when contact details change.
- 11.6 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

## **12 Accidents**

### **12.1 Investigation**

All accidents which occur on the school premises, whether or not they result in injury, should be reported to the Headteacher and the safety representative. As soon as possible after the accident a detailed investigation is conducted to try to establish the causes. The Headteacher ensures that any necessary remedial or protective action is taken to prevent recurrence.

### **12.2 Recording and Reporting**

Full details of all accidents/incidents are recorded in an accident file. In addition details of injuries to employees are also entered.

The head teacher will report immediately the following incidents to the Health and Safety Executive:

- i. Major injury or condition or death of an employee while at work, or death of an employee within a year as a result of a work incident;
- ii. Major injury or condition or death of a visitor, pupil, etc while at a workplace or as a result of workplace activities;
- iii. An employee suffering one of the scheduled notifiable diseases;
- iv. Injuries to an employee resulting in absence from work for more than 7 consecutive days after the day of the incident (note that the day of the accident is not included);
- v. Certain scheduled dangerous occurrences (e.g. the collapse of part of a building or scaffolding,) whether or not injury is caused;

Incidents in categories i, ii & v. will be reported to the HSE by telephone, followed by submission of written details on Form F2508 within seven days.

**12.3 'Major injuries or conditions' are:**

- i. Fracture of the skull, spine, pelvis, any bone in the arm or wrist (but not the hand) and any bone in the leg or ankle (but not the foot);
- ii. Amputation of a hand, foot, finger, thumb or toe, or part thereof if the joint or bone is severed;
- iii. The loss of the sight of an eye or a penetrating injury or a chemical or hot metal burn to the eye;
- iv. Any injury or acute illness requiring immediate medical treatment, or if consciousness is lost, as a result of an electric shock, electric burn, lack of oxygen or exposure to a substance;
- v. Acute illness requiring medical treatment where there is reason to believe that it resulted from exposure to a pathogen or infected material;
- vi. Any other injury that results in the casualty being admitted immediately into hospital for more than 24 hours.

Fatalities and major injuries to pupils and staff occurring on school sponsored or controlled activities away from the school will be reported if the accident arose out of, or in connection with, such activities.

**13 Fire and other emergency procedures** (see Fire Evacuation policy)

- 13.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms and are explained to pupils and staff. Fire exits are all clearly marked and fire extinguishers available at each exit. Fire drills are held at least each term. All staff are responsible for ensuring fire exits are kept clear and reporting potential fire hazards.
- 13.2 Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes regular visual inspection of fire extinguishers, and the testing of the fire alarm system and annual fire fighting equipment inspections.
- 13.2 A fire logbook is kept by the safety officer which records:
  - Information on fire equipment and it's maintenance;
  - Dates and details of tests, drills and actual fires:
  - Information on training given to staff.

**14 First Aid** (see also the policy for First Aid)

- 14.1 First aid will only be administered by qualified first aiders and parents informed of the injury and treatment given through a completed accident and injury records sheet given to the child. A record of all accidents and treatments is kept in the school accident and incident file.
- 14.2 For more serious injuries/illnesses, the parents/guardians must be contacted so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian immediately.
- 14.3 The school's designated First Aider is: Samantha Sellars. Other staff members have paediatric first aid training and attended annual training for conditions such as asthma, epilepsy, the use of an epipen where needed.
- 14.4 The dedicated First Aid Station is in the kitchen and portable First Aid kits are available above the door in the reception area. A bed is available from the music room when needed.

- 14.5 Portable First Aid kits are taken on educational visits and a qualified First Aider goes on all educational visits.

**15 Medicines** (see also the policy for Medication)

- 15.1 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be asked to visit to administer the medication themselves (after first reporting to the office) or fill in a medication consent form giving staff permission to administer the prescribed medicine.
- 15.2 Where children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a labelled container. Medication will be kept securely in the medicine cabinet in the headteacher's office. Records will be kept of all medication received and administered by the school.
- 15.3 Staff involved in administering medication such as Epipens or emergency medication for epilepsy will receive training usually from the school nurse.

**16 Infectious diseases**

- 16.1 Any occurrence of the following diseases will be reported to the local authority Medical Officer for Environmental Health: diphtheria, hepatitis A, measles, meningitis, poliomyelitis, scarlet fever and other streptococcal infections of the nose and throat, tuberculosis, dysentery, food poisoning, non specific gastroenteritis, typhoid and para typhoid fever.

**17 Hygiene precautions**

- 17.1 Both staff and pupils are encouraged to maintain high standards of personal hygiene. Soap, warm water and a means of drying hands are be available in sanitary accommodations and classrooms, and pupils are encouraged to use them;
- 17.2 Staff should ensure that any cuts or broken skin are covered with waterproof or other suitable dressings while at work;
- 17.3 Particular care should be taken when dealing with bleeding or other cases of spillage of body fluid. Disposable aprons and plastic gloves should be worn and on completion of cleaning, hands should be thoroughly washed.
- 17.4 Infected waste must not be placed in dustbins, but in the appropriate disposal bins.

**18 Educational visits** (see also the policy for Off-Site Visits, Transportation & Risk Assessment))

- 18.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. All trips must be risk assessed prior to the event.
- 18.2 The Trip organiser/leader ensures that there is adequate information on safety and emergency procedures and that other supervisors are fully briefed;
- 18.3 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

**19 Internet safety** (see also the Acceptable Use and E-safety policy)

- 19.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant

supervision, and use only a filtered service and selected links. Parents and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

## **20 The health and welfare of staff**

- 20.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we will address in our CPD policy.
- 20.2 All staff will receive induction training from the safety officer prior to starting work.
- 20.3 We also pay attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.
- 20.4 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with BUC and police advice.

## **21 Manual handling**

- 21.1 Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

## **22 Asbestos**

- 22.1 An asbestos register is held by the Headteacher and Administrator in the headteacher's Office.
- 22.2 All staff are informed of asbestos being present in the school, the location of the asbestos and their role in ensuring a safe working environment is maintained.
- 22.3 All contractors working on the site are made aware of the presence of asbestos in the building and that safe working practices must be adopted. Any work likely to affect asbestos-containing materials should be carried out by a qualified person, after consultation with the asbestos co-ordinator for the school - Mrs Rees.
- 22.4 All staff and contractors are required to sign the relevant acknowledgement form in the asbestos register.

## **23 Electrical testing**

- 23.1 All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

## **24 The control of substances hazardous to health**

- 24.1 The control of Substances Hazardous to Health regulations require employers to have a formal assessment made of the risks that might arise from the use at work of substances defined as hazardous to health.
- 24.2 All substances considered harmful to health are locked in the cleaner's cupboard. The contract cleaner completes a COSHH assessment sheet for substances used in school, compiling and maintaining a list giving details of these substances.

## **25 On site vehicle movements**

- 25.1 The school drive and car parking is at the front of the school building which is only accessed by children at the start and end of the day and whilst going on trips and visits.
- 25.2 Staff where possible should arrive and leave before and after children to reduce risk. Where this is not possible staff should be aware that children may be present on the drive and in the car park and exercise due care and attention.
- 25.3 When taking pupils out on trips and visits staff must ensure pupils are supervised appropriately when walking up and down the school drive.
- 25.4 Contractors needing to access the rear of the premises to load/unload equipment, can only gain access by contacting a member of staff who will open the gate and supervise them.

## **26 Monitoring and review**

- 26.1 The governing body conducts yearly inspections of the premises, with the object of keeping the school environment safe.
- 26.3 The headteacher implements the school's 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. The headteacher will report to governors annually on health and safety issues.
- 26.4 This policy will be reviewed at any time on request from the governors, or at least once every three years.

**Signed:**

**Date:** January 2010

Reviewed: October 2013