

## HEALTH AND SAFETY POLICY

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'

*Psalm 106:3*

**School/Academy Name: St. Matthew's C of E Primary School**

Date agreed by LGB	Review Date	Signed Chair of LGB
Feb 19	Spring 20	

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## 1. Introduction

### 1.1 Statement of Intent

Health and safety is an important consideration for our academy. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

### 1.2 Responsibilities

The Local Governing Body (LGB) shares with CDAT overall responsibility for health and safety. For its part **the LGB will:**

- Ensure health and safety has a high profile;
- Ensure adequate resources for health and safety are available;
- Consult staff and provide training opportunities;
- Monitor and review health and safety;
- Compliance with statutory requirements/regulations.

The Principal will:

- Develop a health and safety culture throughout the academy;
- Take day to day operational decisions;
- Ensure staff are aware of their responsibilities;
- Update governors;
- Draw up health and safety procedures;
- Monitor effectiveness of procedures.

All staff will:

- Support the implementation of health and safety arrangements;
- Take reasonable care of themselves and others;
- Ensure as far as is reasonably practicable that their classroom or work area is safe;
- Report shortcomings to the academy office so they can be recorded in the Site Maintenance Record Book.

### 1.3 General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the academy site.

When contractors are on site they are expected to follow academy safety procedure. The Site Manager, Business Manager or Principal will liaise with contractors as appropriate.

A yearly check will be carried out by a governor, the Site Manager and the health and safety representative (School Business Manager) to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

### 1.4 Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis. Staff will report any problems at the weekly briefing meeting.

The Site Manager will monitor academy grounds and premises daily.

Monitoring by governors will be via the Faith and Community Committee and the Principal's Report.

The policy will be reviewed annually.

## 2. Equipment

Any equipment in the academy should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Administrative staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to the academy without the agreement of the Principal.

Electrical equipment will be tested regularly, and at least annually. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Portable appliance testing (PAT) undertaken annually with dated labels.

Electrical sockets should be switched off before a plug is removed.

Firefighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

## 3. Curriculum - Use of Resources

The subject leader for science, ICT, technology, art and PE is responsible for disseminating specific information to staff and pupils.

In addition, the following have higher risk aspects:

- Science
- Art
- Design and Technology

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

### 3.1 PE

#### 3.1.1 Clothing

All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the Academy Handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### **3.1.2 Jewellery**

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

### **3.1.3 Lifting and Moving**

Each child should be taught how to lift and move PE equipment. Techniques should be revised at least each year with new classes.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

## **4. General Safety**

### **4.1 Academy Building Access**

In order to improve safety for everyone in the academy, measures have been taken to restrict access into the academy building. Children may use the Buckley Street entrance for reception and infants, the York Street entrance for juniors and the main school entrance on Bowdon Street for nursery. The gates are locked at 9.00am and after this time late arrivals should enter via the main entrance. All visitors must report to the academy office and sign in using the electronic sign in system where they will be issued with a visitor's badge. All visitors must sign out when leaving the academy site/building.

Any adults on site who do not work in the academy and who are not wearing a visitor's or CDAT badge must be reported to the academy office.

The main entrance is locked, allowing access on request from the academy office.

### **4.2 Vehicles**

Parents collecting children who are injured or unwell should park safely and not cause an obstruction. Staff cars should be parked in the car park. Delivery vehicles should park safely and not cause an obstruction.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not cause an obstruction.

### **4.3 Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to be on site as well.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of academy hours.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

#### **4.4 Key Holder Safety during Call Outs**

Key holders on call out should be mindful of their own safety.

The key holders are: Totally Local Company (Control Centre 0161 474 5555)  
Principal  
Vice Principal  
School Business Manager  
Site Manager

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site, they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

#### **4.6 Fire Safety**

The academy will provide a safe and healthy working environment with respect to fire safety with the FRA (Fire Risk Assessment) being annually reviewed and maintained.

#### **4.7 Evacuation Procedures**

Evacuation procedures are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the academy site plan, which is visible in each classroom, the school library, staff room and other general purpose rooms.

#### **4.8 Water Hygiene**

Legionella testing is carried out monthly, full water hygiene testing is carried out yearly

### **5. Supervision of Children**

#### **5.1 Academy Hours**

Breakfast club is open daily 7:45am to 8:50am

##### **Key Stage One**

Morning Session 08.50am – 12.15

*Morning Break 10.45am – 11am*

Afternoon Session 1.15pm - 3.15pm

*Afternoon Break 2.30pm – 2.45pm*

##### **Key Stage Two**

Morning Session 08.50am – 12pm

*Morning Break 10.45am – 11am*

Afternoon Session 1pm – 3.15pm

Unless children are attending breakfast club, they should not arrive at the academy before 8.45 a.m. or after 9.00 a.m. After school-clubs, when running, are normally between 3:15pm and 4:15pm.

## 5.2 Office Hours

The academy office is open 8.30am to 4pm.

## 5.3 Duties

A member of staff needs to be around the playground area to supervise children arriving for academy. The bell is rung at 8.50am and again at 9.00am

At 3.15 p.m. the class teachers supervise the children leaving academy.

At break times at least two members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

**Outdoor Duty:** the staff on duty covers the playgrounds. The bell should be rung promptly at the end of break.

**Indoor Duty:** If it is a wet morning playtime, staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All staff not on duty (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

## 5.4 Lunch-time Supervision

The Mid-day Supervisor is responsible for the organisation and management of lunch times, and works with a team of Mid-day Assistants.

The Principal and Vice-Principal also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by an adult.

## 6. First Aid

### 6.1 Health and Accidents to Children or Staff

Academy staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The academy has trained first aiders, five of which are paediatric first aid trained – currently; Beth Beecher, Karen Beard, Nicola Brown, Rachel Campbell, Elizabeth Chilvers, Eilish Gallagher, Faye Garner, Helen Hardman, Alison Hardy, Andrea Hobson, Jane Phelan, Nicola Hutchinson, Clare Henry, Gail Harper, Tahmina Jahid, Sarah Smith, Shazia Yaseen, Amy Morgan, Rebecca Worgan.

Sufficient staff have regular first aid training.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

There are two first aid back packs for academy journeys stored in the office, as well as other items required to be on hand during a journey.

Mid-day Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the academy to check the child themselves or leaving the child to recover and return to class.

A note should be made in the pupil accident record, which is kept in the classroom, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child who goes home should be recorded as having done so and the class teacher informed. Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the Business Manager's office.

## **6.2 Medication Policy**

If a child requires prescribed medicines whilst in the academy, the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge in the staff room or in the medicine box in the school office.

All medication, except inhalers, must be recorded when taken on the appropriate '*Administration of Medicines/Treatment*' Form, which is kept in the school office.

It is the responsibility of the class teachers to ensure children have access to inhalers/medicines on any off-site visits.

## **6.3 Allergies**

All staff will be made aware of any children who suffer from an allergy. Class teachers are issued with lists informing of any medical issues concerning children. The academy has identified those able to administer adrenaline via an Epi Pen when necessary.

## **6.4 Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow the National Health Association on advice/reporting of diseases. This advice is available on the staff room wall and the office wall. If in doubt we contact the school nurse.

## **6.5 Head lice**

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

# **7. Staff Health and Welfare**

## **7.1 Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Principal, senior staff or the academy's health and safety representative (School Business Manager) as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to all employees through Occupational Health

A list of emergency contact names and phone numbers for all staff is held in the school office.

## **7.2 Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the office adjacent to the staff room.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Information on safe lifting techniques (Manual Handling) is provided every three years with new employees being trained as and when sufficient numbers warrant an in house training course.

### **7.3 Violence**

Staff should always take steps to minimise the possibility of violence in the academy.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### **7.4 VDU Operators**

Administrative staff using VDUs should vary their work routines and follow guidance on regular eye tests.

## **8. Off Site Activities**

Please also refer to separate Visits and Trips policy.

Any visit off site must be approved by the Principal.

For any visit to take place off the academy site, a letter home requesting permission is required. When children join St Matthew's parents are asked to sign a form giving their permission for visits within walking distance of the academy. Also, at the start of the year parents are asked for emergency contact details to be used in an emergency.

One copy of the official list of the children and adults in the party on an academy visit and their contact numbers must be kept in the academy office. The list(s) should also include the registration number of any vehicle(s) involved. If the party is travelling on two or more coaches, it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil: adult ratio recommended in the Academy Trips Policy for the activity must be met.

Where transport is by car (either teacher or parent) each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. All staff must have business purposes insurance. If it is the intention to change vehicles for the return journey, the academy must also know that car registration.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

- All coaches hired by the academy will have seat belts fitted; adults should ensure that they are used.
- Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.
- Children should not sit in the front seats of the coach or in the centre back seat.
- Children should not be seated by an emergency exit.
- Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First Aid Kit (containing official list of adults and children on the party, plus the academy name and telephone number); drinking water and beaker; paper towels and tissues; and 'sick bags'.

NB: The office staff to notify class teacher if a parent calls to advise their child needs their inhaler(s) but it is the class teacher's responsibility to ensure children have access to inhalers and their medication where necessary.

## 9. Critical Incidents

The academy has in place contingency measures for critical incidents. Please see the Critical Incident Plan.

## Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>Health and Safety</b>	Legal compliance with HSE regulations	<b>Previous policy being replaced by this policy</b>		✓

This policy affects or is likely to affect the following members of the school/academy community (✓)	Pupils	School/academy Personnel	Parents/carers	Governors	School/academy Volunteers	School/academy Visitors	Wider School/academy Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups																		Conclusion							
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓	
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓	

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.													
<b>Preliminary EIA completed by</b>				<b>Date</b>		<b>Preliminary EIA approved by</b>				<b>Date</b>				

## Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	✓			
• Policy in line with current legislation				See amendments
• Coordinator in place	✓			
• Nominated governor in place	✓			
• Coordinator carries out role effectively	✓			
• Principal, coordinator and nominated governor work closely	✓			
Policy endorsed by LGB	✓			
• Policy regularly discussed at meetings of the LGB	✓			
• School/academy personnel aware of this policy		✓		
• School/academy personnel comply with this policy	✓			When they've seen it
• Pupils aware of this policy		✓		
• Parents aware of this policy		✓		
• Visitors aware of this policy		✓		
• Local community aware of this policy		✓		
• Funding in place	✓			No specific funding allocated to Health and Safety
• Policy complies with the Equality Act	✓			
• Equality Impact Assessment undertaken	✓			
• Policy referred to in the School/academy Handbook				Not seen by CM at time of reviewing policy
• Policy available from the school/academy office		✓		
• Policy available from the school/academy website		✓		
• School/academy Council involved with policy development		✓		
• All stakeholders take part in questionnaires and surveys		✓		
• All associated training in place	✓			
• All outlined procedures complied with	✓			Will be when policy confirmed and issued to stakeholders
• Linked policies in place and up to date	✓			Will be when policy confirmed and issued to stakeholders
• Associated policies in place and up to date	✓			Will be when policy confirmed and issued to stakeholders
Policy approved by CDAT				
• Nominated Director in place				
• Annual report of the effectiveness of policy and provision received from LGB;				
<b>A statement outlining the overall effectiveness of this policy</b>				
Until this policy has been fully revised and approved by the Governors – the previous Health and Safety policy is to be retained.				