



A member of  
the **bdot** family

## **EAST MORTON CE PRIMARY SCHOOL**

### **Health and Safety Policy**

**COVID-19**  
Please refer to the COVID-19 Risk  
Assessment for additional guidance

## **General Statement of Health and Safety Policy**

This Policy statement is subsidiary to BDAT's health and policy statement and is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The Schools Governing body along with the Schools Senior Leadership Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the Schools governing body and Senior Leadership Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the school, the governing body will, within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

Signed: 

Date: 15<sup>th</sup> October 2020

*Chair of Governing Body*

Signed: 

Date: 15<sup>th</sup> October 2020

*Head Teacher*

# **East Morton CE Primary School Health and Safety Policy Document**

## **School Vision**

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

## **Core Values**

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice

## **Rationale**

The Governors at East Morton Primary School recognise the duties and obligations of the Health & Safety at Work Act 1974 and the additional responsibilities placed on us by the 1992 Health & Safety Regulations.

The Health & Safety Policy at East Morton School is designed to cater for the health, safety and welfare of all children, staff and all persons on the premises.

## **Responsibilities**

### 1. All members of Staff

All members of staff including ancillary workers are responsible for the health, welfare and safety of pupils, staff or persons under their immediate responsibility. It is their responsibility also to report any hazards or potential risks to the Headteacher who will then take appropriate action.

NB. The Health & Safety Representative is the Headteacher and the School Business Manager has delegated responsibility

### 2. First Aider

- a) All injuries on the premises requiring First Aid to report to a Qualified First Aider.
- b) All First Aid equipment to be maintained by the lead Qualified First Aider.

### 3. A Nominated Governor

A nominated Governor will make an annual inspection of safety arrangements with the Headteacher and School Business Manager and make a report to the Governing Body.

### **Headteacher or Delegated Responsible Person's Specific Responsibilities**

1. To inform the Governing Body on the Health, Safety and Welfare matters within the school.
2. To assist the Governing Body in the finance arrangements for Health, Safety and Welfare within school.
3. To make him/herself available to attend meetings on health and safety matters.
4. To maintain the Health and Safety file.
5. To inspect the school every term (in conjunction with the Health and Safety Governor) to satisfy him/herself that safety measures are being maintained and arrange for shortcomings to be rectified.
6. To be responsible for the effective implementation, communication and training of the school's staff.
7. To investigate all accidents and dangerous occurrences reported and where necessary take action and also inform Governors of findings.
8. The Headteacher is empowered to make decisions without direct reference to the Governing Body where he/she considers it important that matters are dealt with urgently.

### **Governors' Specific Responsibilities**

1. The overall responsibility for the Health & Safety & Welfare within the school and for any finance arrangements necessary.
2. For there to be an annual audit of Health & Safety within the school carried out and a report made to the full Governing Body.
3. To liaise with the Headteacher on Health & Safety matters.
4. To include Health & Safety matters as an agenda item on Governing Body meetings.
5. To make appropriate arrangements for any special risks that may occur in school. To ensure risks assessments are carried out periodically by the Headteacher.
6. For continuous or serious breach of Health & Safety rules will consider appropriate disciplinary action in accordance with agreed procedures against employees who fail to carry out their duties and obligations under the Health & Safety Policy at East Morton CE Primary School.

A nominated Governor will take responsibility for representing the Governing Body in Health & Safety.

NB. This policy will be reviewed annually when any adjustments necessary will be made.

### **Arrangements for Implementation of Policy Document at East Morton CE Primary School**

All staff to be made aware of all related health and safety policies; new members of staff, students and other people working in the school will be made aware of the policy on their induction.

All documentation regarding testing and maintenance to be kept with the premises records in the Caretaker's room.

Health and Safety issues to be reported to the governing body at governor meetings.

This policy to be reviewed annually by the Governing body.

**Fire/Bomb/Invacuation and Lockdown procedures are detailed in the Dealing with an Emergency Plan.**

## **Administration of Medicine**

Medicine will not be administered to any child unless a "Parental Agreement for School to Administer Medicine" form has been completed and signed. These forms are kept in the office and medicine should be stored appropriately. Unless agreed with the Headteacher, only prescribed medicine will be administered. Medicine should only be administered by office staff, the Headteacher or designated first aider; before administering medication, the form should be checked to ensure the correct dosage is administered at the correct time. Once administered, the form must be updated immediately and a separate slip will be completed to take home to inform parents.

Further guidance is available at:

[www.bradford.gov.uk/scsafety/education](http://www.bradford.gov.uk/scsafety/education)

[www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk)

## **Anaphylaxis**

Care plans will be reviewed annually by the school nurse and teachers made aware of any child in their class who may require epipen administration. The school nurse will train staff annually.

Epipens must be kept in the cupboard in the office. It is the responsibility of parents to ensure these are within date.

An epipen trained member of staff must accompany any child requiring epipen administration on school visits.

Further details and guidance can be found on the T-Drive – policies – Administration of Medicines and also at [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

## **Asbestos**

An asbestos file is kept in the site office which reports on where there may be a risk of asbestos in school – staff should all make themselves aware of this.

## **Asthma**

A register of children who suffer from asthma and require inhalers is kept by the school office. All inhalers are kept in school in the medicine cupboard in the office, bagged and labelled correctly. It is the responsibility of parents to ensure these are within date.

Inhalers should be administered by the child where appropriate and overseen by the office staff or designated first aider. Once administered, the form must be updated immediately and a separate slip will be completed to take home to inform parents.

Children are to be reminded to take inhalers on visits and also to PE lessons especially if these are in the games area. Younger children may need to be reminded to take pre-exercise medication.

All inhalers will be sent home for cleaning and an expiry date check at the end of every term.

Parents will need to complete the 'Asthma sign off sheet' if a child ceases to need an inhaler in school and all records will be changed as necessary.

## **IN THE EVENT OF AN ASTHMA ATTACK**

1. Make sure that the inhaler is taken promptly.
2. Stay calm and reassure the child. Try to offer comfort but do not put an arm around the child as this may restrict breathing.
3. Allow the child to find the position which suits them best (ie. do not tell them to lie down).
4. Encourage the child to breathe slowly and deeply.
5. Repeat the inhaler after 5 minutes if there is no improvement.

## **MEDICAL HELP**

The senior person in school should take the decision to call for a doctor or ambulance if:

1. The child is distressed and unable to breathe.
2. The child's lips turn blue.
3. The child is exhausted.
4. The child is no better after 15 minutes.

Further details and guidance can be found at [www.asthma.org.uk](http://www.asthma.org.uk)

## **Contractors and Grass Cutting**

All contractors working on site should report to the school office and sign in the visitor's book. They need to be given a form C1 on their first visit, Information for contractors on site. A separate Risk Assessment should be completed for large works. The Asbestos register should be shown where appropriate and any other relevant file regarding health and Safety. Contractors working with hot equipment will not be allowed to work on site whilst children are in attendance unless in an emergency and with the permission of the Headteacher. Arrangements will be made to ensure the safety of all children and adults in such cases.

## **Dining tables**

These must be stacked and secured against the wall; benches must be stacked in a way to provide extra security against the tables falling.

## **Educational Visits**

The school has an appointed Educational Visits Co-ordinator (EVC).

All planned visits must be approved by the Headteacher; residential visits are to be approved by the governing body.

The visit leader is responsible for ensuring that all arrangements have been put in place appropriately; a visit checklist must be completed for each visit. This is held by the school office.

Risk assessments should be completed by the visit leader and handed to the EVC.

Parental permission slips must be received for every child undertaking the visit; each year, permission to walk around the locality forms are to be updated and filed in the office.

The minimum level of supervision is 10:1 for most trips but aim to have a much better ratio if possible with at least 8:1 Key Stage 1 children and 4:1 wherever possible for EYFS.

All visits are insured through the school's own insurance. If a teacher's own car is used to transport children, the teacher involved must ensure that insurance cover is valid. Staff must ensure that all drivers are covered by their insurance to take children to venues. Children under

135cm tall must use a booster seat whilst travelling in cars. (Spares are available in the stock room)

A trained first aider should be present at any out of school activity as far as this is possible. First aid packs should be taken on all visits. Paediatric first aider must be present on all Foundation and KS1 visits.

Further guidance regarding school visits can be found in the staff handbook and also at [www.bradford.gov.uk/scsafety/education](http://www.bradford.gov.uk/scsafety/education)

### **Electrical Testing**

Electrical testing to be carried out annually in accordance with statutory guidance.

***Fire/Bomb/Invacuation and Lockdown procedures are detailed in the Dealing with an Emergency Plan.***

### **First Aid**

The school has designated first aiders and paediatric first aiders; their names are prominently displayed in the office and around school. Other members of staff hold emergency first aid certificates. A trained first aider should be present at any out of school activity as far as this is possible. First aid packs should be taken on all visits.

It is the responsibility of the designated first aiders to monitor and update the content of first aid boxes. Further guidance on the content of boxes can be found at [www.bradford.gov.uk/scsafety/education](http://www.bradford.gov.uk/scsafety/education)

Parents must be informed as soon as possible by phone of all head or groin injuries and of any injury of a serious nature. The appropriate letter must also be sent home.

Serious incidents are reported to the EBM who will report RIDDOR where applicable.

### **PE**

Teaching staff should be aware of the rules pertaining to safety in PE - refer to the guidelines of *Safe Practice in Physical Education and School Sport* (7<sup>th</sup> Edition), as published by the Association for Physical Education (afPE). Only qualified teachers and those staff judged to be suitably competent are permitted to take PE lessons; ITT students must be supervised by a teacher.

Whilst the equipment is checked annually, staff must ensure that all apparatus is securely locked in position before use and safely put away after use. It is also important to ensure that the children are out of harm's way whilst the equipment is being put out for use.

### **Photography - Use of photographs and photographing & recording school events**

When children are admitted to the school, parents are requested to give permission for photographs to be used on the school website and publications. A copy of this list is kept in the office.

Parents are requested to only take photographs of their own child (and their friends with their own parents' permission) at the end of school events. Any parent wishing to record assemblies or productions must sign before the event; a form is available in the school hall at each production.

## **Positive Handling and Team Teach**

Where children display difficult or challenging behaviour, adults must follow the behaviour policy and physical restraint policy. They should use strategies appropriate to the circumstance and situation. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed. Only those staff who have been team teach trained should use physical restraint. A list of trained staff is displayed in the staff room.

Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties. Only in these circumstances should an adult deviate from the behaviour management policy of the school/service.

## **Risk Assessments**

Periodic risk assessments for all areas and aspects of school will be carried out by the appropriate people. These include those for educational visits, classrooms and outside areas, all aspects of EYFS, the school building including access. Risk assessments will be reviewed and monitored by the Headteacher, Executive Business Manager and Health and Safety Governor as part of their termly audit of Health and Safety.

## **Safety Rules Pertaining to Children**

- Staff are reminded that no teacher or classroom assistant should leave a class or group without ensuring the presence of another adult. Please send a child to request assistance from either a non-teaching assistant or Headteacher using the green (not urgent) or red (urgent) hand system. Where possible the two-way radios must be used.
- Similarly, staff are reminded that when the bell rings at the end of playtime or dinner time, they should go at once to supervise the children coming back into school.
- Reception and KS1 staff should frequently reinforce the rule that children in that class should not leave the school building at 12 midday or 3.15pm unless it is with a known adult.
- No child must be sent to escort a stranger anywhere in the building. Please send a child to contact either the Head or the office or alternatively give the visitor directions to either of the offices.
- Within school, children should be encouraged, indeed are expected, to behave in an orderly and courteous manner at all times. They must learn that it is important to walk within the building and not run.

## **Safety Rules Pertaining to Adults**

- All registers will be marked at the beginning of each session and at any time immediately after the evacuation of the premises. Registers are sent up to the office after registration and taken outside by office staff in the event of the fire alarm going off.
- Staff should sign in and out of the building in the register held in the office.
- All staff will be trained once a year in school safety policy and procedures. Each member of staff should familiarise him or herself with the procedure to be followed in the case of fire or explosion.
- Staff should not use ladders unless trained to do so.
- The maintenance of records will be in line with statutory guidance.

- All electrical, gas, mechanical appliances and other equipment to be checked at regular intervals by the appropriate contractors and records of services kept on file. All faulty machinery/equipment will be taken out of service immediately.
- All visitors/contractors are to report to the office on arrival and departure to be signed in and out of the visitors' book
- All parents, visitors and personnel working in the school on a short term basis are to be informed about emergency procedures and general safety procedures (the Headteacher or teacher supervising those persons to be responsible for giving the necessary information).
- All members of staff have a duty to ensure that all visitors have the appropriate safeguarding checks, ie DBS checks. When staff are arranging for a visitor to school they should be asked to bring their DBS certificate and photographic i.d. This is checked at the office upon arrival.
- All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known or that visitors are made aware of such risks.
- Dangerous substances and hazardous materials will at all times be kept in a suitable place under lock and key and may only be used under the direction of the Headteacher and only when appropriate training has been given. Refer to COSHH Manuals/Hazard Data Sheets.
- Smoking is not permitted on the school premises at any time nor by the school gates.
- No dogs are allowed in the playground at any time.
- All staff and Governors are to feel free at any time to make suggestions to the Headteacher which may improve the health and safety of persons in their work place so that appropriate suggestions may be placed before the Governing Body.

## **Science**

Teaching staff should be aware of the rules pertaining to safety in science - refer to CLEAPSS – the Consortium of Local Education Authorities for the Provision of School Science. This is available at [www.cleapss.org.uk](http://www.cleapss.org.uk)

## **Security locks**

All doors are fitted with security locks; access into the school can only be gained by the buzzer on the front door, which is also covered by a security camera. All visitors to school should be signed in the visitors' book and wear the appropriate badge. All doors should remain closed except during playtime when they should then be monitored.

## **Sun Protection**

Parents are asked to ensure their children are adequately protected with sun cream before coming to school; those children who are able to can apply their own sun cream. Staff can apply a child's own sun cream only with permission from parents. Sun hats are to be worn. In extremely hot weather it may be necessary for children to remain indoors if there is insufficient shade available.

## **Transporting Pupils**

In certain situations eg out of school activities, adults may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Adults must sign and return a volunteer driver's declaration. Any parents transporting children 3 times or more in one month must have an enhanced DBS check.

All adults who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy appropriately insured and that the maximum capacity is not exceeded. All passengers should wear seat belts and where required (children less than 135cm tall) children should use booster seats.

It is inappropriate for adults to offer lifts to a child or young person outside of their normal duties, unless this has been brought to the attention of the Headteacher and has been agreed with parents/carers.

Adults should not have only one child in their car; if such situations arise, they must inform the Headteacher.

There may be occasions where the child requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents /carers.

## **Vehicle Access**

- Only staff and other authorised people may bring their cars into the lower car park.
- The upper car park may be used by parents for evening functions to reduced congestion for our neighbours.
- Parents are discouraged in the use of the gateway as a turning area.
- Parents will be annually reminded via a letter home not to park within the hatched areas and will be encouraged to adopt a responsible attitude towards parking and driving near the school.
- The pedestrian entrance gate to the car park must be kept closed at all times as delivery and refuse vehicles use the car park during the school day.
- No vehicle or other motorised access is permitted to the play areas or grass areas during the school day unless granted by the Headteacher.

## **Further information, guidance and documents**

Further advice on Occupational Health Services, work related stress, violence to staff, manual handling, management of asbestos, the control of hazardous substances and slips and trips can be found at <http://www.bradford.gov.uk/hands/>

All Health & Safety Manuals are held in the Caretaker's room or staffroom; the BLUE Risk Assessment file is in the office. Risk assessments for visits are held on the t-drive and in the Headteacher's office.

RED Electricity at Work Log Book  
YELLOW COSHH Manuals for Caretaking  
RED Safety in PE

**Related Health and Safety and Well Being Policies/Documents:**

Violence and Aggression at Work Policy  
Personal Emergency Egress Plans – guidance  
Stress Management Policy  
Emergency Management Plan  
Asthma Policy  
ICT & Social Media Policy  
Safeguarding and Child Protection Policy  
Behaviour Policy  
Physical restraint Policy  
Compliance Documents including Fire and Fire Risk Assessment  
Health & Safety Action Plan

To be signed by the Head & Chair of the Governors in recognition of their commitment to Health and Safety in school.

Signed:



Date: 15<sup>th</sup> October 2020

*Chair of Governing Body*

Signed:



Date: 15<sup>th</sup> October 2020

*Head Teacher*