



Health & Safety Policy

September 2016

Harehills Primary School actively promotes equality of opportunity for all staff, governors, pupils and parents, creating a harmonious learning community where all can succeed

The Governors at Harehills Primary School recognise and accept their responsibility to provide a safe and healthy environment for all staff, pupils and visitors.

The school will operate within the structure and framework of Leeds City Council and will apply all appropriate health and safety instructions and advice issued by the council.

The governing body accepts Leeds City Council Health and Safety Policy and will comply with the Control of Substances Hazardous to Health Regulations 2002.

The governing body will be notified of and give careful consideration to school journeys before approving them.

All accidents will be recorded on appropriate accident forms (CF50). These are located in the main office.

Health and Safety Risk Assessments

These will be carried out termly by the Health and Safety Officer. A written report of findings in the termly risk assessment will be provided for the headteacher.

Roles and Responsibilities

1. The overall and final responsibility for health and safety is that of the Headteacher who:

- a) Will ensure that there are regular risk assessments taken in conjunction with the Health and Safety Officer and that matters arising from these risk assessments are dealt with.
- b) Will ensure that the school site is maintained in good order.
- c) Will identify and arrange the regular inspection of equipment and facilities which have health and safety implications.
- d) Will ensure that the governors and the LEA are kept fully informed about defects and accidents and of investigations and action taken in line with local authority policy and guidance.
- e) Will ensure that the school keeps a good safety record.
- f) Will take the day-to-day responsibility of all health and safety matters in school in conjunction with the Health and Safety Officer.
- g) Will liaise with the LEA and governors on all matters relating to Health and Safety.
- h) Will report regularly to the governing body on current issues.
- i) Will ensure that the Health and Safety Policy is monitored, reviewed, implemented and enforced.

- j) Will ensure that all problems relating to health and safety are reported to the governing body and the LEA.
- k) Will ensure that all staff are aware of health and safety issues and procedures. New staff and students starting at the school will be given advice and information relating to health and safety.
- l) Will ensure that staff are aware of the Education Services guidance on blood borne diseases.

- m) Will arrange health and safety training for staff and ensure that adequate time and resources are allocated in order to fulfil their health and safety responsibilities.
- n) Will ensure that there is adequate first aid provision for pupils, staff and visitors both in school and while on school visits.
- o) Will ensure that the governing body is aware of all visits that take children and staff off site.
- p) Will ensure adequate arrangements are in place to appoint competent contractors and provide and share information to ensure health and safety risks are managed.

2. The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer who:

- a) Will report and record areas of concern to the headteacher
- b) Will report and record accidents to any personnel on site and ensure that the appropriate accident forms are completed and an investigation is carried out.
- c) Will produce termly risk assessments for the headteacher and the governing body.
- d) Will record action taken over concerns.
- e) Will assist the headteacher in ensuring that the school maintains a good safety record and that all staff are aware and understand the H&S policies and procedures.
- f) Will attend training courses in the relevant areas of health and safety.
- g) Will assist the headteacher in all areas of health and safety.
- h) Will assist the headteacher in any evacuation of the *school as laid down in the school's evacuation policy*.
- i) Will resolve any health and safety problems referred to them and bring to the attention of the headteacher any problems they are unable to resolve.

3. To ensure health and safety standards are maintained/improved, the Premises Manager will have responsibility to:

- a) Report areas of concern to the school business manager or headteacher.
- b) Assist the headteacher in ensuring that the school maintains a good health and safety record.
- c) Ensure that appropriate action is taken to rectify areas of concern.
- d) *Identify the school's gas, electric and water emergency cut off systems and make sure that they are effectively signed and labelled.*
- e) Attend training courses in areas of health and safety, including the correct use of ladders.

All employees have a legal responsibility to take care of the health and safety of themselves and of others, and to co-operate with the school to help comply with the law.

All Staff will therefore:

- a) Report areas of concern to the headteacher and/or the Health and Safety Officer.
- b) Ensure that their classrooms are safe.
- c) Ensure that fire exits from their classrooms are clear.
- d) Ensure that they are aware of health and safety issues and that rules relating to these issues are adhered to.
- e) Check that all equipment used is safe before use.
- f) Use appropriate safety equipment and protective clothing and ensure the same for the children in their care.
- g) Ensure that for the persons for whom they have a duty of care follow the safety rules, safe systems of work and security procedures.
- h) Take reasonable care of their own health and safety and that of others.
- i) Ensure that personal electrical equipment is not used in school.

First Aid

The school has members of staff designated as First Aiders. These staff will up-date their certificates at regular intervals in order to ensure that they hold a valid certificate in first aid and are up to date with current information and legislation.

In the event of injury to staff, pupil or visitor to the school the advice of a first aider should be taken. Treatment for injury should only be given by a qualified first aider. An incident Report form will be completed in all cases of accidents to staff and children by the First Aider or appropriate line manager.

First aid boxes are located at various points around the school. Staff should be aware of the location of first aid boxes. A first aider will be nominated by the head teacher to ensure that first aid boxes are stocked appropriately and will regularly check them to ensure that this is so.

In all cases of personal injury to pupils the pupil's parents will be informed. In extreme cases where the injury is considered serious enough an ambulance will be called for and the parents informed.

Head Injuries

In all cases of injury to the head a member of staff will contact parents to inform them of the injury and to come in to assess their child. A first aid slip will be provided for the child to take home advising the parents of symptoms to look for if there is cause for concern after a head injury has occurred.

Safety Clothing and Hard Hat

Staff and pupils will have access to suitable protective clothing and equipment and will be actively encouraged to wear it or use it.

Visitors entering the boiler house will be required to wear a hard hat.

Fire Regulations

The school will regularly review procedures for fire prevention and emergency evacuation of the premises.

Please refer to Fire and Evacuation Policy

In Relation to the Playground

The school will ensure that the playground is a safe place for children and staff and risk assessments will be assessed at regular intervals. All playground equipment is under contract to be tested and maintained by the school.

The children will be encouraged to play in a safe and sensible manner with regard to safety for themselves and others.

At break times there will be several members of staff on duty. They will position themselves appropriately to ensure maximum coverage of all areas. Classroom support assistants will also be time-tabled to cover areas of the playground as well as internal areas of the school.

In Relation to Physical Education

Please refer to Health and Safety guidance in the Physical Education Policy.

In Relation to School Visits

1. No school visit will take place off the school premises without the knowledge of the headteacher and the parents.
2. Parental permission will be gained for all visits of school premises and for after school activities.
3. No school visit shall take place without appropriate first aid being available.
4. On out of school activities the ratio of staff to pupil shall be no more than 1:10
5. Qualified teaching personnel will be present on all school visits.
6. All school visits will take into account pupils with special educational needs, especially those with disabilities.
7. There should be no free time on school outings without appropriate supervision.

Lifting and Handling

All staff involved in lifting and handling will be given training in correct lifting and handling techniques.

COSSH (Control of Substances Hazardous to Health)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the premise site managers office. All COSHH materials have a data sheet which is also kept in the file. Staff are reminded at least annually of COSHH materials.

Work Related Violence

This involves any incident where an employee perceives that they have been unacceptably abused, threatened or assaulted by any person that they have come into contact with whilst on school premises. This would include:

- A physical attack
- Serious verbal abuse
- Attack against property
- Animal attack

Prevention and avoidance

- Staff should make the headteacher and other colleagues aware of any potentially violent situations.
- Arguments should be avoided and staff should remain professional at all times keeping control of their own emotions and behaviour.
- Be mindful of where a confrontation may take place giving yourself an exit route.

Reporting Violent Incidents

- All violent incidents must be reported to the headteacher.
- All violent incidents must be entered into the CF50a which is available in the main office and behaviour incidents are logged onto SIMS.

Blood Borne Viral Diseases

Children with blood borne diseases will be treated the same as any other child. Advice and support can be gained through the Education Authority.

Any child entering the school with a contracted blood borne disease will have all records relating to the disease treated with utmost confidentiality.

All staff should be aware of how disease is contracted and what strategies should be put in place to avoid contraction.

The head teacher will ensure that staff are aware of the issues about blood borne diseases and will regularly remind them of care procedures, hygiene, confidentiality and non-discriminatory practices in relation to children and staff.

Hygiene Implication and Practice

This applies to all children, staff and visitors in school:

- In the case of blood loss the person giving treatment should always wear disposable gloves.
- Seek advice of a first aider for appropriate wound dressings.

- All vomit should be cleaned by using appropriate disinfectants. The person cleaning should wear disposable gloves. These should then be disposed of as above.
- Urine and faeces should be cleaned using the same arrangements as for vomit.
- Children should be constantly reminded about the necessity to wash their hands especially after going to the toilet and before eating.

HIV / AIDS

AIDS (Acquired Immune Deficiency Syndrome) is caused by HIV (Human Immunodeficiency Virus), a micro-organism which attacks cells of the immune system. The immune system is to protect the body from infections and diseases. *The term "HIV Positive" is one used when a person has been tested and it has been established that antibodies of HIV are present.*

AIDS is not a specific disease but a syndrome (a collection of diseases) brought about when the immune system is weakened so much it cannot combat diseases effectively.

HIV is transmitted in blood, semen, vaginal and cervical fluids. It can be passed from man to man, man to woman, woman to woman, woman to man and woman to foetus.

Hepatitis

This is a disease caused by a virus. There are several distinct infections which are grouped together and called "*viral hepatitis*", which means *infection of the liver*.

Hepatitis A

This is quite frequently found in schools and is spread by contaminated faeces and poor hygiene.

Hepatitis B

This is a viral infection, more serious than Hepatitis A, because a person can become a carrier. This virus is spread by body fluids e.g. saliva, semen and vaginal fluids and can be passed from one person to another.

Hepatitis C

This has been recently identified and is blood transfusion related.

Hepatitis D

This only affects people who have Hepatitis B.

Hepatitis E

This is not common in this country and is usually transmitted through water.

Sun Protection

SHADE –

Trees and shade structures provided.

Seats and equipment are moved to shady areas.

Organised activities make use of the shade available.

The Governing Body has given the Head teacher authorisation to postpone or cancel events in the case of extreme weather conditions in the name of health and safety.

CLOTHING –

Pupils are encouraged to wear wide-brimmed (or legionnaire style) hats when outside.

Pupils are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged).

School uniform tops and hats offer suitable sun protection.

Teachers and support staff also wear suitable hats and clothing to reinforce role modelling.

SUNSCREEN –

Letters are sent home asking for parental permission for teachers to supervise application of sunscreen.

Sunscreen is reapplied regularly, by pupils, as it can be easily washed, rubbed or sweated off.

Each pupil has their own labelled bottle of sunscreen and teachers will supervise the application of sunscreen as per the instructions on the bottle.

Bomb Threats

In the case of a bomb threat the building should be evacuated using the Fire and Emergency Evacuation Procedure Policy.

Gas Threats

In the case of any gas threats the building should be evacuated using the Fire and Emergency Evacuation Procedure Policy.

Health and safety Personnel Roles and Responsibilities

Overall Responsibility for H&S

Joanne Summerfield

Head Teacher

Health and Safety Officer

Steven Wood

Premises Site Manager