



The Stalyhill Schools' Federation

Health and Safety Policy Infants

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Health and Safety Policy

At Stalyhill Infants we will continuously strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of their gender, transgender, ethnicity, culture and religious background, sexuality, disability, or special educational needs and ability. The school will actively promote equality and foster positive attitudes and commitment to an education for equality.

COVID 19 Statement

In response to the 2020 COVID-19 pandemic, a number of additional documents have been created to ensure the health and safety of the children and staff in school. These are as follows and are available on request;

- Safer operating procedures for parents
- COVID-19 protocol for staff
- Protocol for the administration of First Aid
- Protocol for handwashing
- Protocol for toilet use
- Protocol for increased cleaning procedures
- Protocol for key-worker testing
- Protocol for break and lunch times

These documents also sit alongside additional risk assessments written to support wider re-opening and documentation provided by Tameside LA to support schools in returning more pupils. The most notable of these is;

- Risk Assessment – Wider Re-opening of school
- Tameside COVID Resource pack for schools

1) Statement of Intent:

- a) The Governors of Stalyhill Infant School recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff who work at the school, the pupils of the school and other people who come onto the premises.
- b) The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council.
- c) **The Governors shall:**
 - i) Appoint and maintain the responsibility structure set out in **appendix One**
 - ii) Appoint and record the name of the Health and Safety Officer(s) (if applicable)
 - iii) Record the name of and consult with the elected Health and Safety representative
 - iv) Provide plant, equipment and systems of work, which are safe
 - v) Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner.
 - vi) All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure within the financial resources available, that such training is provided.
 - vii) Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

REVIEW

The Governing Body will review this policy statement every year and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

2. Responsibilities:

a) The organisational structure is set out in Appendix One

b) The Headteacher's responsibilities are as follows:

- i) The Headteacher, will be responsible for the day-to-day operation of this organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document.
- ii) The Headteacher will ensure that all areas of the School are inspected at least once per term.
- iii) The Headteacher will report to the Governing Body those instances where the Head's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Head will take all necessary short-term steps to avoid danger.
- iv) The Headteacher will ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
- v) The Headteacher will ensure a system for the recording of all visitors to the site and that they are briefed of any hazards on site.
- vi) The Headteacher will ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered.
- vii) The Headteacher will ensure that new employees receive a copy of this policy before starting work at the School and that they are briefed on safety arrangements.
- viii) The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and that suitable fire fighting equipment is available and maintained. Appendix 7.
- ix) The Headteacher will ensure that all training needs are identified and that staff are trained to the appropriate standards

c) Risk Assessments

- x) The Head is responsible for the maintenance of risk assessment records.
- xi) The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards.
- xii) The Headteacher will ensure that risk assessments are carried out as appropriate

d) All members of staff

- i) All employees will make themselves familiar with the Health and Safety policy and the procedures contained within it. They should take reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities. Everyone should avoid actions that would put themselves or anyone else at risk.
- ii) **appendix two** contains a checklist of duties for all members of staff.

e) The Health and Safety/Premises Committee

- i) The Health and Safety/Premises Committee will consist of the Head, Governor responsible for Health and Safety and at least 2 other governors. It will meet at least once per term.

- ii) The governor responsible for Health and Safety will carry out an annual audit with the Site Manager. This will be reported back to full Governing body with recommendations and actions to be taken.
- iii) An annual report on Health and Safety will be submitted to the first autumn term meeting of the full Governing Body.
- iv) **See appendix eight.**

2) Working Arrangements

a) Accidents

i) **What to do when an accident occurs:**

The following procedures are suggested, but may vary according to the severity of the accident and the circumstances;

- Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure.
- Obtain assistance from another adult immediately.
- Do not leave the accident victim.
- Inform office/senior staff with accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
- After the emergency has passed, procedures for reporting accidents should be followed.

- ii) **Accident Reporting.** The system for reporting accidents is managed and reviewed by the Head, working with the designated First Aiders. **(see appendix three)**

b) First Aid and Illness

i) Arrangements for First Aid **(see appendix six)** will include the following;

- The number of First Aiders (include paediatric first aiders)
- Training arrangements
- First Aid boxes: their contents and location and procedures for checking them
- Procedures for contacting a First Aider, contacting emergency services and parents, covering classes in an emergency
- The location of lists containing emergency phone numbers
- Rules on medication

ii) **Illness**

- (1) **Pupils:** Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson / activity. If the illness is severe then follow the procedure for Accidents

- (2) **Staff:** Staff should determine if they are well enough to continue to teach and should enlist the help of another member of staff.

c) Emergencies and Evacuation Procedures

- i) An emergency is considered to be anything that unexpectedly disrupts the normal running of the School such as the sounding of the fire alarm or the occurrence of an accident. Here we deal with other possible emergencies.
- ii) **Serious Service/Structural Malfunction.** This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.
- iii) **Intruders.** In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of

staff, inform the office, and remember not to be a hero and risk the safety of either students or yourself.

- iv) **Pupils Absconding From Lesson.** Remain with your class. Inform the office/senior member of staff.
- v) **Emergency Evacuation** If for any reason we have to evacuate the School, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.
- vi) **Critical Incidents – refer to Guidance issued by the LEA and Critical Incident Plan (2017)**

d) Fire Precautions

- i) The School is a **no smoking environment**. This applies to all staff, students and contractors.
- ii) **See appendix seven.**

e) Electrical Safety

- i) The following procedures are in place to ensure electrical safety:
Portable electrical equipment is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance. Any personal electrical equipment must conform to acceptable standards,
- ii) Rules on disposal of lamps will be made clear to all necessary personnel.

f) Hazardous substances and materials

- i) Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in School.
- ii) All substances or materials must be used in accordance with the hazard data sheets.
- iii) Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

g) Contractors in School

- i) All contractors who are due to carry out work on the School site or inside must report to Visitors Reception where upon a permit to work will be issued.

h) Infection control

- i) A table giving guidance on exclusion from School for the more common or important infectious diseases is kept in the office.

i) Supervision of pupils

- i) All adults who work at the School should be aware of the arrangements for the safe supervision of pupils throughout the School day and when partaking in School activities. The current arrangements are set out as **appendix four**.

j) Security

- i) It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds.
- ii) All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place. All visitors will read the emergency procedure card unless they are to be

constantly accompanied by a member of staff who could lead in the event of an emergency.

- iii) Staff should take care not to leave their personal valuables unattended in any area of the School at any time and should ensure that School equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the School day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in one of the School safe overnight. **Thieves will cause extensive damage breaking in to steal even small amounts of cash.**
- iv) General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

k) Smoking policy

The School is a **no smoking environment**. All staff who work at the School are expected to refrain from smoking on the School site.

l) Dogs on school premises

Stalyhill Infant School is a No Dogs School. No dogs (other than dogs for the disabled or agreed visits from animal charities) are allowed at any time within the buildings or on the school site. Parents, pupils, visitors and staff must not bring dogs onto the school site at any time or tie them up outside any of the school gates or perimeter fencing unattended.

m) Out of School Activities

- i) The following outline procedures should be applied to all educational visits and holidays. All risks will be assessed, recorded and controlled.
- ii) **A. Visits of an unplanned nature in the immediate locality of the School.** A general letter is sent to all parents when their son/daughter joins the School. A reply is necessary. This written consent covers the pupils for the duration of his/her education at School.
- iii) **B. Planned educational visits for one day or less.** See Educational Visits Procedure
- iv) **Itineraries for School Visits and Holidays.** The required detail will vary depending on the nature and duration of the visit. Take the following points into account when constructing your itinerary;
 - times and point of departure/arrival/return
 - approximate duration of travel
 - all planned activities
 - supervision arrangements, especially periods of intermittent supervision
 - detail should be given for any evening activities and to supervision on residential visits
- v) Risk Assessments will be carried out for all visits. Organisers should complete these in consultation with Head teacher. These should take place at a very early stage before final approval for the visit has been given.

n) Display Screen Equipment (DSE)

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder. The duties under the *Display Screen Equipment Regulations 1992* requires the employer to assess the risks to the health and safety of its employees from the use of DSE.

o) Personal Protection Equipment (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practical to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

p) Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed using the risk assessment checklist (see appendix 10)

q) Work Equipment

For the purpose of this procedure, work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practical steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided.

All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

r) Use of Ladders

Always select a ladder, which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job. Ladders should be fitted with non-slip feet.

Ladders should always be used when putting displays up of any kind. Staff should not stand on chairs or tables to put displays up.

s) Lone Working

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk' it is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this, situation's need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place.

Examples of lone working:

- Caretaker/Site: Manager early start, late finish, school holidays, call-outs etc.,
- Teaching staff: preparation, meetings, etc., outside 'normal' hours
- Late meetings, weekend working

t) Legionella Prevention

The school is aware of its responsibility to ensure that monitoring systems are adhered to and the logbook completed and to ensure that routine testing of the water systems are carried out so as to comply with the Council's guidelines and procedures.

u) Working on the roof

Correct ladders should be used and the stabilising points around the school building used to secure the ladder. A harness system, kept in the Site Manager's office should be used for any work on the roof where the adult will be working within a metre of the edge.

Forest School

- The trained and named Forest School Lead will be in charge of all of the sessions.
- All adults must reasonably ensure both their own and the children's safety.
- The Forest School lead will always carry either a walkie talkie or mobile phone.
- The Forest School lead will review the risk assessments before the sessions.
- The Forest School lead will always ensure the availability of a First Aid Kit and Emergency procedures.

Appendix One: Organisation chart for Health and Safety issues

Governor with responsibility for Health and Safety	-Mrs K Buckley
Head teacher (day to day operation)	-Mrs L Lockett
Designated Health and Safety Officer	- Mrs L Lockett
Designated First Aiders	- Miss J Hall, - Mrs A Wright - Mrs R Parsonage -Mrs C Dolan
Paediatric First Aiders	-Mrs Angela Wright -Ms. Rachel Parsonage -Mrs Janice Merrill -Mrs Angela Bain
Key holders	- Mrs L Lockett - Site Manager - Mrs L Plant

Appendix Two: Checklist of duties for all staff

All members of staff should

1. Take reasonable care of their own Health and Safety and that of any other person affected by their activities
2. Co-operate to enable any statutory duty or requirements to be met
3. Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk
4. Be familiar with the Health and Safety policy and the particular aspects which affect their work
5. Report any observed defects in the premises, plant, equipment and facilities
6. Take an active interest in promoting Health and Safety and suggest ways of reducing risk

Where machinery or equipment is used, staff should

1. Check that it is adequately guarded
2. Check that it is in safe working order
3. Not make unauthorised or improper use of the equipment
4. Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures
5. Ensure that hazardous substances are properly used, stored and labelled

Appendix Three: Accident Reporting

1. All employees are required to report any accidents, which occur at work.
2. An accident report form must be completed for all accidents, which result in medical treatment or absence to staff, students or third parties. All accident report forms should be submitted to Tameside H&S Team. We retain a copy of the form and the original is sent within four working days. Copies of accident investigation reports, written statements that may have been made by the injured party or witnesses must be attached to the form. Records should be kept for seven years. For
3. A separate form must be completed for each individual who suffers injury.

For trivial/minor/non-consequential incidents where the individual involved **does not** require first aid or medical treatment and where there is no apparent injury e.g. bumps to head. Ensure the incident is recorded on an Accident/Incident Report Slip in the Accident Report Book available in each year group and midday team. One copy retained by school, one copy sent home with the pupil.

For trivial/minor/non-consequential incidents where the individual involved **does** require first aid or medical treatment, ensure the incident is recorded on an Accident/Incident Report Slip in the Accident Report Book available in each year group and midday team. If the incident is specifically for a bump to the head, ensure a Head Accident/Incident Report Slip in the Head Accident Report Book is completed. One copy is to be given to the office for review of further action. Action then taken if necessary. Copy retained by school, 2nd copy sent home.

4. **If the accident is likely to be reportable to the Health and Safety Executive it should be reported immediately by telephone to Tameside H & S Team**
5. Staff, who have witnessed an accident should co-operate fully with the Head in supplying information to complete the form with special reference to Section 8. The Head or Nominated Person will sign the form.
6. All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.

7. **Violence or aggression**

All incidents of violence or aggression must be reported using the *Tameside Violence and Aggression Guidance (Updated 2008) and reporting form*. We retain a copy of the form and the original is sent directly to Tameside H & S Team. If as result of a violent incident an accident occurs a Tameside accident report form should be completed.

Appendix Four: Supervision of pupils

See School Positive Behaviour and Anti-Bullying Policy

The School day

1. Before

Pupils are allowed onto the playground from 8.30am, and should be supervised at all times by parents or carers. Staff are in the building, and are available if accidents occur. At 8.50am the bell rings and pupils line up ready to walk into school. Adults will come out, greet the pupils and walk them inside. Other adults are in the classroom ready to greet the pupils.

2. Morning Registration

This takes place from 9am until 9.10am. The register is then sent to the office. Pupils arriving late are signed in. Absent pupils are recorded in the Absent Pupil Register with reasons for the absence. Parents are telephoned if no reason for absence has been given before 10am.

3. Break supervision

A break from learning is taken during the morning at a time best suited to the class and the learning they are involved in that day. Class teachers are responsible for ensuring that at least one member of staff is outside supervising the class and another is available in the classroom to administer First Aid if required.

4. Lunchtime supervision

Midday Assistants are responsible for the supervision, care and safety of the pupils during the lunch break, in the dining room and on the playground. The Midday Assistants work on a 'zone' rota meaning that they are allocated a different area to supervise each week, including the First Aid station. At least 2 Middays must be on the playground at any one time. During wet playtimes Midday Assistants are allocated to individual classes where the pupils have DVD's and wet play games in the classrooms.

5. Advice to Pupils on road safety

Pupils are reminded regularly that they must not leave the school building unless a parent or carer is waiting for them at the end of the day. They are also reminded to take care outside the building and to hold hands when crossing the road.

6. Message to parents/carers re parking

Parents are regularly reminded to drive and park carefully. A car park opposite school operates a one way system. Parents are not allowed in the staff car park at any time including before and after school.

Appendix Five: Security arrangements

The Site Manager is responsible for opening the School in the morning.

The Site Manager is responsible for checking all doors and windows before setting the intruder alarm and locking the school.

Visitors to the School

All visitors to School are registered at reception and issued with a badge.

Contractors undertaking works to be issued with a TMBC Permit-to-Work

Contact with the police.

A record should be kept of all contacts with the police.

Appendix Six: Medical and First Aid arrangements

1. The designated First Aid staff in the School are as follows;

Miss J Hall
Mrs A Wright
Mrs R Parsonage
Mrs C Dolan

The duties of First Aiders are as follows;

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- when necessary, ensure that an ambulance or other professional medical help is called

2. First Aid boxes are located in each classroom area and in the Staff room.

First Aiders are responsible for maintaining the list of contents for First Aid boxes and for monitoring the checking and maintenance of First Aid boxes.

3. The Head is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.

4. The Head is responsible for checking and updating these lists.

List contents;

- Names, addresses, telephone numbers of emergency services, hospitals and local GPs
- Names of First Aiders
- Procedure for contacting parents in the event of an accident or illness

5. Medication

School will administer short term medication that has been prescribed by a doctor (See Supporting Pupils with Medical Conditions policy).

School will not administer non-prescribed medication such as Calpol.

Staff trained in the administration of medicines are – Mrs L. Lockett & Mrs L. Plant

Staff are trained in the use of specific longer term medication as required. Medication for this purpose is kept in a named box, away from the children but visible to adults, with written instructions for use. Photographs and written instructions are kept in the staff room and in the office.

Pupils with allergies are listed and a copy given to the class teacher and the Kitchen staff.

Appendix Seven: Fire Prevention

Emergency lighting and fire alarms are checked on a weekly basis by the Site Manager. Regular servicing of the Fire alarms is carried out by the approved contractor. All checks and servicing are recorded in the Fire Safety record book. Every care is taken to ensure that the school is operated safely and that any equipment which may create a hazard is stored in a safe place.

Appendix Eight: Health and Safety Committee

Membership

Health and Safety Governor
Head
Site Manager
School Business Manager
First Aider

Remit

Termly meetings
Keep policy up to date
Check policy in operation
Spread Health and Safety awareness

Role of competent persons is to advise on Health and Safety needs / priorities / problems
In addition to members of the committee these are

a) Areas with significant Health and Safety responsibilities

Outline agenda

1. Minutes of previous meeting
2. Matters arising not covered by previous agenda
3. Actions since last meeting - diary
4. Fire Procedures
5. Ventilation and heating
6. Site Issues

Useful contacts:

Jackie Sharpe in Tameside H & S Team