



ROSSINGTON TORNEDALE INFANT SCHOOL POLICY FOR HEALTH AND SAFETY

Reviewed Feb 2016

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of its pupils and staff.

We recognise the need for all members of staff to work together to provide and maintain a safe and healthy environment for everyone in our school - children, staff and visitors.

The Headteacher is responsible for the dissemination of all information and procedure for health and safety issued by the LEA.

Each member of staff has a personal responsibility to ensure that, as far as possible, she/he promotes and maintains:

- His/her own health and safety at work
- The health and safety of the children
- The health and safety of colleagues
- The health and safety of members of the public in school or those affected by the work of the school

We believe the safety of the children to be paramount and aim to reduce the risks to the minimum by:

- Being vigilant in our supervision of children
- Insisting on the adherence to certain rules within the school
- Expecting high standards of behaviour
- Developing sensible attitudes in the children
- Teaching children to have care and consideration for others

POLICY IN PRACTICE

1. Staff need to be aware of potential dangers carried by some activities in school. Children need to be taught to be aware of such dangers, how to avoid them how to work safely and what to do in the event of an accident.
2. Children need to be closely supervised at all times but extra vigilance is needed when children are working on potentially dangerous activities (e.g. using tools, using electrical appliances, baking, using the climbing apparatus in P.E. etc)
3. Should an accident occur, treatment should be administered immediately following the guidelines laid down in the school's First Aid Policy.
4. A "No Smoking" policy has been adopted by the Governors in line with recommendations and practice within Doncaster Metropolitan Authority as a whole.

Cleaning Materials/Dangerous Substances

(Refer to Product Data Safety Sheet file)

All materials of this nature should be kept locked up and out of areas frequented by the children The Caretaker's room should be kept locked.

Contractors/Workmen on Site/Visitors to the School

All workmen/gardeners on site should report to the office and sign in the appropriate book and consult the Asbestos Register

Visitors should also report to the office or the nearest member of the staff if no one is available in the office.

Welfare Provision

Lighting

Adequate and well-maintained lighting makes an important contribution to Health and Safety.

The Education (School Premises) Regulations 1981 recommend that schools should be lit by daylight whenever and wherever possible. Artificial light will be provided to accommodate variations in daylight conditions. At Tordedale the type of lighting is fluorescent fittings, which provide a light that approximates closely to daylight. Lighting is on automatic timers

Temperatures

In classrooms and all-purpose halls in Primary Schools the recommended temperature is 18°C.

Seating

Seating should be the right height for children to sit correctly and they should use the chair correctly (4 legs).

Safety

An all too common cause of injury in schools is the use of substitutes for ladders and steps. Chairs and tables should never be used by staff when fixing children's work to walls, aluminium steps should be used.

Wall displays – strait pins to attach displays and notices to walls must be put in the wall at an upward 45-degree angle. They must not be used on surfaces where it is possible for a child to brush past. (At a height above children's eyes or on a board with a unit in front.)

Carrying heavy or bulk items around school – There should always be enough people to carry items safely. Chairs must be carried side ways with the legs pointing downwards. Children must be supervised whilst carrying chairs, and this must be close supervision when carrying chairs down/upstairs.

Playground (See also Physical Development policy) – Children must be encouraged to avoid snowy, slippery, icy areas. The playgrounds are checked daily for vandalism and dangerous rubbish. However if any glass, needles etc on the playground are reported then only a suitably protected adult (one of the two on duty) must remove it and dispose of it. (Check with Site Manager where he wants glass putting). Balls used on the playground may only be the soft non-stitched type, and used in the designated area only.

Use of glass/pot objects in school – these must be safely sited, and not carried around the building by the children.

Sick during normal school times should be covered with powder and left for cleaning staff to remove at staff discretion. During lunchtimes it is up to the midday supervisors to deal with (there is a specific yellow mop and bucket for sick etc.

Unsupervised children- where this is necessary, and unavoidable ,children should be clear of the expectations upon them.

Hygiene Precautions

When working with young children there is always the risk of outbreaks of certain infectious diseases. A high standard of personal hygiene must be

encouraged in the children. Children must be reminded to wash their hands after using the toilet.

Staff should ensure that any cuts or broken skin are covered with waterproof or other suitable dressings whilst at work. Particular care must be taken when dealing with bleeding or other cases of spillage of body fluids. Refer to the DMBC School Health Booklet which gives greater details concerning disease and hygiene.

ACTION IN THE EVENT OF FIRE

The safety of pupils and staff is of primary importance.

- Any adult discovering a fire should sound the alarm from the nearest call point.
- The Headteacher or person delegated by her should call the Emergency Services.
- The Headteacher or person delegated by her should ensure vehicular accesses e.g. main gate, are clear and open to allow Emergency Services immediate and easy access.

On hearing the alarm, or seeing the flashing red light, staff should execute an orderly evacuation of the premises using the following procedure:

Evacuation Procedure

1. Children and their teacher should leave the building by the nearest available safe exit in an orderly manner. If easily available, registers should be brought out (if these are with the school's administration staff they will bring them out). One member of staff should ensure that all doors are closed behind them.
2. Other adults in school should leave by the nearest safest exit.
3. Children not in their classroom at the time of the alarm must leave the building by the nearest safe exit and rejoin their class at the assembly point.
4. On reaching the assembly point, all classes should line up in a quiet, orderly manner. A roll call should then be made from the register.
5. The assembly point is on the top playground well back from the school building.
6. The non-teaching staff, wherever possible, will ensure the building is clear without putting themselves in any danger.

7. On leaving the building, doors should be closed to prevent the spread of smoke and flames.
8. No person may re-enter the building until the all clear is given by the fire officer in charge.

N.B. A fire drill will take place every term. A written record is made of each fire practice in the DMBC Fire Precaution Log Book. This same procedure applies for any emergency when evacuation of the building is required.

Fire Alarm Call Points

The Fire Alarm will activate from any point in the school. The central control unit is situated in the main reception area.

Fire Appliances

These are situated as follows:

- Fire Extinguisher CO² Electrical fire only - outside Offices
- Fire Extinguisher (Dry Powder) Staff Resource Room
- Fire Extinguisher Staffroom Corridor (H20)
Boilerhouse
Classes 1 and 2 (Cloakroom) C02 and H20
Class 4 Cloakroom C02 and H20
Between 3 and 5 C02 and H20
Between Staff Resource Room and Preschool C02
Nursery H20 and C02
School Kitchen H20 and C02
- Fire Blanket School Kitchen
Staffroom
Baking/Resource Room
Nursery Kitchen

FURTHER GUIDELINES

The DMBC Health & Safety Policy is available for all members of staff.

Particular attention is drawn to

- a) Page 4 the LEA general statement of responsibilities of all employees, which is, attached (Appendix 1).
- b) Page 10 the responsibilities placed on individual members of staff, which are attached (Appendix 2).

Health and Safety issues for individual subjects are covered where appropriate in the policy documents for those areas and reference should be made to these documents where necessary.

L Almunshi
Headteacher

Reviewed Feb 2016 L Almunshi

Appendix 1

GENERAL STATEMENT OF RESPONSIBILITIES OF ALL EMPLOYEES

Employees are reminded of their duties under Sections 7 and 8 of the Health & Safety at Work Act 1974, which are quoted below:

Section 7

It shall be the duty of every employee while at work:

- a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omission at work

and

- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provision, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provision.

Section 33

It is an offence for a person

- a) to fail to discharge a duty to which he is subject by virtue of Section 7
- b) to contravene Section 8

N.B. In Section 7a above "other persons" includes students, pupils or visitor to Education premises.

Appendix 2

ALL OTHER EMPLOYEES

Individuals have a personal responsibility to:

- ✓ Take reasonable care, whilst at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their activities
- ✓ Make full and proper use of any clothing and equipment provided by the Council for personal protection
- ✓ Inform their immediate superior if the working conditions are considered to be unsafe
- ✓ Use machinery, equipment, etc in a correct and safe manner and ensure that it is maintained in good condition
- ✓ Report to their immediate superior any hazards or defects in plant, equipment, machinery or building
- ✓ Make themselves fully conversant with the Safe Working Instructions and Codes of Practice applicable to the tasks they are required to undertake and to comply with their contents
- ✓ Take advantage of opportunities for training in health and safety matters
- ✓ Set a personal example

EDUCATION ADVISORS

Advisers are responsible, with the limits of their respective professional competence and specialisms, for advising Assistant Directors, Education Officers and Heads and staff of schools, institutes and other establishments about matters concerning the health, safety and welfare at work of teaching and non-teaching staff and of pupils.

VOLUNTARY AIDED SCHOOLS

The Education Directorate will do its utmost to ensure, as far as is reasonably practicable, the health, safety and welfare of persons employed in the schools, and of other persons on the premises who are not their employees.

In a voluntary aided school, governors are responsible for external repairs, and alterations to the school buildings, and receive contributions from the Secretary of State. The Local Authority is responsible for internal repairs to the school buildings and also for the repair and alterations of the playing fields and any buildings connected with them. However, at schools with delegated budgets some of the responsibilities may be delegated to Governing bodies. Further details of these responsibilities are given in Annex A.

Other related policies

Physical development

Sun safety

Behaviour

Lone Worker

Child protection

ICT

Managing medicines

Playground behaviour