



## **Health and Safety Policy**

**Reviewed: February 2023**

**Reviewed and amended: April 2024**

### **1. Introduction**

This policy is a statement of the aims, principles and strategies for the management of Health and Safety in relation to Withinfields Primary School.

### **2. Rationale**

At Withinfields Primary School, we adopt the specific principles from the Calderdale Council's Health and Safety Policy. However, there are certain principles, strategies and practices that are specific to the school building and organisation which are identified within this policy. This policy therefore should be read in conjunction with Calderdale Council's Health and Safety Policy.

- To make explicit the principles, strategies and practices which should be followed in school relating to Health and Safety
- To clearly define the importance of health and safety of children, staff, volunteers, visitors and any other personnel using our premises and facilities
- To clearly define the importance of health and safety of the building and premises

### **3. Objectives and principles**

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

### **4. Approaches**

#### 4.1 Manual Handling

Any manual handling of equipment, resources or other items should be avoiding or should be mechanised. Manual handling of any items over 15kg, should only be carried out after a written risk assessment has been established.

#### 4.2 Incident and Accident reporting

Calderdale Council's policy and procedures should be followed in terms of the reporting of incidents and accidents. All accidents and incidents should be reported to the headteacher or in her absence to the School

Business Manager or school administrator so that the necessary reporting procedures can be implemented. The witness to the accident or incident should be present when reporting takes place.

### 4.3 Levels of supervision

#### 4.3.1 Playground supervision

When children are playing out in the playground, the following levels of supervision should be in place:

At least 2 members of staff should be outside if only one class of children are playing out.

If more than one class are playing out, there should be at least 1 adult per class for up to 4 classes.

If more than 4 classes are playing out, 4 adults are sufficient.

The adults should position themselves around the area to ensure that all areas are in view of at least one adult.

If 4 staff are on duty, they should be positioned:

- By playground equipment area
- By area next to KS1 entrance positioned so that quiet area (near Belgium cloakroom) is visible
- By memory bench
- At the top of the steps with view over whole playground

It is the responsibility of all staff to ensure that sufficient staff are on duty each playtime and at lunch time. In the event of staff absence, a member of staff outside should send a child into school to the office to request that cover is arranged.

Some areas of the premises are out of bounds at playtime:

- Grassed areas
- Area by France, Denmark and Spain cloakrooms once the children are out in the playground until the bell goes for children to return to class
- 'Corridor' between quiet area and the top of the steps
- Ramp to new classrooms and fire exit steps
- Steps near Netherlands cloakroom
- Area near KS1 entrance beyond the painted line unless needing first aid or with permission to visit the toilet

Staff on duty should ensure that children are not entering these areas.

#### 4.3.2 Swimming supervision

Supervision for travelling to and from swimming should be as follows:

For a maximum of 40 children, there should be 3 adults on the coach. An adult should be first to enter the coach and last to leave.

Supervision at the swimming pool in terms of stand-back observers is detailed in the School Swimming Code of Practice.

#### 4.3.3 Supervision in the Dining Room

The number of adults needed in the dining hall is dependent on the age of the children and the number of children in the hall. There should always be at least one member of staff in the hall e.g. when the last few children are finishing their dinner. For the majority of the lunchtime though there will be at least two supervisors in the dining room. The catering staff are school employees and therefore if an incident means that the level of supervision is likely to reduce, they can cover for the supervising staff.

#### 4.3.4 Supervision in lessons

Classes or groups of children should never be left unsupervised by an adult during lesson times. In some lessons, it may be necessary to have greater levels of supervision e.g when using equipment in Design Technology or Science. In these circumstances, a written risk assessment should be completed and approved by the Senior Leadership Team prior to the activity taking place.

If a class is doing PE outside, one member of staff is sufficient as long as another member of staff in a neighbouring class is told that the class is going outside. In the event of an accident, two children should be sent inside to alert a member of staff.

#### 4.3.5 Supervision on educational visits

The following levels of supervision are a minimum and may need to be lower ratios in some circumstances e.g.:

- when children with particular medical or learning needs are accompanying the visit
- when the activities involve the children being split into smaller groups so that an adult can be with each group
- when the risk assessment from the place being visited details this

Generally, ratios should be:

1 adult: 4 children for EYFS children

1 adult: 6 children for KS1 children

1 adult: 10 children for KS2 children

Further information relating to Educational Visits can be found in the Educational Visits Policy.

#### 4.4 Display work

When staff are putting up displays or carrying out any other activity involving reaching up high, they should not stand on tables, chairs or furniture. Display boards have been lowered to ensure that displays can be put up without elevation.

#### 4.5 Fire Risk Assessment

##### 4.5.1 Fire Evacuation

The fire alarm is tested every Friday afternoon at 2.15pm. A fire evacuation practice takes place at least twice a year. The school should be evacuated every time the fire alarm sounds except when it is being tested at 2.15pm on Fridays. If it is known that it has been sounded because of a false alarm, the school should still be evacuated.

On hearing the fire alarm, children and adults should leave through the nearest available fire exit. The fire register in each classroom should be taken out to ensure that children present are accounted for. Staff passing toilets and storerooms should sweep these rooms checking for hidden children. The assembly point is in the playground with children in class lines facing away from the building towards the park. Classteachers should stay with the classes. Adults supporting individual children should remain with their allocated child. Other adults should report to the school administrator or School Business Manager to register that they are out of the building.

Personnel who discover a fire should sound the alarm using the nearest call point and then exit the building. Staff should not tackle a fire unless it is their only means of escape from the building.

The administrative staff collect visitors' lists before exiting the building.

Each classteacher should register their class and confirm to the head, or person in charge of the school, whether all children are accounted for. The school administrator or School Business Manager should report to the head, or person in charge of the school, whether all adults are accounted for.

#### 4.5.2 Fire Prevention and Precaution

A fire alarm and detection system is in place which is serviced regularly.

The main bin store is located away from the building and locked during evenings and weekends.

A Fire risk assessment is in place which the head reviews annually.

A Fire register is in place which the caretaker maintains and the head reviews regularly.

Fire extinguishers are positioned around school and are serviced annually.

Fire notices are in place in all rooms detailing the evacuation procedures.

#### 4.6 First Aid

Most members of support staff are first aid trained and most of these are also trained in Paediatric first aid. A list of first aid trained staff is displayed in the staff room and office.

Two members of staff are trained in First Aid at work. One of these members of staff is on duty at all times when staff are in school.

Children with specific health or medical needs have a Health Care Plan when appropriate. These are displayed in the staff room and reviewed annually.

In the event of a child or adult needing emergency medical care, the first aider should decide whether it is necessary to call an ambulance or whether parents should be contacted for them to arrange a visit to Accident and Emergency. In the event that an ambulance is not necessary but the child needs to visit Accident and Emergency and the parents are not contactable, the head teacher or person in charge of the school should be consulted to determine whether a member of staff can take the child to Accident and Emergency. If an ambulance is necessary, the phone closest to the injured party should be used. The office staff should be informed immediately so that they can contact parents and meet the ambulance on arrival.

#### 4.7 Smoking

Smoking is not permitted on the premises both inside and outside the building. This includes the use of e-cigarettes.

#### 4.8 Dogs

Dogs, other than assistance dogs, are not permitted on the school premises. This includes the external areas within the grounds and includes dogs which are being carried.

#### 4.9 Invacuation and Lockdown

If it is necessary to keep everyone inside the building or ensure that all children and adults get inside the building, three bells or whistles will be sounded. If three whistles are blown outside, children and adults should move into school via the closest entrance.

If it is necessary for the school to go into lockdown and children or staff are outside at this time, 3 whistles should be sounded and all people should enter the building via the closest entrance. Three bells will be sounded in the building. All blinds and windows should be closed and children and staff should be quiet. Emails should be opened by staff on a device which they can access. Further instructions should be followed from SLT as provided. Thumb locks should be turned to locked on fire doors. Staff without the responsibility of a class of children should check windows in other areas around school and should ensure other doors are closed and secured. Communication should be sought with the modular classroom to check that all children are accounted for and staff are aware of any instruction. Further information is on the lockdown notice around the building.

#### 4.10 External Classrooms

Children should not be allowed to walk between the external classroom building and the main school building without an adult. Children should not be left in this building without an adult present and checks should be made of the two classrooms, the back intervention room and toilets before the last adult leaves to ensure that children are not left unsupervised in this building. One adult should not remain in this building with a child alone. If a member of staff is working late in this building, they should ensure that they have their mobile phone available and can contact the caretaker to come over if worried about walking back to the main building alone.

#### 4.11 CCTV

Various parts of the external grounds are covered by the school's CCTV system as well as the entrance area and reception areas of school internally. The system is not monitored routinely but would be viewed if a crime were to be committed on site or following an accident or safeguarding concern. Footage would be provided to the police and other official agencies if there was evidence which would support them in their enquiries.

#### 4.12 Slips, trips and falls

Yellow signs should be used to indicate wet floors and these should be dried as much as possible. Furniture and resources should be stored appropriately to avoid trip hazards and should not be left on the floor to cause potential trips or falls. Electrical flex and cables should not be left trailing where people may walk. Appliances should be plugged in using the nearest socket.

In times of inclement weather, playtimes will only take place outside once a risk assessment has taken place of the playing surface. Paths will be created using snow clearance and gritting from the gate to the main doors and cloakrooms. These will be monitored following further snowfall to ensure that pick-ups and drop offs can be carried out safely.

Playground rules include that children should not play on any steps in the playground. Children are reminded of this each half term in assembly. Children are also reminded that they should use the trim trail as it is intended. There is always a first aider on duty at playtime or lunchtime to provide first aid for accidental trips or falls while playing.

#### 4.13 Legionella

The school has conducted a risk assessment in relation to legionella. Actions from the risk assessment are carried out by a competent contractor.

#### 4.14 Asbestos

A survey has been carried out and this is available to all contractors. There are two places which may potentially have asbestos present. One is a gasket in the kitchen which is clearly marked to prevent anyone working in this area without appropriate safeguards being put in place. The second place is the inner casing of

the decorative safe in the entrance area. The key to this has a label on warning of the risk of asbestos being present. Contractors are required to sign to say that they have read and understood the relevant risk assessment and survey.

#### **5. Monitoring and Evaluation**

The head will review the Fire Register, Corporate Compliance file, Accident reports and other Health and Safety documentation at least annually. Other aspects of the policy will be monitored through general day to day observation. The Health and Safety governor may also carry out monitoring and evaluation activities throughout the year.

#### **6. Review**

The policy will be formally reviewed in April 2025 if not deemed necessary before.