




# HEALTH AND SAFETY POLICY

Ben Rhydding Primary School

Document History

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|---------------------------------------|----------------------------|
| <b>Lead member of staff:</b>          | Head teacher               |
| <b>Lead governor:</b>                 | Paul Craggs (H&S Governor) |
| <b>Governor committee:</b>            | Resource Committee         |
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Head teacher  date: 06.10.22

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity. (DFE, 2014)

The Ben Rhydding Health and Safety policy is organised in five sections:

- 1) A **Statement** of the organisation and arrangements for ensuring Health and Safety in the school.
- 2) The **Responsibility** of all those involved in the life of the school.
- 3) The **Organisation** in place to support a safety culture and safe environment in school.
- 4) The **Arrangements** we have to identify, reduce and review the risks of the school operation.

## **PART 1 - STATEMENT**

This is a Statement of Organisation and Arrangements for Ben Rhydding Primary School. This does not replace the Local Authority's safety policy or the Education Department's safety policy but is in addition to them for the benefit of teaching, non-teaching staff, pupils and visitors to the site.

This statement deals with those aspects over which the Head teacher and Governors have control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the Authority also have responsibility; it describes how the Head teacher and Governors are discharging their responsibilities in respect of pupils, visitors and other employees who are at present on school premises in the internal organisation, management and discipline of the school in accordance with the articles of Government.

The aim of this statement is to secure the health, safety and welfare of all persons using the premises and as far as reasonably possible to:

- establish and maintain a safe and healthy environment throughout the school
- establish and maintain safe working procedures among staff and pupils
- ensure that responsibility is assigned at all levels and teach safety as part of the good education of pupils
- ensure that employees and contractors are aware they are required to observe safety and to co-operate with Head teacher and Governors in matters affecting health and safety

- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety as and when provided
- maintain a safe and healthy place of work and safe access and egress from it
- formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- lay down procedures to be followed in case of accident
- provide and maintain adequate welfare facilities.

## **PART 2 – RESPONSIBILITIES**

The Governing body notes the provisions of the Health and Safety at Work, etc. Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school - sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent all accidents or completely ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school - sponsored activities.

### **RESPONSIBILITY OF THE GOVERNORS AND HEADTEACHER**

The Governors and Head teacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor and review regularly the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
2. Prepare and regularly review an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place and for the results of these to be recorded.
3. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and to any relevant safety guidelines and information issued by the Authority and monitor that these arrangements are implemented.
4. Make arrangements for the implementation of the Authority's accident reporting procedure for accidents, industrial diseases and dangerous occurrences and draw this to the attention of all staff at the school as necessary.
5. Make arrangements for informing pupils, students and other users of the school of relevant safety and emergency evacuation procedures.
6. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
7. Report to Bradford Council any defect in the state of repair of buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.  
NB – The Governing Body will deal with all aspects of maintenance which are under their direct control.
8. Report to Bradford Council any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
9. Monitor, within the limits of their expertise, the activities of contracted services staff, and other organisations present on site, as far as is reasonably practicable.
10. Identify any member of staff having direct responsibility for particular safety matters (e.g. Team Leader, teacher with specific management responsibilities, Site Manager) and any member of staff who is specifically delegated to assist the Governors and Head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.
11. Remain updated on Health and Safety issues through advice from the Local Authority, BPIP, Red Kite and the 2VLC.
12. Ensure that the appropriate risk assessments are undertaken.

### **RESPONSIBILITIES OF ALL EMPLOYEES**

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, HE MUST DRAW THESE TO THE ATTENTION OF HIS IMMEDIATE SUPERVISOR AND/OR THE NOMINATED HEALTH AND SAFETY REPRESENTATIVE.**

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.

2. Co-operate with the Governors, Head teacher and Chief Education Officer and others in meeting statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare.

**In particular, employees should ensure that:**

4. They follow all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their supervisor.
5. They apply themselves conscientiously to any training given.
6. They ensure tools and equipment are in good condition and report any defects to their supervisor.
7. They use protective clothing and safety equipment provided and ensure that they are kept in good condition.
8. They ensure that offices, general accommodation and vehicles are kept tidy.
9. They ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to their supervisor.

**PLEASE NOTE:**

- a) It must be realised that newly appointed employees or students could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention before they start work (see Induction Checklists).
- b) Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- c) All visitors, volunteers and staff in Ben Rhydding Primary School are expected to meet the standards required by Health and Safety Law and school procedures, and should conduct themselves appropriately, reporting any concerns to the relevant person.

**RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible. Offsite supervision ratios should be set adequately according to the circumstances. As a guide;

- 1 adult to between 10 and 15 pupils in Y3 through to Y6
- 1 adult to 6 pupils in Years 1 to 2
- 1 adult to 5 pupils in Early Years.

**There must be minimum of two adults in the mini-bus and three on a coach.**

2. Be aware of and implement safe working practices and to set a good example personally.
3. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
5. Provide written job instructions, warning notices and signs as appropriate.
6. Ensure that regular safety surveys are undertaken.
7. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
8. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous process.
9. Evaluate promptly and, where appropriate, take action on criticisms of health and safety arrangements.
10. Provide the opportunity for discussion of health and safety arrangements by the employees under their supervision.
11. Investigate any accident (or incident where serious personal injury could have arisen) and take appropriate corrective action.
12. Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.

## **RESPONSIBILITIES OF PUPILS**

All pupils are expected to:

1. Exercise personal responsibility for the safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and items considered dangerous).
3. Observe all the safety rules of the school and in particular the instructions of staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

NB – The Governors and Head teacher will make pupils (and where appropriate, the parents) aware of these responsibilities via the school curriculum, pupil and parent workshops e.g. Keeping Safe Online, NSPCC Speak Out and Stay Safe, and assemblies, the school website, parental letters and PING as well as leaflets, instructions, and notices when required.

## **THE INVOLVEMENT OF TRADE UNIONS**

“Recognised Trade Unions may appoint safety representatives.”

The functions of a safety representative, as agreed by the Authority, and the Trade Unions are to:

1. Keep him/herself informed of legal requirements on health and safety at work and the Authority's arrangements meetings these.
2. Keep him/herself informed of any hazards at Ben Rhydding Primary School and the measures by which they may be minimised or eliminated.
3. Undertake periodic safety inspections of the school (up to three times per year at agreed times) and draw any defects to the Head teacher's attention.
4. Inspect a potential hazard, new piece of machinery, work process, and scene of an accident as required and recommend any corrective action necessary to the Head teacher.
5. Report with the knowledge of Head teacher/Governors any continuing health and safety problems to the Chief Education Officer. Problems and matters of general interest can also be reported to the Trade Union Panel of the Education Department Safety Committee.

### **PART 3 – ORGANISATION**

Ben Rhydding Primary School aims to establish a safety culture in which each person holds high standards in health and safety as a core aim.

#### **Safeguarding**

All staff have a duty of care regarding the safeguarding of our pupils. Refer to the Safeguarding/Child Protection Policy.

#### **Accidents**

All staff have a responsibility to deal with minor injuries, many of which will require little or no treatment but may require a word of comfort or advice (TLC?) to the injured party. Qualified first aiders are available to offer advice and assistance in the event of more serious injuries. It is important to stress that first aiders should not be consulted for the most minor of injuries as they will themselves normally be working with a group of children.

Any accident resulting in bangs on the head, cuts, suspected fractures or some other cause for concern should be reported to the Head teacher. On these occasions parents will be informed immediately via telephone and if appropriate hospital treatment sought directly. Head bump letters will also be given to all pupils with head bumps so that parents are made aware of the head bump and any developing signs of concussion. Such reportable events will also be reported electronically via CPOMS (via Incidents and Accident). Minor accidents (i.e. grazes, bruises) will be recorded in the accident book located in the Staff Room.

The Accident book and arrangements for first aid will be reviewed termly.

- First Aid supplies are situated in the staff room.
- Trained First Aid Staff are:

Gwyn Wilcock, Miss Leafe, Miss Sedgewick, Mrs Armitage, Mrs Taylor, Mr Hartford, Mr Timms, Miss Alston and Mrs Chapman

Paediatric first aiders are: Miss Alston, Mrs Wilcock, Mr Fletcher, Mrs Chapman and Miss Leafe



## **Visitors**

### **Casual**

All visitors should enter the school by the main entrance and sign in and out of the school by using the log located in the office. They should wear a school identification badge and lanyard and read the school evacuation, safety and first aid procedures (found on the back of it) before they leave the reception area. A named person will be responsible for their introduction to work area or general supervision dependent on the nature of the visit. Contractors must ensure that appropriate disposal of all materials and tools are carried out. Tools and equipment must be stored safely at all times and appropriate action taken to avoid accidents involving children or staff.

All contractors should ask to have sight of the Asbestos Plan before commencing work.

### **Regular**

Regular visitors should sign the in and out Visitors' Book in the reception area of the school and read a copy of the school's 'Health and Safety Procedures for Visitors' on their first visit. A tour of the school will be provided on the first visit along with an introduction to key policies, where relevant, which may be pertinent.

All visitors with a current DBS will be provided with a green lanyard and be able to move around the school as required e.g. trainee students, visitors without a current DBS will be accompanied by an appropriate member of staff at all time during their visit e.g. volunteer parent(s).

## **Security**

The Site Manager and Head teacher with the Resources Committee will monitor all matters related to school security. Any breach of security will be logged on CPOMS. Staff and pupils will be encouraged to report any matter of concern immediately.

## **Smoking**

- No smoking is permitted on school premises.
- Support/advice through various agencies will be made available to any member of staff who may wish to give up smoking.
- This policy applies to any visitors within the school.

## **Illness or Accident**

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:-

- I. First Aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances, and if absolutely necessary removed from danger.
- II. The patient should, if appropriate, be taken to the First Aid/staff room; if circumstances necessitate it, to a school First Aider.

Where there is cause for concern, parents should be informed. If parents are not contactable further advice should be sought from the hospital. If an ambulance is required the emergency '999' service should be used. If appropriate, a staff car may be used provided insurance cover is of the right level and a child car seat is available. If it is considered necessary for the safety of the injured party a second adult should travel in the car.

III. In the case of a child a parent/guardian should be informed in all cases except minor incidents such as grazes, bruises.

IV. **All head injuries should be reported** to the First Aider or the Head teacher and to the parents/carers. Parents/carers must be informed verbally, either face to face or via telephone.

V. A CPOMS report should be completed after the incident on all but minor injuries to pupils. In the case of a minor injury it should be noted in the accident book.

### **The Management of Anaphylactic Reaction**

Ben Rhydding Primary School operates a NO NUTS and no KIWI policy. Nuts/kiwi fruit should not be brought on to the premises by any person at any time.

Epi-pens for individual pupils should be stored in a clearly identified place in each year group and a second in the staff room. Each EpiPen is kept in a plastic wallet with a photograph of the appropriate pupil. Teaching and non-teaching staff are trained/updated by School Nurse annually on the use of the EpiPen.

At Ben Rhydding Primary School, if a child is suffering from a severe allergic reaction, someone should dial 999 even if this is not specified on the care plan. Emergency treatment for a severe attack is relatively straightforward and should be provided in accordance with the specific child's care plan:-

- **Do not move the child.** Call for assistance.
- Keep calm and reassure child.
- Contact the Ambulance Service (999). State that a child with a known allergy has had an anaphylactic reaction and has been given adrenaline. Give the name, address and telephone number of the school and how to access the school.
- Never leave the child alone.
- If the child is breathless allow him/her to sit up and attempt to keep him/her calm.
- If feeling faint, dizzy or apprehensive lie the child flat with raised legs.
- If collapsed and unconscious, protect the airway and commence cardiopulmonary resuscitation.
- Use EpiPen, following appropriate instructions. EpiPens are supplied by the parent, whose responsibility it is to ensure that they are in date.

- Note time of administration of adrenaline.
- Give used EpiPen in container to ambulance staff. If not possible, keep in locked cupboard until Community School Nurse can collect it.
- Inform the child's parents of the incident; also the GP if not already aware.

**A list of children with specific medical conditions such as potential anaphylactic reaction is updated regularly and kept for the attention of all staff in a file in the staff room.**

**Note: this information is confidential and should be displayed discretely. The canteen staff also have a list of pupils with food allergies displayed in the kitchen.**

### **Fire and Evacuation Procedure (See Fire Safety Policy)**

It is the duty of everyone to carry out the procedures set out below as well as note the position of the fire alarms throughout the building. An evacuation procedures drill should be carried out at least termly and logged on appropriate proforma (located in the school office).

Fire alarm tests are conducted every Monday morning at 10am.

Fire extinguishers are sited in many areas around the school. These are maintained annually by an outside contractor.

Arrangements in case of fire are displayed in every classroom. Staff must be familiar with the guidance.

#### **If you discover a fire:**

- sound the alarm
- evacuate the area concerned via the nearest fire exit

**On hearing the alarm:** *(the alarm system is monitored and will be automatically activated in the event of fire)*

- evacuate the building and report to the assembly point in the playground
- should this assembly point be inaccessible, children and adults should move to the school playing fields directly outside the annex.
- children should be directed to walk out of the building in single file by the most direct exit then line up adjacent to their appropriate class number;
- do not waste time, work in a quiet, calm and orderly manner;
- do not allow pupils to bring anything with them;
- each teacher to bring up the rear and close the door;
- fire marshalls to check appropriate areas and report them as clear;
- designated support staff to check areas if fire marshall is absent;
- perform head count using registers, only complete roll call if necessary;

- immediately let head teacher/deputy know if all present or if anyone is missing;
- teachers to stay with children until the emergency is over;
- do not go or allow children to return to the building unless the 'all clear' is given by the Head teacher or deputy in her absence.

**During an assembly:** the person leading the assembly should ensure that the hall is cleared and take responsibility for changing the protocol below where necessary. Pupils should remain seated until told to leave. Reception and KS1 should leave via the hall doors, Years 3 and 4 from side door, adjacent to the staff toilets and Year 5 and 6 via the front entrance or Y1/2 classrooms, as appropriate.

**At lunchtime:** teaching staff and/or lunchtime controllers should clear the dining room (via the fire exit door), classrooms and the areas in which they are on duty. Go to the assembly point in the playground. Staff and/or lunchtime controllers should check registers as outlined above and class teachers should check this.

### **Lockdown/Invacuation**

Lockdown procedures will be used if there is a threat internally or externally to the safety of children and staff in school.

Examples might be:-

A warning re: local risk e.g. air pollution/smoke from the moors etc

An incident or disturbance in the local community

An intruder on site

The close proximity of a dangerous dog

The warning signal for lockdown is different from the fire evacuation signal. Lockdown will be communicated verbally by HT, DHT or Office Manager to the whole school via the school's intercom system. The Verbal Signal will be "FULL LOCKDOWN IMMEDIATELY" (No further conversation).

If a class is outside in a PE lesson on the playing field, 5 blasts on a whistle will be given and they should access the field immediately. If it is break or lunchtime and a number of children are outside, 5 blasts on a whistle will signal an emergency orderly in-vacuation via the nearest door, as the school moves to Lockdown. If Lockdown occurs at lunchtime, all staff should move immediately from the staff room, if it is safe to do so, to their own classrooms to be with their pupils. Two whistles will hang in the school office solely for this purpose. One whistle will hang in the canteen solely for this purpose. If the children are nearer to the canteen, they will remain there.

The all clear signal will again be provided verbally via the school intercom from HT, DHT, or Office Manager. This message will be 'All Clear, lockdown is over'.

### **Other emergencies**

For emergencies refer to the Ben Rhydding Primary School Emergency Plan. Police to be contacted immediately.

PUPILS AND STAFF SHOULD BE MADE FAMILIAR WITH AND REGULARLY REMINDED OF EVACUATION/INVACUATION ARRANGEMENTS.

Fire drills are completed once a term and lockdown procedures once a year.

**All staff must ensure that doors and corridors are not obstructed and that fire door are kept closed when not in use.**

## **SUPERVISION OF PUPILS**

### Coming into School

- The school day begins at 8.45 a.m. The Head teacher and KS1 teachers will be available in the playground from 8.45 a.m. onwards. The KS 1 teachers will escort children into the classroom. The registers will be taken at 8.50 a.m. each day. Children not in the class by 9 a.m. will be marked late.
- Parents are asked to ensure that children arrive on the premises between 8.35 a.m. and 8.45 a.m. each day. Parents should ensure that no children come on to the premises before 8.35 a.m. unless they are properly supervised by a parent. This includes not allowing their children to play on the schools climbing frames.
- Should parents wish to speak to a member of staff, they should do so at the end of the day rather than at the beginning as staff are particularly busy before school starts. Parents wishing to discuss a more serious matter can, of course, ring up/email and make an appointment to see a particular member of staff.
- Parents are asked to notify school on the first morning of a child's absence. School operates a policy of first day contact whereby we will try to contact parents on the first morning of any unexplained absence.
- Parents who bring children to school by car are strenuously requested to park considerately and we would encourage those families who can to walk to school.

### Break Times

- All staff should supervise children out of the building and into the playground at the beginning of break times.
- At least three members of staff will be on duty in the playground at any one time.
- Children with additional or specific needs who require support will receive it from TAs.
- Designated door monitors will ensure that all children have left the building and that the doors are closed safely.

Decisions on wet breaks to be taken by the Head or Deputy Head. During wet breaks, a member of staff will remain in each classroom.

## **Lunch Times**

Reception staff will take their children to the dining hall at 11.45am where the lunchtime staff will supervise them eating their lunch and then going out to play.

From 12.00 noon the lunch time staff will help the KS1 pupils enter the school via the school hall and escort them into the canteen. At 12.20pm the KS1 pupils will be escorted out onto the school yard as the KS2 pupils enter the school canteen to have their lunches. All the children will be supervised by staff while eating their lunch in the canteen. The school's Junior Leaders (Y6 pupils) will help the lunch staff with the supervision of the KS1 pupils and the scraping of plates and wiping down of tables.

Staff will be informed of wet lunch time procedures prior to 12.00. Children remain in their classrooms and/or the school hall where a range of activities and/or videos will be provided for them. All areas and activities will be adequately supervised by the lunch time staff.

## **Ben Rhydding PlayStation (before and after school private provision)**

Children attending the Playstation will be escorted by Playstation staff into the school playground until the school bell rings and the school staff take responsibility for escorting the children into the building. At the end of the day, the Playstation staff meet the children outside the main school hall on the infant play yard. Once they have completed their attendance

register and checks to ensure they have collected all the pupils attending Playstation, they will

then escort the pupils off the school premises.

## **End of the School Day**

At 3.15p.m children will be supervised leaving the building by staff. Parents collecting children should wait outside the building until children come out. Children in the Reception and Year 1 & 2 classes will be handed over to parents (carer) at the appropriate exit points. Y3 and Y4 pupils will be dismissed to their parents/carers by staff via their external classroom doors. With written permission, children may leave independently to meet parents at a sibling's classroom door. At parents' request and with written permission, children in Year 4/5/6 may leave the school grounds independently.

## **School Clubs**

All school clubs will be risk assessed.

### **Wake up and Shake up:**

7.45am-8.45am Monday to Friday.

All pupils attending this club will enter the school via the hall doors. Their attendance will be marked on the Wake up and Shake up register. When the bell goes at 8.45am all the pupils will be asked to leave the school hall and to join the rest of the pupils in their class. No child will leave the school and be asked to line up on the schoolyard.

### **After School clubs:**

3.15pm – 4.15pm Monday to Friday

Pupils attending school clubs will go directly to their club when the bell goes at 3.15pm. They will not leave the school premises. A register of attendance will be taken for each club. When dismissing the children the adult running the club will dismiss from the main school entrance directly to the child's recognised parent and/or carer. Children in years 4, 5 and 6 will be allowed to make their own way home if parents/carers request this. This request will have to be made in writing and stored alongside the club registers. A senior manager will be on sight until all the children attending the club have been dismissed. If any child has not been collected 10 minutes after the club has finished the school will contact the parents. If this proves unsuccessful then the next emergency contact on the child's records will be called. If no contact can be made and the child is still in school 1 hour after the club has finished then a call will be made to the police. The member(s) of staff looking after the child will only go home once the child has been collected by either a recognised family member or the police.

### **Off- site and Hazardous Activities**

(For further information, see the separate Educational Visits Policy and included guidance on their risk assessment).

When pupils are taken on off-site visits the same duty of care exists whether or not the visit takes place voluntarily or out of schools hours. It covers the duration of the whole visit and includes arrangements for the collection of children at the end of the visit. The permission of the Head/Deputy Head teacher must be sought for all off-site visits as she retains a measure of overall responsibility for any visit organised by a teacher.

Preparation for visits should include a visit to the site wherever possible to assess potential hazards and risks. It would be reasonable to incorporate any costs of such preliminary visits into the overall cost of the eventual visit.

All groups going off-site must be supervised by an adequate number of teachers. Inexperienced teachers will not be allowed sole charge of an off-site visit. The ratio of children to adults will not exceed 1:20. However the ratio on most visits should be much smaller, depending on the age of the children and the nature of the visit. The LA has produced guidelines on appropriate staffing levels for different types of off-site visit. These guidelines must be adhered to at all times. Where a child is known to have specific behaviour problems which could put themselves or others at risk, then a parent or guardian is expected to accompany their child on the off-site visit.

- Evidence of parental consent should be held for all visits. No child is permitted to leave school premises without the written consent of parents/carers. General permission for local visits within the vicinity of the school is sought from parents when their child is admitted to school. However, parents' consent in writing is always sought before children are taken on any visit further afield or involving transport of any nature.
- Careful supervision of children on visits must be maintained at all times.

Parents/friends of the school may assist but the overall responsibility for supervision is retained by teachers. Children will be made visible by wearing high visibility vests, especially when walking near to roads and amongst members of the public.

- All those supervising visits must be given clear instructions in advance of the visit, including emergency procedures, contact points and essential telephone numbers. Non-staff members involved in supervision must have the opportunity to meet the children for whom they are responsible beforehand. Parents should be given responsibility for the supervision of a group which does not contain their own child. Lists of members of groups should be carried by all supervisors to enable frequent checking. It cannot be stressed too highly that those accepting responsibility for supervising of children are on duty continuously.
- Emergency plans must be well thought out in advance. These should include emergency contact numbers in case of delay or breakdown and the provision of First Aid equipment.
- Names and addresses of all those on the visit should be readily available to the Head teacher/Deputy or her representative back in school. Visit leaders, and all other adults' contact numbers must be left at the school and should be shared with all the adults involved. A member of staff remaining at school should provide a contact number other than the school landline.
- A register must always be taken before children leave school and before the site of the visit is left.
- Only coaches and minibuses with seat belts will be used by the school for transport to and from school visits.

A risk assessment should be completed for each visit where necessary. A review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out and approved on the Local Authorities risk assessment site EVOLVE (See *DFE: Health and Safety – advice on legal duties and powers, February 2014*).

All risk assessments must be provided to the Head/Deputy Head teacher **a minimum of one week before** the visit takes place. Final arrangements must be signed off by the Head teacher and the visit leader. All adults taking part in the visit must have sight of the risk assessment prior to leaving the school building.

### **The Administration of Medicines**

Medicines should only be brought to school when **essential**, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school.

- Only prescribed medicines in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession



- The parent/carer is required to complete a parental agreement form (see appendix) at the school office for the medicine to be administered by school staff
- The member of staff administering the medicine must complete the form accurately and clearly. The medicine should be double checked to ensure that the name and label identify the correct child and medicine. It should also be double checked to ensure that the correct dosage is given at the correct time. Furthermore, these actions must be countersigned by another member of staff.
- The Head teacher must be informed of any controlled drugs required by children, e.g. equasym.
- Tablets should be counted and recorded when brought to the office and when collected again
  - Painkillers, such as paracetamol or ibuprofen, may **NOT** be brought in to school
  - Administration of medicines at school must be recorded in the Medicines Book by the staff member in the Medicines Book in the Staff Room
  - Parents may come to the school office to administer medicines if necessary
  - Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form
  - If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed
  - Maladministration should be reported to the Exec/Deputy Head teacher (or next in charge if unavailable) immediately.
  - The use of inhalers is a special case for the control of administration. Following discussion with the parents, class teachers and if appropriate the School Nurse, it will be decided if a particular inhaler should be kept in the classroom or in the child's possession.

## STORAGE OF MEDICINES

- Antibiotics must be stored in the fridge where required
- Medicines must be stored in the designated and labelled cupboard in the staff room
- Epi-pens should be stored in the school office
- Asthma inhalers should be stored in the child's classroom within the child's reach and labelled with their name and should be taken with the child during physical activities
- No medicines, other than asthma inhalers, may be kept in the classroom
- Parents are responsible for monitoring the expiry of any long term medicines and the safe return of such to a pharmacy

Staff members bringing medicine into school for their own use should ensure that it is not accessible to children. The adult remains responsible for the safe storage and administration of such medication at all times.

## HOUSEKEEPING AND PREMISES MAINTENANCE

Staff must carry out a simple visual check before using equipment or letting pupils use areas or equipment. Likewise, all staff should routinely carry out a simple visual check of the furniture and fixtures in their work areas for possible defects which may cause injury.

- Cleanliness of the building is the caretaker’s responsibility. ☑ Waste disposal: all chemicals according to Regulations.
- Safe stacking and storage:  
All equipment to be stacked and stored safely, particularly during school hours.
- Marking and keeping clear gangways, exits etc.:  
All staff and contractors must ensure corridors and exits are kept free of materials.
- Checking equipment e.g. ladders:  
Contractors must take responsibility for ensuring safe equipment.
- Electrical Equipment  
Routine for inspecting plugs and cables for loose connections and faults - staff must report any observations to the Head teacher.  
All extension leads and portable equipment must be used safely – no trailing leads in routes of passage.  
Arrangements with electrical contractors for periodic checks of the installation and equipment: Annual portable appliance testing carried out each year.

### Other Hazards

- Dangerous substances
- All dangerous materials – mainly cleaning, must be stored safely according to manufacturer’s recommendations, and in particular, must be kept out of reach of children. Chemical Register maintained.
- Fluids under pressure
- All aerosols to be stored under manufacturer’s regulations.
- Other important hazards
- Safety Rules in practical areas to be observed.
- All machines to be serviced annually.

### Potential Hazards

The following checklist may be helpful in identifying potential risks.

|            |                     |
|------------|---------------------|
| Mechanical | Entanglement        |
|            | Friction/abrasion   |
|            | Cutting/shearing    |
|            | Stabbing/puncturing |
|            | Impact              |
|            | Crushing            |

|  |  |
|--|--|
|  | Fluid burns  |
|  | Fluid injection  |
| Transport                                      | Coaches and Minibuses (tyres, mechanical, electrical, safety belts)  |
| Access/Exit                                    | Slips, trips and falls   |
|  | Falling or moving objects  |
|  | Obstruction or projection  |
|  | Confined spaces  |
| Handling/Lifting Equipment.                    | Packages<br>Furniture<br>Garden Equipment  |
| Electricity                                    | Power supply systems   |
|  | Large and small electrical equipment   |
| Fire and Explosion                             | Emergency procedures   |
|  | Emergency equipment  |
|  | Combustible material   |
| Particles and Dust                             | Inhalation   |
|  | Ingestion  |
|  | Abrasion of the skin or eye  |
| Radiation                                      | Ionising   |
|  | Non-ionising   |
| Biological                                     | Bacterial  |
|  | Viral  |
|  | Fungal   |
| Equipment and Training                         | Poor maintenance<br>Poor maintenance<br>Lack of provision<br>Lack of training<br>Lack of information<br>Inadequate instruction |
| Unsafe systems                                 | Provision of unsuitable equipment<br>Inadequate monitoring arrangements<br>Skills level appropriate to usage of equipment      |
| Individual(s) and work/life balance/conditions | Long hours<br>High work rate<br>Violence to staff<br>Unsafe behaviour of individual  |
| Procedures/Policies<br>Discipline              | Traffic through/around establishment<br>Medicines in school  |

|  |                  |
|--|------------------|
|  | Care and control |
|--|------------------|

The responsibility for identifying hazards lies with everyone. Once identified any area of potential hazard should be reduced/removed pending full remedial work. The hazard should be reported to the Head/Deputy Head teacher. Where remedial work requires action beyond the Head teacher's delegated authority, the Governing Body, with advice from the Head teacher, will consider the problem. All defects of equipment, lights, heating should be reported to the Site Manager or if appropriate the Head/Deputy Head teacher. Equipment should be taken out of service immediately if considered unsafe.

### **Substances**

New substances and chemicals should not be introduced to the school premises unless and until a COSHH Assessment has been completed.

If the material is still liable to be a hazard to pupils or staff suitable precautions, as recommended by the manufacturer shall be taken. The materials should be kept in a secure cupboard/area. Refer to the school COSHH Register, located in the caretaker's office.

### **Car Insurance**

Staff should only transport pupils in their car if they have an appropriate 'Business and Social' usage added to their cover. Parents should only be allowed to transport pupils if they have completed an appropriate Car Insurance Cover Form, and have a vehicle which is taxed, has comprehensive insurance and a valid MOT certificate. Completed forms to be kept in the Office.

Staff and parents transporting pupils in cars must use a child car seat in accordance with the revised regulation standard ECE R44/03. Child seats must not be used where there are airbags in the passenger seat. A child car seat is located in the store room if needed in an emergency. Pupils should not sit in the front seat of a vehicle. Where this is unavoidable permission must be sought from the parent/carer.

### **Infectious Diseases**

A list of such diseases is to be found in the staff room and on [BSO Communicable Diseases Plan](#). Any reported incidence of disease should be checked against this advice and appropriate precaution/action taken. The School Nurse section should always be contacted if further advice/clarification is required.

### **Acceptable Use of ICT and the Internet**

Specific rules are in place to safeguard staff and pupils when using the school computer network, laptops, interactive whiteboards and projectors, and the Internet. All staff, pupils and parents are required to read, understand (through the delivery of staff training and specific assemblies), and sign the ICT Acceptable Use Policies. Consent for image use for all pupils and staff is also required in compliance with the Data Protection Act 1998. (Refer to the Acceptable Use Policies for ICT).

## **MANAGING STAFF STRESS AND WELLBEING**

We are committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue; we acknowledge the importance of identifying and reducing workplace stressors. Ben Rhydding engages with a range of services and professionals, such as 'Change Hypnotherapy' and trained Mental Health professionals who provide stress identification and Management Workshops annually as well as being able to offer confidential advice and support for a range of issues which may relate to home or school. The school also completes an annual Staff Stress Survey, the results of which can lead to additional support being provided if required. This policy applies to every member of staff in the school.

### **Definition of Stress**

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### **Responsibilities**

#### Managers

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

### **Occupational Health**

We subscribe to Bradford Council's Occupational Health Services Team who support school to:

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.

- Monitor and review the effectiveness of measures to reduce stress.

### Human Resources

- Give guidance to managers on the LA stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

### Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended.

### Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated.

The Head teacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:

- introduce equipment for use on the school premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work, etc Act 1974**.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in their care from risk of injury.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **Lettings**

The Governors and Head of Establishment must ensure that:

1. The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirer is safe.
2. Fire escape routes and exits are clearly marked for the benefit of users of the building.
3. Hirers of the building are briefed about the location of an emergency telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed.
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary briefed and trained accordingly.
5. Hirers should be familiar with the location of first aid facilities.
6. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.
7. Hirers are made aware of the contract conditions set out in the Lettings Policy.

## **BEN RHYDDING PRIMARY SCHOOL HEALTH AND SAFETY POLICY PART 4 – ARRANGEMENTS**

### **Communication**

The Head teacher has the day to day responsibility for Health and Safety and all matters of concern should be immediately reported to her (or her Deputy/Assistant Head if she is not available).

The Head teacher is responsible to the Governing Body. The Governing Body will appoint a member of the Resources Committee to organise a termly Health and Safety inspection/audit involving Governors, the Head teacher, a member of staff and the Site Manager.

Health and Safety is included as an item on each Governing Body meeting agenda as well as each Senior Management Team agenda. Health and Safety is also included on every teaching and non-teaching staff meeting agenda where organisational/administrative meetings are held. At all these meetings appropriate items will then be noted and 'actioned' via an appropriate person(s). In this way matters of concern can be raised, examined and addressed. The resolution of these concerns can then be communicated immediately, at a later meeting or via written notice as appropriate.

### **Staff Training**

All staff are encouraged to complete any training courses which support the individual and/or school in the implementation of the high standards of Health and Safety. Requests for training should be made to the Deputy Head teacher.

### **Staff Induction**

An induction checklist should be completed for each new member of staff. (See Induction policy). New staff will be given verbal instructions and access to the School Health and Safety Policy and time to read it before they start work as part of their induction to the school.

Particular emphasis will be given to matters related to:

- children with specific medical problems
- evacuation procedures
- where to find the Health and Safety and Offsite and Hazardous Activity files
- reporting procedures
- security and personal protection
- safeguarding
- administration of medicine
- first aid procedures
- acceptable use of the internet and school network

### **Supply Staff**

Supply staff who are new to the school or do not work regularly in the school should be given a copy of Health and Safety Procedures as well as be guided through the School's Induction Checklist.

### **Pupil Training**

Pupils will be trained in and reminded of evacuation procedures on a termly basis by class teachers.

In all curricular areas aspects of Health and Safety training will be given as new techniques and equipment are introduced. Teachers will regularly remind children of the need to be health and safety conscious when using equipment or in relation to their behaviour.

Aspects of good Health and Safety practice will also be introduced in PSHE during assemblies and is planned specifically into our curriculum.

### **Risk Assessment**

Where appropriate the Head teacher and Governing Body will carry out and maintain up to date Risk Assessments - **See EVOLVE - General Risk Assessment documents.**

Standard school record sheets are to be used for all risk assessments and where appropriate teachers will identify risks as part of their planning. Each assessment will be reviewed annually or earlier if circumstances dictate. Copies of all risk assessments are kept in the school office.

Where it is available the School will seek the support and training offered by the LA or external sources as appropriate.



