



Milton Road Primary School

Health, Safety & Welfare Policy

Health, Safety & Welfare Policy

1. Statement of Health, Safety & Welfare Policy

We, the Governing Body of Milton Road Primary School, recognise and accept our responsibilities for the establishment and maintenance of a health and safety management system as outlined in the Local Authority's Health and Safety Management in Schools Manual. We shall ensure, so far as is reasonably practicable, the health, safety and welfare of our staff, pupils and any other visitors to our premises, and acknowledge and accept the health and safety policies, procedures, recommendations and advice of Cambridgeshire County Council. To this end, we have prepared this Policy Statement which sets out clearly the health and safety rules and procedures, applicable to everyone in the school, which are necessary for us to discharge our responsibilities effectively.

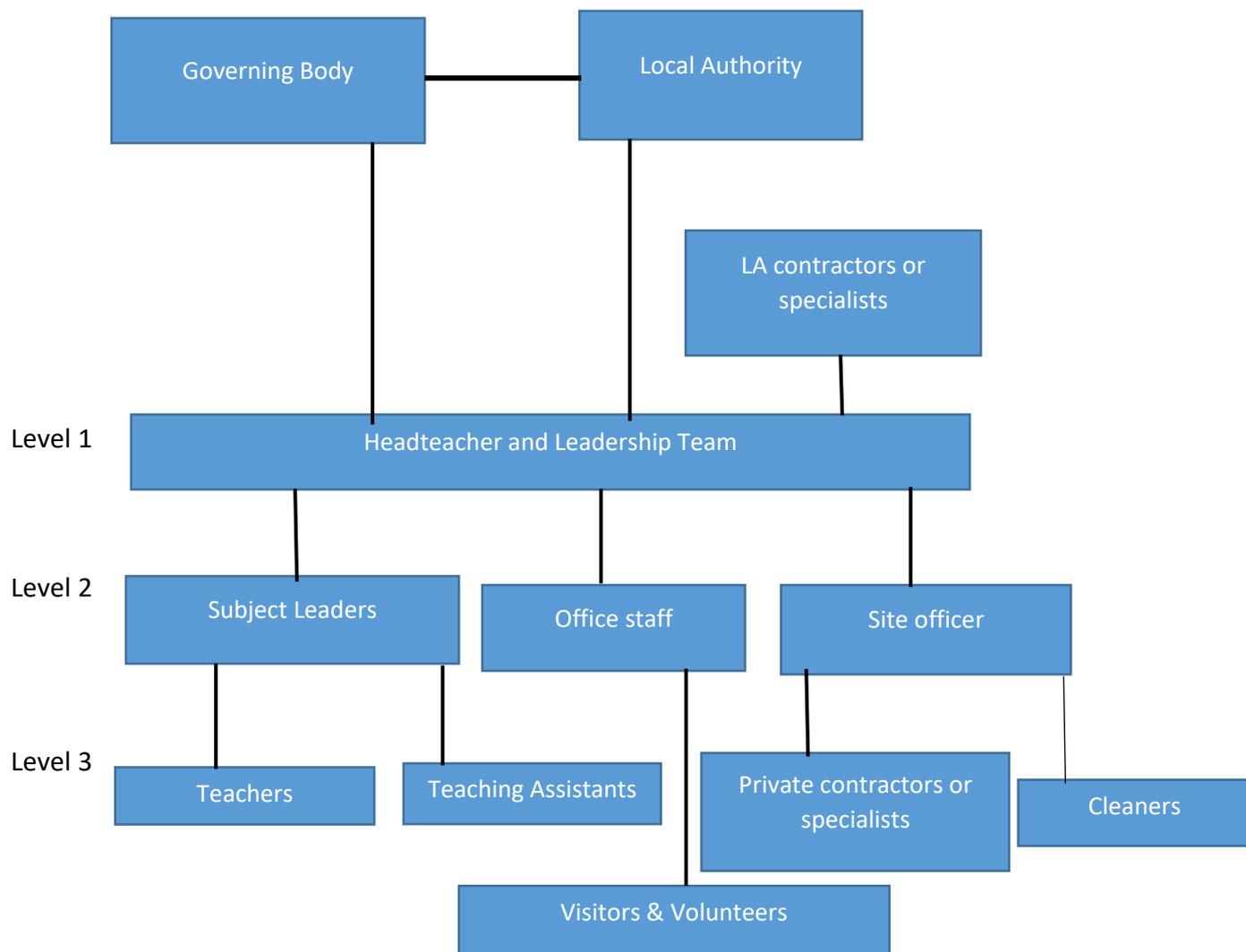
2. Organisation

The Governing Body has overall responsibility for ensuring that the Health and Safety Policy is adhered to. The governors responsible for health and safety sit on the Resources Committee. The Headteacher of the school will carry out day to day management of health and safety issues on behalf of the Governing Body.

Management

The health and safety responsibilities of the Headteacher, Deputy Head and all other staff members are written in their job descriptions.

Our health, safety and welfare management chain is as follows (see below):



Responsibilities

The Headteacher and Leadership Team have responsibility for ensuring that safe methods of work are properly devised, put in place and fully implemented by all teaching, non-teaching, supervisory and ancillary staff. In ensuring that health and safety rules and procedures are applied effectively, they should also give personal leadership in imparting to their colleagues and to pupils an understanding that accidents are preventable.

Subject Leaders will carry out appropriate risk assessments for their subject, identifying potential hazards and associated risks, and formulating appropriate health and safety arrangements to avoid or minimise risks. They are responsible for ensuring that other staff members understand these risk assessments, know the health and safety issues associated with their subject and what steps to take to prevent incidents or accidents from happening.

Teachers and teaching assistants are responsible for reading and understanding risk assessments related to their work activities. They must ensure that health and safety rules and procedures are adhered to in the groups, classes and subjects they teach. Class teachers are responsible for identifying and assessing specific risks in their classrooms.

The Site Officer, in liaison with the management team of the cleaning contractors, oversees the cleaning staff and ensures that they follow the health and safety rules and procedures. The Site Officer will also carry out regular walk-round checks of the premises and ensure that any potential hazards are dealt with quickly.

All members of staff have a responsibility for reporting anything that might be hazardous to the Headteacher, Site Officer or a member of the Leadership Team.

The Resources Committee

This committee takes responsibility for health and safety on behalf of the Governing Body. It meets usually once a term and discusses health and safety issues affecting the staff, pupils or visitors to the school. It is also responsible for ensuring that regular safety checks of the premises and facilities take place.

3. Arrangements and Procedures

The Governors will ensure that individual members of staff are meeting the Local Authority health and safety standards and objectives. To assist them in this task, they will rely upon appropriate published standards, codes of practice, guidance and recommendations produced by the Local Authority, and published legislation.

Fire Safety and Emergency Evacuation Procedures

Fire drills are held each term and analysed to see what can be improved following each evacuation drill. Arrangements are made to monitor and record the condition of all fire precaution equipment regularly and carry out appropriate maintenance. This includes the inspection of fire extinguishers, and the testing of the fire alarm and emergency lighting systems. Currently, the inspection of fire extinguishers, and the fire alarm system, is conducted, under contract, by Chubb, on an annual basis.

An annual Fire Risk Assessment is conducted by an outside agency, and a copy of this is held in the School office. Issues highlighted as part of this annual assessment are considered by the Resources committee of the Governing body and appropriate action is taken in response. The headteacher takes responsibility for commissioning the risk assessment.

An 'in-vacuation' drill is held each term. This ensures that children and adults know the procedure if they need to enter the building, quickly, from outside, as a result of concerns about their immediate safety and well-being (e.g. An intruder on the school grounds).

First Aid, Medicines and Other Health Issues

Whilst regulations impose **no absolute requirement** upon employers to provide a first aider at the workplace, as a school, we ensure that a number of staff are appropriately first aid trained. Guidance from the teaching union, the NEU, recommends that as a minimum every

school should have at least one qualified first aider and one designated 'appointed person' to take charge of first aid matters in their absence. As a school, we currently have three members of staff who have received Paediatric First aid training (4 day training). In addition, all Teaching Assistants, Midday supervisors, and members of the office staff have received 1 day first aid training and, between them all, they share responsibility for first aid during the school day. The Deputy Headteacher is responsible for organising first aid training for staff.

First aid equipment is always taken when trips away from the school premises are taken. Every effort is made to try to ensure that a trained first-aider accompanies the trip.

Medicines should normally be administered at home and should only be brought to school when it is essential i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day.

Whilst there is no legal obligation that requires school staff to administer medicines, the school will, where appropriate, administer medicines to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. Furthermore, in an emergency, all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

In most cases, parents/carers will administer medicines to their children themselves out of school hours, but where this is not possible, parents/carers of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents/carers must complete the parental agreement form (*Parent/Carer consent for administration of Medication Form*) kept in the office before a medicine can be administered by staff; We are aware that some children may be able to manage their own medication, under adult, supervision but again, this will only occur with parental agreement given through the appropriate paperwork.

Staff involved in administering any medication which is accompanied by a protocol (such as the use of an adrenaline auto injector e.g. epipens, for children with nut allergies) will receive training from an appropriate provider, in how to follow the protocol correctly.

Children should take responsibility themselves for administering inhalers, if they need them, unless they are deemed too young by their parents or carers, in which case the inhaler must be accompanied by a written protocol from their doctor's surgery.

Further information regarding the administration of medicines can be found in the school's, 'Medicines in school' policy.

Infectious diseases and hygiene management

At Milton Road Primary school our response to infectious diseases and hygiene management is guided by the Public Health England (2016) document: 'Guidance on Infection Control in Schools and other Childcare Settings.'

With regard to more common problems such as vomiting or diarrhoea, the school adopts a policy where a return to school should only occur 48 hours from the last episode of diarrhoea or vomiting. With regard to other infectious diseases or illness, we refer to advice provided in 'Guidance on Infection Control in Schools and other Childcare Settings' or will seek additional medical advice.

At Milton Road Primary school, we know that effective handwashing is an important way of controlling the spread of infections. Children are encouraged to wash their hands after using the toilet, and before eating or handling food.

Accident Reporting

All illness and accidents that resulted in injury, or could have done, are recorded in the books kept in the medical room. First aiders, who administer first aid, are responsible for recording the incident and their response in the school's accident record log. Parents are notified of accidents or illnesses where such a report has been made.

Serious accidents to pupils, staff or visitors or accidents that could have resulted in an injury are recorded on the Cambridgeshire County Council online Incident Report Form (IRF 96) and returned to the CCC Health and Safety Advisory Group. The Deputy Headteacher is responsible for ensuring that these forms are completed and submitted.

Maintenance

The school follows the statutory regulations with regard to: Electricity at Work – Portable Electrical Appliance Testing; PE Equipment; the Control of Substances Hazardous to Health (COSHH) Regulations; Asbestos at Work Regulations and other legislation and guidance on premises and equipment maintenance. These are normally explained in Cambridgeshire County Council guides for schools (see Health and Safety Management in Schools manual).

Playground and outdoor learning spaces safety

Pupils are supervised by teachers and teaching assistants during morning and afternoon playtimes. Pupils are supervised by teachers and teaching assistants when using outdoor learning spaces.

At lunchtime they are supervised by a team of midday supervisors, teaching assistants and play leaders led by two senior midday supervisors, (one who has overall responsibility for EYFS and Key Stage 1, and the other who has responsibility for Key Stage 2)

Cycling is banned in the playground, during school hours, as is the use of rollerblades, scooters and skateboards. Bikes must be wheeled to and from the bike sheds. Rollerblades and skateboards should be carried into school and stored in the cloakrooms. In addition, children may not play on the bars or climbing frame before school in the morning or at home time, as teacher supervision is not sufficient at these time. Members of staff are expected to ensure that children (and adults) abide by these safety rules.

Sports Field

When taking pupils to the upper sports field, teachers will take with them first aid equipment and a mobile phone. Children who need inhalers must have them with them.

These arrangements also apply to outside trainers who take children to the field during a club or lesson organised by an outside provider.

School Trips

For all school trips we follow the policy and guidance set down in the Cambridgeshire County Council book – *Educational Visits, Policy and Guidance for Off-site Visits and Adventure Activities*. This means we will carry out a risk assessment before each visit. The organising teacher(s) is responsible for ensuring that a risk assessment is completed at least 48 hours before the commencement of the trip. Completed risk assessment for trips are stored centrally as an electronic file.

Children are not taken off the school site without the prior permission of the parent. However when their child first enters the school, most parents sign a general permission slip allowing their child to be taken out of school by their teacher for educational purposes during the school day.

We only use coaches and mini-buses which have seat belts provided and we instruct children and adults to use seat belts at all times when the bus is moving.

The school does not request parents to transport children in their own cars. If parents wish to transport their own or other peoples' children (e.g. to sports fixtures etc.), they must arrange it amongst themselves, with no involvement from the school.

Vehicle Access and Movement on Site

Whilst the car-park is intended for the use of staff and authorised visitors, there are occasions when parents may access the car-park. Parents may bring their car through the main gates and into the school car park if they are dropping off a child to Kidscape (breakfast club) or to an early morning extra-curricular club. This must, however, be done before 8:30am. After 8:30am, the car park is out of bounds for parents, this is to ensure the safety of those walking onto, or riding a bike onto, the school premises at the beginning and end of the school day. In turn, parents may bring their car into the school car park to collect a child from Kidscape (after school club) or an after school extra-curricular club. This can only be done after 3:45pm each day. Access to the school car park is provided for those families where a member of the family may have mobility issues. The school has two designated disabled car parking spaces close to the main reception entrance. An authorisation badge, to allow access to the car park, in these circumstances, is available from the school office.

If parents are volunteering in the school they then come under the category of an 'authorised visitor' and, in these circumstances, may use the school car-park for the duration of their volunteering visit to the school.

Similarly, if a parent is collecting a child during the school day because the child is unwell or has an appointment they need to attend, the parent will, again, come under the category of 'authorised visitor' and can access the car park to allow them to collect their child from school.

It is expected that those who use the school car park will park considerately, mindful of leaving enough space for other cars to manoeuvre and exit.

All staff and visitors must be vigilant at all times when entering, exiting and manoeuvring around the car park. A speed limit of 5mph applies in the car park. Pedestrians always take priority over cars when entering or leaving through the school gate.

At Milton Road Primary School, to support the safety of all, the following important rules apply to those driving cars and seeking to park in the roads near to the school:

- Cars should not stop or be parked on the zig-zag and yellow markings in Ascham Road at the entrance of the school.
Cars should not be parked on, or driven onto the pavement.
- Cars should not be double-parked or obstruct residents' driveways.
- It is expected that all drivers will respect the parking restrictions which may apply to the road in which they are seeking to park, and that they will ensure that they park safely, taking due consideration of other road users and pedestrians.

The Site Officer, Headteacher or members of the Leadership Team will ensure that contractors or outside providers (e.g. the Learning Bus) who need to drive onto the site during the daytime for a particular purpose do not move their vehicle during playtimes or lunchtimes while the children are outside in the playground.

Visitor Access and Security

The outside doors of the building are locked during teaching sessions with access for visitors only through the main reception entrance. The Gilbert Road gate is locked during the school day from 9.15am to 3.25pm. The main gate in Ascham Road is automated, this means that it is closed and secure during the school day. Access is obtained through an intercom system connected to the main reception.

We require all adult visitors who arrive during school hours to sign in and out using the visitors' book in the reception area, and to wear identification lanyards at all times whilst on the school premises. Contractors must sign the Local Authority's 5Cs register and follow the 5C procedure outlined in the red manual.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they will challenge that person and inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted.

Contractors

All contractors booked by the school to undertake work, should liaise with the school's site officer. The site officer is responsible for ensuring that contractors are suitably qualified (e.g. registered electrician).

Welfare

At Milton Road Primary we seek to have a proactive approach with regard to responding to the welfare needs of the children.

Water

Children are encouraged to bring in a water bottle which they fill with drinking water. These water bottles are stored in the class room and children have free access to them. They are also made available to the children during breaktimes.

During hot weather children are reminded about appropriate clothing. In turn, they are encouraged to bring in sun cream to apply.

Adverse weather

Whilst we are mindful of the importance and benefits of children accessing the outdoor environment for play and recreation, there are occasions where, in the interest of the children's safety and well-being, weather conditions may mean that children will spend their breaktimes (morning/afternoon playtime; lunchtime) inside. Such conditions will include things such as: heavy rain; very windy conditions; extreme hot weather). Decisions with regard to the weather and children accessing the outdoor environment are usually made by the Headteacher or Deputy headteacher prior to the commencement of the breaktime period; however, if children are already outside and conditions deteriorate, it is the responsibility of the supervising adults to make appropriate decisions in the best interest of the children's safety and well-being.

(Further information in relation to adverse weather conditions is available in the school's adverse weather policy)

Issues regarding safety of staff

Work Experience

A member of the teaching staff (currently the Deputy Headteacher) has responsibility for co-ordinating work experience arrangements with secondary schools.

Personal Safety of Staff

We take very seriously the need to safeguard the personal safety of all our staff. The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and will take action in line with County policy.

The school provides staff with guidelines for dealing with threatening or abusive behaviour from parents during consultations sessions. If a member of staff is subjected to threatening or abusive behaviour, they may request that a member of the Leadership Team be present at all subsequent meetings with that parent.

Should any incident involve physical violence against a member of staff, the school will report this to the Health and Safety Advisory Group using the IRF 96 form. The member of

staff in question will be supported if he or she wishes the matter to be reported to the police.

Child Protection

See separate Safeguarding Children & Child Protection Policy.

Letting the School Premises to Outside Hirers

See separate Letting Policy.

Restraining Pupils

See separate: Behaviour & Anti-bullying Policy'; Physical Handling Policy.

Internet and Media Safety

See separate ICT Acceptable Use Policy.

School Dress Code

Staff are responsible for checking that children are wearing appropriate clothing which allows them to participate safely and healthily in all school activities. Clothing should be practical, hardwearing and suitable for such activities as: PE, both indoors and outdoors in all weathers; playtime in all weathers; using the outdoor learning environment; art and design; role play and drama; sitting with legs crossed on the classroom carpet.

It is unacceptable for children to wear clothing or accessories which are inappropriate or unsafe for school.

The only items of jewellery children may normally wear at school are watches, ear studs and small items required for religious or medical reasons. Ear studs should be removed or left at home on PE days. Where it is not possible to remove ear studs, children can participate in PE sessions but only in a manner which avoids interaction with others or equipment which could result in possible injury.

All other jewellery must be removed during PE. Medical alert bracelets which are tight to the wrist and have a Velcro fastening, may usually be worn during PE. Teachers must assess the risks to children who are not dressed appropriately and may need to exclude them from activities that could put them at risk in such circumstances.

Make up should not be worn by pupils at school.

Parents will be contacted if their child's dress is not appropriate for school (i.e. preventing him/her from participating safely and healthily in all school activities). It is however not our school policy to exclude children from the school if they, for whatever reason, do not conform to the school's dress code.

4. Monitoring and Review

The Governing Body monitors the effectiveness of the health and safety arrangements within the school, to ensure that controls are in place and working, and that staff are carrying out the procedures and functions allocated to them.

Methods of monitoring include:

- assessing accident/incident reports and reviewing accident statistics
- carrying out health and safety inspections of the premises by members of the Resources Committee
- daily inspections of parts of the premises by the Site Officer
- ensuring that risk assessments are carried out for activities including significant or unusual risks
- examining and acting upon specialist Local Authority Audit Reports or OFSTED Reports where these relate to health and safety issues
- ensuring that maintenance records/reports are checked
- monitoring complaints of hazards reported by members of the school community
- keeping minutes of committee meetings and monitoring the effectiveness of follow-up procedures.

Governors are kept informed of any reports resulting from visits or inspections by the Health and Safety Executive (HSE), the Fire Authority or the Environmental Health Officer and of any Local Authority or DfES guidance or advice which may affect this policy.

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| <ul style="list-style-type: none">▪ Other related policies<ul style="list-style-type: none">▪ Child Protection Policy▪ Individual Subject Policies▪ Lettings Policy▪ Physical Intervention Policy/Positive Handling Policy▪ Car Park Policy▪ Intimate Care Policy▪ Medicines in School Policy▪ Supporting children with medical needs Policy▪ Parent/Carer protocols▪ Expected behaviour of Parents/Carers Policy▪ Acceptable Use of ICT Policy▪ Whistle-blowing Policy | <ul style="list-style-type: none">▪ Other related documents<ul style="list-style-type: none">▪ Health & Safety Management in Schools▪ Educational Visits, Policy and Guidance for Off-site Visits and Adventure Activities▪ School code of conduct▪ ICT code of conduct▪ Fire and Emergency Evacuation Procedures |
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Agreed: March 2019