



# Health and Safety Policy

Updated: May 2022  
To be reviewed: May 2024

**EQUALITY SCHEME  
EQUALITY IMPACT ASSESSMENT FOR  
HEALTH AND SAFETY POLICY**

Staff / Committee involved in development:	L + M Committee; Headteacher / Bursar	
For use by:	Staff and Parent/Carers	
This policy relates to statutory guidance:	Supporting pupils with medical needs 2014 DFE guidance on asthma 2016 EYFS 2014 Children and Families Act 2014 Equality Act 2010 HSE Health and Safety made simple	
Key related Farndon Policies:	First Aid Policy Asthma Policy Medicines Policy Risk Assessment Policy	
<b>Equality Impact Assessment:</b> Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
<b>Groups:</b>	<b>Yes/ No</b>	<b>Positive/Negative impact</b>
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious & Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	Yes	Pupils with medical needs have full and equal access to curriculum.
<b>Reviewed by</b>	L + M Committee	
<b>Agreed by</b>	L + M Committee  Policies with negative impact must be notified at full governing body	
<b>Next Policy review date</b>	May 2024	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

## **Policy Statement**

Farndon School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors. Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Head Teacher of any health & safety issues and to remain vigilant while on the school premises. Health & Safety standards should enhance the potential range of activities and not curtail them.

## **Purpose**

The purpose of this policy is to provide all Governors, staff, and visitors with the necessary guidance to ensure Farndon School remains a safe and healthy working & learning environment. All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors. The school accepts the health & safety guidance and follows the advice in the Health & Safety & Welfare Manual. A copy can be found in the staffroom. The School recognises the necessity for the partnership with the Council to ensure that all statutory duties in this field are met. Also, within this policy, we recognise the importance of keeping hazards under control by making an assessment of operating risks.

## **Procedures**

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

### **1 Organisation & Persons responsible**

For further information please refer to the following:

**Appendix 1:** Organisation

**Appendix 2:** Responsibilities

### **Governors:**

In consultation with the Head Teacher, Governors will ensure identification of all risks relating to the following:

- The premises
- Employees, pupils and others affected by the School's activities, including visitors, contractors and any other stakeholders.
- School activities
- School-sponsored events
- Nominate a governor with responsibility for Health & Safety
- Receive a termly report on the school's health & safety performance (Headteacher report)
- Receive & review an annual health & safety audit
- Ensure that the school H & S Policy is implemented and updated, as required
- Through risk assessment and school self-evaluation processes, select the most appropriate means of minimising risk to staff, pupils and others.

### **Headteacher:**

Has responsibility for day-to-day maintenance and development of safe working practices and conditions for all staff, pupils and visitors and will ensure the safe working practices and procedures throughout the school and that all risks are assessed and controlled.

Effective systems of risk assessment through the school's policy will ensure prompt identification of potential hazards and appropriate action taken. The Head Teacher will collate accident and incident information and where necessary, carry out further investigation.

### **Day-to-day responsibilities:**

The Head Teacher will ensure :

- Safe methods of working exist and are implemented throughout the school.
- All staff are aware of this policy and safe working practices.
- Regular safety inspections of premises and equipment are made
- Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action taken
- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate First Aid facilities & trained staff, protective clothing & equipment and fire appliances are provided and readily available.
- Hazardous & highly flammable substances are correctly stored and labelled and exposure is minimised
- Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held. Also, we practise the event of children having to be evacuated from the playground into the school building.
- All Staff are expected to familiarise themselves with the health & safety aspects of their work and Health and Safety policies are shared as part of the Induction process.

### **All staff have a responsibility to:**

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
- Follow agreed working practices and safety procedures
- Report any accident, near miss or incidents of violence to the Lead Safeguard Officer ( Mr Walker: Headteacher ). (See behaviour policy)
- Ensure health & safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances
- Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment
- Check that classrooms / work areas, equipment is safe and properly maintained before and after use. Complete 6 monthly classroom risk assessments.

### **Appointed First Aiders:**

- Take charge of the situation and summon medical assistance if necessary.
- Assist casualties when requested
- Keep a record of treatment or advice given and ensure that an accident form has been completed, where appropriate.

- Ensure First Aid boxes are correctly stocked at all times
- **COSHH lead person: Mrs Knight and Mr McCann**
- Maintain an inventory of substances covered by the regulations • Carry out risk assessments, determine control measures required and review, as appropriate.

### **Hirers / Contractors:**

- The school will seek to ensure that hirers, contractors and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met. C
- Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract.
- Contractors will be required to make appropriate arrangements with the Headteacher to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- Contractors / Hirers will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school activities.
- When the premises are used for purposes not under the direction of the Head Teacher, then the principle person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.

### **Accident / First Aid:**

- All accidents must be reported to the Head Teacher and a named First Aider.
- There are 2 named first aiders in school and all staff are emergency trained.
- Several staff who work with Early Years are paediatric first aid trained.
- Minor cuts, bumps and grazes may be treated by first aiders or, in their absence, by a member of the classroom staff.
- First Aid boxes are located in the Learning Zone and every class has an emergency first aid box. Also, there are six available portable first aid bags for midday assistants and any external school trips.
- If there is any doubt as to the full extent of the injury, or any cause for concern the Head Teacher must be contacted and a decision will be made to contact parents, or in the case of an emergency an ambulance called.
- The first aider or member of staff involved should complete the appropriate accident form. All accidents are communicated to Parents at the end of the day. If a child is not being collected because they are attending a club or FACE, the Parent is contacted. In the event of any Head injury, the child is given a head bump letter to take home and the Parents are contacted to inform them of the minor accident.
- In any event where a child attends hospital, Cheshire West and Chester's reporting procedures are followed, using PRIME.

### **Arrival and Departure:**

- Arrival - Pupils enter via the side gate from 8.45am.
- Pupils are dropped off at the gate at 8:45, and the children go straight into class.
- The gate is locked at 8:55 promptly; staff remain there until 9:00 to ensure no pupils go to the front of school unattended.
- Departure - This is a particularly busy time of the day and to ensure the safety of pupils, staff are responsible for the handing over of pupils

- If there is a problem regarding a pupil's departure a senior member of staff should be informed. Pupils who have not been collected must be taken to the main office and the parents contacted.

### **Computer / Display Screen Equipment:**

- All staff who are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. Users must complete a yearly risk assessment. They are entitled to eye or eyesight tests and if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. Users should be encouraged to take a 5-10 minute break from intensive keyboard work every 50-60 minutes.
- Work stations should be reviewed regularly to ensure correct seating and lighting. Work station assessments should be completed regularly.

### **Curriculum:** (see separate curriculum policies)

- Information on the safe delivery of potentially hazardous parts of the curriculum are described in the relevant subject policies.

### **Electrical equipment:**

- All electrical equipment and services are regularly checked by competent electrical contractors. Electrical items from home may only be used in school following specific approval of the Head Teacher. Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Head Teacher immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked.
- Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded. This is identified in the class risk assessments which is carried out every September.
- There is some evidence of a relationship between VDU screens and the onset of epilepsy in some persons and this should be kept in mind with those pupils who may be vulnerable. Similarly, the use of "multi-sensory" and 'light stimulation' equipment & areas should be monitored carefully with regard to responses of individual pupils.

### **Emergency Procedures Fire:** (see separate Fire Policy)

In the event of an emergency the alarm must be raised using the nearest call point. There are fire notices in each room in the school, complete with floor plans showing evacuation procedures pertinent to each area / room. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble. Fire drills will take place every 2 terms. Fire equipment is regularly checked and serviced by Barlows every year.

**Other emergencies:** (see separate Critical Incident Plan) A gas leak or a bomb alert or any potential danger within the school building – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill and position as instructed.

**People with physical disabilities:** Individual arrangements for the safety and safe evacuation of pupils will be determined before their entry to the school and made known to classroom staff. These should be reviewed regularly within the Fire Policy. For staff with disabilities, there will be a meeting with the Head Teacher & Education Safety Officer, as appropriate as soon as possible after their appointment. Within the Fire Policy, where appropriate, a PEEP will be completed.

**Emergency Procedures for Vulnerable pupils:** Any member of staff concerned about the condition of any pupil should alert a first aider and the Headteacher.

### **Equipment eg Positioning / Sports:**

It is important that staff familiarise themselves with approved procedures and individual features of PE equipment. Always ask appropriate colleagues if you are in any doubt about correct usage of equipment. Staff may also refer to the risk assessment for Physical Education. Annual risk assessments are conducted for play equipment both inside and outside.

Any damage to equipment must be reported to the appropriate member of staff (Mrs Knight or the Headteacher ).

### **Hazardous Substances:** (see COSHH sheets)

Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials, Curriculum (science) must be kept in locked cupboards and appropriate storage regulations followed. All substances must be kept in appropriate and clearly marked containers.

### **Hygiene and Safety:**

Catering staff should follow all regulations to ensure hygiene in the preparation of food and food handling areas. All catering staff should have completed training on health & safety regulations in the preparation of food. This training is updated every 3 years.

### **Infectious Diseases:**

See Local Health Authority Handbook for Schools. This is displayed on the staff room Safeguarding wall.

### **Intruders:**

If an intruder is seen on the premises staff should challenge them for identification if appropriate. If the intruder appears threatening in any way the Head Teacher must be contacted immediately. The Head Teacher will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be. The Critical Incident Plan will be followed.

### **Lettings:** (see School Letting Policy)

For safety arrangements for the use of the premises outside normal working hours refer to school's Lettings Policy. Within the policy, any persons who are using the school premises must complete the lettings agreement paperwork.

### **Manual Handling:**

Wherever possible manual handling will be avoided or done by mechanical means. Risk assessments will be carried out as appropriate and manual handling tasks reduced to the lowest level reasonably practicable. All staff who carry out unavoidable manual handling tasks on a regular basis will be trained.

### **Medication:** (see separate Giving Medication Policy)

All medications are kept in a locked cabinet in the Office. Medication must be administered in strict accordance with written instructions and their use properly recorded. Each pupil requiring regular medication has a completed health care plan that is regularly reviewed by the staff who are trained in

the administration of medicines. All medication sent to school must have the child's name on the outside, clearly state the dose and time to be given and the medication dated. All new medication must have the parent's written consent for the school to administer it. (see medication policy)

### **New & Expectant Mothers:**

On notification of pregnancy, return to work after giving birth or continued breast feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

### **Repairs & Maintenance:**

The building will be inspected termly by the Head Teacher and a Governor with responsibility for Safety. Staff should report any defects or problems promptly by entering them in the defects log book held in the school office/or notifying the Bursar. The Site Manager, along with the Headteacher, will risk assess the defect. If it is graded 1, then the repair must be carried out immediately. Grade 2 is urgent and done as soon as is possible. Grade 3 is logged and carried out at the earliest convenience.

**Risk Assessments:** (see separate Risk Assessment Policy and EVC policy)

Many aspects of school life may have implications for Health & Safety so it is important for all staff to regularly carry out risk assessments. In many situations visual risk assessments and staff discussions may be sufficient; in other situations a completed formal risk assessment should be carried out. All visits outside the school environment must have a completed formal risk assessment signed by the Educational Visits Co-ordinator / Head Teacher before the visit can take place.

### **Staff Protection / Personal protective equipment:**

In some situations staff are at risk from pupils that may scratch, bite, pinch, kick etc. It is important that the risk is minimised and staff should ensure that protective clothing is worn where appropriate and the behaviour policy and / or behaviour action plans are followed.

### **Stress:**

Where staff feel they need support for stress, the school will do all they can to change any duties that may cause stress and refer staff to occupational health.

### **Swimming:**

Pupils are taken to the local swimming pool where adequate lifesavers are provided. Staff should always ensure that there is adequate supervision to meet the needs of their class group. Permission slips should be obtained for all pupils to go swimming and a risk assessment completed.

### **Violence:**

All violent or potentially violent incidents should be reported to the Head Teacher and the appropriate incident form completed & sent to the LEA Education Safety Officer. Where injury occurs this should be done, in addition to completing the Accident / Dangerous Occurrence form. For further information refer to school's Behaviour & Bullying policies.

### **Sun Protection:**

Skin cancer is the most common form of cancer. Exposure to ultraviolet radiation from either the sun or sunbeds is very harmful. As a school, we are pro-active in the event of prolonged hot weather. The

Office will text all parents to remind them to send their children into school with sunscreen already applied and a hat. In extreme weather, pupils are brought back into school early, similar to a wet play scenario.

### **Protective Clothing:**

Pupils should be encouraged to wear hats outside in the sun. Spare hats will be kept in school for those pupils who do not have a hat. Where a pupil has not got a hat, they will be encouraged to seek shade. Staff should ensure that pupils cover exposed skin areas when out in the sun for longer periods of time. E.g. playtimes, school trips. Staff should set a good example by wearing hats and protective clothing outside in the sun. Sunscreen Parents will be requested to apply sunscreen at home. Pupils are also encouraged to bring sunscreen into school so that they can apply it themselves at a break time. The school will keep sunscreen in school and encourage pupils to apply it themselves While it is better to use Sunscreen sent in by parents to avoid any allergies the school has a duty of care and will apply/assist pupils who do not have their own. Where possible pupils should be encouraged to apply their own sunscreen in order to learn its importance. Staff should set good example by applying sunscreen. The school has a separate Sun Protection policy. Pupils should be encouraged to sit/play in areas of shade. Where this is not possible in our play areas, awnings will be put up. Any pupil who will not stay in a shaded area should be monitored and taken in if the risks are too high for that pupil. E.g. a pupil that is not running around but just lying in the sun.

### **Waste Disposal** (see separate Intimate Care policy / Bodily fluids policy)

All staff should wear protective gloves when meeting the toilet needs of pupils. All waste should be placed in the bins provided. Protective gloves must be worn by all staff when handling body fluids – All should be disposed of in the yellow bags provided and placed in the Yellow bins outside at the end of the day.

### **Slips and Trips, and Working at Height:**

Person accountable is Mr McCann. The site manager, who has appropriate training, checks the school for any potential slip or trip hazard on his daily task list. The person accountable also receives training in safe practises when working at height. The ladders used have the appropriate checks using the forms taken from the HSE website.

### **Vehicles on site:**

The school has a risk assessment which makes clear strategies in order to minimise the risk at the front of school in respect of vehicles. Parents are reminded not to park in newsletters. Those parents with disabilities can arrange access through the school office. The school now has a designated path to separate pedestrians and vehicles.

### **Managing Asbestos:**

Asbestos is continually managed by conducting surveys on specific areas before building work is carried out. The school holds an up to date asbestos register with identified areas of risk. The school has also carried out an asbestos review. The caretaker is up to date on training.

### **Professional Development:**

All staff have equal access to training where appropriate. It is important that all staff familiarise themselves with this policy and the health & safety procedures at the school. Training will be provided to meet staff needs where appropriate and this policy will be shared as part of the induction of new staff.

*Signed by:*

*Chair of Governors: L. Lancelotte ..... Date:.....*

*Head Teacher: A Walker..... Date: .....*

*Agreed at the Meeting of the Governing Body on: .....*

*To be reviewed:..... May 2024*

**Minor Accident / Incident Report Form**

Pupils name:		Age:	M	F
Date:	Time:	If fall, extent of drop Mtrs		
		If Head Bump, has letter been sent home? Y/N		
How and where did the accident / incident happen?				
Details Of First Aid Administered:				
What control measures have been put in place to prevent it happening again?				
Signed:			Date:	

**Minor Accident / Incident Report Form**

Pupils name:		Age:	M	F
Date:	Time:	If fall, extent of drop Mtrs		
		If Head Bump, has letter been sent home? Y/N		
How and where did the accident / incident happen?				
Details Of First Aid Administered:				
What control measures have been put in place to prevent it happening again?				
Signed:			Date:	

## Head Bump Notification

Dear Parent/Guardian,

Your child \_\_\_\_\_ received a bump to his/her head today. Your child was seen by a first aider and has not displayed any adverse effects. However, as a precautionary measures you may wish to observe your child for any of the following and seek medical attention if necessary.

- Confusion/Memory Loss
- Nausea /Vomiting
- Vision changes
- Excessive Sleepiness
- Severe headache
- Slurred speech
- Restlessness/Irritability
- Dizziness

Signed

Date