



# JOHN EMMERSON BATTY PRIMARY SCHOOL

## Health and Safety Policy



### 1.0 INTRODUCTION

- 1.1 Every employee of The Galileo Trust should be aware of the Trust's Statement of Safety Policy.
- 1.2 Every employee at John E Batty School should also read this policy which draws attention to the specific obligations of these premises. A copy of the Policy will be made available to all staff on the school website.
- 1.3 This Policy Statement meets the needs of premises employees, service users and members of the public who may use the premises.
- 1.4 All employees are reminded of their duties under Section 7 of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Section 7 enables the premises to successfully carry out practices that are developed to ensure compliance with the Act.
- 1.5 All employees have the responsibility to co-operate with the Trustees, Governors and Head Teacher to achieve a healthy and safe workplace. Each employee also has a responsibility to take reasonable care of themselves and of others who may be affected by their actions at work.

### 2.0 STATEMENT OF INTENT

- 2.1 The Local School Board Members and Head Teacher will, so far as is reasonably possible, provide and maintain safe and healthy working conditions, equipment and systems of work for employees in this premise. We also accept responsibility for the health and safety of service users and other people entering these premises.

This policy allocates duties for safety matters and particular arrangements as set out.

This policy will be reviewed and updated when changes occur to either premises or personnel.

Signed:  Head Teacher Date: 1<sup>st</sup> February 2024

Signed:  Chair of LSB Date: 1<sup>st</sup> February 2024



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### 3.0 RESPONSIBILITIES

3.1 The following persons have responsibilities for health and safety at these premises.

#### 3.2 *MANAGER*

***Overall and final responsibility for health and safety in the premises and for drawing the attention of employees in these premises to this Statement of Health and Safety Policy is with the Head Teacher of the School.***

#### 3.3 *DEPUTY MANAGER*

***Responsible for health and safety in these premises in the absence of the Manager is with the Deputy Head Teacher.***

3.4 The Health and Safety Leader is responsible for undertaking regular reviews of Health and Safety at the premises with the appointed Local School Board Members and reporting any points for action to the Head Teacher and Local School Board. (Current member of staff with responsibility: **The Head Teacher**)

3.5 The Head Teacher in conjunction with the Galileo Trust is responsible for undertaking comprehensive Health and Safety Audits on an annual basis to identify points of action related to the premises of the school-

3.6 The Head Teacher is responsible for ensuring corrective measures are undertaken in relation to the identified points of action-

3.7 All members of staff are responsible for their own and other members of staff health and safety.

### 4.0 ENSURING THE HEALTH AND SAFETY OF PEOPLE WITH DISABILITY

4.1 The school will take all appropriate reasonable steps to ensure the safety of people that live with a disability . When considering policy, practice, procedures and resources the school will pay due regard to the duties to:

- promote equality of opportunity between disabled people and other people
- eliminate discrimination that is unlawful under the Disability Discrimination Act 1995
- eliminate disability related harassment
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- take steps to meet disabled people's needs, even if this requires more favourable treatment.

4.2 All other sections of this policy should be read in conjunction with these duties.



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### **5.0 RISK ASSESSORS**

- 5.1 The Head Teacher is responsible for ensuring that appropriate risk assessments are in place for the use of the premises.
- 5.2 The site supervisor has specific responsibility for identifying risks presented by the premises which are not specific to particular activities (tripping hazards etc). These will be reported to the Head Teacher for arrangements for a risk assessment to be undertaken and communicated to the appropriate staff.
- 5.3 All staff are responsible for identifying potential risks in school and to bring these to the attention of the Head Teacher. Where activities are to be undertaken in school which present risk, but do not have a risk assessment on file, the staff member responsible for the proposed activity must undertake a written risk assessment and pass this to the Head Teacher or Deputy Head Teacher for review prior to undertaking the activity. Special consideration should be made in relation to individuals with a disability when performing risk assessments.
- 5.4 No staff member will undertake an activity in school which presents risk without making an assessment of the risk to themselves or others.
- 5.5 Each room in school has a specific risk assessment which is reviewed annually. Staff and visitors are to make themselves aware of the identified risks and the controls identified to reduce them.
- 5.6 All risk assessments are to be filed in the Health and Safety File in the School Office.

### **6.0 COSHH ASSESSORS**

- 6.1 The Head Teacher is ultimately responsible for ensuring that COSHH assessments are undertaken.
- 6.2 The site supervisor will be delegated responsibility for undertaking COSHH assessments on products used for cleaning and domestic purposes. These assessments will be presented to the Head Teacher for review before being filed in the COSHH risk assessment file stored in the school office.
- 6.3 The site supervisor will keep a register of all hazardous substances used in the course of his own or the cleaners work. Any new hazardous products will be added to the list and a risk assessment will be carried out.
- 6.4 All hazardous substances will be stored either in a locked cupboard or locked out-house. No hazardous material is to be used with children unless a specific risk assessment is completed and the control measures reduce the risk to a low level.

6.5 All other staff members will check the products they use to ensure they are not hazardous to health. Where a product is identified as being hazardous, the staff member will inform the Head Teacher for a risk assessment to be undertaken by the Site Supervisor.

## 7.0 FIRST AID

7.1 **The Head Teacher has overall responsibility for first aid in the school. In our school it has been assessed that the school requires two first aid at work trained members of staff and a minimum of 3 members of staff with paediatric first aid.**

**The Head Teacher nominates the following members of staff to take responsibility for administering first aid:**

Name:	Job Title	Where contacted:
Terry Cummings	Teaching Assistant	School Office
Helen Hailey	Teaching Assistant	School Office
Mrs Michelle Sharpe	School Administrator	School Office

7.2 **The School Business Manager is responsible for ensuring that first aid equipment is adequate and accessible.**

7.3 At any one time a member of staff with paediatric first aid training will be available in the Foundation Stage.

7.4 **The Head Teacher will ensure that the number of staff trained in basic first aid is adequate for the school population. Currently all class based TAs have had paediatric first aid training.**

## 8.0 ELECTRICAL CHECKS

8.1 The Site supervisor will undertake regular checks of small electrical appliances, plugs etc, as detailed in the Site supervisor's job description.

8.2 All members of staff are responsible for carrying out visual checks of electrical equipment prior to its use and are responsible for reporting any suspected faults to the Head Teacher. Where any member of staff has any doubts about the safety of a piece of electrical equipment they should not use it.

8.3 Annual PAT testing will be completed on all electrical equipment used in school.

8.4 A hard wiring test of the school will be completed once every five years. Any necessary remedial works will be completed.

## 9.0 RECORDING AND REPORTING ARRANGEMENTS

### 9.1 ACCIDENT RECORDING AND REPORTING

### 9.2 **All accidents should be reported to the school office for the appropriate recording and reporting procedures to be followed.**

9.3 These procedures are available for all to read in the school office. Both a 'Pupil Accident Book' and the North Yorkshire County Council online accident reporting system are used to record accidents. The link to the online system is:

<https://nyccbsafe.bondap.com/dashboard/default>

9.4 Two types of injury must be reported to the HSE using the online system. These are:

- A) **All accidents to members of staff.** Staff have a duty to report accidents to the Head Teacher and complete the online forms as soon as possible after the accident.
- B) **All accidents involving pupils where they are deemed to be serious in nature, or where a contributing factor has been the condition of the premises or lack of adequate supervision.** Incidents where pupils are taken directly to hospital for medical treatment either by a member of staff or a parent collecting a child from school must be reported to HSE using the online forms.

9.5 Minor injuries suffered by pupils in the school building or on the playground which do not adhere to the above description in 9.4B should be recorded in the pupil accident book which is located in the school office.

9.6 Where an accident warrants reporting to the HSE, the Head Teacher will carry out an accident investigation as soon as possible after the incident. The outcomes of this investigation will be reported to the HSE on the North Yorkshire County Council online system mentioned above. This will be forwarded as soon as possible after the accident (Within one week).

9.7 Where a serious accident has been narrowly avoided, the staff have a duty to report this to the Head Teacher. The head teacher will then carry out a near miss investigation and report the incident as outlined by the near miss protocol to the Trust.

## 10.0 VIOLENCE TO STAFF

10.1 Violence against staff will not be tolerated. Where violence against staff occurs the Head Teacher should be informed.

10.2 Where violence against a member of staff occurs the LA Caution Advised System will be followed and a record of the incident stored on file in the school office.



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### 11.0 NEEDLESTICKS

11.1 School will follow the Redcar and Cleveland LA Corporate Guidance on the Handling of Needlesticks. Pupils will be regularly told to report the finding of sharp objects including needle sticks to a member of staff without touching the items themselves.

### 12.0 SAFETY SURVEYS

12.1 The Health and Safety Leader is responsible for undertaking regular reviews of Health and Safety at the Premises with members of the Local School Board.

12.2 The Head Teacher in conjunction with The Galileo Trust is responsible for undertaking comprehensive Health and Safety Audits on an annual basis to identify points of action related to the premises of the school. *The outcomes of these audits will be reported to the Local School Board.*

### 13.0 SMOKING and E-Cigarettes

13.1 The school premises are designated a non-smoking area (See school policy on Smoking). This precludes the smoking of e-cigarettes.

### 14.0 GENERAL FIRE SAFETY

14.1 FIRE WARDEN: *Head Teacher*

14.2 The Head Teacher is responsible for checking that all fire routes are kept clear.

14.3 The Head Teacher is responsible for ensuring fire exit signs meet current legislation.

14.4 The site supervisor is responsible for checking the fire alarms. This is undertaken with a frequency of once a week from different alarm call points to ensure all call points are tested. This includes a monthly emergency lighting check which must be recorded.

14.5 The Head Teacher is responsible for ensuring fire drills are carried out once a term. The time taken for full evacuation is recorded and reported to governors.

14.6 Each member of staff is responsible for the safe evacuation of pupils within their care!

14.7 A detailed Fire Emergency Plan is made to detail how safety will be assured during the event of a fire. (See Fire Emergency Plan)

14.8 Fire risk assessments are completed for the premises and are updated annually.

14.9 Emergency evacuation procedures are reviewed annually and shared with all staff in school. These are displayed in each room in school.

14.10 All fire fighting equipment is to be checked on an annual basis by an outside contractor.



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### 15.0 **CRITICAL INCIDENT PLAN**

- 15.1 A Critical Incident Plan has been devised to guide staff and children as to how to safely enter the building in the case of a dangerous incident occurring outside of the school building (e.g. train crash / chemical spillage etc.) This plan is to be updated on an annual basis and should be communicated to all staff and pupils. This plan is to be run through with the pupils once a term.

### 15.0 **TRAINING**

- 15.1 The Head Teacher is responsible for ensuring that staff receive appropriate training in the use of equipment and premises.
- 15.2 No member of staff should undertake any activity in school for which they do not feel adequately trained to carry out.

### 16.0 **CONTROL OF CONTRACTORS**

- 16.1 All contractors must be asked to sign in and out of the premises using the visitors' book.
- 16.2 All contractors must be provided with a visitors' badge.
- 16.3 All contractors must sign the AW3 form prior to being given authorisation to work. AW3 forms to be filed at the back of the 'Information / Forms for Contractors' file in the school office.'
- 16.4 All contractors must be directed to read the asbestos register and be notified of any known risks to their health and/or safety.
- 16.5 *Where contractors have not indicated that they have read the asbestos register then they will not be provided access to the school building.*

### 17.0 **WORKING OUTSIDE THE PREMISES**

- 17.1 Where staff intend to leave the premises to undertake work related activities, they must inform the school office of their leaving and indicate an expected time for returning.
- 17.2 All staff must make personal assessments of the risks presented to them whilst working outside of the school premises and not undertake any activity which they deem a potential risk to their health and safety.

### 18.0 **MANUAL HANDLING RISK ASSESSMENTS**

- 18.1 *All staff are responsible for making themselves aware of the manual handling risk assessments and guidance available in the Health and Safety File accessible in the school office.*

## 19.0 VISITORS TO SCHOOL

- 19.1 Students on work experience placement and teaching practice are to be regarded as employees rather than visitors. As such all reasonable steps should be made to safeguard their health and safety. As employees they are then to have a responsibility for their own safety and should be made aware of this by reading this policy. *A specific risk assessment is available for people undertaking work experience. This risk assessment must be shared as soon as possible at the start of the placement.*
- 19.2 Students from local colleges are covered by Work Experience Scheme Indemnity Agreements.
- 19.3 Visitors on a normal basis will be required to conform to normal day to day procedures such as accident notification, fire drills etc.

## 20.0 EDUCATIONAL VISITS

- 20.1 *The school's Educational Visits Policy outlines policy, practice and guidance in relation to ensuring health and safety on educational visits. This policy includes information on the requirement for specific risk assessments to be completed before the taking of educational visits. All staff must make themselves aware of and adhere to this policy. This policy is located on the school's website. All risk assessments must be filed in the Educational Visits File prior to the trip.*

*For the following types of activity the online Evolve Risk Assessment / Reporting Procedures must be used:*

*Complex visits including but not limited to;*

- *Overnight visits (including camping) away from the establishment site*
- *Visits abroad*
- *Visits in open water or on the sea*
- *Self-led adventurous activities*
- *Adventurous activities led by an provider outside the scope of an AALA licence*
- *High-ropes courses*
- *Motor sports/driving off-road*
- *Flying on any kind of aircraft*
- *Visits near cliffs or steep terrain*

- 20.2 *The nominated Educational Visits Co-ordinator (EVC) is responsible for keeping the policy up to date and providing advice to other members of staff regarding health and safety matters when planning for visits. Any member of staff unsure about any aspect of a proposed visit should discuss the matter with the EVC prior to the visit. The current Nominated Educational Visits leader is the Head Teacher.*



### 20.3 Supervision During Visits

20.4 Some discretion will be required depending upon the activity but a broad recommendation where there are not increased risks presented by the activity is:

- FS – One adult per four children
- KS1 - One adult per six pupils
- KS2 - One adult per ten to fifteen pupils

### 21.0 HEALTHCARE PLANS

21.1 Where school is made aware of a child having specific health or medical needs a healthcare plan will be drawn up in agreement with parents, appropriate medical professionals and school.

21.2 This healthcare plans will be communicated to all relevant staff in school and will be updated on an annual basis.

21.3 Where a child has increased risks due to their diagnosed medical/health needs a card highlighting these risks will be placed in the classes register and displayed in the staffroom.

21.4 Please refer to Supporting Pupils at School with Medical Needs and Administering Medicines Policy for further details.

### 22.0 ILLNESS IN SCHOOL

22.1 Should any child be taken ill in school, parents will be contacted and suitable arrangements made. Registration forms with parents' contact numbers and second contacts are completed on admission. All pupils are to have at least two named contacts on record for safeguarding purposes.

22.2 In the case of serious injury or illness, an ambulance will be called and parents notified, if possible, in time to accompany their child to the hospital. Where parents or carers cannot be contacted a member of staff will accompany the child and act in loco-parentis

22.3 Where a child is identified to be suffering from an infectious illness then the Health Protection Agency's 'Guidance on Infection Control in Schools' will be used to guide the Head Teachers decision whether to allow attendance.

22.4 Where a child leaves school prior to the end of the school day a record must be made by the parent/carer in the Pupils Signing in and Out Book.



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### 23.0 ADMINISTERING MEDICINES

23.1 The School is obliged to support pupils with their medical needs. Please refer to the Supporting Pupils at School with Medical Needs and Administering Medicines Policy for detailed policy and procedures on these duties.

### 24.0 CONTROL OF LEGIONELLA

24.1 School employs an outside professional agency to monitor the hot and cold water system in school to ensure that the system is safe from Legionella. This monitoring check the outlet temperatures of all taps in school and ensures safe use of the water system.

24.2 Where increased risks are identified these are to be reported to the Head Teacher. The Head Teacher must arrange for swift remedial works to be completed to maintain the safety of the system.

### 25.0 INSPECTION OF PE EQUIPMENT

25.1 Annual checks are completed by an outside agency on the suitable condition of all PE equipment in school. Where equipment is deemed unsafe it will be removed and disposed of immediately.

25.2 As with all equipment used in school, **staff must check the condition of PE equipment before its use by pupils.** Any defective equipment must be passed to the School Business Manager for removal. Defective equipment must not be used in any circumstance.

### 26.0 PUBLIC HEALTH CRISIS (E.g. Epidemic / Pandemic)

26.1 In the event of a public health crisis, the school will follow guidance from the Government, DFE, Public Health and the Galileo Trust. Following the completion of appropriate risk assessments, the school will implement any recommendations from these authorities and liaise with all stakeholders to keep them informed of the actions to be taken by the school, and their part in helping to manage the crisis.

### 27.0 HEALTH AND SAFETY IN THE EARLY YEARS

27.1 **Health and safety in the early years is managed as per the KS1 and KS2 using the procedures and policy outlined in this document. This includes the use of specific risk assessments and room/area risk assessments. Some further general considerations are noted in 26.2.**

#### 27.2 Outside:

- All staff should consider if an area is safe and secure before use.
- Adult pathways/ car parks should be partitioned off from play areas.

- Gross motor/outdoor play equipment needs careful organising - readily accessible to ensure regular use, but safe enough not to be a danger to children if they are involved in getting out/putting away.
- Equipment must be inspected regularly.
- Storage must be safe and secure.
- Climbing apparatus should have soft landing underneath.
- Protect against sunburn with T-shirt and appropriate headgear. If using sun creams check for allergies with parents.

### Inside

- All paint should be non-toxic and lead free
- Aerosol paints must be kept locked away. Use outdoors or ventilated area away from the children.
- Powder paint containers should be covered at all times when not in use.
- Supervise hand washing after painting.
- Regularly check the temperature of the hot water supply
- Mop up any spills immediately to prevent slipping on the floor
- Never use super glue
- Use appropriate scissors and always supervise their use
- Before bubble painting, make sure that a child understands what you mean, and can blow, not suck!
- Children must be taught that sand can hurt if it is thrown.
- Although water play seems safe it needs careful supervision as children can quickly choke.
- Any harmful substances or chemicals must be kept **locked** away and have a COSHH risk assessment filed in the health and safety file.
- Heights of door handles, coat pegs etc should be appropriate.
- Doors leading to outside should have handles/locks fitted at an appropriate height which prevents a child leaving the setting unsupervised.

## 28.0 MAINTENANCE AND INSPECTION OF PLAY EQUIPMENT

- 28.1 All staff must inspect play equipment before its use by children and visitors. Defective equipment must not be used in any circumstance.
- 28.2 The EN1176 standard lays down the recommendations for the inspection and maintenance of 'Play equipment intended for permanent installation outdoors. The school insurers will be made aware of permanently installed play equipment for this to be inspected as per their schedule.
- 28.3 A formal annual inspection of all play equipment in each class will be carried out by staff at the end of each academic year.
- 28.4 When purchasing mobile play equipment staff should look to purchase items that have a Kite Mark or CE Mark.
- 28.5 In the Foundation Stage a schedule of weekly checks will be carried out to formally ensure all play equipment is in good working condition. This schedule will include



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checks of permanent installed play equipment and mobile items. In the case of permanent installations the defects will be reported to the Head Teacher Suitable signage and precautions will be made to ensure pupils and parents are warned about the danger. The permanent installation will not be used until repaired or a replacement is made.

- 28.6 New equipment should be closely monitored for 'running in faults.'
- 29.0 This policy should be read in conjunction with the Child Protection Policy, Site Security Policy, Premises Policy, Confidentiality Policy, Safe Recruitment Policy, Whistle Blowing Policy, E Safety Policy and Educational Visits Policy.

**Policy agreed by the governing body on 1<sup>st</sup> February 2024**

Signed on behalf of the Governors: