

# HEBDEN ROYD C.E. (VA) PRIMARY & NURSERY SCHOOL



## Health & Safety Policy 2023

**Approved by:**

Headteacher &  
Governing Body

**Date:** December 2019

**Last reviewed on:**

February 2023

**Next review due by:**

February 2024

## **STATUTORY**

### **Aims of the policy – statement of intent**

The Governing Body of the school has a responsibility to ensure a healthy and safe working and learning environment.

The Governing Body of the school is committed to providing a healthy and safe environment for all staff, pupils and visitors. The main strategies to achieving this are: -

- compliance with all applicable health and safety legislation;
- appropriate information and advice for staff, pupils and visitors;
- an annual review of policies, advice and procedures;
- regular inspection of equipment and facilities;
- appropriate training for responsible staff;
- ensuring risk assessments are carried out;
- to create an ethos in which issues of health and safety are given a high priority.

This policy should be read and used in conjunction with the following policies/guidance:

- Calderdale Council Health and Safety Policy,
- Legislation including the Health & Safety at work Act 1974, the Management of Health and Safety at Work Regulations 1992 and RIDDOR Regulations
- Offsite Activities Manual
- Staff guidance and policies on personal safety & lone working
- Hire & Lease of School premises
- First Aid & Medicines in Schools
- Fire & Evacuation procedures
- Critical Incidents Policy.

The policy should be available to the whole school community including, staff, governors, pupils, parents and visitors.

## **Organisation**

### **Governing Body**

- Ensure the school has a Health and Safety Policy, formally approve it and ensure it is reviewed annually.
- Designate a named governor for health and safety matters to liaise with the staff representative responsible for health & safety and report back to the governing body.
- Ensure the named governor attends regular training to be aware of changes in

practice.

- Consider health and safety implications of any work it develops.
- Be aware of pertinent risk assessments and consider the recommendations.
- Ensure health and safety matters are given appropriate priority in setting the budget via the Chair of the Buildings and Assets Committee.
- Ensure appropriate first aid arrangements are in place.
- Monitor the effectiveness of the school policy and consider any health and safety matters raised.

### **Headteacher**

- Develop the school's Health and Safety Policy and guidelines.
- Implement the policy and guidelines.
- Designate a staff health and safety representative and ensure appropriate training provided
- Provide appropriate information to staff, pupils and visitors.
- Report to the governors any health and safety concerns that require action from it.
- Act quickly to address health and safety concerns brought to his/her attention.
- Encourage a climate in which health and safety is given a high priority.
- Nominate a staff member to be responsible for first aid
- Ensure participation in appropriate training opportunities.

### **Governing Body Health and Safety Representative (APPENDIX 1)**

- Support the headteacher and governors in developing and reviewing the policy.
- Act as a point of referral for staff with health and safety concerns.
- Report concerns to the headteacher.
- Undertake appropriate training when provided.
- Carry out, with the headteacher, routine health and safety checks.
- Help create a climate in which health and safety is given a high priority.
- Monitor the school health and safety log of incidents, drills, concerns and action taken.

### **Staff**

All staff have a responsibility for their own health and safety and any other persons who may be affected by their acts or omissions and equally share the following duties: -

- Familiarise themselves with the Health and Safety Policy and guidance,

- Follow the Health and Safety Policy and guidelines,
- Undertake appropriate training offered,
- Give due regard to their own health and safety and that of others,
- Report any concerns over health and safety to either the staff representative or the headteacher,
- Provide appropriate guidance and model for pupils,
- To take particular responsibility in areas relating to their own management roles (e.g. team leader, PE/ICT co-ordinator),

If a member of staff has any questions or concerns or are carrying out a new task and are uncertain about health and safety implications, they must seek advice from the headteacher, staff representative.

### **Caretaker**

To ensure that school policies are followed and that all duties and activities are undertaken in a safe manner following school guidance. The school's caretaker has responsibility to report any issues arising or brought to his/her attention. Equipment should be suitably maintained and fit for purpose.

### **Pupils**

All pupils have a duty to follow any instruction, policy or control put in place by the school for the benefit of their health and safety.

### **Visitors**

All visitors are expected to:

- Act with due regard to their health and safety and that of others,
- Follow health and safety instructions given by staff members,
- Report any health and safety concerns to a staff member or reception.
- Visitors must sign in and will be given a "Visitor's badge" which must be returned on completion of the visit.

### **Contractors**

In addition to the general responsibilities for all visitors, contractors have a duty to:

- Have current insurance that complies with the Local Authority's minimum requirements,
- Follow health and safety regulations and guidance relevant to their field of work (e.g. Electrical, construction, cleaning, chemicals, etc.),
- Carry out any work with due regard for their own safety and that of pupils, staff and

visitors,

- Raise any health and safety concerns with reception or the caretaker.
- Provide the school with relevant health & safety documentation eg, risk assessments or safe working procedures.
- Responsibility to inform and communicate with the school over issues where the school may be affected by their acts or omissions

### **School Security**

- The school doors are opened at 8.45am when the children can come into school. Teachers will be in their classrooms from 8.45am. Parents SHOULD NOT come into the school cloakrooms (with the exception of Nurse/Reception parents) The doors are locked at 9.05am (although can be easily opened from the **inside**). Entrance following this time is via the main entrance front door only by means of an intercom.

*See also section on "Visitors"*

### **First Aid/Accidents**

- The school is to have a qualified First Aid at work person and staff specifically trained in paediatric first aid. (**APPENDIX 1**)
- First Aid boxes can be found as follows:
  - The Staff room
  - School Office
  - EYFS
  - Computing Suite
- If an ambulance is required call 999. It may be appropriate in less severe cases to transport a casualty to hospital without use of an ambulance. If this is the case, the parent/guardian will be contacted to pick up their child or consent will be sought for a member of staff to transport the child to hospital.
- If a member of staff uses their own car for this purpose, they must ensure they have obtained specific cover from their own insurance company. No casualty should travel to hospital unaccompanied. The headteacher will designate an accompanying adult in cases where parents cannot be contacted.
- The accident book is kept in the school office. To comply with data protection requirements individuals' personal information will be removed from the accident book and stored securely. All accidents requiring a visit to the hospital will be reported to the LA. This is the responsibility of the headteacher.

### **Medicines**

- Only prescription medicines that need to be taken four times a day or those that need to be taken before food at lunchtimes will be administered by named school staff.
- All medicines will be kept in a cupboard in the school administrator's office (or if

necessary, in the staff room fridge)

- No medicines can be given out without the accompanying form from parents.

### **(APPENDIX 3)**

- At the end of the day all medicines must be collected from the school office.

### **Off Site visits**

- All off site visits MUST be approved by the Educational Visits co-ordinator (EVC) who will ensure that they meet appropriate LEA, HSE and DCSF regulations/guidelines
- Visits must have been risk assessed and a copy of this risk assessment must be approved by the EVC
- The EVC will attend appropriate training to ensure all procedures follow the latest legislation/guidance

### **Risk Assessments**

The headteacher will ensure that risk assessments of the premises and activities are carried out on a regular basis, communicated to staff and reviewed annually and the results of the assessments and recommendations are reported to the Governing Body.

### **Lone Working**

The Governing Body recognise that lone working in school is often inevitable. It is the responsibility of any staff working alone to ensure they have access to a mobile phone and someone at home knows where they are and when they are expected to return.

### **Manual handling**

- Manual handling risk assessments will be carried out by the headteacher and caretaker following LEA guidance.

### **Computers and workstations**

- VDU risk assessments will be carried out by the ICT co-ordinator. Appropriate equipment will be purchased following assessment.

### **Hazardous substances**

- COSHH regulations will be adhered to. The caretaker will identify substances where no generic risk assessment exists.

### **Ladders and access equipment**

- The caretaker will be responsible for inspection and maintenance of ladders. Faults should be immediately reported to the headteacher.

### **Electrical Equipment**

- All electric equipment used in school is tested on a regular basis through a contract set up by the LEA.
- Portable appliances are “PAT” tested on an annual basis. They are marked appropriately. Staff who wish to use their own electrical equipment they have brought from home have the responsibility to subject this equipment to PAT testing during the annual inspection. Equipment not tested should NOT be used.

### **Vehicles/on-site parking**

- There is no on-site parking for visitors. All visitors must park on Church Lane or Eaves Road. No parking restrictions apply on these roads.

### **Asbestos**

- The asbestos register is held in the school office. This is available to all contractors.

### **Fire**

- A fire risk assessment is carried out on an annual basis.
- Evacuation drills are held once every half term
- A contract is held (via the LEA) for the maintenance of fire equipment.
- Staff have all received training in use of various fire extinguishers (November 2015)

### **Emergency Plans**

Emergency plans should be prepared to cover all foreseeable major incidents, which may put the occupants of the school at risk. The local authority provides a Major Incident plan, and the Governing Body should ensure that local arrangements are in place by devising and implementation of appropriate policies.

### **Monitoring, Evaluation and Review**

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. A Health and Safety Audit is carried out on an annual basis as is a Fire Risk Assessment.

**Policy Date:** February 2023

**Date of next review:** February 2024

**Signed by Headteacher:**

**Headteacher Printed name:** Mr R. Paton

**Signed by H&S Governors:**

**H&S Governor printed name:** Penny Boyd

**Date:** 7<sup>th</sup> February 2023



# APPENDIX 1

## **First Aid at work qualified personnel:**

None required

## **Paediatric qualified first aiders:**

Mrs. V Beevers (*training complete 05/04/2022*)

Ms. C Mitchell (*training completed 05/04/2022*)

Mrs. Z Brayshaw (*training completed 21/08/23*)

Mrs. J Bullman (*training completed 24/07/2023*)

Ms. L Hannan (*training completed 24/07/2023*)

Ms. S Hayter (*training completed 24/07/2023*)

Mrs. J Hulme (*training completed 24/07/2023*)

Ms. K Jones (*training completed 24/07/2023*)

Mrs. M King (*training completed 24/07/2023*)

Mr. R Paton (*training completed 24/07/2023*)

Mrs. S Stanley (*training completed 24/07/2023*)

Mr. C Robinson (*training completed 24/07/2023*)

Mrs. G Young (*training completed 24/07/2023*)

**Note – First Aid qualifications should be renewed after a period of 3 years.**

## **Educational Visits co-ordinator:**

Mr. R Paton

## APPENDIX 2

The core elements of our health and safety procedures are:

- Items already outlined in the 'Responsibilities' section above,
- All staff have a copy of the school's Health and Safety Policy and Manual.
- All new staff are given basic induction health and safety training by the staff representative,
- Basic safety checks such as fire alarms, fire equipment, electrical equipment, etc. are covered by buying into the Local Authority's central contract wherever available.
- The staff representative and headteacher to do a termly inspection of the site with regard to health and safety,
- The school will develop guidelines and carry out risk assessment on any area of work that staff feel has particular risks above normal 'common sense',
- Advice in the Local Authority's Offsite Activities Manual will be followed wherever appropriate.
- Ensure appropriate arrangements are made for the provision of first aid including the administration of medicines.
- A Health and Safety Audit is carried out annually by the Headteacher, Governor with responsibility for Health and Safety and the caretaker.

# APPENDIX 3

## HEBDEN ROYD SCHOOL MEDICINE CONSENT FORM



### Parental agreement for school to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Child	
Class	
Date of birth	
Medical condition or illness	
Name/Type of Medicine (as described on the container)	
Expiry date	
Dose amount	
Timing	
Special precautions (if any)	
Are there any side effects that the school needs to be aware of?	
Self-administration?	YES/NO
Number of days medicine is to be administered for	
Does this medicine need to be collected by the child/parent and taken home every night	YES/NO

**NOTE:** we will not normally administer a lunchtime dose of medicine if the child has to take it 3 times a day unless absolutely unavoidable.

***I understand that I must deliver the medicine personally to the school office. I accept that this is a service that the school is not obliged to undertake.***

***The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.***

Signed \_\_\_\_\_ Date \_\_\_\_\_

IF MORE THAN ONE MEDICINE IS TO BE GIVEN, A SEPARATE FORM SHOULD BE COMPLETED FOR EACH ONE