

## Bayford Church of England (VC) Primary School

### A. STATEMENT OF INTENT

The governors of Bayford School are committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school site.

Governors are committed to working within the framework provided by the County Council outlined in the 'Health and Safety: Policy and Guidance' manual, available via [www.thegrid.org.uk/info/healthandsafety/manual.shtml](http://www.thegrid.org.uk/info/healthandsafety/manual.shtml).

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

Governors will review this policy biannually.

### B. ROLES AND RESPONSIBILITIES

#### Governors

The governing body is responsible for:

- Ensuring the appropriate documentation is in place
- Monitoring its implementation
- Reviewing it on an annual basis

At Bayford School, this will be achieved:

- By the appointment of a governor with special interest in health and safety (Julie Crone)
- Through the Resources Committee
- By governors receiving termly reports from the Head Teacher

#### Head Teacher / Senior Teacher

The Head Teacher / Senior is responsible for:

- The day to day management of health and safety
- The implementation of the policy
- Ensuring that all staff are aware of the information contained in this document
- Ensuring that staff comply with the procedures laid down in the document
- Ensuring that all new staff are aware of the health and safety policy
- Reporting to governors on health and safety matters termly
- Liaising with contractors to ensure an adequate exchange of health and safety information
- Undertaking a weekly check of the fire alarm system and recording the result in the Health and Safety Record Book.

#### Cleaner in Charge

The cleaner in charge will be responsible for:

- Ensuring that all defects in the buildings and grounds are reported to the Head Teacher

## All Staff

- It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.
- All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.
- All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, he or she must be prepared to take appropriate action themselves to remove hazards.
- Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

## Curriculum Co-ordinators

Curriculum Co-ordinators have a duty to ensure that all equipment is in good repair and health and safety issues are addressed in planning and schemes of work.

## C. PRACTICAL ARRANGEMENTS

### First Aid

- The school will follow the Guidelines on First Aid in the 'Health and Safety: Policy and Guidance' Manual at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>
- First Aid boxes are kept in the First Aid cupboards in the craft area and Foundation Stage classroom.
- The boxes are stocked in accordance with the Health and Safety manual and will be checked half termly by an appointed person. The date of inspection will be noted in the Health and Safety Record Book.
- First Aid belts are kept for school trips. Their contents should be checked before a visit to ensure that sufficient supplies are taken.
- The Head Teacher will ensure that sufficient members of staff are trained in First Aid procedures.
- A list of the current appointed persons for first aid is kept in the First Aid cupboard in the craft area.
- Only items listed in the Health and Safety manual will be used in administering first aid.
- Staff on duty will deal with general playtime injuries (grazes, minor cuts etc.) in the craft area.
- Plastic gloves will be worn when dealing with body fluids.
- Only water will be used to clean wounds.
- In the event of concern, staff will contact a First Aider for advice
- All soiled materials should be tied in a specific plastic bag before placing in the sanitary bin in the female staff toilet for disposal.
- After contamination, the sink in the craft area must be disinfected with a disinfectant spray, that is kept out of reach of the children in the First Aid cupboard
- If a child sustains an injury to the head that does not require immediate attention, parents will be notified of the injury by a standard letter.

### Accident recording, reporting and investigation

- All accidents will be recorded in the Accident Books, which are kept in the First Aid cupboards in the craft area or Foundation Stage classroom.

- All accidents involving staff must be recorded in the Accident Book in the office. This information is data protected.
- Serious accidents must be brought to the attention of the Head Teacher or Senior Teacher, who will decide on further action including the completion of an 'Injury or Dangerous Occurrence Report Form'.

For guidance see <http://www.thegrid.org.uk/info/healthandsafety/accident.shtml>

- The Head Teacher will be responsible for investigating the causes of the accident and, if necessary, make recommendations to prevent recurrence.
- Incidents must be logged in the Incident Book, which is kept in the Head Teacher's room.
- Reporting to the Health and Safety Executive - In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

The Education Health and Safety team should also be informed on 01992 556478.

## Issuing Medicines

- Parents have prime responsibility for their child's health and should provide the school with information about their child's medical condition.
- Staff administering medicines should receive appropriate training and support from Health care professionals.
- School staff should not administer any medicines unless:
  - a) A pupil who suffers from a chronic complaint could not otherwise attend school. In this case, a Health Care Plan will be set up for each individual in discussion with relevant parties.
  - b) There is a compelling need to administer short-term medication for a serious complaint, where it would be detrimental to a child's health if it were not administered during the day.

In all cases: A permission slip (Med1) should be signed by parents/carers to give permission to issue medication for long-term conditions such as asthma and epilepsy. All medication should be stored appropriately, depending on the child concerned and the type of medication. On administration of medicine, a Med2 form should be completed. Forms are kept in the Health and Safety Record Book in the school office. After administration of medicines the Med1/Med2 forms should be stored in the child's file that is kept in the school office, for any future reference.

- All medicines should be stored appropriately and clearly labeled with the child's name.
- No non-prescription medicines (egs piriton, linctus or eye drops, cough medicine, throat lozengers or paracetamol) will be allowed in school either for self administration or for administration by the staff.
- Parents are welcome to come into school to administer medicines themselves, after prior arrangement.
- In all cases, the guidance contained in the Health and Safety Manual

at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml> must be strictly adhered to.

- On trips and outings, procedures should be followed as set out in the 'Offsite Educational Visits' Manual

at [www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml](http://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml)

- A list of children who may require medication is kept in the First Aid cupboard in the craft area and Foundation Stage classroom.

## Fire Safety

- The Head Teacher is to ensure that a Fire Risk Assessment for the premises is carried out annually; using the guidance and form provided in the Hertfordshire County Health and Safety Manual kept in the school office and any action needed to reduce the risk of fire is taken.
- There will be an evacuation practice at least termly, the outcome of which will be recorded in the Health and Safety Record Book. The time of the practices will be varied to cover all times of the school day.
- Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.
- Staff should take attendance registers to the evacuation area to check the presence of pupils.
- The school secretary should take the visitor's signing-in book to the evacuation area to identify any persons who may still be in the building.
- The Head Teacher is responsible for checking the alarm system each week and recording the result in the Health and Safety Record Book.
- Fire fighting equipment is serviced annually. The certificates are kept in the Health and Safety Record Book.
- In the event that we are unable to reoccupy the building immediately, procedures will be followed as described in the Critical Incident Plan.

## Hazard and defect reporting

- All defects and hazards relating to the building or grounds should be reported immediately in writing using the Health and Safety Record Book, which is kept in the school office
- The Head Teacher is responsible for monitoring the progress on all items reported.

## Termly audits

- A safety audit of the school will be carried out each term, using the forms in the Health and Safety Record Book. The completed checklists are kept in the Health and Safety Record Book.
- The outcome and actions taken will be reported termly to the Governing Body.
- The Annual Health and Safety Audit Report will be returned to the Education Department's Health and Safety Officer by the end of each Spring Term.

## Risk Assessment

- The results of the termly audit will help to determine the areas for which a formal Risk Assessment needs to be carried out.
- Areas not related to the building or site will be identified termly at staff meetings or when new materials, equipment or procedures are to be used.
- The Head Teacher is responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

## Control of Substances Hazardous to Health

- The responsibility for carrying out COSHH assessments will rest with the Head Teacher, the Cleaner in Charge or the school secretary, depending on the substance concerned.
- COSHH data sheets will be requested from County Supplies and, once assessed, will be kept in the COSHH file in the school office.

## Security/Visitors to the site

- All visitors will be expected to report to the school office, where they will be asked to sign the Visitor's Book and to wear an identification badge.
- Children are encouraged to tell an adult if they see a stranger in school who is not wearing either a visitor or HCC staff badge. Staff will politely challenge any such persons.
- The gate to the playground should be kept closed at all times during the school day.
- The front entrance door security code will be changed bi-annually or more frequently as required.

## Dogs on Site

Dogs are not allowed on site (excluding guide Dogs)

## Smoking Policy

Bayford School now follows National guidelines regarding no smoking in public buildings.

## Visits and Journeys

The school will follow the Hertfordshire County Council, Children, Schools and Families Offsites Visits Manual. ([www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml](http://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml))

## Pupil Supervision

- Before school, a member of staff will be on duty in the playground from 08.45 .
- At break times, members of staff (teaching and non-teaching) will be on duty.
- At lunchtime, the supervision will be managed by the Head Teacher or Senior Teacher through a team of Midday Supervisory Assistants.
- At the end of the day, staff will continue to supervise children until 15.25. In the event of a delay in collection, the child's parents will be contacted. No child will be put in the custody of another adult without the consent of the child's own parent or guardian.

## Vehicle Movement

- All deliveries must approach the school with caution.
- The vehicular use of the school driveway by parents is restricted during school hours (08.45 to 15.30)

## Mini Bus/Taxis

The co-worker/taxi driver should collect the children together before escorting them down the driveway and onto the bus/taxi.

## After School Activities

At least one teacher should be on the premises in case of emergency. This does not apply to the 'After School Club' which is responsible for its own staffing.

## Play Equipment

- The play equipment is out of bounds before and after school. There is clear signage to this effect.
- Play equipment usage must be under school supervision.
- At social events organized by FOBS and other organisations, the organisers will be responsible.
- A note will be added to a parental letter to ensure it is understood that the equipment is out of bounds during such events.
- The equipment will be inspected on an annual basis by Education Workshops

## Asbestos

- Any contractor working on the building should follow the Asbestos procedures as in the Health and Safety Manual and sign the logbook, which is kept in the school office.
- Refer to section on Asbestos in 'Health and Safety: Policy and Guidance' manual at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>
- The Asbestos Co-ordinator or other staff member who has received training may authorise work.

## Lettings

The Head Teacher will be responsible for Health and Safety issues with regards to lettings.

## PE and Swimming

- Pupils will only be allowed to set out and put away apparatus appropriate to their age and physical ability.
- Pupils will not wear jewellery or watches during Physical Education. (See School Uniform Policy)
- Pupils will be supervised at all times.
- All hazards should be removed where possible, in the hall, prior to the lesson.
- PE equipment will be inspected annually by Education Workshops.

## Lone Working

Lone Working means working alone after hours, at weekends or at any other times. Lone working is discouraged.

When working alone on school premises all staff should:

- Ensure they do not put themselves or others at risk
- Obtain the Head Teacher's permission and notify him or her on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone (Refer to Guidance on Lone Working - Personal Safety for Staff in 'Health and Safety: Policy and Guidance' manual at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>)
- Ensure they have a means to summon help in an emergency e.g. access to a telephone or mobile phone.
- Not enter the empty premises if an incident or suspected crime has taken place.
- Report any incidents or situations where they may have felt 'uncomfortable'. Good communications between colleagues, in terms of personal safety is essential.

## Pregnant Workers

- Pregnant workers must inform the school as soon as possible in order to assess any additional risks.
- A Risk Assessment form for Pregnant workers can be found at [http://www.thegrid.org.uk/info/healthandsafety/documents/risk/pregnancy\\_2008.doc](http://www.thegrid.org.uk/info/healthandsafety/documents/risk/pregnancy_2008.doc)

## Manual Handling of Loads

- Employees will avoid hazardous manual handling operations
- The Head Teacher will make a suitable and sufficient assessment of any manual handling operations
- The HCC Manual Handling Operations Codes of Practice in the 'Health and Safety: Policy and Guidance' Manual at <http://www.thegrid.org.uk/downloads/info/healthandsafety/moving-handling.doc>

must be followed.

- All staff will be assessed on their understanding of manual handling techniques and training given when necessary. (See section on Training – Moving and Handling in ‘Health and Safety: Policy and Guidance’ manual at <http://www.thegrid.org.uk/downloads/info/healthandsafety/moving-handling.doc>)

## Slips and Trips

- The head teacher will take control measures to effectively control slip and trip risks, as necessary, by carrying out Risk Assessments to identify the hazards, consider the risks and decide if precautions already being taken are enough or if more needs to be done.
- Guidance can be found in the section on ‘Guidance on preventing slips, trips and falls’ in the Health and Safety Manual: Policy and Guidance for Schools at [http://www.thegrid.org.uk/info/healthandsafety/documents\\_manual/slips\\_trips\\_falls.doc](http://www.thegrid.org.uk/info/healthandsafety/documents_manual/slips_trips_falls.doc)

## Steps and Ladders

- Members of staff should use a small step ladder or kick stool when reaching above head height
- Tall ladders can only be used after sufficient training has been completed (Working at Heights)
- Guidance can be found in Health and Safety Manual: Policy and Guidance for Schools at <http://www.thegrid.org.uk/info/healthandsafety/heights.shtml>

## Electrical Safety

- All pupils should have a basic understanding of the dangers posed by electrical equipment (e.g. plug sockets).
- Staff will ensure that electrical leads are not positioned so as to create a tripping hazard.
- Pupils will not plug in or unplug electrical equipment.
- Staff using electrical equipment brought from home will have the equipment checked before use in school.

## Stress

- Staff should ensure that they work reasonable hours and a balance is kept between the necessity to work longer days and to enjoy adequate leisure time.
- They should be offered training to be able to recognise and overcome situations leading to stress.
- Refer to Section on Stress in ‘Health and Safety: Policy and Guidance’ Manual at <http://www.thegrid.org.uk/info/healthandsafety/stress.shtml>

## Contractors

- Any non- Hertfordshire County Council approved contractor will be assessed regarding their competence prior to their appointment, including their Health and Safety arrangements to ensure they are competent for the work to be undertaken and will be taking adequate precautions to protect school premises users.
- All contractors must report to the school office on arrival at the site.
- The Head Teacher will ensure that all contractors are familiar with all procedures relating to Health and Safety.

## Health and Safety Training and Communication

- Staff training needs will be identified through risk assessments, staff performance management and legal requirements.

- Training will be implemented through specialist training courses or in-house inset days.
- Any training courses attended will be logged in the Health and Safety Record Book kept in the office.
- The Health and Safety Notice Board in the staff room has up to date guidance on Health and Safety matters via newsletters and bulletins and a list of training courses available for staff.

## VDU Usage

- The Head Teacher will ensure that all VDU workstations comply with the minimum requirements of the Health and Safety (Display Screen Equipment) Regulations.
- Employees who use computers as a significant part of their work will be assessed for Health and Safety risks. Such users will be entitled to eyesight tests and, where necessary, spectacles for VDU use paid for by their employer.
- Guidance can be found in the Display Screen Equipment section of the 'Health and Safety: Policy and Guidance' manual at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

## Interactive White Board Usage

- No one should stare directly into the beam of the projector
- Users should stand to the side of the beam when working with the class
- When entering the beam, users should not look towards the audience for more than a few seconds
- Pupils must be supervised at all times when a projector is being used
- If pupils need to use a step to reach the board, it must be secure, level and low
- It is good practice to change the background colour from white to reduce glare and also to reduce ambient light levels if possible (e.g. by using window blinds)
- The projector should be turned off when not in use
- Further information can be found on Hertfordshire grid (Using Whole Class Teaching Technologies Safely at [http://www.thegrid.org.uk/learning/ict/helpsheets/downloads/101\\_healthsafestywholeclasstech.doc](http://www.thegrid.org.uk/learning/ict/helpsheets/downloads/101_healthsafestywholeclasstech.doc)

## Laptop Usage

- Laptops should be placed on a table, desk or suitable steady object
- Children should be supervised when using laptops and adopt a comfortable sitting position
- Pupils must only carry one laptop at a time and grip it in front of them with both hands
- Pupils should be taught how to put laptops away in the trolley and carefully connect them to the charging cable. Younger children should be supervised
- Staff should ensure pupils do not spend too long at the laptop at any time (approx 45minutes) and their eyes are regularly refocused on a distant object

## Violent Incidents

- Violent incidents (verbal or physical) towards staff are unacceptable.
- Staff should be aware of potential inflammatory situations and take appropriate action to avoid or minimise any conflict.

Refer to Guidance on Preventative Measures in the 'Health and Safety: Policy and Guidance' manual. at [www.thegrid.org.uk/info/healthandsafety/manual.shtml](http://www.thegrid.org.uk/info/healthandsafety/manual.shtml)

- Any such incidents should be reported to the Head Teacher as soon as practicable and a Violent Incident Report Form completed  
(Refer to Guidance on Dealing with Violent Incidents at Work in the 'Violence and Aggression' section of 'Health and Safety: Policy and Guidance' manual at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>)
- If necessary the incident should be reported to the police either by the Head Teacher or the member of staff concerned.
- If a parent or other person behaves unreasonably on school premises a letter will be sent to them by the Head Teacher warning that should this conduct reoccur he or she will be banned from school premises. Any breach of a banning order will be considered an act of trespass and dealt with accordingly.

This policy has immediate effect from the date shown below.

Further details may be found in the

- HCC Health & Safety - County Policy and Guidance Manual
- HCC Education Department Health and Safety - Policy and Guidance Manual

These are available in the School Office or  
at [www.thegrid.org.uk/info/healthandsafety/manual.shtml](http://www.thegrid.org.uk/info/healthandsafety/manual.shtml)

Date: January 2014

Review Date: January 2016