



LATCHMERE  
ACADEMY TRUST

## Health and Safety Policy

|                           |                |
|---------------------------|----------------|
| Status                    | Statutory      |
| Review Cycle              | Annual         |
| Date written/ last review | September 2022 |
| Date of next review       | September 2023 |

## **Introduction**

### **Statement of Intent**

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

This policy is written within the context of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations, 1992 and the DCFS Good Practice Guide.

### **Responsibilities**

The governing body has overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety
- David Weaver is the named governor for Health and Safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures
- Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health and Safety Handbook for Schools and that practice fire evacuation drills are undertaken at least every term.
- Ensure that all staff are aware of their particular responsibilities in the event of fire;
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- Ensure that a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting and fire extinguishers are being undertaken correctly and that a report is provided to the Headteacher on the results of this check.

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

### **Premises manager**

The premises manager is responsible to the Headteacher for

- Ensuring that fire equipment and systems are adequately maintained and tested;

- Acting as the school representative in any dealings with contractors who are to work at the school;
- Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst work is being undertaken;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;
- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with Borough policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Manual and that records are kept;
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
- Ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems;
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the headteacher;
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;

### **Office staff**

The office staff are responsible for:

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- Arranging necessary refresher training for first aiders;
- Maintaining records of health and safety training undertaken for school staff;
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- Reporting to the headteacher the need to train further first aiders in order to meet the minimum required for the school;
- Ensuring that notices displaying the name and location of first aiders are kept up to date;

- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools;
- Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of a fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- Ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

### **School Pupils**

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

### **General Health and Safety Arrangements**

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site, they are expected to follow school safety procedure. The Premises Manager, Business Manager or Headteacher will liaise with contractors as appropriate.

An annual check will be carried out by a governor, the Premises Manager and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

### **Monitoring and Review of Health and Safety Arrangements**

The yearly check will be used to prioritise need and to inform planning.

The Premises Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The Premises Manager will monitor school grounds and premises daily.

The policy will be reviewed annually.

## **Equipment**

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

## **PE**

### **Clothing**

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### **Jewellery**

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

### **Lifting and Moving**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

## **General Safety**

### **Duties**

A member of staff needs to be around the gate area to supervise children arriving for school.

At break times three members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Staff should be in their classrooms or playground to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

### **Lunch-time Supervision**

The Deputy Headteachers are responsible for the organisation and management of lunch times, and work with a team of Supervisory Assistants.

The Head of School, Deputy Headteachers and Year Group Leaders also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

### **First Aid**

#### **Health and Accidents to Children or Staff**

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained first aiders.

First aid and medical treatment is available in the medical room.

Minor accidents should be dealt with in class by the year group first aider.

If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the medical room, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

### **Medication Policy**

If a child requires prescribed medicines whilst in school, the parent must complete a consent form which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge in the stationary cupboard or in the medicine box in the school office.

All medication, except inhalers, must be recorded when taken on the appropriate consent form, which is kept in the school office.

It is the responsibility of the admin staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

### **Allergies**

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. All staff receive Epi pen training.

### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

If in doubt we contact the school doctor.

### **Headlice**

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

## **Staff Health and Welfare**

### **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Head of School, senior staff or the school's health and safety representative as soon as possible. The Head of School will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

### **Violence**

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### **VDU Operators**

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests.

### **Off Site Activities**

Any visit off site must be approved by the Headteacher.

A risk assessment must be carried out for all visits.

For any visit to take place off the school site, a letter home requesting permission is required. One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil: adult ratio recommended by the authority for the activity must be met.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

## **9. Critical Incidents**

The school has in place contingency measures for critical incidents.