



**WITTON CHURCH WALK C E PRIMARY SCHOOL
HEALTH & SAFETY POLICY 2018 – 2019**

'Where Every Door is Opened and Every Gift is Unlocked'

At Witton we are a partnership of school, church, home and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community feel happy, safe and secure. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for *'Everyday Excellence'* and believe in themselves in order to achieve their full potential.

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1 AIMS AND OBJECTIVES

This document is statement of the aims, principles and strategies for ensuring Health & Safety at Witton Church Walk CE Primary School.

The Local Authority Health & Safety Policy has been taken into consideration in the formulation of this policy.

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

2 PRINCIPLES

The establishment of a healthy and safe environment is an essential pre-requisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the cooperation of all personnel (children and adults).

3 ROLES AND RESPONSIBILITIES

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the schools aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- Being familiar with all instructions and guidance of safety within the school
- Using common sense at all times to take responsible care for their own safety and that of others
- Reporting any unidentified hazards to the Head teacher and Site Manager without delay

3.1 THE MANAGEMENT TEAM

Governors, the Health & Safety Governor and Site Manager are responsible for meeting Witton Church Walk School's Health and Safety commitments by:

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Local Authority is implemented in the school
- Ensuring that safe work practices and procedures are applied within the school
- Making termly inspections to ensure that a safe and healthy environment is maintained
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- Ensuring that all members of the school community are aware of their own responsibilities
- Taking responsibility for devising and implementing a school Health and Safety Policy
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- Ensuring that all staff are familiar with the Health and Safety policy of the school and the LA and any other relevant codes of practice and legislation
- Facilitating safety training for staff
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained

3.2 THE HEAD TEACHER

The Head teacher is responsible for meeting Witton Church Walk School's Health and Safety commitments by:

- Taking responsibility for the day-to-day operations of the Health and Safety policy

3.3 THE HEALTH AND SAFETY GOVERNOR

The Health and Safety Governor is responsible for ensuring the head teacher meets the day to day operations.

3.4 THE SITE MANAGER

The Site Manager is responsible to the Head teacher for meeting Witton Church Walk School's Health and Safety commitments by:

- Ensuring, so far as is reasonably practicable, the Health and Safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use
- Ensuring that all waste materials from the school is disposed of in accordance with the LA policy
- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels as necessary
- Maintain a high standard of housekeeping
- Reporting to the Head teacher any problem, or imminent dangers associated with his responsibilities, as soon as it is practicable to do so
- Liaising with Health and Safety representative to carry out regular inspections of school premises
- Complete weekly checks of the school premises and action immediately

3.5 TEACHING/NON-TEACHING STAFF

Teaching and non-teaching staff are responsible for meeting Witton Church Walk School's Health and Safety commitments by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the needs for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety
- Being good role models – vigilant and careful
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Providing opportunities for children to discuss appropriate Health and Safety issues
- To make sure risk assessments are carried out before any off-site visits, in line with Witton Church Walk School's Educational Visits Policy and the requirements of EVOLVE
- Ensure that the EYS staff adhere to and understand the welfare requirements in the statutory guidance

3.6 PUPILS

Pupils help to work towards meeting Witton Church Walk School's Health and Safety commitments by:

- Developing a growing understanding of Health & Safety issues
- Contributing to the development of codes of practice
- Conducting themselves in an orderly manner in line with these codes

- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

3.7 PARENTS

Parents help to work towards the school's aim by:

- Ensuring that children attend school in good health
- Providing prompt notes/phone calls to explain all absences
- Providing support for the discipline within the school and for the teacher's role
- Ensuring early contact with school to discuss matters concerning the Health and Safety of their children or of others
- Allowing children to take increasing personal and social responsibility as they progress throughout the school
- Accepting responsibility for the conduct of their children at all times
- Ensuring that the school has up to date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies

4 HEALTH AND SAFETY PROCEDURES

The following procedures are in place to ensure the Health and Safety in our school:

4.1 INVOLVING THE SCHOOL COMMUNITY

- Regular meetings of representatives of teaching and non-teaching staff to review Health and Safety issues

4.2 INVOLVING PUPILS

- Provide children with opportunities to discuss Health and Safety issues
- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility
- A programme of health education

4.3 ACCIDENT PREVENTION, REPORTING AND INVESTIGATION

- Risk assessments formulated and regularly reviewed
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible
- Promptness in reporting potential hazards to the Head teacher and immediate response to such reports
- Reporting all accidents to the Head teacher and a note made in the school Accident Logs in accordance with LA regulations and a PRIME report completed if required.

4.4 FIRST AID PROVISION

- Recognised First Aiders in school, general and paediatric in the Early Years setting
- Provision of fully stocked first aid boxes in each Key Stage and outside girls toilets downstairs and Community Room
- Notification to parents of any head injury or minor injuries on appropriate slip, letter or phone call
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital. If an ambulance is required a member of the SLT must be made aware immediately
- A list of First Aiders is kept in the School Office, along with their training dates
- A list of First Aiders is outside the staffroom for all to see

- Details of notifiable diseases can be found in the staffroom. Guidance must be taken from the Head teacher on informing the school community and actions that need to be followed

4.5a FIRE PRECAUTIONS

- A set of regulations for emergency evacuations are in each classroom
- A termly fire drill within 4 weeks of the term start date or within 2 weeks of a new pupil starting
- Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored yearly by Total Property Management
- All fire exits clearly signed

4.5b LEGIONELLA

- The responsible person is the site manager.
- The site manager completes weekly flushing out of the sink in the site manager's room and in the nursery changing area - these are recorded on weekly sheets.
- Every quarterly the site manager will descale and flush out the shower. Each half term and during the summer holidays – there is a written record of this.
- The monitoring schedule is set out in our agreement withThey carry out checks monthly and bi-annually.
- A full risk assessment is completed annually by IWS. Upon completion it is given to the responsible person and the actions are completed with agreement of the Head Teacher.

4.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- Storage of such substances clearly labelled, locked in the Site Manager's Store, which is not accessible to children
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary
- COSHH data sheets are displayed for all chemical substances, in the Site Manager's Store

4.7 ELECTRIC SAFETY

- Careful siting of equipment to avoid trailing leads
- Annual PAT testing electrical contractors on all portable electrical equipment
- A code of practice for pupils using electrical equipment identified in Subject Risk Assessments

4.8 PROVISIONS FOR SPECIAL MEDICAL CONDITIONS

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency
- Regular liaison with school nurse and doctor
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the Office.
- For administering of medication, please see the school's Administration of Medicine's Policy
- Health Care Plans are kept on the noticeboard in the staffroom for all staff and in the school office. The child's teacher will have one in the classroom.

4.9 ENSURING ROAD SAFETY

- Parking restrictions in the road outside school which parents are regularly urged to obey
- Bikeability sessions for Year 5 & 6 children
- Road Safety Officers to lead road safety throughout the school

4.10 ENSURING PERSONAL HYGIENE

- Encouragement of a high standard of personal hygiene amongst children and staff

- Teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this
- A programme of Health Education for all pupils through our PHSCE curriculum
- Health Promoting Policy in place of school community

4.11 ENSURING PLAYGROUND SAFETY

- School rules about playground behaviour are designed to maximise playground safety
- Conscientious supervision of playgrounds
- Regular inspection and maintenance of playgrounds by Site Manager
- Risk assessment completed yearly for all outdoor environment

4.12 SAFETY DURING PHYSICAL EDUCATION/SPORTING ACTIVITIES

- All PE equipment regularly checked and recorded
- Close supervision and appropriate rules in place
- Emergency drills carried out regularly at the swimming pool
- At least two observers at every swimming lesson
- Asthma sufferers to take their inhalers with them
- Risk assessments available for staff to adhere to for outdoor PE Activities
- Inclement weather risk assessment must be adhered to by staff and visiting PE specialists

4.13 SAFETY ON SCHOOL TRIPS/FARM VISITS/OUTDOOR PURSUIT ACTIVITIES

- Refer to Cheshire West & Chester Council guidelines
- Risk assessment completed for each school trip on EVOLVE – consider staff pupil ratios, issuing of first aid kit, high visibility vests and mobile phone
- Every group supported by a member of school staff
- For further details, see the Witton Church Walk Educational Visits Policy

4.14 SMOKING

- Smoking and e-cigarettes are not allowed on school grounds

4.15 ANIMALS

- Only the following small mammals can be kept in school – gerbil, rabbit, hamster, mice & guinea pigs
- Fish may be kept in school
- Dogs are not allowed on school premises. We allow one 'puppy' visit

4.16 SECURITY

All staff are encouraged to be aware of strangers on the premises. If a visitor is unknown photographic ID should be requested. Visitors must only enter through the front entrance and sign in. Keypads and a card security system are used for all outside doors. DBS checks will be undertaken as per 'Safeguarding Children in Education' document and lanyards given out as per our Safeguarding Policy.

4.17 CONTRACTORS

All contractors are required to report in and out at the school office. If they are working unsafely they will be asked to stop by the Head teacher or Deputy Head teacher.

5 EQUALITY, DIVERSITY AND INCLUSION

At Witton Church Walk School, we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment in any of the nine protected characteristics.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

6 POLICY REVIEW

This policy will be regularly reviews by the Governing Body and updated annually in line with Witton Church Walk Primary School's Policy Schedule.

Kathryn Magiera
Head teacher

Richard Lambert
Site Manager