



**Willingham Primary School and Honey Pot Pre-School**

# **Health & Safety Policy**

## **June 2021**

Policy Reviewed Date	June 2021
Next Review Date	June 2022



## Covid-19 Update May 2020

During the 2020 Covid-19 crisis, the contents of this policy remain in place unless superseded by the information and procedures laid out in the schools [Covid-19 School Risk Management Assessment](#).

The content of this Risk Assessment identifies specific Covid-related risks and requirements for staff and pupils in the school to ensure that the health and safety of all is maintained.

The school is committed to following all Governmental advice around managing risk on the premises and offsite; this is regularly updated to reflect the information provided. The school will continue to assess risk, and look at the application of current COVID-19 guidance and how this relates to the risks in their own workplaces and with staff and pupils working offsite. It will likely warrant changes in certain practices, and where this is the case the school will look at the impact on general risk control procedures and measures, reassessing them if applicable. This includes building-in suitable cover and capacity for safety critical processes.



## Statement of General Policy on Health, Safety and Welfare

*Where reference is made to the school this includes Honeypot Preschool.*

Willingham Primary School believes that health and safety are of paramount importance. The school is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being.

Willingham Primary School is also committed to conducting its undertaking in such a way as to not adversely affect the health and safety of its stakeholders or anyone else who could be negatively impacted by its activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of its aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety aims and objectives;
- Involving employees from all levels of the school in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all staff are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior leadership and management teams are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior leadership and management teams, observing all relevant information and instructions and reporting any health and safety matters with appropriate urgency to either the site manager or the senior leadership team.

Katy Stephenson, Chair of Governors

Dave Morel, Headteacher

Date: 23<sup>rd</sup> June 2021

Date: 23<sup>rd</sup> June 2021



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## Organisation and Responsibilities for Health Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### The Duties of the Governing Body

The Governing Body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

- The Health and Safety Committee report directly back to the Finance and Premises Committee, who, in turn, report to the full Governing Body;
- The Health and Safety Committee are responsible for H & S walks round the school, the collation of draft H & S policy (to be adopted at Finance and Premises committee);
- Management of action points for completion;
- Review of any policies that impact on H & S compliance to inform Finance and Premises Committee.

### The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations;
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy;
- Adequate staffing levels for safe supervision;
- The delegated responsibility for maintenance of the premises;
- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and testing of school equipment;
- The provision of appropriate protective clothing where necessary;
- The purchase and maintenance of first aid materials and fire fighting appliances;
- The funding of necessary safety training for staff;
- The arrangements for securing health and safety assistance from a competent source;
- The appointment of a premises manager;
- The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.



## The Duties of the Deputy Headteacher

The Headteacher will delegate to the school's Deputy Headteacher, the majority of the duties that are linked with the overall responsibilities of the Head in their absence.

## The Duties of Senior Leadership and Management Team

The senior leadership and management teams are responsible for ensuring the application of this policy to all activities undertaken. They will also have responsibilities for ensuring that all relevant parts of the Local Authority's statement are observed and implemented by all. In particular:

- ensure that risk assessments are undertaken, control measures are implemented, and that assessments are monitored and reviewed;
- ensure that appropriate safe working rules and procedures exist and that these are brought to the attention of everyone concerned;
- ensure that all accidents (including near misses) occurring are promptly reported and recorded using the appropriate forms etc;
- ensure that all significant accidents are investigated with a view to preventing a recurrence;
- ensure that all staff are aware of their specific roles in case of fire and/or emergency;
- ensure that adequate levels of class supervision are available at all times;
- maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children, Families & Adults Learning Directorate, CLEAPSS, DfE, AfPE etc., and ensure that all staff are aware of, and make use of such guidance including that available in electronic format;
- identify specific staff health and safety training needs;
- consult with all staff on any matters which may affect their health or safety whilst at work;
- carry out induction training including any specific information and training that may be necessary because of activities which are peculiar to the school;
- ensure that levels of first aid provision remain adequate for the activities being undertaken;
- resolve health and safety problems referred by members of staff. Any problems that cannot be satisfactorily solved by individual staff, must be referred to the Headteacher.

## The Duties of the Site Manager

The Site Manager has a day to day responsibility for ensuring compliance with the school Health and Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

The Site Manager is responsible to the Headteacher. Other duties include:

- ensuring that risk assessments are undertaken throughout the establishment, that control measures are implemented, and that assessments are monitored and reviewed;
- arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- participating in the termly health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc;
- ensuring that staff within the group are not involved in activities outside their limitations;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;



- ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc;
- Advise the Local Authority of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors, cleaning and grounds staff to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- ensure that good standards of housekeeping/cleaning are maintained.

### **Duties of the School Business Manager**

The School Business Manager's role is primarily that of facilitator. The School Business Manager may take on certain functions but the overall responsibility rests with the Headteacher of the school. The School Business Manager's duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- In liaison with the Site Manager advise Local Authority of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- In liaison with the Site Manager arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- Co-ordinate the annual health and safety checklist with the Site Manager, ensuring all areas of the establishment and all activities are covered;
- Report to the Head any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Liaise with and monitor as far as is reasonably practicable, the activities of catering staff, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensure that the other members of the Senior Leadership and Management teams are kept informed of the names and details of those persons appointed to provide competent health and safety advice.



## **Duties of Teaching Staff including Supply Teachers and Teaching Assistants**

Teaching Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them both on site e.g. classrooms, outside areas of the school, and off site e.g. school trips. Teachers are responsible for the immediate safety of the pupils in their classroom. Nominated teachers are responsible for their own classroom and associated equipment, and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

- ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken. will all need to be considered;
- be aware of the school's health and safety policy and any local rules and arrangements which may apply specifically to the context concerned;
- ensure that safety instructions are given to all pupils prior to commencing practical sessions;
- know the location of the nearest firefighting equipment and first aid box, location of inhalers and epipens and know the emergency procedures in respect of invac/evac emergency scenarios;
- ensure that pupils follow school safety rules and that protective equipment is worn where appropriate;
- ensure that all personal protective equipment is suitable and in good condition prior to issue e.g. cooking;
- ensure safety devices e.g. machinery guards are in good condition and are used;
- report any defective equipment to the Site Manager, Senior Leadership and Management teams;
- investigate all significant accidents (in conjunction with a member of the Senior Leadership and Management team), which occur through activities organised/supervised by themselves;
- propose for consideration by the Senior Leadership and Management teams any improvements, which they consider, would improve health or safety standards within the school;
- Teachers will ensure that they remain alert to any changes in their classrooms, common areas and cloakroom area and report any hazards immediately to the Site Manager or Headteacher;
- Teachers will ensure that all equipment is used in the manner for which it was designed.

## **The Duties of Employees including temporary staff**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. Employees and temporary staff must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received. They must report to their immediate line manager any hazardous situations and defects in equipment found in their work places and report all incidents in line with current incident reporting procedure. Employees and temporary staff must act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

- Employees will conform to requested H & S behaviours as requested by the Headteacher;
- Employees will proactively report near misses to the Headteacher on the proforma located on the notice board in the staff room;
- Employees will report any minor accidents/incidents on the green incident forms located in the staff room;



- Employees will immediately report, in person, any accidents to staff that result in the need for first aid and these will be recorded in the Medical Book and on Medical Tracker which is located in the main school office;
- Employees will be given the H & S policy annually and will sign to say they have read it, and will follow policies and procedures outlined within it, a record of this will be recorded on the School Central Record (SCR)

### **The Duties of Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, , observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

- Pupils have chance to practise emergency evacuation procedures (at least termly);
- Pupils are advised of any H & S issues directly pertaining to them at assemblies as and when needed;
- Assemblies are used to reinforce safe behaviours;
- Pupils are able to report unsafe behaviours to an adult;
- Pupils are taught about internet safety and are expected to follow the rules and guidelines at all times that are within the schools E-Safety Policy and the ICT Acceptable Use Policy;
- Honeypot children are made aware of Health and Safety through discussion, planned activities and routines.

### **School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **Health and Safety Committee**

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the school's activities. Membership of the Committee comprises:

- Headteacher – Dave Morel – or Deputy Headteacher in the Head's absence
- Site Manager - Jon Thorley-Wraight
- Governor – Matt Lockyer
- School Business Manager – Jo Aldhouse
- Honeypot Manager – Kate Van Dort

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics.



### **The Duties of External Visits Coordinators (EVC)**

The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for off-site visits are followed. The EVC works with Group Leaders, usually class teachers, to ensure the aim of the educational visit is achievable and in line with those of the school.

- EVCs are Amanda Young and Dave Morel

### **The Duties of Volunteers and Parent Helpers**

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site or on a school trip/visit.

- Information is provided in the Volunteer Induction pack and specific H & S issues are advised by the Office Manager, Becky Binney.

### **The Duties of Contractors (non-payroll)**

The school's site manager is responsible for the control of contractors on site. The Site Manager will:

- ensure there is an exchange of health and safety information; approved risk assessment and method statement, frequency of liaison meetings and name of person responsible for monitoring contractors working methods prior to the commencement of any works at the school;
- ensure all staff know how to report concerns and to whom;
- liaise with contract supervisor in reference to the County Council 5Cs system.



## Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level and to comply with minimum legal requirements.

### Communication

The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc. School will provide/use:

- Staff Induction packs
- Volunteer Induction pack
- Contractors sign in to the 5C book

### Consultation with Employees

The school recognises the importance of consulting with employees on health and safety matters, this is done in the following ways.

- H & S committee
- Weekly staff meetings for teachers and teaching assistants
- Honeypot and Breakfast and After School Club staff meetings
- Near miss / Accident/Incident Recording forms/ Site Managers Log Book

### Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure;

All accidents, dangerous occurrences, violent incidents and verbal abuse must be reported on the online County Council Incident Report form (<https://www.reportincident.co.uk/>).

“Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.

The Headteacher must ensure that they have seen each County Council Incident Report form before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

The Senior Leadership and management team must investigate accidents and ensure any remedial steps to minimise the likelihood of similar instances recurring are completed. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect. The site manager should be aware of this, and any outstanding issues

All deaths and major injuries must be reported immediately to the Local Authority Health and Safety Team by telephone on 01223 699122.

The online County Council Incident Report form must also be completed for absences through accident for periods of 7 days or more (including weekends and holidays) or when a non-employee attends hospital following an accident whilst working at the school. Please refer to the County Council Incident Report form guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Learn Together Portal.



## **Asbestos**

The school's site manager is responsible for recording any issues pertaining to Asbestos; a biannual check of areas noted in the Asbestos survey will be carried out by the site manager, and the results of this check are to be recorded with the county health and safety section, and duly entered in the asbestos register.

A copy of the Asbestos file is kept in the main office, all contractors working on the school site are required to sign in and acknowledge that they have seen this document prior to starting works.

Staff should not drill or make intrusive holes in any part of the fabric of the school without approval from the site manager. Any damage to materials that may contain Asbestos should be reported to the site manager without delay.

## **Curriculum Safety (including out of school learning activity/study support)**

Suitable (written) risk assessments are undertaken prior to commencing any activities or visits outside school. For activities off site, staff are required to complete relevant documents as outlined on the 'Evolve' website and must obtain official approval by the Headteacher prior to commencing the visit. Specification of staff qualification requirements to teach certain activities refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".

## **First Aid, Drugs & Medications**

Relevant first aid and/or medication administration training (including refresher sessions) will be arranged by Becky Binney, Office Manager, or Kate Van Dort, Honeypot Manager.

Stocking and orderly storage of first aid equipment will be the responsibility of Becky Binney Office Manager and Kate Van Dort, Honeypot Manager for the Honeypot.

Termly monitoring of school held medication (inc inhalers) will be the responsibility of Becky Binney, Office Manager

Full details in the school 's First Aid and Medicine Policy.

## **Electrical Equipment [fixed & portable]**

A test of 20% of the fixed electrical installation will be carried out on an annual basis, this refers to cabling, sockets, consumer units (distribution boards) etc. This test will be carried out by an accredited electrical engineer. A record of all findings will be kept in the service folder held by the site manager.

A test of all portable appliances (PAT TEST) will be carried out on an rolling basis, this refers to any item with an electrical plug attached, this test will be carried out by Site Manager. A record of all findings will be kept in the service folder held by the site manager. Staff should also carry out a visual inspection of electrical items before use, any item which is deemed unsafe, should be taken out of service and the site manager informed.

Staff should be aware that personal items brought into school, should not be used unless they have been PAT tested and carry certification.



## **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

A comprehensive risk assessment was carried out by Mr. Daryl Rogers (C.C.C.) in 2014 and was reviewed by Barbara Noack in 2018; further assessments will only be required when structural changes are made within the school. A review of procedures was carried out in light of logistical changes in the school as a result of the Covid-19 pandemic.

Planned fire drills are to take place on a termly basis; the assembly point is at the far end of the playing field.

The fire alarm system and emergency lighting will be maintained on a quarterly basis by an accredited company, the current provider is T&P Fire, a record of visits will be kept in the service file held by the site manager. The site manager will be responsible for carrying out weekly fire alarm tests, and monthly emergency lighting tests.

The site manager will be responsible for checking fire escape routes are kept clear, on a daily basis. All staff are also responsible for ensuring fire escapes are kept clear.

The fire alarm system is monitored by an external company (Southern Monitoring) via the redcare system, it should NOT be assumed that a fire signal has been sent during an activation, and the school should follow up by calling 999 if a fire crew is required on site.

Firefighting equipment will be maintained on an annual basis by an accredited company, the current provider is T&P Fire.

Staff should be made aware that the use of such firefighting equipment is intended as a means of aiding an escape only, and they are not expected to tackle a fire. The Site Manager will carry out annual training with staff on the use of this equipment.

### **LOCATION OF EMERGENCY PROCEDURE DOCUMENTS**

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- Critical Incident Management Plan which can be found in the 'Emergency Snatch Packs' in all offices in the school;
- Fire Log Book located in Site Managers Office.

In the event of a fire alert/alarm staff will evacuate pupils and visitors to the designated assembly point;

- The Office Manager, under instruction of Head (or Deputy Head, in their absence) (or other nominated person, in their absence) will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority;
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in the Fire Log Book;
- Regular inspections of the premises and grounds should be undertaken by the Site Manager each term or more frequently if possible;
- Details of service isolation points (i.e. gas, water, electricity) are on the fire plan located adjacent to the fire control panel near main front school door and in the school's Critical Incident Plan. Copies of the Critical incident plan are also kept in the emergency grab bags located in Headteacher's office, School Business Manager/Deputy Headteacher's office, and main school office;
- Emergency procedures for incidents outside normal working hours are held by: Site Manager, Jon Thorley-Wraight.

These procedures will be reviewed at least annually.



## First Aid

At the point of need, as part of our duty of care, all staff are expected to provide assistance to anyone requiring first aid, appropriate to the extent of their ability and training. There are a number of staff who fulfil the official role of appointed first aiders in school.

THE FOLLOWING STAFF HAVE HAD 3 DAY FIRST AID AT WORK TRAINING:

- Nicky Wolton-Carr
- Kerri John
- Becky Binney
- Dave Morel
- Lorna Moore (EYFS)
- Cecilia Pipe
- Angela Walker
- All Honeypot staff are trained in Paediatric First Aid
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THE FOLLOWING STAFF HAVE HAD ONE DAY FIRST AID AT WORK TRAINING:

- Office Staff, Teaching Assistants and Lunchtime supervisors. A complete list of staff can be found in the School Office.

Throughout the year there will be training sessions for first aid for new employees or employees whose certificates are due for renewal. The Office Manager will ensure that first aiders have a current certificate and that new persons are trained, should existing first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- First Aid Room, Reception Base, School Kitchen, Y1 Base, Y6 Base, After School Club and the Honeypot Building.

For all school trips the trip designated first aider will check that any vehicles are properly equipped with first aid bags/boxes before they are used.

The Office Manager is responsible for regularly checking in liaison with the staff that administer first aid on the playground that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

FIRST AID TREATMENT IS RECORDED ON MEDICAL TRACKER SOFTWARE

Incidents need to be recorded if any treatment has been given. First Aiders will ensure that parents/carers are informed by email and that where necessary, a phone call is made.

All children sustaining any significant injury of any kind will be logged on Medical Tracker and information emailed to the parent.

All children sustaining head injuries will be issued with head bump stickers in addition to Medical Tracker being completed and parents being notified via the system. All staff should be vigilant for symptoms of concussion where a child has sustained any kind of head bump. Where they suspect any possible signs, they must seek further advice from one of the official first aiders immediately.

The Senior Midday Supervisor will ensure that their team understand their responsibility to personally, verbally and directly inform the child's class teacher if a child has sustained any type of head bang/injury during the lunchtime period.



For children who attend After School Club, teachers are responsible for informing the After School Club Manager of the injury, who is responsible for ensuring that staff are aware and vigilant following any significant injury sustained, and that this information is passed on to parents when they come to collect.

**N.B. It is always better to be safe than sorry when deciding whether or not to seek emergency services advice about an accident. If in doubt, seek medical attention. Log all incidents.**

## Medication Policy

Teachers cannot be contractually required to administer or oversee the administration of medication to pupils. Where parents/carers request the school administers prescribed or un-prescribed medication and where appropriate staff are available to do so, a consent form should be completed. The medication must be passed to the school office within its original labelled container, showing clearly the full name of child, dosage required and the date the prescription was issued, if prescribed medication. Parents should hand it into the front office, or the Breakfast Club if before school, where parents will be asked to complete a consent form. All medicines given will be logged in medical tracker and the parent will be sent an email to notify them that the medication has been given.

Children must not bring medication into school themselves nor keep it on their person. The only exception to this is inhalers, which many of our older children prefer to keep in their drawers. (See below).

## Inhalers

Teachers should know which children in their class have asthma and this information (along with where inhalers are stored) should be easily accessible for any supply teacher, in the class purple folder. Teachers must ensure that children have easy access to their inhalers. Therefore, when outside the school building (e.g., PE, school trips etc.) inhalers must accompany the children. Inhalers are kept in the medical room in individually labelled bags within their year group boxes. Currently, if a child needs their inhaler whilst in the school building, if symptoms are only mild, they may be accompanied by another sensible child to the office. If no-one is in the office, they must be told to ask the headteacher for help. At no time should a child wait longer than absolutely necessary for their inhaler. In the event of a more extreme need, and if the teacher is alone with their class, the teacher must ask the adjacent class teacher to supervise their class whilst the teacher summons the assistance of one of the first aiders. (see First Aid section). Whenever an inhaler is used this should be logged in medical tracker and an email sent to the parent to notify them that the inhaler has been used.

## Glass & Glazing

All glazing within the school is of a standard specified for use in such establishments, and carries BS kite marks and registrations, all replacement glass adheres to this standard.

## Hazardous Substances

All substances/chemicals used within the school are selected for specific uses and are designed to have a low/ minimal risk of hazard to the user. The site manager/contractors may use substances of a more hazardous / toxic nature on occasion, but must comply with all directions for their safe use.

Hazard data sheets relating to chemicals used for cleaning purposes can be found in all cleaning cupboards and the Site Manager's office

Cleaning staff have an induction into the correct use and properties of chemicals that they will use in the course of their duties. All chemicals will be kept in their original containers, and will only be decanted into correctly labelled dispensing bottles. Chemicals will be stored in the cleaning cupboards and main stock cupboard, which will be locked to prevent unauthorised access. Cleaning staff will be provided with appropriate PPE (personal protective equipment), which they will be encouraged to use as required



## Health and Safety Advice

The school obtains competent health and safety advice, from the Local Authority. Health & Safety Adviser, Stuart Wood – Telephone Number: 01223 699122 email [stuart.wood@cambridgeshire.gov.uk](mailto:stuart.wood@cambridgeshire.gov.uk)

## Housekeeping, cleaning & waste disposal

The school will maintain a team of cleaning staff who will carry out their duties on a daily basis within their designated area

- The site manager will be responsible for the clearing/cleaning of external areas and the clearing/disposal of refuse bags
- Floor mopping will be carried out before the start of the school day or end of the school day where possible, wet areas will be identified by warning signs
- Sharp objects for disposal should not be placed in the normal waste bins, where possible they should be placed in a suitable container and the site manager informed
- Batteries should be passed to the site manager for safe disposal and not just placed in normal waste
- During periods of snow, the site manager will clear and/or grit a walkway around the perimeter of the school building, car park and main entrance
- Waste bins are provided in the school playgrounds, they have weighted bases to deter their movement and are positioned away from the school buildings in case of arson attacks. The main collection containers are kept to the corner of the car park, away from the school buildings and stored in a lockable caged area.

## Manual Handling (typical loads and handling pupils)

Risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks.

- Nominated staff are trained in positive handling techniques for named pupils – refer to Behaviour Policy and Physical Handling Guidance;
- Risk Assessments are completed for handling of heavy or awkward goods by the Site Manager.

## Jewellery

The only jewellery pupils may wear to school are listed below:

- Simple strapped watch
- Stud earrings
- Bangles (for religious reasons)

All jewellery must be removed by the child before participating in PE. Staff should not attempt to remove or replace earrings for pupils. Where any other jewellery is worn, depending on the age of the child, please speak to either the child or parent.

Neither nail varnish or false nails/extensions should be worn. Once again, depending on the age of the child, teachers need to decide whether it is most appropriate to speak to the child or parent. False nails present a safety risk to both the child and others, therefore, it would be necessary to speak directly to parents.



## Lettings/shared use of premises

The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

## Lone Working

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff should assist in the operation of any systems designed to provide for their safety, the Site Manager should be aware of anyone lone working on the school site.

## Maintenance / Inspection of Equipment

All records of servicing are kept in the service file which is held by the site manager.

All contractors used for servicing & Inspection are accredited, and are professional in their specific area of working.

Servicing includes : fire alarms(Q), emergency lighting(Q), extinguishers(A), boiler controls (A) (IN), pressure release valves( A), a gas drop test( A), heating system inhibitor test( A), pressure set test( A), blending valve check (A), fan heater service and electrical test (A), boiler service (A), pat test (ON) (IH) (IN), fixed electrical test (A), water monitoring (M), pasteurisation test (Q) (IN), sewerage pumps (H), lightning rods (A), sports equipment internal/external (A), intruder alarm (A), CCTV (A), aircon service (H), extractor fan service (A).

A: annual H: 6 months Q: 3 months M: monthly.

IN: In House (undertaken by Site Manager)

OH: On going

Ladders are checked before use by the site manager, steps are checked annually. See Working At Height section for more detail on ladder use in school.

## Personal Protective Equipment (PPE)

Personal protective equipment is provided for staff use when it is deemed necessary by risk assessment, it will be kept accessible at all times, and will be provided free of charge.

## Reporting Defects

Defects to equipment or to the fabric of the school should be reported to the site manager immediately if of a serious nature, other works can be reported via the site manager's log book, which is kept in the main office.

## Risk Assessments

The school's risk assessments are the responsibility of the School's Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. Templates for risk assessments can be found on the staff share

## School Trips/ Off-Site Activities

The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.



## School Transport

At the present time the school has no minibus facilities.

## Smoking

Willingham Primary School is a no smoking site.

## Staff Health & Safety Training and Development

Please refer to the Staff Handbook and Staff Code of Conduct Policy. The Headteacher and other members of the SLT are responsible for staff induction. On induction, staff will be issued with all relevant policies and guidance for which they will be asked to sign to say they will read the documents and refer to them when necessary.

## Staff Well-being / Stress

The school will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

All employees and governors of the school have free and confidential access to the LA Employee Counselling Scheme. This scheme is available to support people who feel under stress, whether in the home or working life and who feel they could benefit from counselling. The service is staffed by experienced and fully qualified counsellors who offer an impartial and totally confidential service. The counsellors offer an initial assessment sessions, followed by up to six treatment sessions at no cost to the employee.

Copies of the LA Counselling scheme leaflets can be found in the staff room and will also be included in the induction pack for new employees.

## Swimming Pool Operating Procedures

The school has a Swimming Policy with full details but the Emergency Action Plan (E.A.P.) for the pool is as follows:

1. Overcrowding – No more than 20 at any one time.
2. Disorderly Behaviour:
  - Remove child from water.
  - Assistant must accompany child to changing rooms.
3. Outbreak of fire (or sounding of alarm) -
  - Blow the whistle twice
  - Clear the pool
  - Follow school fire evacuation procedures, assembling children on the field
4. Bomb threat, fire or other disaster:
  - Clear pool using whistle alarm
  - Contact office via walkie talkie to telephone the emergency services
  - Children to assemble on field
5. Lighting failure – N/A.
6. Structure failure – Notify headteacher or Site Manager.
7. Emission of toxic gases – as above.



8. Serious injury to a bather:
- Blow the whistle twice
  - Clear the pool
  - Summon help via walkie talkie
  - Attend to injured bather
  - Notify headteacher
9. Discovery of a casualty in the water – as above for injury.

Risk assessment completed with LA, includes WSA.

The site manager is responsible for the maintenance of the swimming pool.

Jon Thorley-Wright has passed the test for Pool plant operators May 2021.

Training was provided by P.A.L.M. Ltd which is accredited by The Pool Water Treatment Advisory Group and is valid for 3 years



## Use of VDU's / Display Screens

The majority of staff within the school are not considered to be DSE (display screen equipment) users. The site manager will ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

- RAs completed for office staff or high users of PCs.
- All staff advised to take regular breaks away from the screen.

## Vehicles on Site

The movement of vehicles on site is restricted as far as possible during the periods before the start of the school day when pedestrians are accessing the building and likewise at the end of the school day when leaving. During this time the turning point will be closed off by means of a steel barrier and cones, to in effect close the area immediately in front of the school, and provide a safe zone for pedestrians and supervised by the Site Manager.

Where possible, contractors and larger delivery vehicles will have access either side of these times.

Areas of the highway around the school now have time restricted parking during peak school times and Safer Schools Road Closure Scheme.

Where possible it will be encouraged for coaches collecting and returning children to school during peak times to park at the top of the road and children to use the gate at the far end of the road.

## Violence to Staff / School Security

All visitors are requested to report to the school office to sign in to the digital sign in system & other relevant register. Restrictions on access by means of high level gates and securing of external doors are strictly adhered to. During out of hours all areas are locked and protected by an extensive intruder alarm and C.C.T.V. system. Any incidents of abuse, violence or breaches of security should be reported immediately to the Headteacher.

If a child leaves the school site by themselves without permission, the school office will phone the police, call parents and follow at a safe distance taking a mobile phone with them for contact with the school.

## Working at Height

No formal training is required for staff to use step ladders, expectations are that they should be of a competent nature. Staff should use step ladders to access display boards etc., and be discouraged from stepping up by other means.

The use of ladders and other high level access equipment is restricted to persons who have gained training in their correct set up and safety procedures.

Pupils should not be allowed to access steps.

Contractors are expected to provide their own equipment, as to prevent any claim of liability should an accident occur.



## Work Experience

Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.

- Miss Emily Day , Class Teacher, is the coordinator for Work experience students from Secondary Schools.
- Class Teachers and Headteacher are responsible for PGCE students and College students
- Induction folder/ Induction information will be given to work experience placements including key policies
- Site induction (Headteacher), Student coordinator (Miss E Day)

