

High Spen Primary Health and Safety Policy

The Responsible Body for General Health and Safety is the Gateshead LA. This Statement of Organisation and Arrangements does not replace the council's safety policy or the education department's safety policy but is in addition to them for the benefit of all staff, children and visitors. Copies of documents and information on health and safety matters will be found in the nursery's health and safety file.

Signed  (Chair of Governors)

Date: 22.11.24

Review date: November 2025

Responsibilities

The Governors and Headteacher recognise and accept their responsibilities, within the framework of the Education Health and Safety Policy of Gateshead Council, for ensuring a safe and healthy working environment for all its staff, pupils and visitors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The Governors and Headteacher will take all steps within their power to meet these responsibilities. To this end they delegate to the Headteacher as Health and Safety Manager.

Staff who have been delegated by the Headteacher as managers of others, having responsibility for particular aspects of the school, have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the Health and Safety policies and procedures of the school. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Headteacher.

The Governors and Headteacher will appoint a Health and Safety sub-committee of Governors to monitor, review and develop standards of health and safety.

The Head Teacher shall

- be the focal point for the day-to-day references on school safety and give advice or sources for advice
- co-ordinate the implementation of the approved safety procedures in the school
- maintain contact with outside agencies able to offer expert advice
- report all known hazards immediately to the authority and stop any practices etc. they consider to be unsafe
- make recommendations to the authority for additions or improvement to fixtures and fittings, equipment etc. which are dangerous or potentially so
- make or arrange for investigation of premises and working practices on a regular basis and ensure that they are kept informed of accidents and hazardous situations
- review from time to time
 - (i) the provision of first aid in the school
 - (ii) the emergency procedures, and make recommendations for improvement
- review regularly the dissemination of safety information
- recommend necessary changes and improvements in welfare facilities
- inform the Governors from time to time of the safety procedures of the school
- carry out and review risk assessments each term.

Duties of all Employees

It is the duty of every employee while at work:

- To take reasonable care for the health and safety of him / herself and of any other persons who may be affected by his / her acts or omissions at work and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. In order that the laws be observed and responsibilities to children and other visitors to the school are carried out *all* employees are expected:

- to know the special safety measures and arrangements to be adopted in their working areas and to ensure they are applied
- to exercise good standards of housekeeping and cleanliness
- to know and apply the emergency procedures in respect of fire and first aid
- to use and not wilfully misuse, neglect or interfere with things provided for his / her own safety and / or the safety of others
- to co-operate with other employees in promoting improved safety measures in the nursery
- to observe all the safety rules of the school and in particular the instructions of management/senior staff given in an emergency
- to use and not wilfully misuse, neglect or interfere with things provided for his / her safety
- Staff should consider the general health and safety of the school environment at the start of each session

Health and safety risks arising from work activities

Assessments will be reviewed every year or when the work activity changes, whichever is the soonest. Risk assessments will be undertaken by the Headteacher in consultation with the caretaker and staff.

- The Headteacher will be responsible for ensuring the action required is implemented.
- The Headteacher will check that the implemented actions have removed/reduced the risks.

Staff safety

Staff should always have regard to their personal safety when dealing with the public
They should

- only home visit in pairs, always inform nursery of their whereabouts
- advise line manager of any incidents which may cause concern or give rise to feelings of anxiety (however trivial)
- be aware of LA guidance, in safety file

Lone worker risk assessments should be completed by the caretaker and anyone else who will be operating as a lone worker at any time.

Visitors / Security

- regular visitors and other users of the premises (e.g., deliveries) should be required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them through the induction procedure and members of staff to whom they are assigned
- all visitors must enter and leave by the front entrance/main gate
- all doors with a security lock remain closed whilst children are on the premises. Only permanent staff are given coded fobs.

All Visitors to school must

- report to reception, show identification, sign visitors book and wear badge whilst on premises.
- Council workers should have their badges checked for DBS clearance via the on-line system.
- Contractors should provide ID and DBS clearance information.

Supervision of children

- Parents are responsible for children on the premises until the beginning of the education session
- The daily register of children must be completed as soon as possible but at least within 15 minutes of the start of each session
- Children must be monitored during any group snack sessions and at mealtimes
- The medication policy should be followed for those children requiring medication.
- Medicines must be always locked away. Inhalers to be stored in a safe place for permanent staff to access easily but not directly accessible by children.
- Children coming to school by contract transport must be escorted to and from the school by a known adult
- Children must not be unsupervised at any time within the school grounds
- Children may only visit places off the school premises with parental permission and with appropriate adult child ratios and number of qualified staff and paediatric first aider.
- Broken equipment should be withdrawn from use immediately and reported to the Head Teacher

Staff must be familiar with the use of all equipment in school. There must be a clear distinction between equipment, which is for general use, that which can only be used under supervision, and that which is for staff use only.

The designated Educational Visits Co-ordinator is Andrew Firth, supported by Laura Coates – both staff have completed the EVC training. Related policy – Educational Visits

Child Protection

The child protection and safeguarding children policy should be followed at all times.

- Children must be either collected from school by an appropriate person known to the staff or have parental permission to walk home alone
- Staff should ensure that they are familiar with the Safeguarding and Child Protection Policy

First Aid Provision

A list of all staff holding first aid certificates is available from the school office and a copy is in the health and safety file.

The First Aid boxes are provided in the Nursery Office and First Aid Station opposite the HT's Office. Basic First Aid kits hang by the middle door (KS2 yard) and are used during lunch breaks.

Emergency procedures

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed

- First aid should be rendered, but only as far as knowledge and skills admit. The patient should be reassured and, if absolutely necessary, removed from danger
- A qualified first aider should be summoned immediately to assess/tend to the patient.

Transport to hospital

If an ambulance is required, the 999 service should be used. It may be appropriate to transfer the casualty to hospital by car/taxi – this should always be done on a voluntary basis (If a member of staff uses his / her own car for this purpose s/he must ensure that s/he has obtained specific insurance cover). No casualty should be allowed to travel to hospital unaccompanied.

Accident forms

As soon as possible after the incident every case of injury or accident must be fully and accurately reported on the appropriate form (HS20) and where possible detailed statements from witnesses.

Serious accidents should be reported to the Local Authority via the on-line reporting system.

An accident form must be completed for all accidents (to employees, pupils and users).

Minor accidents are recorded in the *Minor accident book* kept in each First Aid area.

Forms to be signed by adult giving care.

Fire Safety Policy on Fire

Procedures are in place to be followed in the event of a fire and are displayed throughout the school. All new staff, students and regular visitors are made aware of the fire policy at induction to the setting. Fire drills are planned each term by the Head teacher and caretaker and Fire Risk assessments, checks of fire extinguishers, and fire log/ records are maintained and checked each term. Fire alarms are tested each week by the caretaker.

Safe plant and equipment

The Headteacher, and caretaker will be responsible for identifying all equipment/plant needing maintenance and ensure any identifies maintenance is implemented.

Safe handling and use of substances

Through the Building Cleaning Service Level Agreement Gateshead Council will be responsible to will be responsible for undertaking COSHH assessments relating to cleaning materials.

The Headteacher, and caretaker will be responsible for

- ensuring that all actions identified in the assessments are implemented.
- for ensuring that all relevant employees are informed about the COSHH assessments.
- will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed once per year or when the work activity changes, whichever is soonest.

The Health and Safety Law poster is displayed in the staffroom.

From time to time, it will be necessary for the Head Teacher to review the provision of first aid and health and safety in the school and recommend improvements in the procedures. Suggestions by any member of staff to improve standards of Health and Safety are welcomed by the Head Teacher.