

CROMWELL ACADEMY

HEALTH, SAFETY AND WELFARE POLICY

Introduction

The purpose of this policy is to further our aim to provide a safe, secure, healthy and pleasant working environment for all pupils, staff and visitors to the school. The Governing Body, together with the LA, take responsibility for protecting the health, safety and welfare for everyone in the school and we believe that the prevention of accidents, incidents and hazards is a key responsibility for every member of the school community. Staff and governors have contributed to this policy.

The content has been influenced by guidance from the Health and Safety Executive. This policy should be read in conjunction with the curriculum policy, subject policies, and the policies for lettings, healthy eating, drugs, child protection, behaviour and discipline and school visits.

Roles and Responsibilities

The Governing Body will:

- Promote high standards of health and safety within the school.
- Assign responsibilities, including designating a governor for health and safety.
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises and school activities.
- Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated.
- Ensure that all staff receives supervision, instruction and training appropriate to their duties and responsibilities.
- Evaluate the measures taken to minimise or eliminate risks or hazards.
- Ensure that there is a designated space for medical treatment and for caring for sick or injured pupils during the school day.
- Ensure that hirers are aware of their duty to arrange insurance cover for their activities.
- Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)
- Review this policy and update it annually.

In practical terms the day-to-day responsibilities for ensuring that the Health and Safety Policies of the LA and the school are adhered to are discharged to the Headteacher. However, all pupils and visitors to the school will be expected to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Our Health and Safety Committee meets termly to discuss Health and Safety issues affecting the staff, pupils and visitors to the school. This Committee comprises of; the Headteacher, Site Officer, Health and Safety Governor and a Safety Representative.

The Headteacher is responsible for ensuring that all health and safety procedures are followed. She will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment.
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training.
- Staff, pupils and others are encouraged to promote health and safety.
- Risk assessments are carried out for activities on and off the school site.
- LA and DFE guidance is followed for all school trips and visits.
- All defects and/or hazards are made safe in a time scale commensurate with the risk they pose.
- Specialist advice is sought as and when necessary.
- A log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.
- The Headteacher reports to governors regularly on Health and Safety issues through the Governors Finance and Premises Committee.

All staff will:

- Be familiar with the health and safety policy and all safety regulations laid down by the Governing Body.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not.
- Only use equipment that they are competent to use.
- Follow instructions when using any machinery, equipment, dangerous substance or safety device.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

The school curriculum

We teach the children about Health and Safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. We take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children to have respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Staff and children partake in litter picks on the playground instilling a sense of pride and ownership of our environment.

Both Key Stage 1 and Key Stage 2 children receive sex and relationship, and drugs education, as part of our PSHE Scheme of Work.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as religious festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. We use circle time and Class Councils to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School meals

Our school provides the opportunity for children to buy a meal at lunchtimes through school meals provider Lunchtime Company. If parents are in receipt of income support, they may claim free school meals for their children. Lunchtime Company are responsible for ensuring that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we discourage the eating of sweets in school.

School uniform

It is our school policy that we encourage all children to wear our school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs.

It is the responsibility of the Headteacher to ensure that the school uniform code is encouraged. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of Health and Safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE, games and swimming or to cover them with a plaster.

Cromwell Academy – Health, Safety and Welfare Policy

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Child Protection

The named persons responsible for child protection in the school are Ms Lague, Family Inclusion and Liaison officer. The Governor responsible for Child Protection is Mr Paul Davies.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns. This information must also be passed on to the Child Protection Governor if required. Logging forms for concerns are available for all adults who work at the school.

The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through CRB checking in order to ensure that there is no evidence of offences involving children or abuse.

Safety On The Premises

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all staff, pupils and visitors.

Children are not permitted to enter the staffroom unless accompanied by an adult; this also applies to staff members' children out of normal school hours. This ensures our children's safety and the security of staffs' personal belongings, sharp knives, hot drinks, etc.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear a 'Visitors' identification badge at all times whilst on the school premises. All staff are required to wear an ID badge at all times whilst on the premises, showing their photo, name and job title.

Teachers will not allow any adult to enter their classroom if the schools visitors badge is not worn.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police. It is the responsibility of all staff to question the presence of unknown adults in school.

A barrier has been placed to ensure the security of the car park. All members of staff have a swipe card to enter and leave the car park. An intercom system allows visitors to speak to the office staff. Due to limited parking all visitors must park off site.

It is the responsibility of all staff to report hazards relating to the building to the Headteacher/Site Officer, and recorded in the premises maintenance log book.

All litter generated by the pupils is deposited in the bin or recycling bin as appropriate. Litter blown onto the site is generally collected and disposed of by the Site Officer.

Waste management is the responsibility of the Site Officer together with the Headteacher and company employed for waste disposal in our school.

Fire Safety

All Fire Exits are marked and emergency evacuation procedures displayed around the school. Fire Evacuation practices are held at least twice termly and recorded in the Fire and Risk Manual.

The Site Officer routinely checks Emergency Lighting and Fire Sounders, Extinguishers are checked annually. If the Fire Alarm is activated all staff should ensure all children and other adults are signposted to the nearest exit. The Site Officer or a named Senior Leadership member (Headteacher/Deputy) will ensure all exits are closed and adults are seen off site. Any adult trying to enter the premises or school grounds whilst the alarm is active should be asked to leave via the nearest exit and remain there until the Site Officer or a named Senior Leadership member (Headteacher/Deputy) until the alarm is turned off and you are informed it is safe to return to the school premises and building.

In the event of the fire alarm sounding whilst children may be part way through changing for P.E the main priority should be to evacuate the building in a reasonable time whilst taking into account any child protection or safeguarding issues.

Although door wedges are used around school to reduce the risk of trapping fingers staff are aware that these must be removed when exiting the building, and the site officer is in charge of ensuring all doors are closed at night.

Manual handling

Manual handling should only be carried out by competent people and if possible should always be avoided.

In most cases the site officer should be contacted to help with the lifting. If this is not possible follow the following rules.

A checklist for safe lifting

- Before attempting to lift a load assess its size and shape. Obtain assistance if required.
- Check there's enough space to make the lift and space to reposition the load as required.
- Stand correctly, with a straight back and your chin tucked in, close to the load you are to lift - your feet should be apart with one foot in front of the other facing in the intended direction of travel.
- Lift with your knees bent and use your legs, not your back, as the lifting power.
- Make sure you have a good grip on the load before lifting and do not change your grip once carrying. Do not allow the load to obstruct your field of view - if it is too large seek assistance. Set the load down gently - again keep your back straight and knees bent.
- Tables require two people of similar size to move.
- No more than two chairs should be lifted at one time.

If in doubt ask for assistance.

Under no circumstances should anyone stand on a chair or any other piece of furniture. There are 3 yellow steps in school that should be used, if you are still unable to reach then the site officer should be asked for assistance.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, the teacher or teaching assistant will do all s/he can to aid the child concerned. We keep a first aid box in the disabled toilet and in each classroom. Our staff are regularly trained for dealing with first aid.

Should any incident involving injury to a child take place, trained members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record all incidents involving injury in the First Aid Book, and we inform parents in all major cases, and in all cases of head injury. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. All major accidents are reported to the LEA using the Incident Report Form IRF (96).

Information is sought from parents about any medical needs on admission to school. Medicines are not usually administered during the school day, other than asthma preventative treatment. All medicines must be booked in to school via the school office. Only prescribed medicines, labeled with correct administration details may be administered in school. All parents must complete a permission form for staff to administer medication. Parents are to administer their own child's medication where reasonably practicable.

School Trips

For all school trips, whether day trips or residential, we follow Cambridgeshire County Council Policy and Guidance for Educational Visits.

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when on the bus.

Theft or other criminal acts

The teacher or Headteacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

Monitoring and review

The Governing Body has a named governor with responsibility for Health and Safety matters. It is this governor's responsibility to keep the Governing Body informed of new regulations regarding Health and Safety, and to ensure that the school regularly reviews its processes and procedures with regard to Health and Safety matters. The governor in question also liaises with the LEA and other external agencies, through the Headteacher, to ensure that the school procedures are in line with those of the LEA.

The Governing Body monitors Health and Safety issues by:

Collecting and discussing accident/incident data.

Carrying out Health and Safety inspections of the premises through the Safety Committee and reporting back to the Governing Body.

Examining and acting upon LA Audit Reports and OfSTED reports where these relate to Health and Safety.

Checking maintenance records and certificates.

Monitoring complaints of hazards reported by staff, pupils, parents, etc.

Examining Safety Committee reports and the effectiveness of follow up procedures.

Agreeing a School Trips and Visits Policy and receiving feedback from the Headteacher on school trips undertaken.