



Church Valley Schools Federation

Health, Safety and Welfare Policy

Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

GUIDELINES

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Finance and Staffing Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
 - Provide plant, equipment and systems of work, which are safe, and without risks to health.
 - Make arrangements for handling, storage and transportation of articles and substances.
 - Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
 - Promote the development and maintenance of sound safety, health and welfare practices.
 - Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
 - Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
 - Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
 - Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Headteacher** will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Premises Committee.
- Report accidents and incidents of violence to the Staffing and Personnel Committee three times a year.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Staffing and Personnel Committee.
- Ensure relevant staff has access to appropriate training.
- Meet with the Caretaker to manage site issues.
- Report to the Caretaker any defects and hazards that are brought to their notice.



Church Valley Schools Federation

Health, Safety and Welfare Policy

All **staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations, which may present a serious or imminent danger to the Headteacher, Caretaker or Administration Officer.
- Report any defects and hazards to the Caretaker through recording in his file in the School Office.
- Report any concerns of abuse to pupils to the Headteacher who is the child protection officer.

The **Caretaker** will:

- Ensure that they are familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Headteacher and the Governing Body's Health and Safety Representative.
- Meet with the Headteacher on a regular basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and School Business Manager (SBM) Administration Officer any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The Governing Body's **Health and Safety Representative** (Sandra Coles) will:

- Conduct a termly health and safety survey with the Headteacher and Caretaker and report back to the Finance and Staffing Committee.

The **School Business Manager /Administration Officer** will:

- Report to the Headteacher and Caretaker any defects and hazards that are brought to their notice.
- Liaise with the Caretaker when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Senior Midday Supervisory Assistants** will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Complete Accident Book and Injury Record Sheet which is kept in the foyer

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.



Church Valley Schools Federation

Health, Safety and Welfare Policy

- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

The School Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.

We teach children 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 and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

Year 6 pupils attend Life Skills, which promotes and provides valuable safety tips.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

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

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

School meals

Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day. All children in Foundation Stage and KS1 are entitled to Free School Meal

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

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.



Church Valley Schools Federation

Health, Safety and Welfare Policy

School Uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is however 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. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. 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 draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is earring studs in pierced ears and watches.

Child protection

The named person with responsibility for child protection in our school is the Headteacher, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the Headteacher about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.

All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns, which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

School security

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here.

Security systems are in place on all three sites and staff are responsible to ensure that the systems are respected at all times. Staff are issued with access fobs/cards and should be responsible for keeping these safe and on their person at all times.

All staff should ensure that gates are not left unlock when they should be locked and doors not left open or propped open unless absolutely necessary.



Church Valley Schools Federation

Health, Safety and Welfare Policy

We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

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.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the Headteacher before that particular activity next takes place.

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

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office

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

We record in the school logbook all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. Please see Emergency Procedures Policy.

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. The Education Visits Co-ordinator (EVC) has responsibility for ensuring staff have adhered to the school's 'Educational Visits Policy' when organising a visit. The EVC will complete an online assessment of the visit.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

Evacuation of the Building

- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each classroom.



Church Valley Schools Federation

Health, Safety and Welfare Policy

- Fire bells and fire doors are tested weekly by the Caretaker.
- A fire drill is practised once a term
- Fire appliances are checked annually.

Site Inspections

- The Caretaker inspects the site as part of his daily routine.
- Urgent matters are referred to the Headteacher or Administration Officer.
- More routine matters are discussed between the Headteacher and Caretaker and actioned accordingly.
- The Headteacher/Governor representative and Caretaker inspect the site on a half-termly basis.
- The Headteacher, Caretaker and Health and Safety representative conduct a termly health and safety survey and report back to the Finance and Staffing Committee.
- The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.

Slips, Trips and Falls

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Administration Officer or Caretaker.

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.

Smoking

Smoking is prohibited within the school building and school grounds.

Asbestos

An asbestos register is held in the school office and is made available to contractors working on site.

First Aid Provision

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- First Aid is administered in the School Office or staff room
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

Head Injuries



Church Valley Schools Federation

Health, Safety and Welfare Policy

- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury.

Head Lice

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.

Medicines

(see Administration of Medicines Policy).

Internet safety

- We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

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.

Lone Working

- (See Lone Working Policy).

The health and welfare of staff

- The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay. The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.
(see CVSF Abusive and Threatening Conduct/Parent and Carer code of conduct policies)

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 procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.



Church Valley Schools Federation Health, Safety and Welfare Policy

- The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors annually on health and safety issues.
- This policy will be reviewed at any time on request from the governors, or at least once every two years.

JG

Agreed Date: February 2015

Review Date: February 2017