



# **HEALTH AND SAFETY POLICY**

Reviewed Annually by the Fabrics Committee.

<b>Date of last Review</b>	<b>Signature</b>
10 <sup>th</sup> March 2016	Chair

# Statement of Health and Safety Policy

Our Governing Body is committed to:

- ❖ The provision of safe and healthy conditions for pupils, staff, visitors and contractors
- ❖ Compliance with all relevant health and safety legislation
- ❖ Seeking the cooperation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health

The risk control arrangements are set out in the risk assessments, which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about any issues involving health and safety, stop and ask. Where necessary, specialist advice will be obtained.

This Health and Safety policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed:  
**Mrs Ruth Taylor**  
(Co-Chair of Governors)

Signed:  
**Mrs Kate Firth**  
(Co-Chair of Governors)

Signed  
**Mrs D Forster**  
(Headteacher)

Date:

# Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Headteacher.

## Governing Body

Are specifically responsible for ensuring that:

- ❖ A health and safety policy is prepared, implemented and reviewed to ensure it remains valid
- ❖ Health and safety standards are monitored
- ❖ Actions are prioritised where resources are required
- ❖ Health and safety is an agenda item at Governors' meetings
- ❖ A Governor is given specific responsibility for health and safety
- ❖ The Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training
- ❖ Assistance is obtained from specialists when in any doubt about the health and safety standards to apply
- ❖ The Director of Children's Services is informed of any situation of concern where appropriate health and safety standards can not be implemented

## Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- ❖ The health and safety policy is implemented on a day to day basis
- ❖ Risk assessments are carried out and measures implemented to control the significant risks and comply with health and safety legislation
- ❖ The significant findings of the risk assessments are recorded
- ❖ Health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required
- ❖ Staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work
- ❖ Any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors
- ❖ Specialist help and assistance is obtained where necessary

## All Staff

Are responsible for:

- ❖ Taking reasonable care for their own health and safety and that of others who are affected by their activities
- ❖ Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety
- ❖ Using any work equipment in accordance with the training and instructions provided
- ❖ Co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments
- ❖ Monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented
- ❖ Reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

## **Pupils**

Pupils are expected:

- ❖ To exercise personal responsibility for their own health and safety and that of others
- ❖ To observe standards of dress and behaviour consistent with the safety of themselves and others
- ❖ To observe the rules of the school and in particular, the instructions of staff.

## **Health and Safety Assistance**

Mouchel Health and safety Team are available to provide health and safety assistance.  
The team can be contacted on 01522 836713/4

Please note our first and immediate contact for Schools Health and Safety matters, queries, questions, advice or help is:

Mr David Hortop, Mouchel Safety Advisor  
01522 836717 (Office)      07793187663 (Mobile)  
DavidHortop@mouchel-lincoln.com

# Arrangements

The arrangements for controlling risks from School activities are set out in the risk assessments, which are recorded separately.

Other arrangements are below:

## First Aid Arrangements

It is the policy of the School to train as many teachers and Midday Supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc.

This training is repeated every three years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used.

We adhere to the Statutory Framework for the Early Years Foundation Stage and in accordance with point 3:25, at least one person who has a current Paediatric First Aid Certificate must be on the premises and available at all times when children are present, and must accompany EYFS children on outings.

All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention, as set out below, or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention.

Parents are to be contacted immediately where further medical attention is necessary and informed by the standard letter of any non-significant head bumps, which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury, which results in continued pain or changed mobility, should be referred immediately for further medical attention.

Aids and Hepatitis B are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on Infection Control in Schools and Nurseries', should be followed to prevent the spread of infection. This poster is displayed in the Medical Room.

## Injury Reporting

Minor pupil injuries/first aid treatments, will be reported by the person administering first aid in a folder kept in the Medical Room.

In EYFS, injury reporting occurs in a separate EYFS First Aid Log detailing the date, time, details of the accident/incident and first aid treatment administered which will be signed by a member of staff. Parents of children in EYFS will be informed as soon as possible of the accident/incident and asked to sign the First Aid Log on the day the accident/incident occurred.

All employee injuries and significant injuries to pupils will be recorded on a report form PO3 (available on Netline), a copy being kept on file and a copy sent to the Health and Safety Team.

The Headteacher is responsible for telephoning the Incident Contact Centre ((ICC) 0845 3009923) in the event of a 'fatal', 'major' or 'over 3 day absence' injuries, 'reportable diseases' and 'dangerous occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries, which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities requiring hospital treatment, are reportable. Injuries, which arise from play activities or health conditions are not reportable, unless these happen in connection with work or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

With 'Over 3 day' absences from injuries to staff, do not count the day of injury but every day after when they were unable to carry out their normal duties, irrespective of weekends, holidays, etc.

'Reportable diseases' are those notified by a Doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus, Hepatitis and Legionellosis, conditions from exposure to substances such as Occupational Dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self-employed persons working on School premises must be reported in the same way as for School staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'dangerous occurrence' and are only those, which are specified by the regulations. These are mainly large incidents in construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits, which disrupt activities for more than 24 hours.

The Health and safety Team shall be contacted if in doubt about reporting procedures.

## **Hygiene and Infection Control**

If a child is sick or soils/wets him/herself while on the premises the following procedure will be followed (the same precautions will apply for nappy changing if required):

- Staff will wear disposable gloves while dealing with the incident
- Soiled nappies will be wrapped in nappy bags before being disposed of in the hygiene bin
- The area where changing/illness has taken place will be cleaned afterwards using antibacterial spray
- Hot water and liquid soap are available to wash hands as soon as the task is completed
- Hot air drier or paper towels are available for drying hands.

## **Toileting/changing children**

Guidelines for staff to follow when changing a child or assisting a toilet trained child who asks for help, are included in the Child Protection Policy.

If a child has continence issues at school a 'Positive Action Plan' will be drawn up with parents to set out the procedures for changing, including infection control measures, responsibilities and actions.

For example, the parent/carer may:

- Agree to ensure that the child is changed at the latest possible time before being brought to the setting
- Provide the setting with spare nappies and a change of clothing
- Understand and agree the procedures that will be followed when their child is changed at the setting- including the use of any cleanser or the application of any cream
- Agree to inform the setting should the child have any marks/rash
- Agree to a minimum change policy For instance, the setting would not undertake to change the child more frequently than if she/he were not at school
- Agree to review arrangement should this be necessary

The staff may:

- Agree to change the child during a single session if the child soils themselves or becomes uncomfortably wet
- Agree how often the child will be changed if the child is staying for a full day
- Agree to monitor the number of times a child is changed in order to identify the progress made
- Agree to note child distress, or if marks or rashes are seen
- Agree to review arrangements should this be necessary
- Work with parents/carers on a toilet training programme when and if the time is right

## **Statutory Notices**

The following statutory notices are displayed in the staffroom;

‘Health and Safety Law’ poster

Employers Liability Insurance certificate (Foundation Schools only)

## **Health and Safety Representatives and Consultation**

Miss Sarah Newton has been appointed as the Employee Health and Safety representative and will be consulted during the preparation and review of the School’s health and safety procedures. Facilities and time off from normal duties will be provided so she can carry out functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and Safety is a standing item on the agenda of all employee and full Governors’ meetings

## **Employee Induction Procedures**

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the School’s health and safety arrangements, particularly:

- ❖ Evacuation procedures
- ❖ First aid and injury reporting arrangements
- ❖ Any other relevant emergency procedure
- ❖ **Risk Assessment Procedures**

Risk assessments shall be recorded on the annual LCC form.

Risk assessments will be reviewed every year or when circumstances change.

