



Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

HEALTH AND SAFETY POLICY STATEMENT

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
Becky Freeman	May 2016	May 2017	May 2017
Becky Freeman	May 2017	May 2018	May 2017
Becky Freeman	May 2018	May 2019	May 2018
Becky Freeman	May 2019	May 2021	May 2019
Becky Freeman	April 2020	April 2022	April 2020
Becky Freeman	May 2022	May2024	May 2022

Introduction

The Governors and staff of Moorlands Primary School are committed to the highest standard of excellence in teaching. The same commitment to excellence applies to the manner in which the School discharges its responsibilities for the health and safety of staff, pupils, visitors and all those who may be affected by School activities. Key to this commitment is the promotion of a healthy and safe working environment for staff, pupils and all other users of the school site. Governors are committed to working within the framework provided by the Kirklees Children and Young Peoples Service (ChYPS) outlined in the 'Health and Safety: Policy and Guidance' manual. Governors are committed to the provision of adequate and appropriate safety training for staff. Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties. Governors will review this policy annually as timetabled in the policy review schedule.

In meeting this commitment, the School acknowledges the requirements of the Health and Safety at Work Act 1974 and will take all practicable steps within its power to provide a working environment which is healthy and safe for employees, pupils, contractors and visitors. That said, every individual has a duty in law to take care for their own health and safety and take due consideration for the health and safety of others. Compliance with all statutory obligations is the minimum standard. This Policy aims to go beyond this but will only work if there is a total commitment to health and safety by all staff at the School.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our school and work activities
- To consult with our staff 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 staff
- To ensure all staff 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 and to review and revise this policy as necessary at regular intervals.
- To implement processes and procedures to regularly review health and safety.

Roles and Responsibilities:

Governors

The Governing Body is responsible for:

- Ensuring that appropriate documentation is in place
- Monitoring its implementation; and reviewing it on an annual basis

At Moorlands Primary School, this will be achieved:

- By the appointment of a health and safety governor: Gary Laird
- Through the Buildings/Health and Safety Committee
- By governors receiving termly reports from the Headteacher

Headteacher

The Headteacher is responsible for:

- Overall and final responsibility for health and safety
- The implementation of the policy
- Ensuring that all staff are aware of the information contained in this document
- Ensuring that staff comply with the procedures laid down in the document
- Reporting to Governors on health and safety matters termly

- Liaising with contractors to ensure an adequate exchange of health and safety information
- Monitoring the compliance of Kirklees conditions on the use of the site by other parties (hirers)
 - Ensuring that escape routes are checked termly
- Ensuring that emergency evacuation procedures are tested termly
- Ensuring the fire risk assessment is undertaken and implemented
- Ensuring that fire extinguishers are maintained annually
- Any other responsibilities outlined in Kirklees 'Health and Safety: Policy and Guidance Notes'

Premises Manager

The premises manager will be responsible for:

- Ensuring that all defects in the buildings and grounds are dealt with promptly
- Undertaking a weekly check of the fire alarm system and recording the result in the Fire Logbook
- Checking Fire extinguishers weekly
- Carrying out daily checks of the outdoor play equipment
- Carrying out a weekly safety check of the school's grounds
- Monthly inspections of all ladders and step ladders held
- Passage of information on COSHH assessments as required
- Any other responsibilities outlined in Kirklees 'Health and Safety: Policy and Guidance Notes'

All staff

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them. All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times. All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards. Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials. Therefore, the day to day management of health and safety is the responsibility of all staff members. Staff regularly updated with changes and time is allowed to read documentation.

Practical Arrangements:

Notices

The Health and Safety Law poster and this policy are to be displayed at the Reprographics Room and Staff Room.

First Aid

The first aid boxes are kept:

- Lower ground entrance (Y5 and Y6)
- Ground Floor Entrance across the bridge (Y2, Y3 and Y4)
- Main Entrance
- Outdoor Classroom (YR and Y1)
- One is held centrally to take on school trips.

The Headteacher is responsible for ensuring that they are stocked in accordance with the health and safety manual at all times.

The names of current appointed persons for First Aid as listed in Appendix A

Only items listed in the health and safety manual will be used in administering First Aid.

Accident recording, reporting and investigation

All accidents and cases of work-related ill health are to be recorded as per Kirklees guidelines. Serious accidents must be brought to the attention of the Headteacher or Deputy Headteacher and Health and Safety Representative, who will decide on further action; including the completion of a 'Report on Injury or Dangerous Occurrence' (RIDDOR) Form. The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

Accidents at playtime/lunchtime

- When emergency treatment is not required for bumped heads, or other injuries, first aid should be administered in the first instance and the accident should be reported in the first aid log on the online system.
- Then, a bumped head note should be completed by the first aider and given to the class teacher for information. The class teacher will then send the note home with the child. If the child attends the Out of School Club the note should be given to Out of School Club staff at the end of the school day by the class teacher.
- If there is a definite mark/bleeding/distress, the first aider should radio a colleague for support and then ring the parent/carer as soon as possible to advise that the accident has happened. The parent/carer can then make the decision about whether or not to come to school to assess the situation. At the same time, the incident should be reported in the first aid log **and** the Bumped Head Telephone Log kept in the office so that office staff can give advice to parents/carers if there are any follow-up telephone calls.
- All bumped heads **must** be reported to Parents. The children will wear a sticker saying they have bumped their head, so adults are all aware they need to monitor the child.
- If the injury is serious, it should be brought to the attention of the Headteacher or Deputy Headteacher who will decide on further action. If a child needs to go to hospital an IRO1 form needs to be completed by the first aider.
- It is the responsibility of the first aider dealing with the injury to complete the paperwork, make the appropriate telephone calls and/or advise the Headteacher or Deputy Headteacher.

Issuing medicines

School staff should not administer any medicines unless:

- a) A pupil who suffers from a chronic complaint could not otherwise attend school; or
- b) There is a compelling need to administer short-term medication for a serious complaint.

In all cases, the guidance contained in the health and safety manual must be strictly adhered to. Because this is such a complicated issue, no child should have medicine and/or tablets in school unless it is in accordance with the school medicine policy.

Fire Safety

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Logbook. The time of the practices will be varied to cover all times of the School day. Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them. The premises manager is responsible for checking the alarm system from a different call point each week and recording the result in the Fire Logbook. Fire fighting equipment is serviced annually by the LA appointed contractor and the date noted in the Fire Logbook. In the event that we are unable to reoccupy the building immediately, the pupils will be evacuated to a nearby community hall or YMCA carpark and arrangements will be made to contact parents. An up to date Class/School register and contact list for parents/guardians is to be maintained in hard copy for ease of access by the school secretary. Lunchtime fire books are issued to supervisors every day indicating which children are present/absent. A fire safety risk assessment is to be completed annually and or when changes to site or school practices occur.

Lockdown/invacuation

There will be a termly invacuation practice, the outcome of which will be recorded in the Health and Safety folder. Lockdown/invacuation procedures are displayed on all lanyards. All staff must ensure that they are familiar with

them. An up to date Class/School register and contact list for parents/guardians is to be maintained in hard copy for ease of access by the school secretary. Lunchtime fire books are issued to supervisors every day indicating which children are present/absent.

Health and Safety reporting

All health and safety hazards relating to the building or grounds should be reported immediately in writing using the report sheets available in the Reprographics room.

The SMT are responsible for monitoring the progress on all items reported.

Monitoring

A monitoring schedule of the school is in place and will be carried out each term by a trained member of staff nominated by the Headteacher. The outcome and actions taken will be reported termly to the Governing Body in the Headteachers report.

Risk Assessment

The results of the termly audit will help to determine the areas for which a formal Risk Assessment needs to be carried out. Areas not related to the building or site will be identified termly at staff meetings or when new materials, equipment or procedures are to be used. The Headteacher is responsible for allocating the task of undertaking Risk Assessments to the person trained and best placed to make the assessment. The Buildings/H&S Committee will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Control of Substances Hazardous to Health

The responsibility for carrying out COSHH assessments will rest with the Headteacher and the premises manager depending on the substance concerned.

COSHH data sheets will be requested from our suppliers and, once assessed, will be kept centrally with the master policy document and at the point of COSHH distribution. The premises manager will be responsible for ensuring that all relevant staff and employees are informed about the COSHH assessments.

Security/Visitors to the site

All visitors will be expected to report to the school office, where they will be asked to sign in using the electronic sign-in system and to wear an identification badge. Red lanyards are given to visitors who are not DBS cleared and they must be escorted. Yellow, indicates a visitor who has DBS clearance, Purple is for Governors and Blue for all other staff. The reverse of all badges displays the safeguarding procedures. Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitor badge.

All staff/employees/helpers have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed in this policy statement).

To ensure health and safety standards are maintained/improved, the following people have responsibility:

Staff representative(s):

Becky Freeman and Amanda Denney

Consultation with staff is provided through staff meetings and meetings with the school premises manager.

Further Health and safety advice (working hours) is available from the LA (Education Strategy and School Support).

Induction training will be provided for all staff/employees by K.M.C.

Specific jobs requiring special training are:

- Manual handling
- Ladder safety

Training records are kept at school by the school CPD coordinator and site supervisor.

Training will be identified, arranged and monitored by the Headteacher

Health surveillance will be arranged by KMC and surveillance records will be kept if required.

Dogs on site

We actively discourage anyone bringing dogs onto the school site as many children may be easily frightened as well as the issue of fouling pathways.

Lunchtime Supervision

When pupils are at school, the responsibility for their safety rests with the LA and the Headteacher; lunchtime staff undertake this responsibility under her supervision. This means that reasonable steps are taken to prevent any pupils suffering and to ensure that accidents or difficulties can be reported to a responsible adult and appropriate action taken. During wet lunchtimes pupils stay in the school building.

Electrical Safety

All electrical equipment in school including audio-visual, computer and copying machines will be checked bi-annually by a PAT trained technician. This record is kept on file in the school office.

Uncollected children

Should any child fail to be collected by a parent/carer as expected, they should report to the school office. The Headteacher/Deputy/School Secretary will then attempt to contact the parent/carer immediately.

Supervision before and after school

Pupils are expected to be in the school playground no earlier than 8:30 a.m. and remain there until the doors open at 8:45 a.m. On very wet mornings senior staff will allow pupils to enter the building at 8.40 a.m. It would be helpful on wet mornings if parents did not send their children until 8.45a.m. The presence of a pupil on school premises does not mean that there is necessarily a duty to supervise. If a pupil arrives before 8.45a.m., the pupil is at his or her own risk

Additionally, there are separate policies in place on the following topics:

- Educational visits - policy in place
- Smoking policy – policy in place
- Cars on site/parking - in prospectus/website
- Curriculum advice –in prospectus/website
- Collection of children – in prospectus/website
- Jewellery - in prospectus/website

First Aiders April 2022 update

Name	Trainer	Course title	Course date	Course expiry
Rachel Turner	Purple Dog	Paediatric First Aid – Blended Learning course	Wednesday 12th May 2021.	12th May 24
Debbie Aspinall Carolyn Coney Leanne Craddock Kerry Gallagher Sarah Hind Anne Hoyle Lorraine Kempton Tracy Lang Graham Marles (LTS) Clare Sharp Philippa Stables Joanne Sykes Fiona Whitehead	Purple Dog	First Aid Awareness	7.6.21	7.6.24
Maggie Garside Gill Holmes Nikki Kumar Sarah Robinson Diane Taylor Clare Burnett Hannah Hebda Pauline Ogden Nicola Watson Margaret PB Holly Quinn Jennifer Mellor Helen Cromie Amandeep Randhawa Kathryn Akroyd Abida Shafique	Purple Dog	First Aid - Awareness	07.06.21	07.06.24
Hayley Wilson	Purple Dog	Paediatric First Aid	29.01.21	29.01.24
Heather Anderson Kia Henry Sarah Joyce	Purple Dog	Paediatric First Aid	08.12.20	08.12.23
Bushra Shaheen Paula Smith	Purple Dog	Paediatric First Aid	04.12.20	04.12.23
Amiesha Dermawan	Purple Dog	Paediatric First Aid	17.11.20	17.11.23
Emma Swain	Purple Dog	Paediatric First Aid	03.11.20	03.11.23
Louise Wright	Purple Dog	First Aid at Work	11.11.20	11.11.23
Danielle Augustine	Purple Dog	First Aid at Work	08.08.20	08.08.23
Louise Wright	ITC	ITC Certificate in Outdoor First Aid in SCQF Level 6	12.01.20	12.01.23
Becky Freeman Chris Duffy	Purple Dog	First Aid at Work	7.10.21 and 8.10.21	8.10.24
Amanda Denney Georgina Shaw	Purple Dog	QA Level 3 Award in Paediatric First Aid	27/8.09.21	28.09.24
Becky Freeman Philippa Stables Paula Smith Louise Wright	NHS NHS NHS	Epilepsy awareness and Buccal Midazolam	24.01.19 18.07.18 13/10/21	