



ABBEY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

The main legislation covering this policy is the Health and Safety at Work act 1974 and regulations made under the act.

The Governing Board is responsible for health and safety, though tasks may be delegated to staff.

School staff have a duty under the common law to take care of pupils in the same way a prudent parent would.

School staff have a duty to look after their own and others' health and safety.

A common sense and proportionate approach will be taken, remembering that risk assessment and risk management will be used to ensure pupils undertake activities safely and not to prevent activities taking place. Sensible risk management cannot remove risk altogether.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies (see also fire risk assessment and associated guidelines).

GUIDELINES

Responsibilities

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

The Local **Governing Board** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Willow Learning Trust Premises Committee.
- 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:
 - a) Provide plant, equipment and systems of work which are safe and without risks to health.
 - b) Plan for handling, storage and transportation of articles and substances.
 - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
 - d) Promote the development and maintenance of sound safety, health and welfare practices.
 - e) 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.
 - f) 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.
 - g) 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.
 - h) Maintain a close interest in all health and safety matters in so far as they affect activities in the premises under the control of the school.
 - i) Assess the risks to staff and others affected by school activities to identify the health and safety measures that are necessary and introduce measures to manage the risks.

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 termly Premises Committee.
- Report accidents and incidents of violence in the termly Headteacher's Report to the Local Governing Board.
- 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 Willow Learning Trust Premises Committee.
- Ensure relevant staff have access to appropriate training.
- Meet with the Site Manager when necessary to manage site issues.
- Report to the Site Manager any defects and hazards that are brought to her notice.
- Produce regular health and safety bulletins to keep staff aware of health and safety procedures.
- Keep abreast with relevant legislation.

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 to the Headteacher, and if unavailable, the Site Manager, situations which may present a serious or imminent danger.
- Report any defects and hazards to the Site Manager through email.
- Complete an 'Accident / Incident / Violence Investigation' form, available from the School Office, in the event of a significant accident or incident of violence.

The Site Manager will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct an annual health and safety audit with the Health and Safety Representative – currently David Charles.
- Conduct a half-termly site check with the Headteacher.
- Meet with the Headteacher when necessary 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 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.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

- Ensure that all contractors are aware of the school's Health and Safety policy and that the appropriate risk assessments are completed and signed prior to any work commencing.
- Ensure that the Asbestos Register is managed and shared with contractors.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety policy.

The **Senior Midday Supervisor** will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Ensure appropriate supervision at lunchtime.

The **Office Manager** will:

- Send out medical alert questionnaires to parents in September and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form.
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents, file forms and send originals to the Corporate Health and Safety Unit of the LA.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene (see School Uniform policy).
- Follow the safety rules of the school and 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 in newsletters.

ARRANGEMENTS

Accidents and Incident Reporting

- a) Any pupil complaining of illness or who has been injured is sent to the qualified First Aiders to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the accident book.
- c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office. These are sent to the LA Health and Safety Department. The Headteacher reports on these incidents on a termly basis on the Headteacher's report to the LGB.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on

a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

- f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

See 'Policy on Supporting Pupils with Medical Conditions' for in depth detail.

- a) Our trained First Aiders administer medicines for chronic or long-term conditions.
- b) Medicines are stored in a secure area. Staff record the time medication is given and sign the record sheet.
- c) Parents give written consent to authorise First Aiders to administer medication.
- d) Medication for asthma is stored in the child's classroom.
- e) Advice from the School Nurse will be sought if there are any uncertainties about a pupil's health.

Adventure Trail/Monkey Bars (KS2) and Climbing Equipment (KS1)

- a) One member of staff or Midday Supervisor closely supervises the use of the adventure trail at playtimes.
- b) Pupils must not use the adventure trail until a member of staff or a Midday Supervisor is in attendance.
- c) If the adventure trail is used for extra playtime then a member of staff must closely supervise it.
- d) Pupils must not climb to the top of the posts and must not somersault over the parallel bars.
- e) Staff must regularly remind pupils of safe use.

Asbestos

All staff and contractors will be informed of asbestos. Staff will be made aware that they must not disturb areas where there is known asbestos and that they are not to disturb or conduct invasive works into the fabric of the building.

Communication of Information to Users of the Premises

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the site manager.

Confidential Counselling Service

Sutton provides a counselling service for staff – Employee Assistance Programme, Workplace Options. Any staff who are suffering with stress, whether in their personal life or at work, will be signposted to the service.

Control of Hazardous Substances

The Site Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances. Staff receive updates on the hazards around COSHH and how it can affect persons using the building. Coshh assessment sheets are available to staff via R drive intranet.

Contractors

All contractors working on the school premises are to report to the School Office prior to starting work. The Site Manager will give the contractor the asbestos register and oversee and monitor the planned works.

Cooking

- a) Cookers must not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff must ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

Educational Visits

- a) The Headteacher is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy.
- b) The Headteacher liaises with the LAs Outdoor Education Advisor about school trips involving an overnight stay and/or adventurous activities.
- c) Adventurous school trips are registered on the 'Evolve' website.
- d) Written consent from parents will be obtained when pupils are taking part in an off-site activity.
- e) Parents will be told when a trip off-site is taking place and can be given the opportunity to withdraw their child from any school trip or activity.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected every three years by a contractor and checked annually by site staff. Staff will be reminded to ensure all equipment is clearly visible for the contractor to ensure no equipment is missed.

Evacuation of the Building

- a) Fire exits are clearly labelled.
- b) Plans showing exit routes are displayed by the door of each classroom.
- c) Fire bells and fire doors are tested weekly by the Site Manager.
- d) A fire drill is practised every half term and recorded by the Site Manager.
- e) Fire appliances are checked annually.

Fire Safety

The Fire Risk Assessment is sited in the main office asbestos folder and on the r drive under site health and safety. This is reviewed on an annual basis unless there are significant changes before this. Fire safety will always be treated as urgent. Notices of fire procedures are fixed to visible sites around the school. Emergency exit doors and routes are kept clear at all times. All fire doors are kept permanently unlocked while the premises is in use. The Site Manager regularly checks the fire-fighting equipment. In addition there is an annual check of all fire extinguishers by an approved contractor, 'Stand By'. The fire alarms are tested weekly by the Site Manager and emergency lighting monthly.

Fire drills take place every half term. Details are recorded and notes of any problems communicated to staff through a health and safety briefing.

In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the KS2 playground. The building should not be re-entered until Senior Leaders confirm it is safe.

First Aid Provision

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Their names are displayed in the First aid room.
- b) Records are kept of any incidents requiring treatment administered.
- c) More serious accidents or incidents of violence will be recorded on the appropriate form, assessed by a Senior Leader and sent to the LAs health and safety department. These are reported on the Headteacher's report to the LGB on a termly basis.

- d) Portable first aid kits are taken on educational visits and are available from the School Office, First aid room.
- e) A qualified First Aider will go on any educational visit.
- f) The Office Assistant will ensure the maintenance of the contents of the first aid boxes and other supplies.
- g) All staff will be trained in any aspects of first aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- h) If medical assistance is deemed necessary parents will be contacted. If the parents are unavailable medical assistance will be sought by the school and the child will be taken to the hospital by a trained First Aider.

Glue Guns

There is a risk assessment in place for the safe use of glue guns in school. Staff should carefully consider the safest place to use a glue gun in their classroom and what specific measures they plan to take to minimise the risk of burns happening. Adults should operate the glue gun up until Year 4. Year 5 and 6 pupils can use a glue gun only if it is closely supervised in an ordered classroom. There should be a bowl of cold water placed in the glue gun designated work area in case of burns. If the children do burn themselves they should put the burnt area immediately in to the water and go to the School Office with the water so that the burn can be treated. If, for any reason, a bowl is not available, the burn needs to be run under a cold tap for 3 minutes before the child goes to a First Aider in the School Office.

Head Injuries

First Aiders contact parents by phone if they have concerns about a head injury.

Head Lice

- a) If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents.
- b) 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.
- c) If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class. This cannot be enforced if the parent refuses.

Bloodborne illnesses

- a) No person must treat anyone who is bleeding, without protective gloves.
- b) Protective gloves are stored in the school Office, first aid room, site managers office or first aid kits.
- c) Sponges and water buckets must never be used for first aid to avoid the risk of Bloodborne illness contamination.

Communicable illnesses including Covid19.

- a) Abbey Primary will follow local, Regional and National guidance when encountering viruses and illnesses. General health and safety arrangements need to be maintained during the current Covid-19 situation, however, there may be some challenges and changes to normal operations. Guidance and advice will be also sought through the Department for Education, UKHSA, Public health England and South London Health Partnership Team.
- b) Respiratory infections in children and young people- Respiratory infections are common in children and young people, particularly during the winter months. Symptoms can be caused by several respiratory infections including the common cold, COVID-19 and RSV Attending education is hugely important for children and young people's health and their future. Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature, and they are well enough to attend. All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.
- c) Adults - Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one. Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially [those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination](#), for 10 days after the day you took your test.
- d) Social Distancing - We will continue to follow government advice to reduce the spread of coronavirus and update school risk assessments where necessary.
- e) Cleaning - The cleaners will empty all bins in classrooms after each day and in other key locations around the site to ensure the prompt and hygienic disposal of tissues and any other waste. They will clean the toilets frequently, again with a focus on all frequently touched surfaces, especially door handles. Doors will to be propped open where safe to do so, to limit the need to touch handles. Frequent hand cleaning and good hygiene practices:
- All pupils and staff will be expected to use hand sanitiser when they arrive in school before touching anything. Pupils will also be directed to use hand sanitiser at the start and end of every lesson.
 - Pupils/staff will be expected to wash/clean their hands frequently, washing their hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.
 - Schools will continue to ensure good respiratory hygiene by promoting and implementing the

'catch it, bin it, kill it' approach.

- Pupils and staff are encouraged not to touch their eyes or face.

- f) First aid - First Aid and Medical provisions will continue as normal and if any pupil is unwell, they should be referred to the student office/staff office. Staff will wear appropriate PPE, assess their condition and take appropriate action. Any pupils or staff showing symptoms of Coronavirus will be moved to an isolated room with a window for ventilation, until their parents come to collect them. This room will be thoroughly cleaned after every use.

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position. Hot drinks MUST be in a safety mug.

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Movement Around School

- a) Pupils should walk around school in single file and stand in single file when waiting.

On Site Vehicle Movements

- a) Carparking is separate to the school grounds.
b) Contractors come onto the premises when loading/unloading equipment and park outside the main entrance on the KS2 playground. They can only gain access by contacting a member of staff to open the gate for them.
c) If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

PE Equipment

Gymnastic equipment is checked annually by an accredited contractor (Sportshall Services) and repaired or removed as appropriate.

PE Safe Practice

- a) The PE subject leaders will disseminate any new information relating to safety to staff.

- b) Staff will liaise with the PE subject leaders if they have any concerns about safety.
- c) External providers of PE and sport will give a copy of their risk assessment to the PE subject leaders.
- d) Pupils are prohibited from unsupervised access to the PE equipment.

Pregnant Workers and Nursing Mothers

The Headteacher will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure the member of staff is not exposed to any significant risks.

Restraint

Any incidences of restraint are recorded and reported to parents and the Headteacher.

Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk. Site Inspections

- a) The Site Manager inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Headteacher and actioned ASAP.
- c) The Headteacher and Site Manager inspect the site on a half-termly basis.
- d) The Headteacher and Site Manager conduct a termly health and safety survey and report back to the WLT Premises Committee.
- e) The Headteacher conducts risk assessments on an annual basis or as and when necessary.
- f) All significant matters are reported to the WLT Premises Committee...

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 or Site Manager.

Swimming

- a) Morden Baths is used for swimming lessons.
- b) Swimming instruction is provided by qualified swimming instructors.
- c) There is a risk assessment in place as pupils walk to Morden Baths.

Supervision of Pupils

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) Staff should be in class when pupils come into class in the morning.
- c) Staff should be punctual in collecting pupils from the playground.
- d) The same duty of care applies when staff supervise pupils in after school clubs.
- e) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- f) Other staff on duty should inform supply teachers of their duties regarding supervision.
- g) If a parent fails to collect a pupil after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure displayed on the School Office notice board should be followed.

Transporting Pupils

Staff should obtain parental permission if another adult is transporting their child to an event.

Violence Towards Staff

Any member of staff who feels, or is threatened, by a parent/family member must report it to the Headteacher. The Headteacher will assess the risk and take appropriate action, which may include banning the parent/family member from the premises for a period of time.

Weather

The Site Manager is responsible for ensuring the site remains in a good and safe condition in the event of ice and/or snow. The entrance and exit points will be gritted, creating a route that staff, pupils and visitors must adhere to. The Headteacher, in consultation with staff, will assess the risk of pupils going outside in such weather. A risk assessment will be formulated.

In the event of very hot weather the Headteacher, in consultation with staff, will assess the risk of pupils going outside. A risk assessment will be formulated.

Working at Height

Staff and other supervising adults must use stepladders when working at height e.g. displaying work. Chairs and tables must not be used for this purpose.

Lone working

Any member of staff working out of visual/hearing range of others can be considered to be lone working, staff should refer to the lone working risk assessment and ensure others know that another member of staff knows s/he is in school (see 'Lone Working' risk assessment).

Working During the Evening

Staff sometimes stay late at school. During these times the Site Manager/SLT is on site. Staff should alert the Site Manager that they are staying late (after 6 p.m.) so that he can ensure lights are on and staff are safe.

Work Related Stress

In a case of a member of staff suffering from work-related stress a referral will be made to Sutton's Occupational Health department. The school also buys into the Employee Assistance Programme which provides counselling.

MONITORING

The policy will be reviewed annually by the Abbey Local Governing Body.

Approved: **November 2023**

Review: **November 2024**