



# NEWBOLD SCHOOL

## HEALTH AND SAFETY POLICY

*Reviewed September 2020 by J Crissey (Head Teacher).  
Ratified by Newbold School Board of Governors, September, 2020*

### 1. **GENERAL**

1. The Board of Governors notes the provisions of the Health and Safety at Work, etc. Act 1974 (s.3 (1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his/her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
2. The aim of the Board of Governors is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
3. The arrangements outlined in this statement and the various other safety provisions made by the Board of Governors cannot prevent accidents or ensure safe and healthy working conditions. The Board of Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities. The Board of Governors believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

### 2. **THE DUTIES OF THE BOARD OF GOVERNORS**

1. In the discharge of its duty the Board of Governors, in consultation with the Head, will:
  - a. Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (s1 1992 No2551).
  - b. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
  - c. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.

- d. To identify and evaluate all risks relating to:
    1. Accidents
    2. Health
    3. School-sponsored activities (including work experience).
  - a. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
  - b. Create and monitor the management structure.
2. In particular the Board of Governors undertakes to provide:
    - a. A safe place for staff and pupils to work including safe means of entry and exit.
    - b. Equipment and systems of work that are safe.
    - c. Safe arrangements for the handling, storage and transport of articles and substances.
    - d. Safe and healthy working conditions that take account of all appropriate
      - i) statutory requirements.
      - ii) Code of practice whether statutory or advisory.
      - iii) Guidance whether statutory or advisory.
    - e) Supervisions, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will receive health and safety training that is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Board of Governors will ensure, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities that they are carrying out. All training will be regularly updated.
    - f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
    - g) Adequate welfare facilities.
  3. The Board of Governors, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
    - a. This policy.
    - b. All other relevant health and safety matters.
    - c. The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### 3. **THE DUTIES OF THE HEAD**

1. As well as the general duties that all members of staff have (see 5.0), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all practicable steps to achieve this end.
2. The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3. In particular, the Head will:
  - a. Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
  - b. Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
  - c. Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
  - d. Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
  - e. Consult with members of staff, including the safety representatives, on health and safety issues.
  - f. Arrange systems of risk assessment to allow the prompt identification of potential hazards.
  - g. Carry out periodic reviews and safety audits on the findings of the risk assessment.
  - h. Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs, receive adequate and appropriate training and instruction in health and safety matters.
  - i. Encourage staff, pupils and others to promote health and safety.
  - j. Ensure that any defects in the premises, its plant, equipment or facilities, which relate to or may affect the health and safety of staff, pupils and others are rectified without delay.
  - k. Encourage all employees to suggest ways and means of reducing risks.
  - l. Collate accident and incident information and, when necessary, carry out accident and incident investigations.
  - m. Monitor the standard of health and safety throughout the school, including all school based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
  - n. Monitor first aid and welfare provision.
  - o. Monitor the management structure, along with governors.

## 1. **THE DUTIES OF ALL MEMBERS OF STAFF**

1. As part of their day-to-day responsibilities all staff will ensure that:
  - a. Safe methods of working exist and are implemented.
  - b. Health and Safety Regulations, rules, procedures and codes of practice are being applied effectively.
  - c. Pupils and others in their care are instructed in safe working practices.
  - d. New employees working within their area are given instruction in safe working practices.
  - e. Regular safety inspections are made of their area of responsibility as required by the Head or as necessary.
  - f. Positive corrective action is taken where necessary to ensure the health and safety of all pupils and others.
  - g. All plant, machinery and equipment in the area they work in is adequately guarded.
  - h. All plant, machinery and equipment in the area they work in is in good and

safe working order.

- i. All practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the area they work in.
- j. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area they work in.
- k. Toxic, hazardous and highly flammable substances in the area they work in are correctly used, stored and labelled.
- l. They monitor the standard of health and safety throughout the area they work in, encourage, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- m. All signs used meet the statutory requirements and are displayed appropriately.
- n. All health and safety information is communicated to the relevant persons.
- o. They report, as appropriate, any health and safety concerns to the appropriate individuals.

## **5 HIRERS, CONTRACTORS AND OTHERS**

1. When the premises are used for purposes not under the direction of the Head, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practice, as indicated in paragraph 3 of this document.
2. The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises are aware that they should conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
3. When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Board of Governors, it will be a condition for all hirers, contractors and others using the school premises that they are familiar with this policy, that they comply with all the safety directives of the Board of Governors and that they will not without the prior consent of the Board of Governors:

- i. Alter fixed installations.
  - ii. Remove fire and safety notices or equipment.
  - iii. Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
4. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of **the Health and Safety at Work, etc. Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc. Act 1974.

## **2. CODES OF PRACTICE AND SAFETY RULES**

1. The Board of Governors, taking into account the requirements of this statement, will approve (where necessary) codes of practice for the observation of safety requirements in school.
2. From time to time the Department of Education & Skills (DFES), the Health

and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Board of Governors, that he or she has already introduced codes in practice and methods of working which achieve similar or higher standards of health and safety.

### 3. **RISK ASSESSMENT**

1. The Head will ensure that a risk assessment survey of the premises,, methods of work and all school-sponsored activities, is conducted/updated annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Board of Governors..

### 8. **EMERGENCY PLANS**

1. The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - a. Save life.
  - b. Prevent injury.
  - c. Minimise loss.This sequence will determine the priorities of the emergency plan.
2. The plan will be agreed by the Board of Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome reported to the Board of Governors.

### 9. **FIRST AID**

1. The arrangements for the first aid provision will be adequate to cope with all foreseeable major incidents.
2. The number of certified first aiders will not, at any time, be less than the number required by law. The current designated persons for paediatric first aid are:  
- **Mrs M Silvestre, Mrs. A Bay, Mrs H Murphy and Mrs A McCormac**
3. At the direction of the Board of Governors, other staff will be given such training in first aid techniques as is required to give the basic, minimum level of competence. This level will be agreed by the Board of Governors, after seeking appropriate advice. The number of such trained but un-certified first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.
4. Supplies of first aid materials will be held. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
5. Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.
6. A record will be made of each occasion any member of staff, pupil or other person

- receives first aid treatment on the school premises or as part of a school-related activity. Accident books for such records are kept in the first aid room.
7. All accidents to children will be seen and assessed by a trained first aider. This will apply at any time during the school day even if a parent / carer is present.

## **11. HEALTH AND SAFETY ABOUT THE SCHOOL – CHECKLIST FOR GUIDANCE**

Things to watch out for and report. These things should be noted in the Health and Safety Report Book Head's office.

### **8. GENERAL**

- a. Accumulations of litter or rubbish.
- b. Uneven or slippery floors.
- c. Bulbs that need replacing.
- d. Faults in radiators or heating system.
- e. Worn or broken steps
- f. Doors with loose or broken hinges, damaged or broken catches, broken glass or wood panels.
- g. Check that swing doors can be fixed back.
- h. Check windows for broken or cracked glass, ease of opening, provision of window poles.

### **9. CLASSROOMS**

- a. Any hazard arising from crowding, i.e. clear route to doors.
- b. Light fittings, broken switches or sockets.
- c. Damaged furniture.
- d. Sharp edges at corners of furniture.
- e. Adequate lighting.
- f. Cleanliness of the sinks.

### **10. HALLS**

- a. Raised or damaged carpeting.
- b. Soundness of P.E. apparatus and equipment.
- c. Wooden apparatus free from breaks and splinters, any missing or protruding screws.
- d. Storage of P.E. equipment when not in use, secure fastenings so as to avoid hazards.
- e. Stability of all equipment, boxes, benches, no wobbles.
- f. Stability of stage, any damage, splinters, etc.

### **11. OUTSIDE OF THE BUILDING**

- a. Broken, cracked or uneven surfaces, drain covers, etc.
- b. Outside P.E. appliances.
- c. Outside steps and handrails.
- d. Is the playground free of glass, excessive gravel, etc?
- e. Chain-link fencing, any dangerous projections?
- f. Parking facilities, safety with regard to the children.
- g. Adequate external lighting.
- h. Any dangers, mounds of earth, scaffolding, ladders, etc.

### **12. STAFF FACILITIES**

- a. Cleanliness, warmth, lighting.
- b. Adequate seating.
- c. Provision for hot drinks to be made.

### 13. NON TEACHING AREAS

- a. School office accommodation.
- b. Kitchen, dining areas – cleanliness, non-slip floors when wet.
- c. Cracked or chipped crockery.
- d. Cleaning materials, which might prove hazardous – floor seal, bleaches, etc. to be stored securely, no access to children, cleanliness of cleaning equipment.

### 10.7 SANITARY FACILITIES FOR CHILDREN

- a. Do these comply with the requirements of Standards for School Premises 1972?
- b. Are the facilities maintained in a clean and useable condition?
- c. Are the facilities adequate for the number of children in the school?

### 10.8 HEATING AND VENTILATION

- a. Does heating system provide standard as laid down in the 1972 regulations?
- b. Can rooms be shaded to prevent overheating through sunlight?

### 10.9 ELECTRICAL WIRING AND EQUIPMENT

- a. Does the wiring conform to current standards, receiving regular checks and updates from a qualified electrician?
- b. Have all appliances received an annual PAT test to ensure their safe use?
- c. Are appliances safely plugged in without overloading individual sockets?

## 2. **SCHOOL TRIPS AND VISITS**

Off-site trips and visits will only be undertaken when a plan for the trip (risk assessment including health and safety arrangements and level of supervision) has been approved by the Head-teacher. Please refer to the appendix at the end of this policy.

## 3. **REVIEW**

The Board of Governors will review this policy statement annually and update, modify or amend it as considered necessary to ensure the Health, Safety and Welfare of staff and pupils.

**EMERGENCY MEASURES TO AVOID COVID-19** (added March 2020 and to remain in force as long as the coronavirus threat remains). Updated August and September 2020.

We will check each child's temperature upon arrival at school (at registration) using an accurate and non-contact infrared thermometer. Early Years children will also have their temperature taken at afternoon registration, as they are less likely to tell us if they feel unwell or hot during the day. If a child's temperature rises to 37.7 or over, or rises

throughout the day, we will call the parents to come and collect him/her. In such cases, the child should stay off school for 10 days.

## **PPE**

Each member of staff will have their own face shield to wear. We have a large supply of disposable gloves, masks and disposable aprons. Staff will wear relevant PPE equipment when dealing with first aid incidents, where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school and where a child has intimate care needs. Parents will be called to come and collect their child if they've had a soiling incident and need proper cleaning. Each classroom will have two portable screens for use on the class desk and for one-to-one communications inside.

### **Procedure to follow if a child or staff member displays COVID-19 symptoms:**

If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature (37.7c or above, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

If a child is awaiting collection, they will be moved to a separate room where they can be isolated behind a closed door with appropriate adult supervision. If they need to go to the bathroom while waiting to be collected, they should be taken to a toilet which will then be out of bounds until it is cleaned and disinfected.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone will wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.



(See our Health and Safety, Safeguarding, First Aid, Sick Children Attending School policies and NEWBOLD SCHOOL COVID-19 RISK ASSESSMENT FOR REOPENING FULLY IN SEPTEMBER 2020.

(See our Safeguarding, First Aid, and Sick Children Attending School policies)