

2019

Health and Safety Handbook*

A GUIDELINE AND POLICY DOCUMENT

To establish and maintain a safe and healthy working environment. *This document is reviewed and updated collaboratively between all staff members and management. Last reviewed June 2019.

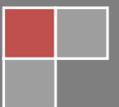


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Grassroots was established in 2011 as a Reggio inspired school, with its focus on holistic education provided within an inclusive set-up. Grassroots aims to be a warm, welcoming, and encouraging environment, in which all concerned share solicitude for the needs of the child. This in turn is the best motivation for any child to attend school and learn.

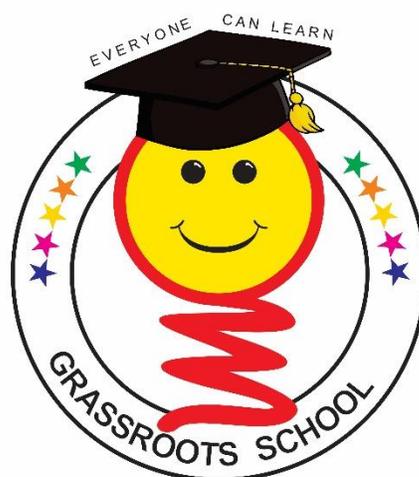
Our Vision

"Everyone can learn - just not in the same day or same way".

Our Mission

Grassroots believes education is a lifelong journey. The organisation aims to spark curiosity, imagination and love for lifelong learning whilst nurturing young minds to be caring, empathetic and responsible citizens of the global world.

To this end we prepare our children to meet 21st century challenges with creativity and confidence thereby building a peaceful and sustainable community through international mindedness.



Introduction

Who should read these Guidelines?

These Guidelines should be read by Governing Body, principals, deputy principals, relevant post holders, teaching and non-teaching staff. Everybody in the school community should have appropriate access to the Guidelines.

Why manage safety, health and welfare?

There are moral, legal and ethical reasons for managing safety, health and welfare at work. Hazards and risks are present in schools, just as in any other workplace. However, schools are a unique environment as the workplace is shared with students, to whom a high duty of care is owed because of their vulnerability. Workplace accidents and incidents cause pain and suffering to the individual and his/her family. They affect people's ability to work and their enjoyment of life outside work. Many accidents and cases of occupational ill-health at work are due to a failure to manage safety, health and welfare properly.

A proactive safety, health and welfare management system promotes a safer working environment and results in the avoidance of accidents and incidents. In addition to reducing costs, an effective safety, health and welfare management system ensures that:

- good safety, health and welfare arrangements are in place for staff, students and anyone affected by the work activities of the school;
- teachers and other staff are confident that well planned safety, health and welfare systems are in place when carrying out their responsibilities;
- resources are not wasted;
- financial priorities can be related to careful risk assessments;
- staff absences due to injuries or occupational ill-health are reduced;
- the number of accidents and associated costs are reduced;
- morale is improved in the school for students, staff and parents/guardians;

Rationale

The Governing Body and Principal recognizes that it is their duty to ensure, so far as it is reasonably practical, that all those at Grassroots Primary School are not exposed to risks to their health and safety. The Governing Body and Health-Safety Coordinator accepts that they have a responsibility to take all reasonable 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. The aim of the Governing Body and Health-Safety Coordinator is to provide a safe, healthy working and learning environment for staff, pupils and visitors. The Governing Body and Health-Safety Coordinator believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body and Health-Safety Coordinator 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 of others also depends on their individual conduct and vigilance.

Aims

As a school, we aim

1. To ensure that all children, staff, parents and visitors to the school are safe.
2. To raise awareness amongst employees, pupils and other site users of health and safety issues, and to encourage good practice.
3. To ensure that Health and Safety regulations are followed at all times
4. To take all reasonable precautions to protect people by reducing the risk both on and off the school site.
5. To take prompt and appropriate action; this is in the event of a hazardous situation developing or an accident and emergency whether occurring on or off the school site

Governing Body and Staff Responsibility

Role of the Governing Body

The Governing Body has the ultimate responsibility for Health and Safety in the school. The Governing Body will:

- Ensure that Health and Safety regulations are followed at all times
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and that this is reviewed each year
- Ensure Health and Safety inspections are carried out by the Site Care Manager and Designated Governor each term.
- Identify and evaluate all risks relating to accidents, health and school sponsored activities
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

Role of the Health-Safety Coordinator

The Health-Safety Coordinator, in conjunction with the Governing Body, has the ultimate responsibility for Health and Safety in the school. The Health-Safety Coordinator will:

- Ensure that Health and Safety regulations are followed at all times
- Ensure Health and Safety inspections are carried out by the Site Care Manager and Designated Governor each term.
- Ensure that the Grassroots Primary School undertake a Health and Safety inspection each year
- Encourage staff, pupils and others to promote health and safety
- Monitor the standard of health and safety throughout the school, including all school based activities
- Monitor first aid provision
- Report to Governors on details of Fire Drills each term
- Report to Governors on any Health and Safety issues that require further attention and resourcing
- 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

Role of Site Care Manager

The Site Care Manager will:

- Conduct regular safety inspections around the school
- Report, as appropriate, any health and safety concerns to the Health-Safety Coordinator
- Be involved in termly Health and Safety inspections with the Designated Governor
- Be involved in the yearly inspection
- Be responsible for ensuring all electrical equipment is inspected and safe to use
- Be responsible for ensuring that the testing and servicing of all alarms and fire fighting equipment is carried out each year as required
- Ensure a fire drill is completed each term
- Ensure all signs used meet the statutory requirements

Role of Staff

Members of staff will:

- Ensure that they are aware of and follow Health and Safety issues recorded in this policy
- Make risk assessments when using a piece of equipment
- Ensure that their classroom or working space is organised so that the flow of children around the room does not cause risk
- Ensure that routes to the most commonly needed resources and areas are clear
- Ensure that no dangerous or unsafe items are left in classrooms or working spaces
- Ensure that children are never left unattended in classrooms or other areas around the school
- Inform the Health-Safety Coordinator if a child vacates their room or area where they are working without permission
- Ensure that on School Trips, correct supervision is provided at all times
- Demonstrate to children how to use equipment such as scissors or other tools in a safe manner

- Ensure that children do not touch electrical sockets
- Ensure that they use appropriate equipment such as step ladders (rather than chairs) when displaying work, hanging work, etc
- Inform the Site Care Manager of any health and safety hazards in the classrooms or work spaces by recording them in the Health and Safety Book in the Staffroom
- Record any significant accidents that they witness using the appropriate form and hand onto the Health-Safety Coordinator

Role of First Aiders

First aiders will:

- Ensure that First Aid boxes for the playgrounds, classrooms and trips are kept in stock
- Complete Head Injury form to parents when they deal with a child who has suffered a bump to the head
- Record any significant accidents that they deal with using the appropriate form and hand onto the Health-Safety Coordinator
- Recorders should be aware of Health and Safety issues recorded in this policy

Role of Pupils

- Behave in a way that does not put your health and safety at risk;
- Observe standards of dress consistent with good health, safety and hygiene practices;
- Follow all safety rules including the instructions of staff given in an emergency;
- Use, but not misuse, things provided for your health, safety and welfare.

Organisation

Information for the Health and Safety areas listed below:

- Accidents in School
- Accidents out of School
- Electrical Equipment
- Equipment around the School
- Fire Regulations and Emergency Procedures
- Hazardous Materials
- Medicines in School
- Physical Education
- School Security
- School Trips
- Science

Accidents in School

Lists of designated first aiders are available with the staff, and in the offices. In the event of an accident happening, the following procedures will be followed:

1. Procedures for Minor accidents

- Bumped knees/elbows - get child to apply cold compress. If minor, these do not need to go to a First Aider.
- Grazes - get child to apply cold compress. If minor, these do not need to go to a First Aider.
- Small cuts - Get child to apply pressure if minor. If concerned about depth of cut, get child to apply pressure to cut and send to a First Aider.
- Splinter - send to a First Aider. If sticking out, they can remove it. If embedded, they cannot but will telephone parents.
- Bleeding nose - Send to a First Aider depending on severity.
- Items / Objects in eyes or ears - send to a First Aider

2. Procedures for Dealing with Head injuries

Let the child get up independently - do not try to assist. Send to a First Aider.

If the child cannot stand independently, follow procedures below. A note should always go home with the child on the day of the incident and a phone call should be made shortly after the injury has taken place.

3. Procedures for dealing with Major Accidents (eg. suspected broken bones, child loses consciousness, seizures)

If accident occurs in the classroom...

- Do not move child
- If having a seizure, move furniture away from the child and protect their head with a cushion.
- Send a child or preferably other adult to the office immediately to inform them of the accident.
- Stay with the child.
- The Health-Safety Coordinator, or Office staff will inform a First Aider.

Once first aider has arrived, the Class Teacher's responsibility is with their class, not the injured child. This may mean that you need to remove your class to another area. eg. library, hall, or another vacant room. The important thing is to keep the other children calm. Once the First Aider has assessed the situation, they will make the decision whether an ambulance is called. The First Aider will stay with the child/adult.

The Health-Safety Coordinator, Office Staff or a First Aider are the only people who telephone for an ambulance. The Health-Safety Coordinator, Office Staff or a First Aider will then contact the parents.

If accident occurs in the playground...

- Do not move child
- Send a child or other adult to the office immediately to inform them of the accident
- Clear the scene of the accident by moving children to another part of the playground. One adult stays with the child until a First Aider arrives, the other adult monitors the other children.
- The Health-Safety Coordinator or Office staff will inform a First Aider.

Once First Aider has arrived, the adults responsibility is with the other children, not the injured child. The important thing is to keep the other children calm. Once the First Aider has assessed the situation, they will make the decision whether an ambulance is called. The First Aider will stay with the child/adult.

The Health-Safety Coordinator, Office Staff or a First Aider are the only people who telephone for an ambulance. The Health-Safety Coordinator, Office Staff or a First Aider will then contact the parents.

In case of an emergency where an ambulance has been called, the Health-Safety Coordinator deals with the emergency with the First Aiders. The Principal deals with the school continuing as normal. If the Health-Safety Coordinator is absent, the Principal takes on this role as Acting Health-Safety Coordinator. If the Principal is Acting Health-Safety Coordinator or the Principal is absent, a named Acting Deputy will ensure the school continues as normal. This will be member of the Senior Management Team.

Someone dealing with the accident will update the staff involved as soon as possible - but staff need to recognise that this may not be immediately.

Accidents out of School

A mobile phone and small First Aid kit is always taken on an outing - no matter how short. The following procedures will be followed if a child is injured off site:

- If on site of a museum, swimming pool, etc, there should be a designated First Aider on that site that you can call upon. They will assess the situation and make a decision.
- Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.
- If in between sites (e.g.; bus stop), use common sense. If ambulance is required, call immediately. Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.

- If an ambulance is called for off-site, a staff member from the school must accompany the child. Always inform the school which hospital the child is being taken to.

Electrical Equipment

The Site Care Manager is responsible for ensuring the safety of all electrical equipment. Electrical equipment can only be used if it has been inspected, tested and labelled by the Site Care Manager. Staff must not attempt to repair any electrical equipment, but should pass it immediately onto the Site Care Manager who will ensure that it is repaired appropriately.

Equipment around the School

Staff should visually check equipment before using it in lessons. If there are concerns regarding the health and safety of any piece of equipment, it should be labelled and then entered in the Site Care Managers Report Book in the staffroom. (i.e.; broken bench, etc) If urgent, a message should be sent to the Site Care Manager immediately.

Fire Regulations and Emergency Procedures

a) Fire Hazards

- Displays hanging from the ceiling in classrooms need to be a metre apart to avoid becoming a fire hazard.
- Lessons that involve heating or the use of potentially dangerous equipment must be carefully supervised. (See Science Policy and note on equipment)
- The Site Care Manager should be informed of any fire hazards immediately.

b) Fire Alarms and Equipment

- The Site Care Manager is responsible for ensuring that all alarms and equipment is tested as required.

c) Fire Drill

- Fire Drills are completed every term. Timings are noted for evacuation of the building and for the completion of marking the class registers.
- These timings are reported to governors.
- Each class has a map, on the wall, showing the fire drill for the class. Children line up and leave the building silently. Outside doors must be shut after leaving. Classes line up at designated spot some distance from the building. Registers are called and returned to either the Site Care Manager or teacher immediately.
- No child or adult should return to the building until the Site Care Manager or the all clear.

d) Emergency Procedures

- In the case of an emergency (e.g.: fire, bomb threat, etc), all occupants of the building should be evacuated immediately.
- In these situations, everyone should be evacuated off site as soon as registers have been completed using the outside gates. Everyone should be evacuated to a safe. In case of an evacuation, the Site Care Manager will ensure that details of children are taken to the evacuated site in order that parents and carers can be informed.

Hazardous Materials

All hazardous materials must be kept under the Site Care Manager's supervision at all times. These materials include fixatives, hair spray, white spirits, mentholated spirits, etc.

Medicines in School

Medicines can only be given to a child when the parent has authorised this on a written proforma. These proformas are in the Administration Office.

All medicines must be kept in the Administration Office with the proforma. They are administered by the Administration Staff or Health-Safety Coordinator. The proforma is signed with the time the medicine was given.

No medicine should ever be kept in a classroom.

Physical Education

The PE equipment will be inspected once a term by the PE Co-ordinator and annually by an equipment maintenance company. Staff should check the apparatus before use. If faulty equipment is found, it should be removed from use and the PE Co-ordinator notified. Staff should ensure that children wear appropriate clothing and footwear for PE sessions. No jewellery, except small stud earrings, can be worn.

School Security

The school is protected by CCTV which covers all entrances to the school. All school gates are locked throughout the day. The only exception is at the end and beginning of days. Visitors to the school must use the office to access entry.

a) Premises Safety

- Hazard Book and Maintenance
 - A system or book should be used to record any hazard or potential hazard that may be identified in the establishment. Persons entering an item in the book may wish to inform the Health-Safety Coordinator. It is the responsibility of the Site Care Manager to respond to the hazard as soon as possible, even if the decision is to do nothing. There should be regular reviews by the Site Care Manager of outstanding building maintenance works. Delegated maintenance item repairs will be based on a "Risk Assessment", priorities set, and work undertaken to County Council prescribed standards.
- School Grounds
 - Picking up litter is a shared responsibility. Metal cans and glass bottles must be removed immediately. Needles/Syringes to be collected using correct procedure.
- Play Equipment
 - Two adults at least, should be on duty during the morning play-time. Playground equipment will be checked daily, especially in regard to safe surfaces and general repair.

b) Visitors to the School

- All visitors to the school should report to the Admin Office on arrival.
- Prospective parents who want to visit the school will be given an appointment time with the Principal.
- Staff should challenge anybody on site who is not known to them and escort them to the Admin Office.

c) Procedures for Dealing with Difficult Parents

- There may be times when a parent or other adult becomes particularly distressed over an incident that has happened in school. This may result in behaviour that is unacceptable.
- If a parent or carer approaches a member of staff to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with either the Principal or Academic Coordinator present.
- If the parent or carer will not accompany the member of staff to the office, the member of staff should get another adult to immediately get the Head of School or Academic Coordinator
- All staff members have the right to politely leave a situation if feeling threatened.
- If a parent or carer approaches a member of staff in a classroom or the playground when children are present to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with either the Principal or Academic Coordinator as you are currently supervising children. If the parent or carer will not go to the office, the member of staff should follow the following procedures;
 - Get another adult to oversee the class or playground and escort the parent or carer to the Office.
 - Get another adult to immediately get the Principal or Academic Coordinator.

At all times staff should remain calm in the manner in which they deal with the parents or carers. This can be difficult, but remember that you should remain professional. The Principal or Academic Coordinator will always follow up situations of conflict. The school will not tolerate members of staff being treated inappropriately. Staff members will be kept up to date with this follow up. If staff see or hear conflict between parents or between a parent and a child that is not their own on the school premises, they should immediately inform the Principal or Academic Coordinator via the Office. Parents and carers are not allowed to approach a child other than their own to discuss concerns.

Parents and carers who behave in an inappropriate manner towards staff, other parents or children will be warned that any further incidents may lead to them being banned from the premises. Incidents of a serious nature will result in the immediate banning of the parent or carer.

School Trips

When organising a visit, staff should make sure that travel arrangements, routes and facilities at the venue are clear to all the adults accompanying the trip before leaving. Children should be grouped and know which adult is in charge of their group. Adults should have a list of the names of children in their group. The children should be clear on the behaviour expected of them on route and when at the venue.

Children must be adequately supervised on trips. The ratio for supervision is as follows:

- Children under 5 years of age 1:4
- Key Stage One 1:7
- Key Stage Two 1:7

When travelling on public transport, children should be clear about the routines for getting on and off – especially when travelling at peak times. When waiting for a bus or tube, children should stand against the wall and wait until their teacher instructs them to get on. An adult should always be the last one to get on or alight.

Checks should be made on a regular basis to ensure all children are accounted for.

A small First aid box should always be taken on all trips.

A mobile phone should always be accessible on a school trip – no matter how short the distance being travelled. A School Mobile is available from the office. If there are any problems or difficulties, the school must be informed.

Separate guidance on planning an educational off-site visit is available in the staff handbook.

Science

Teachers should be aware of safety issues and ensure adequate supervision at all times. Common safety issues to be aware of include:

- Whenever possible, avoid using glassware: plastic containers are more suitable.
- Candles or night-lights should be stood in sand in a metal tray.
- If children need to pick plants, warn them to pick with the hand they don't eat with.
- If growing cultures, use sealed containers in which to do so.

Personal Health and Safety

This school:

- will make a suitable and sufficient “Risk Assessment” for all its activities where a significant risk is identified.
 - will take the necessary preventative and protective measures to adequately control risk.
 - will comply with the other requirements made under this and other Health and Safety Regulations.
- 1) Personal Safety – Members of Staff are reminded that they must not stand on tables or chairs when putting up or taking down displays. There is a step ladder in the hall for this purpose. It is recommended that Teachers work together when working with displays.
 - 2) Personal Property – Handbags etc. should be locked away. Money and valuables should not be left unattended. A lockable cupboard space is available to all staff. Responsibility for personal items rests with the individual member of staff.
 - 3) Cash – Cash on the premises should be kept out of sight and sent up to the Office as soon as possible. In the Office, cash should be locked away as soon as possible in the allocated safe/secure location. Money should not be counted in a public place.
 - 4) Valuable Equipment – New electrical and valuable equipment should be “security marked” and added to the Inventory.
 - 5) Contingency Arrangements for Persons with Special Needs – The individual person’s special needs will be assessed and any appropriate action taken, to ensure their health, safety and welfare when they are employed or based in an establishment.
 - 6) Children’s Safety – Children must not be left unsupervised in the classroom. In an emergency, please send a child to the Office to bring an adult to the classroom, rather than leaving the children without an adult in the room. The school cannot accept responsibility for pupils before 8.40am. The staff are expected to be in their classrooms from this time.
 - 7) Smoking on Educational Premises – This school does not permit smoking on its premises. This rule applies to all persons on the whole of the school site.
 - 8) Standard Safety Precautions - protective gloves should be worn in a case of:

- a. an accident,
 - b. blood and other body fluids in contact with the skin should be washed off with soap and water.
 - c. cuts and grazes should be covered with a water-proof dressing until a scab forms.
 - d. be careful with sharp objects which could carry blood or other body fluids if they should puncture the skin.
- 9) Violence towards Staff – This school does not approve of any form of violence towards staff, be it physical, verbal or mental, and will report such incidents to the LA on the “Physical and Verbal Abuse of Staff” incident report forms.
- 10) Managing Stress in School - This school will positively examine stress levels throughout the school and take appropriate action as necessary.

Inspection And Monitoring [Health And Safety]

- 1) Monitoring Arrangements –The Health-Safety Coordinator will develop an effective management safety monitoring system to oversee the operation of this policy. These will include:
 - o inspections
 - o direct observations of staff compliance
 - o managerial reports monthly/termly/annually [as necessary]
 - o surveys
 - o tours
 - o investigations of good practice/incidents/documents
 - o record keeping
- 2) “Risk Assessment” – The Governor responsible for Health and Safety will carry out a “Risk Assessment” once a term and record their findings.
- 3) Performance Monitoring – This school expects full co-operation from all staff at all times.

Curriculum Safety Policies

The teaching staff of the school will comply with all aspects of the school’s Safety Policy and take account of National Recommendations and Guide-Lines. Staff will develop and use safe procedures within the different curriculum areas. It is the responsibility of all staff to be aware of potential hazards and act accordingly. Staff will ensure that risks to Health and Safety are minimized by vigilance, particularly in respect of apparatus and equipment used to teach safe practice and awareness of obvious, presumed and anticipated hazards. Staff should ensure that adequate “Risk Assessment” has been made before commencing activities.