

# **Cavendish Close Infant and Nursery School**

## **Policy for Health and Safety.**

### **Introduction**

This policy is in addition to the Local Authority's (LA) Corporate Health and Safety manual and Health and Safety Guidance for educational Establishments in order to benefit staff, pupils, visitors and other users of the premises. Copies of the LA documents can be found at <https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/>.

The policy deals with those aspects over which the head teacher and governors have control. It describes how the head teacher discharges his/her responsibilities in respect of staff, pupils and visitors.

It is not meant to be exhaustive and requirements are constantly being assessed and revised. It is important to note the following points:

- The school is regularly inspected by a Health and Safety Officer
- Local Authority guidelines are adhered to at all times
- All recommendations and requirements have been met and implemented by the school
- The schools catering and kitchen facilities and health standards comply with Derby City Council standards
- The school welcomes any further advice and will implement further recommendations of the Health and Safety Executive.

### **Governing Body Statement of Intent**

The Governors and Staff at Cavendish Close Infant and Nursery School strive to provide a healthy and safe environment for all employees, pupils or visitors who work or come to the

school. It is the duty of everyone to maintain a healthy and safe environment for the children in our care. Any concerns should be brought to the attention of the Health and Safety representative or the Headteacher. If necessary, outside assistance may be sought.

This document complies with and works alongside the Health and Safety at Work Act. It also complies with the Care of Substances Hazardous to Health (COSHH) regulations.

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.
- Develop safety awareness amongst staff, pupils and other supervising adults
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

## GUIDELINES

- This is a **NO SMOKING SITE**.
- All Fire Exits must be kept clear at all times.
- When leaving rooms, windows should be closed and light turned off, and the room left clean and tidy.
- All breakages must be reported immediately.
- The security of the building must be maintained at all times. Exit doors must not be propped open except when staff are outside in the play areas.
- All strangers on site should be challenged by members of staff.

- All official visitors must report to reception, sign in using the electronic system, and obtain a badge. Visitors must wear their badge at all times while in school and sign out as they leave.

## **Responsibilities**

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

More specifically:

The **Governing Body** will:

**GB1.** Decide policy.

**GB2.** Give strategic guidance.

**GB3.** Monitor and review health and safety issues through the Premises committee reporting back through the chair of the subcommittee to the full Governing body.

**GB4.** Ensure adequate resources for health and safety are available.

**GB5.** Recognise their responsibility under the Health and Safety at Work Act 1974 and other relevant legislation so far as it is reasonably practicable to:

- a) Provide equipment and systems of work, which are safe, and without risks to health.
- b) Make arrangements for handling, storage and transportation of articles and substances within the school's curriculum
- c) Ensure 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) Ensure that, through working with a professional maintenance contractor, the school buildings and grounds are kept in a condition that is safe and without risks to health and welfare of all staff, pupils and visitors to the school.

- f) Ensure that sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed at the school, for the safe use of machinery, equipment and substances e.g. first aid.
- g) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Headteacher** will:

- HT1.** Ensure that all staff have been issued with a current Health and Safety Policy as part of induction and all staff are notified of amendments once approved by the Governing Body.
- HT2.** Ensure that all staff know of the existence of the LA Health and Safety Manual and where it is kept. Ref: <https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/>
- HT3.** Be responsible for the day-to-day implementation of the school safety organisation.
- HT4.** Develop a culture of safety throughout the school.
- HT5.** Report to Governors on pertinent health and safety issues through the premises committee.
- HT6.** Report accidents and incidents of violence to the Premises Committee on a termly basis.
- HT7.** Liaise with outside agencies able to offer expert advice.
- HT8.** Ensure that all staff fulfil their duties to co-operate with the policy.
- HT9.** Formulate and co-ordinate safety procedures.
- HT10.** 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 Premises Committee.
- HT11.** Ensure that all staff have access to appropriate training.

All **staff** will:

- S1.** Fully support Health and Safety arrangements.
- S2.** Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- S3.** Ensure that as far as is reasonably practicable, that their classroom or office is a safe environment.

- S4.** Use equipment safely, provide training where necessary.
- S5.** Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- S6.** Report situations, hazards/defects that may present a serious or imminent danger, to the Headteacher or in her absence to the School Business Manager.
- S7.** Report any concerns of abuse to pupils to the Headteacher or Child Protection Co-ordinator.
- S8.** Complete an accident/incident/violence investigation form in the event of a significant accident or incident of violence. Ensure that relevant investigations are carried out.
- S9.** Ensure any medical needs of pupils are passed to the relevant members of staff including Teaching Assistants and Midday Supervisors. Supply staff are asked to familiarise themselves with this.

The **Caretaker** will:

- C1.** Ensure that he/she is familiar with the school Health and Safety Policy.
- C2.** Conduct a termly health and safety survey with the School Business Manager and Health and Safety Representative and report any urgent issues to the Headteacher.
- C3.** Conduct a half-termly site check with the School Business Manager.
- C4.** Ensure that all cleaning staff are aware of the implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment and substances.
- C5.** Report to the School Business Manager and/or Headteacher any defects and hazards that are brought to his/her attention.
- C6.** Ensure that anything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instructions prior to use.
- C7.** Test and record fire bells and doors weekly.
- C8.** Inform the School Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- C9.** Maintain a record of hazardous substances used for cleaning and similar purposes.
- C10.** Perform and record regular water testing in conjunction with requirements to manage the risk of legionella.

The **Health and Safety Representative** will:

**HR1.** Conduct a termly Health and Safety survey with the School Business Manager and Caretaker and report back to the Premises Committee.

**HR2.** Review Risk Assessments with the School Business Manager as required.

The **School Business Manager** will:

**SBM1.** Instigate and undertake a termly Health and Safety survey with the Caretaker and Health and Safety Representative reporting urgent issues to the Headteacher.

**SBM2.** Report to the Headteacher and Caretaker any defects and hazards that are brought to her notice.

**SBM3.** Liaise with the Caretaker when organising health and safety works.

**SBM4.** Report to the Headteacher on any financial implications for health and safety issues.

**SBM5.** Keep records of all accidents for inspection as required.

**SBM6.** Review risk assessments with Health and Safety Representative as required.

**SBM7.** Copy accident/incident/violence forms for filing and when necessary send the originals to Corporate H/S unit of the LA.

**Curriculum Leaders** will:

**SL1.** Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

**Teaching Assistants** will:

**TA1.** Report any health and safety or maintenance concerns to the Headteacher or School Business Manager.

**TA2.** Ensure first aid cover at playtimes.

**TA3.** Ensure accident/incident/violence investigation forms are completed for any serious incidents and hand them to the SBM.

**TA4.** Ensure that children receiving first aid are given an accident slip, and that parents are informed of bumps to the head either immediately by phone, or at the end of the school day.

**Administration Staff** will:

**AS1.** Report any health and Safety concerns to the Headteacher or School Business Manager.

**AS2.** Ensure that accident/incident/violence investigation forms are completed for serious incidents and handed to the School Business Manager.

**AS3.** Ensure that the Single Central Record is kept up to date and available for inspection when required.

**AS4.** Ensure that DBS checks are in place for all employees of the school, and frequent visitors to the school who have access to the children.

**Pupils** are expected to:

**P1** Follow the safety rules for the school and follow the instructions of teaching staff given in case of an emergency.

**P2.** Use all equipment provided for their use in a safe way, and not mistreat any school premises or equipment.

**Parents and Carers** are expected to:

**PC1.** Support the school in any health and safety matters reported to them in writing and in the school handbook.

**PC2.** Inform the school of pupil illnesses and in the case of sickness/diarrhoea ensure the pupil is clear of any symptoms for 48 hours before returning to school.

## **Arrangements**

### **Accident and Incident Reporting**

- All accidents and treatments will be recorded in the first aid logs and a slip given to the child.
- In cases of head injury the Headteacher should be informed, and the parents telephoned immediately.

- Any child complaining of feeling unwell should be closely monitored for a time by TAs, and parents phoned to collect the child if necessary.
- Any child who is sick in school should be collected by parents as soon as possible, and not returned to school for at least 48 hours.
- In the event of a serious accident an ambulance is called and a member of staff accompanies the child to hospital. Parents should be asked to go immediately to the hospital. It may be appropriate to transport the child to hospital without using an ambulance. This should be done on a voluntary basis, and 2 members of staff must accompany the child. In such cases staff should ensure that they have specific cover from their insurance company. (Where possible parents should accompany the child).
- If a member of staff is concerned about the welfare of a child, they should contact the school office immediately. If an injury has been sustained, the child should not be moved.
- Staff should complete an accident/incident/violence form if they injure themselves at school. The injured person should not continue to work if there is any possibility that medical treatment is needed. The injured person should seek medical advice without delay.

### **Administration of Medicines**

Please see the separate Administering Medicines Policy.

### **Control of Hazardous Substances**

- The Caretaker is responsible for completing COSHH assessment sheets for substances in school and compiling and maintaining a list giving details of these substances.

### **Educational Visits**

- Our procedures are based on the LA's HASWA Guidance Note C1
- A risk assessment is completed for each visit, for the attention and approval of the Educational Visits Co-ordinator and/or head teacher.

### **Electrical testing**



- All items of portable electrical apparatus and equipment used in school are inspected and test annually by an external PAT inspector.

### **Evacuation of the Buildings.**

- Fire exits are clearly labelled.
- The nearest door is used in an emergency, and all pupils and staff assemble in the designated area. Each area of the school has a primary and secondary escape route. (See *Appendix1*).
- All adults should familiarise themselves of the primary and secondary escape routes for each area of the school they will be working in.
- Fire bells and doors are tested weekly by the Caretaker.
- A fire drill is practised every term, and is reported by the Headteacher to the Governing Body.
- Fire appliances are checked termly and this check is recorded.

### **First Aid**

- The Deputy Headteacher is responsible for ensuring that there is an adequate number of qualified first aiders in school.
- First Aid resources are kept in the school office and in first aid boxes around the school.
- Portable First Aid boxes are taken on all school visits.
- Teaching Assistants are responsible for keeping the classroom first aid boxes replenished.
- Alcohol free wipes, plasters, ice packs are the only treatments to be administered by first aiders.
- Parents are informed with accident slips of any first aid administered. Head injuries are reported to parents by phone immediately or in person at the end of the day.

### **General Conduct on Site**

- Any person intimidating a child, parent or member of staff whilst on school property will receive a written warning from the Chair of Governors, advised by the Headteacher. The

person will be prohibited from entering the school grounds and will be given the opportunity to appeal.

- Any pupil or adult causing damage to the school, its grounds or furniture will receive a bill for the full cost of repairs.
- All pupils are regularly reminded of the schools Golden Rules for Behaviour, and encouraged to keep their promises to follow the rules.

### **Jewellery**

- Children must not wear rings, ear-rings, neck chains or bracelets. (Sympathetic consideration will be given to religious or cultural beliefs.)
- Children who have pierced ears must only wear small studs or sleepers. Parents are required to sign a disclaimer form before the child starts wearing earrings for school.
- All children with pierced ears will cover the earrings with tape during PE lessons.
- If studs/sleepers come out during the day, staff will not attempt to replace them, but will send the item home in an envelope.

### **On Site Vehicles**

- There is on-site parking for staff and visitors.
- Parents **must not** bring their cars onto site during the school day except when they are collecting a sick or injured child from school.
- The gates are closed between 8:30am and 9:00; and 3:00pm and 3:45pm. **No vehicles**, other than emergency service vehicles are allowed to move on site between those times.
- Contractors, delivery vehicles and all other visitors to the site must report to reception on arrival, and park in a safe way not obstructing other users.

### **PE Equipment**

- PE equipment is serviced annually by an approved contractor. Any damaged or unsafe equipment is either repaired or removed.
- Staff must report damage or faults with equipment to the Headteacher immediately, and remove it from use.

## **Playgrounds**

- There must be an adult on the playground before any children are allowed out at playtimes and lunch times.
- Football games must be supervised by an adult and only take place in a coned off area of the playground.
- All toys and equipment must be packed away at the end of playtime and lunch time.
- Children must be stopped from climbing on the seating units and surrounding walls on the main playgrounds.
- All playground gates must be closed during lunchtimes and playtimes.
- Rough games and play-fighting are to be discouraged by all adults.

## **Protective Clothing**

- Appropriate protective clothing are provided and readily available.

## **Risk Assessment**

- The Headteacher will ensure a risk assessment survey of the premises, methods of work and all school sponsored activities is conducted annually (or more frequently, if necessary). The results of all such surveys will be reported to the Governing Body.

## **Emergency Plan**

- The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants of users of the school. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to save life; prevent injury and minimise loss.

## **Supervision of pupils**

- All adults supervising groups of children must maintain good order and encourage good behaviour.
- Groups of children must be supervised at all times.

- Children are allowed to go to the toilets or to other classrooms on their own, but must be reminded about acceptable behaviour.
- Anyone not behaving properly will be escorted to and from the toilets and other rooms.
- Staff must be punctual when collecting children from the playgrounds.
- If a parent fails to collect their child at the end of the day, every effort must be made to contact a parent or carer. If the parent/carer has still not arrived at 3:30pm, the child will be taken to After School Club, while efforts are still made to contact parents. If no contact is made by 4:15pm, Social Services will be informed.

Policy updated September 2018.

Next update September 2019.

### **Appendix 1**

#### **Evacuation Routes**

Staff, pupils and other adults should follow evacuation Route 1 for their area in case of an emergency. If Route 1 is inaccessible, use Route 2.

Office staff must contact the emergency services and print off the evacuation log as soon as the alarm sounds.

The lifts must not be used once the fire alarm has sounded.

| Area | Route 1 | Route 2 |
|------|---------|---------|
|------|---------|---------|

| <b>Main Building</b>   |   |   |
|--|---|---|
| Nursery  | Out of the Nursery via the main Nursery door to assemble at the bottom end of the playground.               | Out into the garden, through the garden gates around the school perimeter to the playground to assemble.  |
| Staff Toilets, Staff Room, Deputy Heads Office, Area 3 and Area 4, Caretakers Room, Cloakrooms and Toilets | Down the corridor to playground door. Assemble at the bottom end of the playground.                         | Out of the doors in Area 3 and 4, through the garden gates around the school perimeter to the main playground to assemble.  |
| Area 5 and 6, Art Store Room   | Down the stairs out of the Library Area door, carefully down the drive and onto the playground to assemble. | Out of the doors in Areas 5 and 6, through the garden gate, walking around the path to the front of the school and following around to the playground to assemble.  |
| Hall, Library Area   | Out of the main door in the Library Area, carefully down the drive and onto the playground to assemble.     | <p>Out of the hall doors, walking around the path to the front of the school and following around to the playground to assemble.</p> <p>During all material times when the hall is used, fire doors should be unbolted prior to use and bolted at the end of use. During assemblies and performances/events, two staff members will man each external fire door and in the event of a fire open the doors wide.</p> |

|   |  |   |
|---|--|---|
| Offices, Dining Room                          | Out of the main entrance down the drive and around onto the playground.  | Out through the kitchen and onto the playground.<br>Prior to dinner service the external fire doors need to be unbolted and bolted at the end of service. |
| Kitchen                                       | Out of the kitchen door and onto the playground.   | Out through the dining room, to main entrance and round to the main playground.   |
| <b>Annexe Building</b>                        |  |   |
| Area 7 and 8                                  | Out through the door by Area 7, carefully crossing the drive to follow the path to the playground to assemble.         | Along the corridor out the door by Area 10, carefully crossing the drive to follow the path to the playground to assemble.                                |
| Area 9 and 10, Kitchen, Group Room and Toilet | Out of the door by Area 10, carefully crossing the drive to follow the path to the playground to assemble.             | Along the corridor to the door by Area 7, carefully crossing the drive to follow the path to the playground to assemble.                                  |
| Area 11                                       | Out of the marked main door by Area 11, carefully crossing the drive to follow the path to the playground to assemble. | Out of the marked side door, walking around the back of the annexe to carefully cross the drive to follow the path to the playground to assemble.         |

### **Fire Evacuation**

- Staff, children and other adults must leave in an orderly fashion.
- Staff must ensure that all doors are closed behind them as they evacuate.
- No-one must re-enter the building once they have left, until given permission by the Headteacher.

- If a child is missing from the group at the assembly point the Headteacher must be informed immediately.
- Teachers are responsible for all the children in their class, even when some have been working in a different area (e.g. Group Room), and must establish their whereabouts as soon as possible.
- The office staff are responsible for marking that all staff and visitors are present at the assembly point.
- No-one is to stop to get shoes, coats bags etc. before evacuating the building. If the incident happens during lunch time, teachers are expected to locate and gather their class together as soon as possible with the assistance of Midday Supervisors and Teaching Assistants.
- Staff and pupils must only re-enter the building when the fire marshal advises that it is safe to do so and permission is given by the Headteacher.

Updated September 2018

## **Appendix 2**

The health and Safety Policy must be read and understood by all adults working in the school. Teachers must ensure that all adults have read the policy and that they sign to say they have read it.

|  |               |             |
|--|---------------|-------------|
| I have read and understood the health and Safety Policy at Cavendish Close Infant School |               |             |
| <b>Name</b>  | <b>Signed</b> | <b>Date</b> |







| Policy title:  |                                 |  |
|----------------|---------------------------------|--|
| Review Date    | Section                         | Summary of change  |
| Sept 15        | HT12                            | Removed as no longer part of package.  |
|                | Administration of medicines     | Removed as now a separate policy.  |
| <b>Nov 16</b>  | Fire Evacuation                 | Addition of hall evacuation procedure and Dining Hall.   |
| <b>Sept 18</b> | HT2                             | Link updated.  |
|                | C10                             | 'Water testing' amended to 'Perform and record regular water testing in conjunction with requirements to manage the risk of legionella.'   |
|                | PC2                             | 'Advise the school of pupil's illness' amended to 'Inform the school of pupil illnesses'.  |
|                | Control of Hazardous Substances | 'The Caretaker and School Business Manager complete a COSHH assessment sheet for substances in school and compile and maintain a list giving details of these substances' amended to 'The Caretaker is responsible for completing COSHH assessment sheets for substances in school and compiling and maintaining a list giving details of these substances.' |

|  |                  |   |
|--|------------------|---|
|  | Jewellery        | 'Studs' replaced with 'earrings' where appropriate.   |
|  | On Site Vehicles | Gate time changed from 8:40am to 8:30am.  |
|  | Appendix 1       | Office staff must 'contact the emergency services' inserted.  |
|  | Appendix 1       | Routes 1 and 2 updated as necessary following the commencement of building work.  |
|  | Appendix 1       | <ul style="list-style-type: none"> <li>• Staff must ensure that all doors are closed behind them as they evacuate – added.</li> </ul> |