Rowan Tree Primary School

Health & Safety Policy

First Written and Adopted by Governors on:	September 2018
Reviewed and Re Adopted by Governors on:	November 2023
Signature of Chair of Governors:	L Preston
To be reviewed annually. Next review date:	November 2024

GENERAL STATEMENT OF POLICY AND INTENT

The Governing Body of Rowan Tree School have followed the information, procedures and codes of practices as set out in the LA Health and Safety Policy. The LA is responsible for setting out the overall policy that guides the health and safety practices of the school.

Rationale

Rowan Tree Primary School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Head Teacher of any health & safety issues and to remain vigilant while on the school premises.

Health & Safety standards should enhance the potential range of activities and not curtail them.

Purpose

The purpose of this policy is to provide all Governors, staff, and visitors with the necessary guidance to ensure Rowan Tree Primary School remain a safe and healthy working & learning environment. All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.

Procedures

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

1. Organisation & Persons responsible

For further information please refer to Appendix 1: Organisation
Appendix 2: Responsibilities

The Governors , in consultation with the Head Teacher and Business Manager will:

- Ensure identification of all risks relating to
    - The premises
    - School activities
    - School-sponsored events
- Nominate a governor with responsibility for Health & Safety
- Receive a termly report on the school's health & safety performance (Head teacher report)
- Receive & review an annual health & safety audit
- Ensure that the school H & S Policy is implemented and updated, as required
- Through risk assessment and school self-evaluation processes, select the most appropriate means of minimising risk to staff, pupils and others.

The Head Teacher – has responsibility for day-to-day maintenance and development of safe working practices and conditions for all staff, pupils and visitors and will ensure the safe working practices and procedures throughout the school and that all risks are assessed and controlled.
Effective systems of risk assessment will ensure prompt identification of potential hazards and appropriate action taken.

The Head Teacher will collate accident and incident information and where necessary, carry out further investigation.

Day-to-day responsibilities
The Head Teacher will ensure:

- Safe methods of working exist and are implemented throughout the school
- All staff are aware of this policy and safe working practices.
- Regular safety inspections of premises and equipment are made
- Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action taken
- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate First Aid facilities & trained staff, protective clothing & equipment and fire appliances are provided and readily available.
- Hazardous & highly flammable substances are correctly stored and labelled and exposure is minimised.
- Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held

All Staff are expected to familiarise themselves with the health & safety aspects of their work.

All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
- Follow agreed working practices and safety procedures
- Report any accident, near miss or incidents of violence (See behaviour policy)
- Ensure health & safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances
- Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.
- Check that classrooms / work areas, equipment is safe and properly maintained before and after use.

Appointed First Aid Staff will:

- Take charge of the situation and summon medical assistance if necessary.

- Assist casualties when requested.
- Keep a record of treatment or advice given and ensure that an accident form has been completed, where appropriate.
- Ensure First Aid boxes are correctly stocked at all times.

Manual Handling Coordinator will:
- Liaise with the OT and physio therapists to ensure safe manual handling is practiced.
- Ensure all relevant staff are aware of the manual handling practices to be carried out with individual pupils and trained in manual handling.
- Take charge of the situation and summon assistance if necessary.
- Assist staff when requested.
- Keep a record of manual handling requirements or advice given and ensure that records are kept and an accident form has been completed, where appropriate.
- Ensure Manual Handling Equipment is checked and a record is kept.
- Ensure that Moving and Handling risk assessments for individual pupils are updated annuallyy and shared with parents and class staff.

COSHH Co-ordinator (Caretaker) will:
- Maintain an inventory of substances covered by the regulations
- Carry out risk assessments, determine control measures required and review, as appropriate.

Hirers, Contractors & Others
- The school will seek to ensure that hirers, contractors and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met.
- When the premises are used for purposes not under the direction of the Head Teacher, then the principle person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.

2. Accident / First Aid (Refer to Appendix 3)

All accidents must be reported to the Head Teacher and a named First Aider.

There are 3 named first aiders in school (and 2 further Paediatric First Aiders)

- Minor cuts, bumps and grazes may be treated by first aiders or, in their absence, by a member of the classroom staff.
- First Aid boxes are located in the staff room, and health and well being room
- If there is any doubt as to the full extent of the injury, or any cause for concern the Head Teacher or in the Head Teacher's absence the Deputy Headteacher or Assistant Headteacher must be contacted and a decision will be made to contact parents, or in the case of an emergency an ambulance called.
- The first aider or member of staff involved should complete the appropriate accident book / form and ensure that the IRIS Adapt form are also completed.

- Every effort must be taken to ensure that appropriate communication with a pupil's parents concerning an accident takes place.

3. Arrival & Departure of Pupils (See Appendix 4)
Most pupils arrive by the school's transport and their safety on arrival and departure must be ensured.
Arrival – Pupils should not enter the building before 8.45am. Transport staff are responsible for pupils until this time
Departure – This is a particularly busy time of the day and to ensure the safety of pupils, staff are responsible for the handing over of pupils to transport staff. If necessary school staff should assist in supporting pupils until the vehicle is ready to leave the site.

If there is a problem regarding a pupil's departure a senior member of staff should be informed.

Please also refer to the "Drop Off & Pick Up Policy"

4. Computers/ Display Screen Equipment
All staff that are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They maybe entitled to eye or eyesight tests and if spectacles are necessary for DSE work exclusively, these maybe supplied free of charge. Users should be encouraged to take a 5-10 minute break from intensive keyboard work every 50-60 minutes.
Work stations should be reviewed regularly to ensure correct seating and lighting. Work station assessments should be completed regularly.

5. Curriculum
Information on the safe delivery of potentially hazardous parts of the curriculum are described in the relevant subject risk assessments

6. Electrical equipment
All electrical equipment and services are regularly checked by competent electrical contractors. Electrical items from home may only be used in school following specific approval of the Head Teacher. Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Business Manager immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked. Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded.

There is some evidence of a relationship between VDU screens and the onset of epilepsy in some persons and this should be kept in mind with those pupils who may be vulnerable. Similarly, the use of "multi-sensory' and 'light stimulation' equipment & areas should be monitored carefully with regard to responses of individual pupils.

7. Emergency Procedures
Fire

In the event of an emergency the alarm must be raised using the nearest call point. There are fire notices in each room in the school. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble. In the event of non-mobile pupils being out of their wheelchairs or equipment, staff must prepare to evacuate and follow moving and handling plans for the pupils concerned.

There is a fire safety logbook in the Business Mangers Office where records are kept of alarm tests, fire drills and risk assessments.

Fire drills – Every term
Fire equipment is regularly checked and serviced by a contractor.

Other emergency – a gas leak or a bomb alert – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill and position as instructed.

People with physical disabilities
Individual arrangements for the safety and safe evacuation of pupils will be determined and made known to classroom staff. These should be reviewed regularly.
For staff with disabilities, there will be a meeting with the Head Teacher & Health and Safety Officer, as appropriate as soon as possible after their appointment.

8. Emergency Procedures for Medically Vulnerable pupils
Any member of staff concerned about the condition of any pupil should alert a first aider and a Senior Leader

9. Equipment e.g. Positioning / Sports
A wide range of equipment – wheelchairs, standing frames, hoists etc. are used throughout the school. It is important that staff familiarise themselves with approved procedures and individual features of this equipment. Always ask appropriate colleagues if you are in any doubt about correct usage of equipment. Particular attention should be given to the correct use of safety straps, harnesses etc. at all times. Wheelchairs should only be pushed by adults Any damage to equipment must be reported to the appropriate member of SLT.
Hoists -are regularly serviced by contractors
Safety harnesses: School wrist straps and safety harnesses should only be used in situations where pupil safety is an issue.

10. Hazardous Substances
Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials,
Curriculum (science) and cleaning chemicals etc. must be kept in locked cupboards and appropriate storage regulations followed. All substances must be kept in appropriate and clearly marked containers.

11. Hygiene and Safety

Catering staff should follow all regulations to ensure hygiene in the preparation of food and food handling areas. All catering staff should have completed training on health & safety regulations in the preparation of food. Staff handling food should be trained in basic food awareness.

12. Infectious Diseases
Refer to Local Health Authority Guidance on management of infectious diseases. This applies to all staff, pupils volunteers etc. who may come on site

13. Strangers and Intruders
If a stranger or in intruder is seen on the premises staff should challenge them for identification if appropriate. If the intruder appears threatening in any way a member of SLT must be contacted immediately. The member of SLT will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be. Refer to potential use of lockdown policy.

14. Manual Handling
Wherever possible manual handling will be avoided, if it is unavoidable a risk assessment should be done and followed.
Risk assessments will be carried out as appropriate and manual handling tasks reduced to the lowest level as reasonably practicable.
All staff who carry out unavoidable manual handling tasks on a regular basis will be trained.

15. Medication (See policy on Administration of Medication.)
All medications are kept in a locked cabinet in the medical room. Medication must be administered in strict accordance with written instructions and their use properly recorded. Each pupil requiring regular medication has a completed health care plan that is regularly reviewed. All medication sent to school must follow the procedures of our medical policy.
Staff should not leave unlocked any prescribed or unprescribed medication they may have to bring to school. All staff medication should either be locked in their own locker or put into the medical room cabinet.

16. New & Expectant Mothers
On notification of pregnancy, return to work after giving birth or continued breast feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

17. Repairs & Maintenance
Buildings, services and plant will be inspected termly by the Business Manager, Governor with responsibility for Safety and a Union representative. Staff should report any defects or problems promptly by emailing or vebally reporting them to a member of SLT. In emergency situations the Business Manager should be informed straight away.

18. Risk Assessments
Many aspects of school life may have implications for Health & Safety so it is important for all staff to regularly carry out risk assessments. In many situations

visual risk assessments and staff discussions may be sufficient, in other situations a completed formal risk assessment should be carried out.
All visits outside the school environment must have a completed formal risk assessment signed by the Educational Visits Co-ordinator / Head Teacher before the visit can take place. The school uses the online Evolve system. Forms should be submitted for approval at least one week in advance of a local trip. For certain activities and residentials forms must be submitted well in advance. (See Educational Trips and visits policy.)

19. School bus / School transport
All staff driving the school buses must have taken a driving test with a qualified instructor to ensure competency with the vehicles.
Any defects must be reported to the Business Manager immediately.
The day-to-day checking of the buses is carried out by the school bus driver
Staff should record all journeys.
Staff should check first aid kits in consultation with the First Aiders and ensure they are familiar with the use of the rear lift and wheelchair clamping safety measures, as appropriate.

20. Food Technology Room
The food technology room should be cleaned and tidied after use. All washing up returned to the correct cupboards. Staff should encourage pupils to address hygiene and wipe all surfaces and appliances before use, wash hands and wear aprons. No food should be left out at the end of the school day in any room across school.

21. Smoking at Work
Rowan Tree Primary School is a non-smoking site.

22. Stress
Rowan tree Primary School pays for staff to access the Employers Assistance Programme. A free helpline for staff should they have any concerns and anxieties they wish to discuss. The staff well being group meets to agree activities and events to support staff well being.

23. Swimming
Pupils are taken to the local swimming or hydrotherapy pool where adequate lifesavers are provided. Staff should always ensure that there is adequate supervision to meet the needs of their class group. Permission slips should be obtained for all pupils to go swimming

24. Physically aggression
All physically aggressive or potentially physically aggressive incidents should be reported to the Head Teacher and logged on CPOMS. Any form of injury should be reported under RIDDOR to the Health and Safety Executive. Where injury occurs this should be done, in addition to completing the CPOMS. For further information refer to school's Behaviour policy.

25. Sun Protection

Skin cancer is the most common form of cancer. Exposure to ultraviolet radiation from either the sun or sunbeds is very harmful. The majority of skin cancers can be avoided by adopting good sun protection practices.

Protective Clothing
Pupils should be encouraged to wear hats outside in the sun. Spare hats will be kept in school for those pupils who do not have a hat.
Staff should ensure that pupils cover exposed skin areas when out in the sun for longer periods of time. E.g. playtimes and school trips.
Staff should set a good example by wearing hats and protective clothing outside in the sun.

Sunscreen
Parents will be requested to send sunscreen to school with their child, clearly marked with their name. Where possible, pupils should be encouraged to apply their own sunscreen in order to learn its importance, when this is not possible staff will support children to apply their own sun cream. Staff should set good example by applying sunscreen. If parents have not supplied sun cream on a hot day, children will be allowed outside for minimal amounts of time and parents will be contacted by telephone to provide suncream as soon as possible.

Shade
Pupil should be encouraged in to sit/play in areas of shade. Where this is not possible in our play areas, temporary shaded areas will be created.
Any pupil who will not stay in a shaded area should be monitored and taken in if the risks are too high for that pupil. E.g. a pupil that is not running around but just lying in the sun.

26. Waste Disposal
All staff should wear protective gloves and aprons when meeting the toilet needs of pupils. All waste should be placed In the bins provided. Protective gloves must be worn by all staff when handling body fluids. All soiled incontinence items must be disposed of in the bags provided and placed in the sanitary bins. The nappy bins are emptied everyday.

Resources

All resources / equipment are regularly checked and any faulty / damaged items are removed in line with Health and Safety recommendations

Further information regarding health & safety issues can also be found specifically in the following documents and as an element on each policy as a standard practice:

i. Educational visits policy
ii. Behaviour policy
iii. Manual Handling policy
iv. Staff Handbook
v. Administration of Medication Policy
vi. Intimate Care policy

Appendix 1

Rowan Tree Primary School

Organisation of Health and Safety

Governing Body / Premises sub-committee
Health and Safety Governor

Health and Safety Executive

Head Teacher — Specialist Advisors

Other staff with H&S Responsibilities

Care Taker: Micheal Uzokwe
School Business Manager (Buildings and premises): Stephen Colclough

Head Teacher: Louise Curran
EVC co-ordinator: Stephen Colclough
PE co-ordinator: Kathryn Oliver
Business Manager: Stephen Colclough — School Safety Committee

All other staff

Line Management
Advice / Liaison

Line Management
Advice Liaison

Staff Holding Responsibilities for Health and Safety Date: Sept 16

Position	**Name**
Chair of the Governing Body	Luisa Preston
Governor responsible for health and safety	Michelle Brennan
Headteacher	Louise Curran
Business Manager	Stephen Colclough
Care Taker	Mike Uzokwe
COSHH Co-ordinator	Stephen Colclough
Science Co-ordinator	Sarah O'Brien
D T Co-ordinator	Gareth Moore
Outdoor and Environmental Coordinator	Kathryn Oliver
Trade Union Safety Representative(s)	TBC
LA Health and Safety Officers	Lisa Kelsall

Appendix 2

Rowan Tree Primary School
Health & Safety Policy

Responsibilities

The Governors

- To take due account of the Health, Safety & Welfare issues within budget and other policy constraints
- To ensure that health & safety responsibilities are met
- To monitor and evaluate the Head Teacher's performance in respect of health & safety

The Head Teacher/Business Manager

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured
- To assess & record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
- To discuss & distribute school-specific policies on local health & safety issues.
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments
- To ensure staff are properly trained, instructed and supervised for any relevant health & safety role
- To inspect the school site and property for any unsafe condition and to make safe in a time scale commensurate to the level of danger
- To arrange routine maintenance and servicing of equipment
- To consider health & safety in the selection of contractors and planning of contracted work and to provide general supervision & monitoring of contractors whilst on site.
- To investigate all accidents, near misses and episodes of work-related ill health.
- To monitor and evaluate the health & safety performance of all staff
- To have and practice emergency and contingency plans.

SLT

- To assist the Head Teacher to fulfil her responsibilities
- To develop safe systems of work for specific tasks

Appointed First Aid Manual Handling Coordinator

- To provide health & safety expertise in the area they are qualified and identify the need for relevant knowledge, skills, equipment, materials, training.
- To receive & keep up-to-date Emergency First Aid / Manual Handling training
- To work within the relevant school policy
- To report any situation that significantly compromises health & safety

Caretaker

- To provide health & safety competence in particular areas of work
- To work within the school policy
- To report any situation that significantly compromises health & safety

- If given the delegated task, to provide general supervision to contractors working on the school site

All Staff

- To work within the school policy
- To report any situation that significantly compromises health& safety.

Volunteers

- To engage only in work or activities specifically authorised by the Head Teacher and Governors that they are competent to do
- To report any situation that significantly compromises health & safety.

Contractors

- To undertake work in a safe manner in compliance with health & safety law and
- approved guidance
- To notify the Head Teacher of any situation in which the health & safety of others affected by the contractor's activities is or maybe significantly compromised.

Appendix 3
Accident Reporting

Minor Injuries

Any accident resulting in injury to pupils and staff should be recorded on CPOMS. SLT will report any major injuries to the LA . All such accidents should be investigated to try to prevent their re-occurrence.

Reportable incidents (RIDDOR)

Reportable injuries, dangerous occurrences and occupational diseases are major incidents as detailed below. These must be reported to the Health and Safety Executive by the quickest possible means and subsequently on the correct form.

Reportable Injuries

1. Death of any employee, pupil or visitor

2. Major injury to an employee arising out of an accident at work
a. Any fracture other than to fingers, thumbs or toes.
b. Any amputation.
c. Dislocation of the shoulder, hip, knee or spine.
d. Loss of sight, whether temporary or permanent.
e. A chemical or hot metal burn, or any penetrating injury to the eye.
f. Any injury resulting from an electric shock or electric burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
g. Any other injury -leading to hypothermia, heat-induced illness, or unconsciousness; requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
h. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
i. Absorption of any substance by inhalation, ingestion, or through the skin causing acute illness requiring medical treatment or loss of consciousness.
j. Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.

3. Injury that requires hospital treatment, to anyone who is not an employee, but who is affected by equipment, substances or activities in school or its facilities. This does not include break time, sports or off site injuries to pupils.

4. The absence of an employee for 7 or more days,(not counting the day of injury, but including weekends and rest days) as the result of an accident at work, but not reportable under "2" above. N.B. Injuries resulting from an "accident", include injuries resulting from an act of non-consensual physical violence, to employees at work or arising out of their work. Reportable incidents must be reported within 15 working days.

5. Accidents and injuries resulting in absence of three days or more (but less than seven) should be recorded in the usual manner.

Dangerous Occurrences

1. Lifting Machinery -the collapse, overturning or failure of any load bearing part.

2. Pressure Systems -the explosion, collapse, or bursting of any closed vessel or associated pipe work which had the potential to cause a death.

3. Overhead electrical lines -any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.

4. Electrical short circuit or overload causing fire or explosion and which stops use of the plant involved for more than 24 hours or which had the potential to cause a death.

5. Biological Agents -any incident resulting in the release of an agent with the potential to cause severe human infection or illness

6. Ionising Radiation -any potential exposure due to the breakdown of equipment or control systems.

7. Collapse or partial collapse of scaffolding.

8. Pipelines -any bursting, explosion, collapse or damage results in the close down of the pipeline for more than 24 hours or with potential to cause a death. Any unintentional ignition of anything in a pipeline.

9. Collapse of building or structure -any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.

10. Explosion or fire -any incident resulting in the suspension of work for more than 24 hours.

11. Escape of flammable substances -any sudden or uncontrolled release

12. Escape of substance -any accidental release or escape liable to cause death, major injury or other damage to health

Occupational Diseases

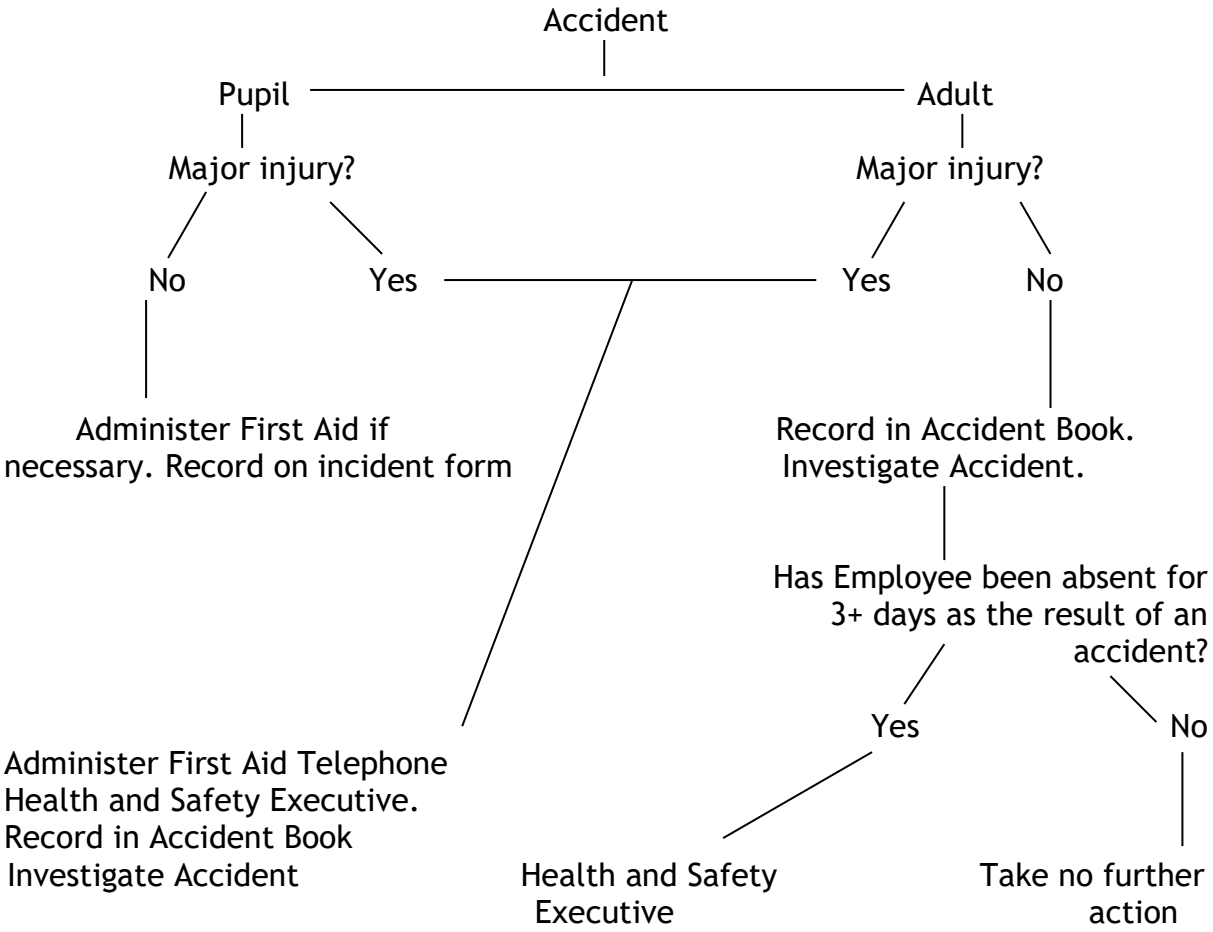
An occupational disease is reportable, when the employer receives a written statement from a registered medical practitioner that the employee is suffering from one of the occupational diseases specified in Schedule 3 of RIDDOR 1996 and their work involves one of the corresponding specified activities. They include:

1. Malignant bone or skin disease, or skin inflammation or ulceration as a result of work with ionising radiation.
2. Cataracts due to electromagnetic radiation including radiant heat.
3. Work related upper limb disorders due to:
-Repetitive movements of the fingers, hand or arm;
-work involving prolonged pressure or friction on the hand or elbow;
-Physically demanding work requiring constrained posture;
4. Hand-arm vibration syndrome
5. Hepatitis
6. Legionellosis
7. Tetanus
8. Tuberculosis
9. Occupational dermatitis

10. Occupational asthma

Reference: The Reporting of Injury, Disease and Dangerous Occurrence

FLOW CHART FOR ACCIDENT REPORTING



Appendix 4

School Transport Arrangements

There are two drop off and pick up points
- on the central playground
- Outdoor gym gate.

Morning Drop Off
- Pupils arrive at 8.45am.
- Once all buses have arrived the gates will be closed
- A member of school staff will pass bus registers to the Passenger Assistant on each bus
- Class staff should meet the pupils from the buses.
- One member of staff to remain in the classroom to greet the pupils.
- Pupils to be encouraged to get to the classroom as independently as possible.
- Passenger assistants may also support pupils identified as needing assistance to their class rooms. (To be agreed between passenger assistants and school staff.)
- PA's must mark the bus register and sign off to confirm which children have been handed over to school staff
- The register is to be counter-signed by designated school staff

Afternoon Pick up

- Teaching assistants should take pupils from their classes to their allocated bus or to the outdoor gym gate to be collected by parents.

- Teachers should remain in class and be available to attend buses if required.

- Once all children are on the bus, the Passenger Assistant shall check the register and sign off to confirm which children they will be taking home.

- Designated school staff shall check the bus and confirm they agree with the bus register. If they are happy with the children signed for then they will counter-sign the register.

Bus Duty Safety Procedures

A member of SLT will be on gate duty at both locations to ensure safety.
- If the gates to the road are open the internal playground gates must be closed. Once open the gates to the road must not be left unattended.
- No pupil must be outside of a bus whilst the gates to the road are open.
- Vehicles must not move until all pupils are on the vehicles and staff have cleared the vehicle area.
- Buses arriving late will be asked to remain outside the playground until the other buses have been emptied.
- If all other buses have left the school site, then late buses will unload / load at the front of school.