

Easington Colliery Primary School



Health and Safety Policy

Including Supplementary COVID-19 Policy

Document Control

Date original version published	2009
Current version number	V4
Date current version published	06/01/21
Date of next review	July 2021
Purpose of the document	To provide a safe and healthy environment for the teaching and support staff, the pupils and other people who come onto the premises
Author(s)	Durham County Council
Contact	Claire Young – School Business Manager
Document approved by	Chair of Governors
Document approved on	06/01/21
Changes made to this version	Includes sup COVID-19 policy
Reference material	HASAW 1974
Linked documents	Safeguarding Policy Spillages of Bodily Fluids Policy School Risk Assessments Supporting Pupils with Medical Conditions Policy

Introduction

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The Governing Body, along with the Local Authority, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

Section 1 – Statement of intent.

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and support staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body will operate within the structure and framework of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual, and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Section 2 - Organisation of Health & Safety Responsibilities

Governing Body

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety Procedures Manual. In order to fulfil this responsibility the Governing Body will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and it's procedures;
- when requested the County Council is provided with information on the operation of the health & safety management system sufficient to fulfil its responsibilities,
- a review of the policy and its implementation is carried out at suitable intervals; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

Head Teacher

The Head Teacher will co-operate with the Governing Body to ensure that:

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

Employees

All employees have a responsibility to:

- 1 observe the health & safety policy & procedures in school;
- 2 take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

- 3 observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- 5 use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- 6 make use of safety aids, appliances, equipment and protective clothing provided;
- 7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- 8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- 10 do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- 11 familiarise themselves with the action to take in the event of fire or other emergency;
- 12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.

Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

Section 3 – Health & Safety Procedures

The following health & safety procedures are detailed in the Durham County Council School Health & Safety Policy and Procedures Manual.

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment/Workstation Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Moving & Handling (Objects)
- Moving & Handling (Pupils)
- New & Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Risk Register and Top Level Assessment
- Science Teaching
- Swimming Pool Operation
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace (Health, Safety & Welfare)
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

Section 4 - School arrangements

The School curriculum

- We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. (For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and the PSHCE curriculum, about drugs.)
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points as part of our Healthy Schools programme, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children also receive Sex and Drugs education. (See the Drugs Education Policy and Sex Education Policy)
- Our school promotes the spiritual growth and welfare of the children through the Personal & Social and RE curriculum, through special events such as Harvest Festival, and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Staff use circle time to help children to discuss and overcome any fears and worries that they may have. Place to Be (P2B) also provides therapeutic support. Staff handle concerns of this nature with care and sensitivity.

Accidents and First Aid

There are a number of staff who are training to administer first aid: -

- Four members of staff in each teaching phase;
- Lunchtime supervisors;
- Both caretakers

Full details of trained staff members are displayed at various points around school and on 'Sharepoint'.

Disposable gloves should be worn when treating injuries. (These are available in every Phase First Aid Cupboard.)

All accidents are recorded in the accident books held in the office. Any accident, other than a minor graze, should be reported to the Headteacher, or Deputy Headteacher in her absence. The

Headteacher will be responsible for calling an ambulance when necessary and informing parents and also governors, if necessary. The Headteacher will ensure that an accident form is completed on the LA's accidents online system. The Headteacher will also ensure that a suitably qualified member of staff will accompany the child for further treatment in the absence of the parent.

First aid kits are stored in a cupboard in each phase as well as a central store being available in the main office.

Medicines are administered according to the school policy on the administration of medicine.

Fire Precaution

There is a fire drill every term, which is logged in the Fire Safety file. When the fire alarm sounds the children will leave the building in an orderly fashion through the nearest exit, as outlined on the notice in every room. The class teacher will check that all children have left the classroom. Children will line up in their allocated places on the playground. Teachers will report to the Headteacher with a head count for checking against school register. The Deputy Headteacher will ensure that all members of staff are accounted for.

The Headteacher is responsible for ensuring that fire equipment is maintained and that this is logged. (Register of maintenance held in school office). The Headteacher is also responsible for calling the fire brigade when necessary.

School meals

- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of certain benefits, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value and work continuously to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that are both safe and of nutritional value.
- If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch and we supervise them during this time.
- Our schools promotes a healthy lifestyle and achieves the Healthy School Standard.

Child Protection

- There are named persons responsible for Child Protection in the school. This is the Headteacher, Deputy Headteacher and Assistant Headteachers but this may be delegated in some circumstances. (See Safeguarding policy for details).
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying educational visits.

Visitors in school

- Entrances to the school are kept locked to prevent unauthorised access.

- All visitors will sign in at reception using the electronic signing in system and wear a visitors ID badge.
- Staff should report any potentially unauthorised visitors to the Headteacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

Seat belts

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils the law regarding child restraints is always followed without exception.

Educational Visits and Off-Site Activities

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on educational visits and seek approval for all visits where LA approval is required.

Governors delegate the Headteacher authority to approve all visits with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the Governing Body.

Educational visits for the previous term will be included in the Headteacher's termly report.

Theft and Criminal Damage

Personal property is a personal responsibility. Neither the school, the Governors or the LA will accept any responsibility for any loss or damage to the personal property of members of staff, pupils, students or visitors however caused.

Handbags or briefcases should never be left unattended unless they are in a locked cupboard or store and should never be left in the school overnight.

Staff are responsible for the security of their own vehicles. Staff can obtain advice on improving vehicle security from the local Police Station. It makes good sense for all staff to make sure that all valuables are removed from parked cars or well hidden from view.

Cash is the single most attractive item for the thief. No matter how small the amount, cash should never be kept on the premises overnight. Cash should not be kept in a secure store, filing cabinet or desk drawer. Any cash on the premises during the day is kept locked in the school security safe.

All valuable items should be securely stored when the school is not in use. They should if possible be in secure cabinets or specially protected areas.

Property Marking - All portable property is clearly and visibly marked as the property of the Local Authority or school. The practice of invisibly marking property will continue but it is appreciated this is only of value if the Police recover stolen property.

Intruder Alarms

The alarm system must only be operated by persons who have been correctly trained.

If you are unsure of the correct operational procedures contact a caretaker.

BEFORE LEAVING THE PREMISES CHECK THAT ALL DOORS AND WINDOWS ARE PHYSICALLY SECURED AND THAT ALL PERSONNEL HAVE LEFT THE BUILDING.

A walk around the protected area is the only effective way of doing this properly and preventing unnecessary false alarms.

ENSURE THAT DETECTION DEVICES ARE NOT OBSTRUCTED.

In particular be careful that stock or other items do not obstruct infra-red movement detectors.

DO NOT INTRODUCE SOURCES OF HEAT OR MOVEMENT INTO THE AREA PROTECTED BY MOVEMENT DETECTORS.

ALWAYS FOLLOW THE ENTRY / EXIT PROCEDURE AGREED WITH OUR ALARM COMPANY.

Do not allow entry through any door other than the one designated. Make switching off the alarm system your first task on entry.

CHECK YOUR KEYS.

Ensure that all keys necessary to enter the premises are readily available and that code numbers are known before entry.

Action in the Event of a Crime

If you disturb someone who has broken in or entered the premises by unauthorised means **DO NOT CONFRONT** the intruders. Your task is not to challenge or confront criminals. People who disregard this advice usually become the victims of an assault.

The following advice should be taken: -

- (a) GO TO THE NEAREST TELEPHONE.
- (b) DIAL 999 ASK FOR POLICE. GIVE THE POLICE DETAILS OF THE INCIDENT.
- (c) WAIT FOR THE ARRIVAL OF THE POLICE AND, IF ASKED, ACCOMPANY THEM TO THE SCENE OF THE CRIME.

If, without putting yourself at risk, you can get a description of the intruders or any vehicle they are using, write it down while waiting for the Police.

If you arrive at the school and discover there has been a break-in and it is clear the intruders are not on the premises then: -

- (a) Telephone the Police.
- (b) DO NOTHING TOUCH NOTHING UNTIL THE POLICE ARRIVE.
The first Police Officer on the scene will advise you what you should do.

Action Checklist – Armed Intruders on School Sites

IN THE EVENT OF AN INCIDENT

- AT ALL TIMES REMAIN CALM, DO NOT PANIC.
- GET ALL STAFF/PUPILS TO PLACE OF MAXIMUM SAFETY.
- INFORM POLICE (DIAL 999)
 - name, telephone number, address;
 - brief description of incident;
 - are there any persons injured?
 - any description of intruder(s);
 - type of weapon;
 - have shots been fired?
 - where intruder is;
 - what is s/he doing - state of mind;
 - is there a vehicle involved?
 - where Police should arrive and who will meet them?
 - provide a safe route.
- **KEEP TELEPHONE LINE OPEN.**

ONCE POLICE ARRIVE, THEY WILL ASSUME COMMAND OF THE INCIDENT ONLY.

General Procedures

1. Cleanliness:

This is primarily the responsibility of the caretakers and cleaners. Any employee who notices a possible problem should report it to the Caretaker or Headteacher.

2. Waste disposal:

- (a) Each room is provided with a waste paper container. Waste must not be put outside classrooms.
- (b) Each toilet is provided with a container for used paper towels.
- (c) The Caretaker and cleaners will dispose of classroom waste daily.
- (d) The wheelie bins will be emptied weekly during term time.

3. Safe stacking/storage:

Goods/equipment/parcels should not be stacked/stored where they could pose a hazard to adults or children using the premises. Newly delivered goods should be unpacked and stored safely in the appropriate place as soon as possible.

4. Use of ladders/step-ladders/step-stools:

- (a) Ladders, step-ladders and step-stools should never be used by children.
- (b) Adults should **never** use chairs, cupboards etc. to gain access to walls, shelves etc. above head height. Step-ladders or step-stools should be used to stand on.
- (c) Ladders and step-ladders belonging to the school may only be used by staff employed at the school. Workmen, contractors, etc. should not use the school's ladders, but should supply their own.

5. Restricted access areas:

Children are not allowed access to the Caretaker's cupboards, school kitchen or boiler house under **any** circumstances due to the potential hazards in those areas.

6. Electrical equipment:

All employees should routinely check plugs and cables for loose connections and faults. Any problems should be reported to the caretakers or Headteacher immediately, and the appliance taken out of use until repaired.

Cables and extension leads for portable equipment should not be placed where others may trip over them.

Electrical equipment will be checked annually by our own PAT testers. Any equipment which fails these safety checks will be taken out of use and may not be used until the fault is rectified and permission is given by the Headteacher for the equipment to be used.

Children should **not** be allowed to insert or remove appliance plugs from sockets.

All electrical appliances other than ICT/network equipment should be disconnected from the supply when not in use.

7. Dangerous substances:

Cleaning substances etc. should be stored in the Caretaker's cupboard and should not be used without his/her knowledge.

N.B. Dangerous substances of any kind must **never** be left where children can get access to them.

8. Spillages/breakages:

Any spillages should be cleaned up immediately and the floor dried (apart from bodily spillages (e.g. blood, urine) see note below.

When a damp or slippery floor could cause a hazard, steps should be taken to ensure that no-one walks on that area of floor until it is dry.

Fragments from breakage e.g. china, glass etc., should be swept or vacuumed up immediately and the fragments disposed of safely in a plastic bag.

Any spillages of bodily fluids must only be cleaned by those persons who have been trained. Please contact the Caretaker or the Office in the first instance to report spillages of bodily fluids.

9. Sharp implements:

Implements such as SCISSORS, NEEDLES, SAWS, SCREWDRIVERS, KNIVES etc. should NEVER be available to **unsupervised** children.

Very sharp implements, such as Stanley knives etc., should **NEVER** be accessible to children at any time but should be kept in a secure place when not being used by a responsible adult.

Supplementary Health & Safety Policy for COVID-19

Health and Safety Policy – Easington Colliery Primary School

Introduction

Easington Colliery Primary School recognises and accepts the requirements of the Health & Safety at Work etc Act 1974, and its associated Regulations and has an existing Health & Safety Policy which sets out how the school does this.

Easington Colliery Primary School recognises the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health, safety and wellbeing of our children, staff and the wider school community. This document has been written in accordance with the current guidance from the Department for Education (DfE), Public Health England (PHE) and the Local Authority in relation to managing risks associated with COVID-19.

Risk Assessment

In order to ensure the safety of staff, children and the wider school community during this unprecedented time a detailed risk assessment has been undertaken and where need identified appropriate actions taken. The risk assessment covers the following Health and Safety elements;

- Social Distancing
- PPE
- Response to suspected/confirmed COVID-19 cases.
- First Aid
- Cleaning and Waste Disposal
- Classrooms and Groups sizes
- Curriculum
- Hand and respiratory hygiene
- Staffing
- Home working
- Vulnerable Staff/Pupil Groups
- New and expectant mums
- Face Coverings
- Emergency Evacuation
- Ventilation
- Catering
- Building & Facilities risks
- Office Areas
- Visitors and Deliveries
- Guidance and Communication
- Educational visits

- Transport
- ITT Students
- Alternative education provision
- Mass testing with Lateral flow antigen testing devices in schools

The risk assessment is dynamic and regularly reviewed to meet the school's needs. All appropriate documentation is shared with the whole school team.

- The school are complying with [Education and Childcare guidance](#) and all relevant guidance including NHS-Test and Trace, Tiers 1/2/3 and 4 and National Lockdown.

Roles and Responsibilities

The Head teacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and further actions identified.
- Ensure that all documentation is regularly reviewed to meet current need and in line with current guidance from DfE and PHE and the Local Authority.
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place.
- Communicate with parents and carers on a regular basis, ensuring that they are kept up to date with current guidance that ensures the safety of all staff and children.
- Liaise with the governing body on a regular basis.

The governing body will:

- Regularly assess the effectiveness of the policy, risk assessment and any associated actions plans.
- Ensure that all documentation is regularly reviewed to meet current need and in line with current guidance from DfE and PHE and the Local Authority.
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place.

All staff will;

- Make their immediate manager aware if they are taken unwell whilst at work.
- Make their immediate manager aware if they feel that they have symptoms of COVID-19.
- Report any sickness absence to the Head teacher on the first day of absence.
- Carry out all work activities in accordance with the policy, risk assessment and associated guidance as part of the response to COVID-19.
- Contribute to the risk assessment where need identified.
- Report any concerns in relation to Health and Safety risks related to COVID-19 to the Head teacher.
- Report any individual needs that they have, to ensure their Health and Safety in relation to COVID-19.
- Prioritise the wellbeing of all pupils and other staff.

Parents/Carers will:

- Adhere to instructions communicated by the Head teacher when on the school site to help reduce the risk of transmission.
- Keep their child at home if they or anyone in their household displays symptoms of COVID-19, or if otherwise advised to by the school, or another appropriate body e.g. NHS-Track and Trace/GP.
- Adhere to drop and pick up times to reduce the likelihood of transmission.
- Ensure that their child/children are aware of the rules put in place at the school, including the hand washing procedures and social distancing measures in place at the school.
- Make the school aware if their child/children are unwell on the first day of absence and to follow the school's absence procedure thereafter.
- Report any Health and Safety concerns that they have to a member of staff.

Pupils will:

- Observe the Health and Safety rules put in place at the school to reduce the transmission of COVID-19 and to ensure their safety and the safety of staff members.
- Follow direct instructions given by staff members.
- Make staff aware if they feel unwell.
- Make staff aware if they think they have COVID-19 symptoms.
- Report any Health and Safety concerns they have to a staff member.

Relevant Health and Safety information has been communicated to all staff, including those who are currently working from home as well as communicated to the wider school community. This has been done via email, online staff meetings and the Weekly Word newsletter.

	Name	Signature	Date
Head teacher	Beverley Jones	B Jones	6/1/21
Chair of Governors	John Emerson	J Emerson	6/1/21