

The Unity of Titchmarsh and Warmington Schools Health and Safety Policy

OVER ARCHING LEGISLATION

Health and Safety at Work Act etc. 1974: (HASAW Act 1974)

This is the principal Act that applies and is designed to ensure that all workers (**Teachers, TAs or Authorised Helpers**) in occupations are protected by law. Its purpose is to provide one comprehensive integrated system of law, dealing with health, safety and welfare of employees (**Students**) and members of the public who are affected by work (**School**) activities. The Act is written in very general terms and does not require many specific requirements for managing health and safety at work. Instead, the Act places a general duty on employers (**Governors, Head or Health & Safety Coordinator**) to provide safe systems that are so far as is reasonably practicable, safe and without risks to health.

Under the HASAW Act 1974 are many specific Regulations which relate to work activities. The principal requirement is to undertake risk assessments to identify 'hazards' and assess the risk under the **Management of Health and Safety at Work Regulations 1999**.

The Schools' Health & Safety policy must be regularly reviewed.

The Policy must be signed by the Head of **Governors and Executive Headteacher**.

The Risk Assessments are undertaken by a **Designated person**.

Risk Assessments are reviewed annually or if any significant change takes place.

The Schools' enforcement body is North Northamptonshire Council.

Health and Safety Policy

- Rationale

The Governing Body and Executive Headteacher accepts that they have a duty to ensure all reasonable procedures are in place 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.

- Aims.

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Next Review – July 2022

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

The aim of the Governing Body and Executive Headteacher is to provide a safe, healthy, working and learning environment for staff, pupils and visitors. The Governing Body and Executive Headteacher 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 Executive Headteacher will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and visitors have a responsibility for their own health and safety and that of others in the school.

- **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 always followed.
- Ensure that there are effective and enforceable policy for the provision of health and safety.
- Ensure Health and Safety inspections are carried out each term.
- Identify and evaluate all risks relating to accidents, health and school sponsored activities
- Identify and evaluate risk control relating to accidents, health and school sponsored activities.
- Ensure an annual review of the Health and Safety policy is undertaken.

Role of the Executive Headteacher

The Executive Headteacher has the ultimate responsibility for ensuring school activities follow the procedure in this policy.

The Executive Headteacher will:

- Monitor Health and Safety inspections each term.
- Encourage staff, pupils and others to promote health and safety.
- Monitor the standard of health and safety throughout the school.
- Ensure that serious injury forms are passed onto North Northamptonshire Council.
- Report to Governors on details of Fire Drills each term.
- Report to Governors any staff training needs in Health and Safety.
- Monitor all electrical equipment is PAT inspected annually
- Ensure alarms and firefighting equipment is checked each year.
- Monitor all signs used meet the statutory requirements
- Monitor the Health and Safety Book on a regular basis to ensure hazards are cleared

Role of the Head of School

The Head of School has the day to day responsibility for Health and Safety in the school.

The Head of School will:

- Ensure that Health and Safety regulations are always followed.

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

- Ensure Health and Safety inspections are carried out each term.
- Encourage staff, pupils and others to promote health and safety.
- Monitor the standard of health and safety throughout the school.
- Monitor first aid provision.
- Ensure that serious injury forms are passed onto North Northamptonshire Council.
- Identify the training needs of staff.
- Ensure that all members of staff receive adequate training in health and safety.
- Ensure all electrical equipment is PAT inspected annually
- Ensure alarms and firefighting equipment is checked each year.
- Ensure all signs used meet the statutory requirements

Role of Designated H&S person.

The Designated H&S person will:

- Conduct regular safety inspections around the school
- Report any health and safety concerns to the Headteacher
- Be involved in termly Health and Safety inspections with the Designated Governor
- Be involved in the inspection by the East Northamptonshire District Council/ North Northamptonshire Council.
- Ensure a fire drill is completed each term
- Check the Health and Safety Book on a regular basis to ensure hazards are cleared
- Ensure alarms and firefighting equipment is checked each year.
- Ensure Risk assessments are in place for each activity with the EVC and Executive Headteacher.

Role of Staff

Staff members will:

- Ensure that they are aware of and follow Health and Safety issues recorded in this policy
- Assess any risks when using a piece of equipment
- Ensure that their classroom or working space does not cause any risks
- 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
- Ensure that on School Trips, correct supervision is provided at all times
- Demonstrate to children how to use equipment i.e. scissors etc. in a safe manner
- Ensure that children do not touch electrical sockets
- Ensure that step ladders (rather than chairs) are used when displaying/hanging work, etc.
- Inform the Head of any health and safety hazards in the classrooms.
- Record any hazards in the Health and Safety Book
- Inform parents of head injuries and communicate head injury forms
- Record any significant accidents on appropriate form and hand onto the Headteacher.
- Ensure that they attend relevant school based H&S training.

Role of First Aiders (named and trained)

Issue Date – May 2020

Next Review – July 2022

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

First aiders will:

- Ensure that First Aid boxes for the playgrounds, classrooms and trips are kept in stock.
- Complete Head Injury form to parents.
- Record any significant accidents using the appropriate form and hand onto the Head of School;
- Report any other Health issues or concerns to the Head

- **Organisation (Procedures)**

Areas to be managed by the Health and Safety at Work Act etc.1974

- Child changing policy and procedure
- 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
- Dealing with Difficult Parents/Guardians
- School Trips
- Science and Cooking

Child Changing Procedure - PPE MUST BE WORN

Some children are still wearing nappies or pull ups **especially in the Robins class**. The Disability Discrimination Act (DDA) requires schools to make reasonable adjustments to meet the needs of each child, which includes continence issues. Staff need to work with parents, School nurse if involved, to support these children to become toilet trained.

Some children will have occasional accidents and to be changed. Where possible children should be encouraged to change themselves e.g. if only wet underwear need to be changed.

When possible, the person who changes the child should be known and have a trusting relationship with the child. The preference is that the child's Key Worker or Classroom Assistant changes the nappy or clothes.

When a child's nappy or clothing need changing it may be appropriate to change the child while they are standing. Standing helps protect the child's dignity and gives them more control, particularly for older children.

- Our aim is to ensure that each child feels safe and cared for when being changed.
- Appropriate staff are trained in the hygienic procedures required when changing nappies or clothing.

Issue Date – May 2020

Next Review – July 2022

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

When children need support or cleaning the following procedure is to be followed.

Take the child discreetly to the designated changing area. Ensure the child's privacy and dignity but leave the door partly open to enable another staff member to support if requested. Ensure another member of staff is notified that you are changing the child.

Ensure that a facemask, disposable latex free gloves and aprons are worn.

Ensure that soiled nappy and clothing are placed into a plastic bag.

Encourage the child to help in the cleaning themselves.

Ensure that the child is fully cleaned and then remove gloves and apron.

Place in the plastic bag with soiled nappy and wipes.

Double bag the waste and place in lidded waste container.

Encourage the child to help in putting on clean underwear/nappy/pull-ups and clothes.

Ensure that child and staff member wash hands.

Ensure staff record the child's name, time of change, type of change, those present and any comments and inform parents

Any comments about injuries (cuts, bruises, lumps cuts etc.) should be reported to head teacher immediately.

Return child to class.

If a child requires more support, and cannot help in the changing procedure, the above procedure is followed but a changing mat is used.

Ensure all waste is securely disposed of.

See also: Safeguarding Policy

Accidents in School.

Procedures for Staff following an accident:

Procedures for Minor accidents

Ensure PPE is worn before any administration of first aid. First Aid should not be administered anywhere near a person with suspected Covid-19 symptoms.

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.

Issue Date – May 2020

Next Review – July 2022

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

Bleeding nose - Send to a First Aider depending on severity.
Items / Objects in eyes or ears - send to a First Aider

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, following procedures below.

A note will always go home with the child on the day of the incident and a phone call will be made shortly after the injury has taken place.

Procedures for Dealing with Sharps and Blood Borne Viruses

Where pupils need support with blood testing, only staff who have received training should provide help and support for the pupil concerned. Testing and disposal of sharps should take place in a secure area with no unauthorised pupil access. Class teacher/Head of School should ascertain from regular communication with parent regarding infection risk and ensure that trained staff are aware of any risk. This should also be communicated to the Executive Headteacher so further risk assessments can take place.

Staff should ensure that they are familiar with the risk assessments in place.

Disposal facilities should be in a locked area with no authorised pupil access and safety kit to be accessible at all times.

Risk assessment clearly outlines procedure to be followed at all times.

In case of query, staff should discuss with another trained member of staff or call School Nurse.

In case of needle stick injury to staff member, advice is to make the wound bleed out, wash under warm sanitising soapy water and phone the GP.

In case of any concern, the staff member should attend A&E and cover will be provided to ensure this takes place.

Procedures for dealing with Major Accidents

Suspected broken bones, child loses consciousness, fit

Ensure PPE is worn before any other action is taken.

If accident occurs in the classroom -- Do not move child

If having a fit, 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 Executive Headteacher, Head of School 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.

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

The class teacher will remove their class to another area. e.g. library, hall, ICT Suite. 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 Executive Headteacher, Head of School, Office Staff or a First Aider are the only people who telephone for an ambulance.

The Executive Headteacher, Head of School, Office Staff or a First Aider will then contact the parents.

If accident occurs in the playground -- Do not move child

Ensure PPE is worn before any other action is taken.

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 stay with the child until a First Aider arrives, the other adult monitors the other children.

The Executive Headteacher, Head of School 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 Executive Headteacher, Head of School, Office Staff or a First Aider are the only people who telephone for an ambulance. The Executive Headteacher, Head of School, Office Staff or a First Aider will then contact the parents.

In case of an emergency where an ambulance has been called, the Executive Headteacher deals with the emergency with the First Aiders. The Head of School deals with the school continuing as normal. If the Executive Headteacher is absent, the Head of School takes on this role and the DSL or next member of teaching staff will ensure the school continues as normal. Administrative support will be provided by the School Bursar.

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.

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

- 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 Executive Headteacher is responsible for ensuring that all electrical equipment has a PAT check each year. Electrical equipment over 12 months old can only be used if it has been inspected, tested and labelled. Staff must not attempt to repair any electrical equipment, and must take out of use immediately and report to the Bursar.

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 Report Book in the staffroom. (i.e.; broken bench, etc.) If urgent, a message should be sent to the **Bursar** immediately.

Fire Regulations and Emergency Procedures

- 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. The Executive Head Teacher should be informed of any fire hazards immediately.

- Fire Alarms and Equipment

The Executive Headteacher is responsible for ensuring that all alarms and equipment is tested as required. (BS 5839 part 1); (Regulatory Reform {Fire Safety} order 2003 {article17})

- Fire Drill

Fire Drills to be 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 classroom has a procedure explaining 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.

During the Covid-19 pandemic, pupils will need to social distance during the fire drill.

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

Registers are called and returned to either the Executive Headteacher, Head of School or designated person **immediately**.

No child or adult should return to the building until the Executive Headteacher, Head of School, Designated person or Fire officer gives the all clear.

Emergency Procedures

In the case of an emergency e.g.: bomb threat, 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 place such as village hall or church.

In case of an evacuation, the Head teacher will ensure that details of children are taken to the evacuated site in order that parents and carers can be informed.

See also: Business Continuity and Emergency Lockdown Procedures

Hazardous Materials

All hazardous materials must be kept in a locked store, away from classrooms at all times when not in use. These materials include fixatives, hair spray, white spirits, mentholated spirits, etc. A Control of Substances Hazardous to Health (COSHH) data sheet must be available for each product. Available from supplier or generic from shop bought products.

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 or refrigerator if required, with the proforma. They are administered by First aider or trained person. The proforma is signed with the time the medicine was given.

Physical Education

The PE equipment will be inspected once a term and annually by a designated company by the school's insurance company. Staff should check the apparatus before use. If faulty equipment is found, it should be removed from use and the Head of School 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

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 intercom to access entry.

Issue Date – May 2020

Next Review – July 2022

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

Visitors to the School

All visitors to the school should report to the Admin Office on arrival.

All visitors must sign in and out in the Visitors Book situated in the Main Office.

Prospective parents who want to visit the school will be given an appointment time with the Executive Headteacher. Expected visitors will be recorded on the information board in the staffroom.

Staff should challenge anybody on site who is not known to them and escort them to the Admin Office.

See also Visitors' Guide

[Procedure for Dealing with Difficult Parents or Guardians](#)

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 Executive Headteacher or Head of School 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 Executive Headteacher or Head of School. 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 Executive Headteacher or Head of School 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/ playground and escort the parent or carer to the Office.
- Get another adult to immediately get the Executive Headteacher or Head of School. 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 Executive Headteacher or Head of School 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 Executive Headteacher or Head of School 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

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

banned from the premises. Incidents of a serious nature will result in the immediate banning of the parent or carer.

See also: Aggressive Behaviour Policy

[School Trips](#)

School trips by transport.

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. A separate, generic risk assessment form should be completed prior to the trip and everyone on the trip made aware of possible risks. 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 advice from our EVC Adviser for ratios for supervision is as follows:

Children under 5 years of age 1:6

Key Stage One 1:8

Key Stage Two 1:10

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, staff must ensure children stand away from the road and wait until they are instructed 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, to include any child specific medication. These must be labelled with child's name and instructions for use. All such medicines must be signed out of and back into school.

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

School walking trips.

School walking trips can be stressful and the following areas must be considered by the lead teacher. A name and head count of all children before leaving the school, a head count before leaving EACH venue/property visited during the trip, and full return to school head and name count should be recorded to make sure all children in the party are accounted for. It is advisable that the number of adults attending the school walking trip is at a ratio of no lower than 1 adult to every 6 children. A separate, generic risk assessment form, trip should be completed prior to the trip and everyone on the trip made aware of possible risks. Pupils should be divided into groups and that an adult is allocated to each group. The adult should stay with that group at all times and appropriate supervision provided including special educational or medical needs.

See also: Educational Visits Policy

[Science and Cooking](#)

The Unity of Titchmarsh and Warmington Schools

Health and Safety Policy

Science

Teachers should always be aware of safety issues and ensure adequate supervision.

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, remind them to pick with the hand they don't eat with.
- If growing cultures, use sealed containers in which to do so.

Cooking

Teachers should always be aware of safety issues and ensure adequate supervision.

Cooking is only permitted in the kitchen as this is the only designated area in school.
Cooking is not permitted anywhere else in school.

Food Preparation in Main Hall

Common safety issues to be aware of include:

- Cuts and burns
- Possibilities of fire. Only Teachers or authorised adult allowed to cook.
- Wash hands after handling ingredients.
- If using main hall appropriate tables and chairs must be available for Nursery, EYFS, Year 1 and Year 2 students.
- Always prepare and cook in small groups. Maximum 10 students.

It is School policy that domestic appliances should NOT be used in school and any food preparation activity should comply with the school's licencing – the school does not have facilities to handle raw meat or fish so this should not be used under any circumstances.



The Unity of Titchmarsh and Warmington Schools
Health and Safety Policy

Covid-19 Addendum

The Covid-19 outbreak and lockdown has generated a considerable amount of additional risk assessments and protocols that staff must be aware of.

These are:

- Risk Assessments for each classroom and area in school
- Risk Assessments for vulnerable/SEN pupils
- Covid-19 Symptoms Protocol
- Safeguarding Policy Updates
- NCC Risk Assessment – School
- NCC Risk Assessment – Early Years
- First Aid Protocol

It is the responsibility of staff to ensure that they have read these assessments, acted on them and raised any concerns immediately so appropriate action can be taken

Executive Headteacher.....Date.....

Chair of Governors..... Date.....

Review date – May 2021 (to be updated at next FGB meeting – July 2022)