

Oakwood School Health, Safety and Welfare Policy

This policy applies to the whole school, including the EYFS

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Definitions:

"DBS"	Disclosure and Barring Service
"DfE"	Department for Education
"DPA"	Data Protection Act
"FEEP"	Fire Emergency Evacuation Plan
"GDPR"	General Data Protection Regulation
"HPA"	Health Protection Agency
"HSE"	Health and Safety Executive
"INSET"	Staff training day
"JTA"	Junior Travel Ambassador
"MIS"	Management Information System
"PACT"	PACT Educational Trust Limited
"PAT"	Portable Appliance Testing
"PE"	Physical Education
"PSHE"	Personal, Social, Health and Economic Education
"RE"	Religious Education
"RIDDOR"	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
"SMT"	Senior Management Team

1 Introduction and aims

- 1.1** We realise that the health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The PACT governing body takes responsibility for protecting the health and safety of all children, members of staff and visitors to the school (see organisational chart at the end of this document).
- 1.2** The key Health & Safety Manager is the Head, however all staff are responsible for taking reasonable care of their own safety and that of others within our school community. They are responsible for co-operating with our Head and other members of the SMT in order to enable our governors to comply with health and safety duties. All our members of staff are responsible for reporting any risks or defects to our Head, Deputy Heads or any member of the Health & Safety Committee. Tasks are normally delegated by Mrs Askew to a member of the Health & Safety Committee. Urgent matters must be discussed immediately in person (usually to Mrs Askew in the school office), and details about non-urgent issues can be sent by email to carrie.askew@oakwoodschool.org.uk.
- 1.3** The main relevant legislation is set out in the regulations made under the 'Health and Safety at Work Act 1974'. Our school has regard to the Department for Education (DfE) 2014 *Health & Safety : Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies*. Key points from this guidance include the following:
- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, but not stop them;
 - It is important that children learn to understand and manage the risks that are a normal part of life;
 - Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
 - A written risk assessment is not required for every activity. Teachers should assume they only need to complete this in exceptional circumstances (ie. for trips abroad or when undertaking activities which carry significant risk, for example mountaineering, canoeing and sailing). Where a risk assessment is carried out any significant findings must be noted.
 - Our staff will be given the training they need to keep themselves and our children safe and manage risks effectively.
 - Under the Act, our school is responsible for health and safety, although tasks may be delegated to our staff. Our school takes reasonable steps to ensure that our staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.
 - Our school, our staff and others also have a duty under common law to take care of our pupils in the same way that a prudent parent would do so.
 - In accordance with the law, all our staff are required to take reasonable care of their own health and safety and that of others, to co-operate with PACT on health and safety matters; to work in accordance with training and instructions given; and to inform our school of any work situation representing a serious and immediate danger, so that remedial action can be taken.

2 The school curriculum

- 2.1** We teach our children about health and safety issues in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Our teachers take every opportunity to educate children in this regard both as part of

the PSHE and within the normal school curriculum. For example the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic we teach our children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach our children about hazardous materials, and how to handle equipment safely.

- 2.2** We teach our children respect for their own bodies and of those around them, and how to look after themselves. We reinforce these points in PSHE and Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. 'Funfit' lessons also form part of the PE programme.
- 2.3** Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Recycling products, and saving water and electricity use are encouraged.
- 2.4** We believe that everybody in our school can and should promote everybody else's safety, so we teach our children to spot hazards in the classroom or around our school buildings and grounds, and to inform their teacher.
- 2.5** Our school promotes the spiritual welfare and growth of our children through the RE curriculum and Character Development programme, through special events, assemblies, through the daily act of collective worship and celebration of the Holy Mass.
- 2.6** Each class has the opportunity to discuss problems or issues of concern with their teacher, and junior pupils individually with their tutors. Teachers help children to discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.
- 2.7** For health and safety reasons, jewellery should not be worn at any time. Only traditional gold or silver round stud earrings are permitted in school (no pearls or coloured stones), however children wear them at their own risk. Our school cannot accept any responsibility for loss or damage to such items. Earrings should be removed by parents or the children themselves on PE days (this applies to juniors only). If junior children cannot remove their own earrings then they should use a plaster on each ear. Although plasters can be provided by the school, children are encouraged to bring in their own. If pupils fail to comply with these health and safety rules they may not be permitted to take part in PE lessons. Religious medals attached to a chain should be worn discreetly underneath blouses, shirts or tunics. However, these must be taken off for PE lessons and left in the 'jewellery box' with the class teacher. Teachers are not permitted to remove any jewellery, including stud earrings, chains etc. Children may wear a sensible wrist watch to school and an 'SOS/Medical Alert' tag if required by a medical condition. No other bracelets are permitted except for religious reasons and upon request. As mentioned in the Handbook, parents are responsible for informing the class teacher as to whether or not their child should wear glasses during PE lessons.

3 School meals

- 3.1** Children may either bring a packed lunch into school or receive hot meals from Lunchmunch4kidz (LM4K). We provide them with fresh water and a suitable place to eat in the school hall. The nursery also provides free milk. Our children are supervised at all times whilst eating.
- 3.2** There are no re-heating facilities for meals brought into school by children, and no microwave meals are permitted.

3.3 Our school promotes a healthy lifestyle. Snacks for breaktime are therefore limited to fresh fruit, a cereal bar or a plain digestive biscuit. We advise parents that sweets, chocolates and fizzy drinks in lunch boxes are not allowed. Healthy eating is promoted via various areas of the school curriculum.

3.4 As we have children with a variety of different allergies, we request parents to consider the needs of other children by only sending in the following items to be consumed at break and lunchtime: fruit, fresh vegetables, plain digestives/hobnobs/ rich tea biscuits or cereal bars which do not contain nuts. We also request that children do not bring in any sandwiches with nut-based spreads for lunch.

4 General health and safety considerations

a) Training of staff in health and safety, including risk assessment:

Appropriate training is provided at induction (inc. volunteers and work experience placements) and during INSETs. A variety of health, safety & welfare issues are also discussed at staff meetings and briefings as required throughout the year. Responsibilities are also outlined in the Staff handbook and in job descriptions. Any of our staff who use equipment which may result in injury (eg. saw) are advised to use the necessary protective wear. A generic 'risk assessment' form for trips is included in the Staff handbook as a guide for class teachers.

b) Consultation arrangements with employees:

Termly meetings are held by a Health & Safety Committee, which consists of Mrs Teague, Mrs Lobo & Mrs Askew. They can be contacted in person during school time or by email ellen.teague@oakwoodschoo.org.uk; shanida.lobo@oakwoodschoo.org.uk; carrie.askew@oakwoodschoo.org.uk. Our staff are asked to contribute any agenda items before each meeting via the MIS, although issues can be brought up at any time. Some Health & Safety Ambassadors (Year 5 or 6 pupils) attend for the first part of each meeting to voice any pupil concerns. The main roles of this committee are to:

- Discuss matters concerning health, safety & welfare including changes in regulations
- Monitor the effectiveness of health, safety & welfare within our school
- Review accidents and near misses. Discuss preventative measures
- Review risk assessments & checklists, and ensure they are updated regularly
- Discuss staff training requirements (including undertaking risk assessments)
- Review and update the policies on 'Health, Safety & Welfare'; 'Risk Assessment' and 'Fire Safety & Procedures'
- Review all matters relating to fire safety, including any action required following termly fire drills
- Monitor the implementation of professional advice
- Assist in the development of safety rules and safe systems of work

Minutes of meetings are sent to the committee members and Phil Leonard, as the governor responsible for health & safety. Copies are available to other staff on request.

c) Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR:

Any accidents which involve first aid to be administered are reported using the 'Accident/Injury Record Book'. If advice is needed regarding possible contagious or notifiable diseases, Mrs Askew will consult with the HPA (Health Protection Agency). Further details, including RIDDOR, are provided in the Staff handbook and 'First Aid' Policy.

- d) Policy and procedures for off-site visits, including residential visits and any school-led adventure activities:**
Our school takes very seriously our responsibilities for ensuring the safety of our children whilst on educational trips and participating in off-site or 'learning outside the classroom' activities. General background and identity checks are carried out on visiting speakers and appropriate records kept. Our children in Year 6 have the opportunity to take part in a residential visit lasting a few days. The current provider (PGL) holds a suitable licence, they have qualified instructors for specialist activities undertaken, and they carry out detailed written risk assessments. See 'Educational & Off-site Visits & Activities' Policy.
- e) Dealing with health and safety emergencies:**
Any member of the Health & Safety Committee should be informed in the event of an emergency, preferably in person. Depending on the nature of the event, they may confer and decide on the best course of action. School procedures also include 'Critical Incidents' and emergencies during a school trip, full details are included in the Staff handbook.
- f) First aid and supporting medical needs:**
Any first aid should be administered in a timely and competent manner, with procedures effectively implemented according to the procedures outlined in the Staff handbook. Also see 'First Aid' Policy & guidance notes regarding accidents, injuries, administering medicines and staff training. Each of our teachers is responsible for ensuring that all curriculum activities are safe. Similarly, subject co-ordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility (eg. using sports equipment during PE or scissors during Art). Our children are also taught how to identify hazards and implement control measures during various lesson activities.
- g) Occupational health services and managing work-related stress:**
Staff should refer to the 'well-being' section of the Staff handbook for advice on this topic.
- h) Workplace safety for teachers, pupils and visitors:**
The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. General classroom & caretaker checklists are completed according to agreed procedures, as well as 'indoor' and 'outdoor' risk assessments. Any incidents of theft from our school site will be investigated by our Head and/or Deputy Heads and noted in the central Incidents File. In serious cases, they may involve the police.
- i) School security:**
Whilst it is difficult to make our school site totally secure, we do all we can to ensure that our school is a safe environment for all those who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, surveyors and other consultants). Arrival in the mornings and departure in the afternoons is through the back entrance which is manned by a member of our staff. Access at other times of the school day is via the front door, which is opened by our office staff upon hearing the doorbell. We require all adult visitors who arrive in normal school hours to sign in and wear a visitor's badge if they are not accompanied by a member of our staff or not known to our staff and pupils. Our teachers will not allow any adult to enter their classroom if they are not known to them, unless they are accompanied by another member of our staff. For example, our office staff may bring a contractor or other visitor to the classroom and introduce them. If any adult working in the school has suspicions that a person may be trespassing on our school site, they must challenge the person immediately and warn them to leave straight away. Our Head or one of our Deputy Heads should then be informed. If our Head is concerned that an intruder may cause harm to anyone on our school site, he will contact the police.

j) Violence to staff:

Our school takes very seriously the need to safeguard the health and welfare of all our staff. Both PACT employees and our pupils have the right to work in a safe and non-hostile environment. We will not tolerate violence, threatening behaviour or abuse directed against our school staff. If such incidents do occur, the matter will be taken very seriously. Parents are expected to behave in a civil and respectful manner at all times. In cases of abuse or threats to our staff, pupils or other parents, our school may restrict a parent's access to our school premises or ban them altogether. It is an offence for any person (including a parent) to cause a nuisance or disturbance on our school premises. The police may be called to assist our school in removing a parent from the property. A parent who has been banned from entering our school premises is trespassing if they do so without permission.

k) Manual handling:

A poster in our staffroom provides general guidance on manual handling as follows: Don't pick up more than you can carry; don't store heavy items above head height; use the correct equipment (eg. small stepladder for reaching items at height, or trolley for heavy loads). Our pupils are also periodically reminded about potential risks relating to movement of furniture, and procedures are outlined in the Staff handbook.

l) Slips and trips:

All our pupils and staff are encouraged to be vigilant and report any particular hazards to the caretaker, office staff or any member of the Health & Safety committee as soon as possible.

m) On-site vehicle movements:

Car parking on site is restricted to our staff only between 8.15am & 5.15pm. Our staff are encouraged to arrive by 8.20am when our car park is largely clear of pedestrians, they also leave after most children have gone home. The side gate is opened at 8.15am so that parents and children can wait safely in the lower playground until the schools opens at 8.30am. Deliveries mainly occur outside of peak arrival and departure times. A speed restriction of 5kmph is in place in the car park (clearly signed). A pedestrian crossing near the school entrance allows for safe access into school. Our JTAs promote road safety with the children in a variety of ways (eg. assemblies and competitions).

n) Management of asbestos:

A survey completed in April 2016 provides the most up to date information regarding asbestos containing materials in our school (also see our Asbestos Management Plan). All remaining ACMs have either been encapsulated or removed. If needed, a detailed risk assessment and refurbishment survey will be carried out before certain work is commissioned.

o) Control of hazardous substances (COSHH):

Our estates staff and cleaners have been provided with HSE guidance regarding working with substances hazardous to health. These are kept to a minimum and control measures are in place (eg. wearing personal protective equipment, supplies kept to a minimum and stored in the loft, instructions followed, aware of dangers and taking preventive action if necessary etc). Information about regular cleaning products used is kept in the 'Welfare, Health & Safety' file in our school office. A full Legionnaires risk assessment has been carried out by a specialist company and various works were carried out in order to improve our current hot & cold water system, thereby controlling the risks. The Health & Safety committee oversees the management of legionnaires, and our caretaker is the main person responsible for record keeping and general maintenance of these systems. Schematic drawings of all water services are in the 'Premises' file in our school office.

p) Working at height:

Our estates staff have been provided with HSE guidance regarding working at height, and they have the necessary equipment (ie. ladders) needed. A risk assessment must be carried out when using scaffolding.

q) Selecting and managing contractors:

Our PACT surveyor usually recommends suitable contractors to use for works on our premises. Coach companies have been background checked to ensure that the necessary insurance cover, vehicle safety and DBS checks are in place.

r) Maintenance of plant and equipment:

Our estates staff are responsible for reporting any defects with plant and equipment to a member of our Health & Safety committee. PAT testing of all electrical appliances is carried out on a regular basis (usually every 2 years). Any personal electrical appliances brought into school should be visually inspected by our estates staff prior to their use. Any mobile phone chargers must be the same make as the phone (ie. generic chargers may not be used). Any equipment deemed not to be fit for use must be withdrawn immediately. Child-proof socket covers are used wherever appropriate and finger guards have been fitted to certain doors. Our estates staff arrange for the annual boiler service, and Mrs Askew is responsible for ensuring that the gas fire in the office is serviced regularly and that the fixed electrical installation is inspected every 5 years.

s) Fire Safety:

Our school complies with the Regulatory Reform (Fire Safety) Order 2005, as outlined in the 'Fire Safety' Policy. Procedures for fire and other emergency evacuation are displayed prominently throughout our building. A copy of the FEEP is given to all our staff at the beginning of each academic year and in-house training is provided, including at induction. Fire drills are held once each term and appropriate records kept. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, exit routes and the testing of the fire alarm system.

t) Use of minibuses:

Our minibuses are equipped with seat belts, and our pupils must use them at all times when the vehicle they are travelling in is moving. Although not a legal requirement, our children in the Early Years (and infants if required) can make use of our school's booster seats. Full procedures are detailed in the Staff handbook and 'Minibus' Policy, including licence requirements for drivers and annual checks. Mr Crilly ensures that our school minibuses are regularly serviced and maintained, and he carries out weekly visual safety checks which are recorded. Insurance documents are held in the central PACT finance office.

5 Early Years Foundation Stage

5.1 Our premises, including the overall floor space and outdoor spaces, are fit for purpose and are suitable for our Early Years children and the activities provided.

5.2 Smoking is prohibited in or on our premises when children are present or are about to be present.

6 Consent

6.1 In line with the GDPR and DPA 2018, Consent Forms are signed when families first enter the school, in which parents give permission for the following:

- General Consent Form which covers: Use of personal information; school trips, visits and activities; emergency treatment.
- Photograph Consent Form which covers: Use of photographs for internal, external, media and school events.

7 Monitoring and review

- 7.1** Our Governors acknowledge their responsibility to ensure that this policy is effectively implemented and meets all current regulatory requirements. Phil Leonard is the governor responsible for overseeing all health and safety matters at Oakwood, and he receives minutes from the termly meetings of the Health & Safety Committee.
- 7.2** This policy is reviewed annually, however it may be amended earlier if legislation or our school procedures change.
- 7.3** Our Head implements our school's health, safety and welfare policy on a day-to-day basis, and ensures that all our staff are aware of the details of the policy as it applies to them.

Signed: C Candia

This policy is reviewed annually	
Title	Health, Safety & Welfare
Version	7
Review Date	19 November 2018
Author	Ciro Candia, Head
Approved by SMT	Yes
Approval/Review required by PACT or sub-committee	Yes
Latest Review (state whether changes were made)	Yes
Next Review Date	Autumn 2019

This policy should be read in conjunction with the following related policies:

Child Protection & Safeguarding; First Aid; Fire Safety & Procedures; Educational & Off-Site Visits & Activities; Risk Assessment; Safer Recruitment.

PACT Board – Overall responsibility for Health & Safety

Mrs E Leonard (Chair) and Mrs B Millington (COO)

PACT Governors - Responsible for oversight of operation of Health & Safety

Mr P Leonard (OW) / Mr J Clausell (OH) / Dr T Newman-Sanders (TC) / Mrs L Newman-Sanders (TL)

Heads of each school - Responsible for day to day operations, management of Health & Safety and security

Mr C Candia (OW) / Mr R Farrell (OH) / Mr R Teague (TC) / Mrs L Sanders (TL)

Health & Safety Committees or Officers at each school – Responsible for organisation of Health & Safety, attending termly meetings and resolving any issues

**Health & Safety co-ordinator for PACT
(as part of Compliance role)**

Mrs C Askew

**All staff, including peripatetic teachers & volunteers as well as visitors,
including parents, children & contractors**

Responsible for taking reasonable care for their own health and safety and that of the others who may be affected by their acts or omissions; any issues or perceived shortcomings in the health and safety arrangements should be reported to any Health & Safety Committee member or Head of the relevant school.