



# Glascote Academy

## Part of Fierté Multi Academy Trust

### 2018-2019

At the heart of our Trust are both the UNICEF Rights Respecting values and articles and Building Learning Power. Through these, we aim to put children's rights at the heart of our schools. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talents and abilities to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

## HEALTH, SAFETY AND WELFARE POLICY

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## Statement of General Policy on Health, Safety and Welfare

This policy statement supplements both the general statement of policy issued most recently by the Staffordshire County Council and in line with the Fierte Multi Academy Trust.

The school's Trust Boards, Local Governing Bodies and Senior Management Teams recognise and accept their responsibilities both under civil and criminal law and also under Fierte Multi Academy Trust's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.

The schools are committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed. The health, safety and welfare of pupils at each academy are paramount

In compliance with the Health and Safety at Work etc. Act, all schools Local Governing Bodies will ensure so far as is reasonably practicable that:

- 4.1 The premises are maintained in a safe condition.
- 4.2 Safe access to and egress from the premises is maintained.
- 4.3 All plant and equipment is safe to use.
- 4.4 Appropriate safe systems of work exist and are maintained.
- 4.5 Sufficient information, instruction, training and supervision are available and provided.
- 4.6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
- 4.7 A healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.
6. Within the financial restraints dictated by the Trust Board, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

- 7.1 To take care of their own safety and that of others and;
- 7.2 To co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
11. This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Overall Trust H&S Leader: Richard Burns (Principal, Violet Way Academy)

CEO of Trust: Maria Hamblin

DELT of Trust: Tony Hand

Chair of Trust Board: Vicki Blundell

Headteacher of Glascote Academy: Michelle Powell

Headteacher of Anker Moor Academy: Simon Russell

Headteacher of Dosthill Academy: Claire Keay

Reviewed: September 2018

# Fierté Multi Academy Trust

## Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Local Governing Bodies and the Trust Board. Duties and responsibilities have been assigned to Staff and Governance as laid out below.

### 1. Trust Chairperson - Mrs Vicki Blundell

The Governing Body will comply with any directions issued by the Children and Lifelong Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Local Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Lifelong Learning Directorate Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Lifelong Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors in each academy appreciate that they can only work within their allocation of the total education budget determined by the DfE and that they will only be accountable for deciding how the budget within their control is to be spent. The Local Governing Bodies have established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### 2. Headteacher responsibility in each academy

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include: -

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999 and in accordance with the Service Level Agreement arrangements. (Arthur J Gallagher as well as Wills Audit). In addition ensure that the process for risk assessments procedures are in place, including identifying when a risk assessment is required, the process of rating risk, the tolerability to risk levels and additional actions required and the review process for risk assessments.
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and

safety arrangements, which form part of this policy-

- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to Governors.
- 2.13 Arrange for termly evacuation drills and.
- 2.12 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 2.13 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

### **3. *Deputy Headteacher/Assistant Headteacher responsibilities***

The Headteacher will delegate to the Deputy Headteacher/Assistant Headteacher, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will: -

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.6 Ensure that all heads of department are kept informed of the names and details of those

persons appointed to provide competent health and safety assistance;

- 3.7 Oversee all arrangements for educational visits and school journeys in discussion with the Educational Visits Co-ordinator.

#### 4. Key Stage Leaders:

All Phase Leaders are responsible to the Headteacher (via the Deputy Headteacher/Assistant Headteacher) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Deputy Headteacher;
- 4.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Lifelong Learning Directorate , CLEAPSS, DfES, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 identify specific staff health and safety training needs and inform the Deputy Headteacher accordingly;
- 4.11 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.12 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Headteacher/Assistant Headteacher.
- 4.16 ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;

- 4.17 ensure that good standards of housekeeping are maintained;
- 4.18 consult the Authority's Health and Safety Adviser or other appropriate officer (Arthur J Gallagher) when additional assistance becomes necessary.

## **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools Health and Safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment (if used) is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the subject leader;
- 5.9 investigate all accidents (in conjunction with the Key Stage Co-ordinator) which occur through activities organised/supervised by the Key Stage;
- 5.10 propose for consideration by their subject leader any improvements which they consider would improve health or safety standards within the department;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## **6. Site Supervisors in each academy**

The Site Supervisor is responsible to the Headteacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site
- 6.3 who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.4 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.5 ensuring that other site staff are adequately supervised;
- 6.6 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 ensuring that staff within the group are not involved in activities outside their limitations;

- 6.8 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.
- 6.10 Ensure fire alarm activation points are tested regularly
- 6.11 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;

## 7. **Health and Safety Co-ordinator** (Headteachers in each academy)

The Health and Safety Co-ordinator's role is primarily that of facilitator. The Health and Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 Arrange for biannual evacuation drills and weekly fire alarm tests etc.
- 7.5 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 7.6 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 7.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## 8. **All Employees** [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.



Employees must also co-operate with the Governing Body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 To report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the Key Stage Co-ordinator/Deputy Headteacher/Assistant Headteacher.

## **9. Pupils/students**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 9.1 follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 inform any member of staff of any situation which may affect their safety.

## **10. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 To investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 To investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 To make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 10.4 To carry out workplace health, safety and welfare inspections;
- 10.5 To attend any safety committee meetings;
- 10.6 To co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of

the above functions.

*Trade Unions represented across the Trust: NEU, Unison, NAHT, ATL, NASWT*

## **11. Health and Safety Committee**

Each school reports on health and safety matters directly to each LGB and then the Trust Board. In addition, Headteacher reports each term identify specific health and safety updates using a shared document that is rag rated. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the school's activities.

The Headteacher will give a short report to the Local Governing Body and Trust Board through the termly Headteacher Report to the Governing Body. The report will contain a summary of any Health and Safety Issues addressed for the term, their impact and areas for development.

## *Arrangements & Procedures for Health, Safety and Welfare*

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Aims:**

- The aim of these procedures is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.
- All academies in the Trust cultivate good habits, alertness and control and instil concern and consideration for the safety of others. Each individual knows how to protect him or herself and know what to do in emergencies. Some staff are trained in basic first aid. All the children are taught to take care of themselves and each other and manage their own risk.
- Sensible safety habits are taught within the whole curriculum, sometimes through topics or in PSHE, Science, English or Design Technology. Outside agencies, such as the Police, Fire Brigade, Road Safety Office and Community Nurse, are invited to address the children.
- We encourage the children to develop beneficial habits through good health and hygiene routines. We reinforce healthy habits and routines by involving the whole school and now have Healthy Schools Status. School meals are prepared according to good dietary principles with an extended healthy option menu.
- Across the Trust we believe that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others during all aspects of school life.
- The school has only a few school rules that are specifically for safety reasons, such as walking in the school building, playing within sight of an adult, care of property etc. However, in a school environment, accidents can still occur so arrangements are in place to minimise the risk.

### **1. Accident Reporting, Recording & Investigation:**

**If an accident should occur, the following procedures will take place:**

- The accident will be reported to the class teacher and then the Key Leader who will report it to the Headteacher/Deputy Headteacher/Assistant Headteacher.
- All accidents, except for the most minor, will be recorded in the accident book (situated in the Medical Room) and reported to the parents at the earliest opportunity.
- If the accident is of a significant nature i.e. banged head, severely cut limb, severe distress, then an accident form will be filled in (forms are available from each academy office). This should be given to the Headteacher who will investigate the

incident and take appropriate action.

- A letter will be sent home to parents should a child sustain a minor bang on the head. This letter will set out a list of symptoms that should be looked for within 24 hours of the incident and if observed, the child should be taken to the hospital for a check up. If there are any concerns school will always advise parents that their child may need to seek medical attention.

## 2. **Asbestos:**

The school site is free of Asbestos; however, before any renovation/building work takes place, the Asbestos Record manual (available from the office), should be consulted and it should be signed by the contractor or person responsible for the work to note that this has been done.

## 3. **Contractors:**

The presence of workers other than those employed in school may create potential hazardous situations. Therefore:

- It is the responsibility of the school to ensure that contractors realise the dangers of working on premises that have small children present.
- The contractor will discuss with the school the potential hazards that might be caused by the work e.g. materials, machinery noise, dust and traffic.
- It is the responsibility of the school to check the safety record of the contractor.
- During work, a weekly/monthly site meeting will be held to discuss Health and Safety issues and an HS46 form will be completed
- Contractors will telephone the Headteacher/Site Supervisor and make appropriate arrangements before commencing work.
- All contractors will report to the office so that there is no danger to the health and safety of children or adults in the school. Any concerns will be reported to the Headteacher, the contractors and the appropriate department of the LEA/other advisory body.
- When not in use, any equipment that contractors bring into school will be stored in a safe place.
- No repairs or maintenance will be carried out in areas that children or adults are occupying, unless in an extreme emergency. All efforts will be made to relocate the children whilst the work takes place.
- Whilst on site, the contractors will not:
  - *Smoke in the building or in the grounds as the school is a non-smoking area*
  - *Talk to the children unless they are supervised by an adult*
  - *Move vehicles while children are at play*
  - *Work on or near the playgrounds whilst the children are at play*
  - *Leave equipment lying around or unattended*
  - *Play loud music during school hours*

- If there are any problems, the headteacher and/or Foreman will be consulted.
- On completion of the contract, a full inspection will be carried out by the school and/or LEA if appropriate.

#### 4. Curriculum Safety:

##### Science:

- All equipment will be kept in the Resource Room between lessons as well as in specific science areas across the Trust e.g. Glascote Academy has an Explorers Hut or Violet Way Academy forest.
- Objects placed in unaccustomed places during experiments could cause breakage and/or fall over. Teachers will make the children aware of this and insist that care is always taken.
- Children will not carry heavy loads, nor will they run about when carrying equipment that might shatter.
- Glass containers will not be used unless no alternative can be found.
- Sharp edges will be taped to avoid accidents.
- Care will be taken when holding objects close to the eye.
- Hands and equipment will be kept clean and hands will be washed before and after touching anything to be put into the mouth.
- Tasting will not be allowed except under strict supervision and permission must be obtained from parent annually to ensure that the children do not have any allergies.
- Children will never handle moulds.
- Children will be made aware of the dangers of cutting equipment i.e. knives, scissors etc.
- Care will be taken with everyday substances i.e. vinegar, lemon juice etc. as they are acidic.
- When using a naked flame, children will be warned to keep long hair and clothing away from the flame. Candles will be fixed in a suitable holder. A bucket of water/sand will be at hand in case of emergency.
- Care will be taken to ensure that children do not look at intense light through a lens and lenses will not be focused at the light to ensure that a fire does not start.
- Children will never look at a very bright light and will never be encouraged to look directly at the sun, even through dark glasses or plastic lenses.
- Only alcohol filled thermometers will be used.
- Magnets will be kept away from electrical equipment, particularly computers and CDs/DVDs.
- Care will be taken when using electrical equipment.
- All 'dangerous' substances or implements will be locked away when not in use.

### **Technology:**

- All equipment will be stored safely and returned to its correct storage place after use.
- Hacksaws will be turned inwards on the Technology Trolley and craft knife blades must be retracted before they are put away.
- Hardboard will be used to protect surfaces when using tools.
- An adult will supervise children when using tools and the correct procedures and techniques need to be shown to the children before they start.
- Wood used in school will be from a reputable supplier to ensure that the treatment used on the wood is not harmful to the children. The source of any donated wood will be investigated thoroughly before it is used by the children.
- When using glue guns, the children will be well supervised. Younger children will not use the guns on their own.
- The children will be made aware of the dangers of using a glue gun and the correct procedures for their use.
- A designated area will be made for using glue guns. Only one child per gun will be in the area at one time.
- The item being glued must be left for a few minutes to cool.
- If the child should burn him/herself, the burn should be held under the cold tap. If there is doubt about the severity of the burn, the designated First Aider and/or the Headteacher will be consulted. The accident will be recorded in the Accident Book (situated in each academy Medical Room) and the parents will be informed.

### **Food Technology:**

- Basic hygiene will be observed and children will wash their hands before handling foodstuffs and tie back long hair.
- The area will be wiped clean before and after the cooking/baking activity has taken place.
- All necessary equipment and ingredients will be in the immediate vicinity and prepared beforehand, ready for use.
- A letter of permission will be obtained from parents before tasting activities take place to ensure that the children do not have food allergies.

### **Musical Equipment:**

- The location of the lesson and the volume of the sound produced will be taken into consideration when planning a Music lesson.
- All communal wind instruments will be disinfected after use.
- All Hi-Fi, tape recorders, CD/DVD players and any electrical equipment will be returned to the appropriate place.

### **Physical Education:**

- The teacher will be dressed appropriately and have appropriate footwear.
- The children will change into the correct P.E. kit for any physical activity.
- The teacher will be aware of what the children are doing throughout the session and not leave the children on their own.
- Children who have forgotten their P.E. kit will either be supplied with clear, spare kit, or, if this is not available, watch the rest of the class, or go to another class to be supervised by another adult.
- Children who are wearing jewellery i.e. earrings which cannot be removed during the first six months, will only take part in the part of the lesson that does not pose a health and safety risk to the rest of the children.
- Equipment in the hall will be checked for safety - benches must not be stacked on top of each other.

### **Gymnastics:**

- Large pieces of gymnastic apparatus will be moved only when there is a member of staff present. All equipment will be checked by a member of staff and returned to its proper place at the end of the lesson.
- The teacher must consider if the environment is safe and whether a dangerous situation can arise i.e. is the floor wet or slippery? Is the area clear of superfluous equipment? Are the mats in the correct place? Are all the fixing points and bolts in the right places?
- The children will be 'warmed up' sufficiently before the lesson begins to avoid injury.
- The teacher must be able to see the whole class.
- The teacher should know how many children are safe on each piece of apparatus and group the children accordingly.
- If only one person at a time can go on the apparatus, the next child will not start until the first is off the apparatus.
- Children will be discouraged from touching each other unless a specific task requires them to do so i.e. partner work.

### **Games Safety:**

- All equipment will be checked before use and at the end of the lesson.
- Children must be supervised when apparatus is collected from the shed or P.E. store.
- The children must be supervised at all times and the teacher must be able to see all the children throughout the lesson.

### **Dance Safety:**

- Children will dance in bare feet if possible. If a child has a verruca on his/her foot, then light pumps will be worn. On no account are children allowed to dance in socks.
- Children will be discouraged from running around in a boisterous manner.

- The teacher will make sure there is nothing in the Hall on which the children could harm themselves.

### **Swimming Safety:**

- Children in specific year groups across the Trust have swimming lessons for a whole hour if the size of the cohort allows. Children will also attend on a rota basis to make up the permitted group size of 30 children.
- A male and female adult will accompany the children when travelling to and from the baths, the senior teacher having a list of all the children in his/her care and the numbers involved.
- The children will be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths.
- The children will be told the layout of Peaks, including where the pool and changing rooms are situated.
- The swimming teacher at the baths must make sure the schools staff know where to find the nearest life-saving equipment, first aid box and telephone in case of emergency.
- All the children and staff must be told the emergency procedures.
- Staff and pupil ratio will be at least 1:20 on the poolside.
- Staff will supervise the children in the changing rooms.
- All girls (and boys with long hair) will wear a swimming cap and earrings must be removed (See LA Guidelines for more details).

## **5. Drugs & Medications**

- Parents must give a written request for the administration of medicines.
- The dosage and time of administration must be clearly written and consent given by the parents for staff to administer the medicine.
- Normally, a trained First Aider will administer the medicine, but in some cases, the Headteacher or Office Administrator may take on this role.
- Each administration will be recorded in the Medicine Administration Book (in the Medical Inspection Room).
- All medicines are kept in a locked cupboard in the Medical Inspection room or if necessary in the refrigerator in the Medical Inspection Room.

## **6. Electrical Equipment [fixed & portable]**

- All electrical equipment in school, including audio-visual, computer and copying machines, will be checked by a qualified electrician annually.
- Fixed installations will be checked every five years and temporary installations annually.
- Defective equipment will be reported to the Headteacher/Deputy Headteacher/Assistant Headteacher who will authorise the necessary repairs or the



writing off of the equipment after consultations with Governors.

- Personal equipment must not be brought into school.

## **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

- In the event of fire, the assembly point is the school playground.
- The fire alarm activation points will be tested weekly in rotation and recorded in the fire logbook.
- Termly fire evacuation drills will be carried out and also recorded in the logbook.
- Fire procedures are displayed in all the classrooms.
- Fire fighting equipment will be inspected annually and checks recorded on the equipment.
- In the event of a fire, the Fire Brigade will automatically be called.
- Fire risk assessment will be carried out annually by the Headteacher/Site Supervisor.
- In parts of the building i.e. the new extension jointed the two parts of the building together, there is emergency lighting. However, in the rest of the building, torches are placed at strategic points around the school in case of a fire at night.
- The person responsible for lettings are notified of the fire arrangements.
- In the event of a Bomb Alert, the children are evacuated from the building in the same way as a Fire Drill and will be taken to a specified area further away from each academy (Glascote Academy: The Sacred Heart Church.)

## **8. First Aid:**

- A list of trained First Aiders is displayed in the Medical Room and staff are retrained every three years.
- A first aid box is situated in the cupboard in the Medical Room.
- Office staff are responsible for checking and restocking the first aid box.
- Parents will be notified of accidents at the discretion of the Headteacher.
- In the case of an emergency, the Headteacher is responsible for calling an ambulance. In the event of her absence, the Deputy Headteacher/Assistant Headteacher will take on this responsibility.
- In the absence of a parent, a member of staff will accompany the child to hospital as long as his/her class has adequate cover. If this is not the case, then the child will be left in the care of the Paramedics and parent will be advised to meet the child at the hospital.

## **9. Glass & Glazing:**

- All glass in the school meets the required safety standards of glazing.
- Glazing is checked annually and damaged panes are replaced depending on the location and safety of the children and staff.

## **10. Hazardous Substances:**

- An assessment will be made of all substances used on the school premises.
- If a hazardous substance is on the school premises, it is recorded in the Hazardous Substances Book (in the school office).
- All hazardous substances i.e. cleaning products etc. are locked away in the Cleaner's Cupboard, which is inaccessible to the children.
- If a member of staff introduces a new substance into the school, the Headteacher will be notified and a risk assessment carried out.

## **11. Health and Safety Advice:**

- Health and Safety checks will be carried out annually and a report given to the Governor's Health and Safety Committee. An Action Plan will be drawn up to address this report and will be sent to the LA/ Wendy Sears
- Advice on Health and Safety Procedures will be obtained from MAT Executive Team

## **12. Housekeeping, cleaning & waste disposal:**

- The Site Supervisor is responsible for the moving of rubbish into the outside waste bins (located in the locked fenced area) each evening.
- Linoleum floors/carpets are cleaned by County Cleaning Services.
- When wet, bollards are put around the area(s) to ensure the safety of the children.
- Glass is rarely allowed on the school premises, but if for some reason it is in the school, any broken glass will be wrapped in newspaper and put in the outside bin.
- The Site Supervisor is responsible for ensuring the school premises inside and out are safe for the children.
- During the winter months, if snow falls, the Site Supervisor will clear a path one-metre-wide to the main door(s) and apply salt and/or grit. This will allow safe access to the building for the parents, staff and children. The same arrangements will be made for hard frosts.

## **13. Handling & Lifting**

- In the normal day-to-day running of the school, there may be times when children may need to move equipment or items of furniture i.e. chairs, tables, sports equipment or other pieces of equipment.
- Children will ALWAYS be supervised when moving any equipment or items of furniture.
- Children will be shown how to lift and carry items safely and be reminded of this each time.
- When using large apparatus, children will be shown how to bend before lifting and moving apparatus.
- The supervising adult will allocate the appropriate number of children to lift heavy items i.e. P.E. mats.

- If a large amount of furniture or equipment needs to be moved, then the Site Supervisor will supervise or carry out the task out of school hours.
- Small items of equipment i.e. CD Players, P.E. trolley, can be moved by the children under adult supervision.
- Children will not stand on tables or chairs to remove displays, nor will they remove staples, pins etc. from display/notice boards.
- Staff may move items of apparatus/furniture etc. but must take notice of the Manual Handling Advice - booklet in the staffroom.
- Children will not move the following items:
  - Computers
  - Television or overhead projectors
  - Piano
  - Cooker
  - Paper cutters

#### **14. Jewellery:**

- Children are encouraged not to wear jewellery in school.
- A watch and small stud earrings are acceptable.
- All jewellery must be removed before P.E. sessions or swimming.
- If children have their ears pierced, they are encouraged to have this done during school holidays to allow the earlobes to heal before the earrings are removed.

#### **15. Lettings/shared use of premises:**

- All letting requests must be made to the Headteacher in the first instance.
- All letting requests from profit making bodies must be made to the Governor's Finance Committee for approval.
- All lettings must be suitably staffed and use their own equipment.
- The school will ensure that the fire and emergency arrangement i.e. emergency lighting, fire exits etc., are known and the location of the First Aid Box - although it would be hoped that they would have their own First Aid Box.

#### **16. Lone Working:**

- If staff are alone in the school, they must ensure that the front door is closed and secure.
- Staff must not let any visitor into school unless the reasons for visiting are known first, via the hatch in the School Office.

#### **17. Maintenance / Inspection of Equipment:**

- P.E. equipment is checked annually by Mercury Sports Equipment Ltd.
- Fire alarms and emergency lighting are regularly maintained by Trinity Protection

- Fire extinguishers are checked annually by Chubb.
- Portable Appliance testing is carried out annually by Middleton Maintenance Services Ltd.

#### **18. Reporting Defects:**

- Hazards are reported to the Headteacher and also recorded in a Hazards Book located in the School Office.
- The problem is then either rectified immediately or interim measures are taken pending rectification.
- The Headteacher/Site Supervisor are responsible for arranging any remedial work.

#### **19. Risk Assessments**

- The Headteacher is responsible for ensuring Risk Assessment are undertaken in accordance with Wendy Sears (SLA) and Wills Auditors.
- Risk Assessments are reviewed on an ongoing basis (annually) and include - each individual hazard, existing control measures, risk ratings and additional controls if the risk levels are too high.
- The Headteacher will carry out internal audits on the Health and Safety policy and risk assessments.
- Class teachers are instructed to undertake Risk Assessments in their classrooms and if necessary report any issues to the Headteacher.
- Before any out of school visits, if possible, a visit to the venue is undertaken by a member of staff and any issues reported to the Headteacher who will make any additional arrangements.
- Staffordshire EVOLVE is used to complete all visit risk assessments

#### **20. School Trips/ Off-Site Activities:**

- The Headteacher is the School Visits Co-ordinator.
- All trips are planned in conjunction with the themes for the term or may be offered as Attendance Awards for the best class attendance for the term - these are funded either by the Post Office or from the school budget but this is reviewed annually.
- Approval is sought from the LA/ Evolve for the visit.
- Before any out of school visits, if possible, a visit to the venue is undertaken by a member of staff and any issues reported to the Headteacher who will make any additional arrangements.
- A First Aid Kit is always taken on a school trip.
- A ratio of adults to children is normally either 1 : 8 or 1 : 6 depending on the age of the children
- Members of staff carry a mobile phone with them whilst off the school premises to allow for emergency cover if necessary and to report any major incidents.

- Parents must sign a permission slip before the children are taken off the school premises for school trips or matches taking place at other schools.
- All coaches or minibuses that are hired must have seat belts and seats for all the children - no standing is permitted.
- Under the school's insurance policy, parents are insured to transport children in their cars as long as each child has a seat belt and if necessary, a booster seat.

**21 Smoking:**

- No smoking is permitted on the school premises and this includes E-Cigarettes.
- If staff or visitors wish to smoke, they are asked to leave the premises.

**21. Staff Consultation:**

- The Governor's Health and Safety/Premises Committee meets once a term to review safety measures and ensure safety procedures are implemented throughout the school.
- The Headteacher is responsible for Health and Safety in the school and the day to day implementation of the policy.
- The Headteacher and Site Supervisor are responsible for Health and Safety and meet monthly to complete risk assessments and report to the schools Health and Safety/Premises Committee.

**22. Staff Health & Safety Training and Development:**

- Staff are briefed in staff meetings and/or staff briefings if there are new Health and Safety arrangements and are aware of all procedures. (x 2 weekly)
- The Site Supervisor will attend appropriate training courses to ensure that he is up to date with present issues.
- The Health and Safety Co-ordinator (or designated member of staff) will attend training as and when necessary in order to keep up to date on new issues.

**23. Staff Well-being including Mental Health/Stress:**

- Any member of staff may discuss their concerns with the Headteacher at any time and every effort will be made to give the necessary support.
- If the Headteacher is stressed, then they will call on the Chair of Governors for support.
- Councillors from the LEA or Unions are available to give support to stressed staff.
- Each member of staff is given 10% of their teaching time for Planning, Preparation and Assessment (PPA).
- Those teachers who have Leadership responsibilities for core subjects i.e. English, maths, Science and ICT are given time to pursue their leadership responsibilities. This may be on an 'as and when needed' basis' or as a timetabled weekly slot.

**24. Supervision:**

- Children will never be left unsupervised in the classroom whilst in the care of the school.
- As new staff are appointed, Enhanced DBS clearance will be obtained.
- The permitted ratio of adults to children will be maintained on school visits.
- Extra-curricular activities will be supervised by a member of staff and/or a qualified coach.

**25. Use of Laptops / Display Screens:**

- Training for staff that make significant use of Lap Tops will be given annually.
- Any defects to the work station should be reported to the Headteacher and an assessment by the MAT will be arranged.

**26. Vehicles on Site:**

- Only staff or visitors are allowed to bring their vehicles onto the school premises or park in the car park between 8.30 am and 5.00 pm and the main school gates are locked when the children are being brought to or collected from school.
- Delivery vehicles are allowed on site, but drivers must not move their vehicles whilst the children are at play.
- When parents are bringing their children to school or collecting them at the end of the day, they are asked to use the pedestrian gate to ensure that the children are kept away from the drive and any parked vehicles.

**27. Violence to Staff/School Security:**

- The Site Supervisor is responsible for the security of the school whilst the school is closed.
- The Headteacher is responsible for the security of the school during the school hours.
- The main entrance to the school is open during the school day to allow access to visitors. However, they are not allowed through the secure door to the main school building unless authorised by the Office Manager or the Headteacher.
- All visitors must sign in and out in the Visitors book and wear a Visitor's lanyard.
- The side gate leading onto the playground is kept locked between 9.00 am and 3.00 pm each day.

**28. Working at Height:**

- Members of staff are not permitted to use ladders unless supervised by another member of staff.
- A small ladder with a handrail and standing area is available in each classroom area for use during the putting up of displays etc.

- Any work needed at height is carried out the Site Supervisor.

## **29. Work Experience:**

- All work experience students are made aware of potential hazards.
- All students have access to the Health and Safety Policy Procedures and are encouraged to read it and discuss any issues pertaining to them.

## **Monitoring the Policy:**

- The Health and Safety Annual Checklist is carried out by the Headteacher/Site Supervisor and include the risk assessment procedure.
- A report showing actions needed is then given to the Governor's Health and Safety/Premises Committee.
- The premises are checked for safety by the Site Supervisor every morning before the children are allowed onto the premises.
- The Site Supervisor is also responsible for the security of the school and is the main key holder.
- Any other faults which may be Health and Safety issues are recorded in a book the School Office and the Site Supervisor is requested to make safe.
- Accidents and complaints are rare, but if they do occur, the Headteacher investigates the situation and take any necessary action.
- The Health and Safety Policy - Arrangements and Procedures - is reviewed every two years or earlier if necessary and is distributed to all members of staff.

**Chair of Trust: Vicki Blundell**

**Reviewed: September, 2018**

