



BROADWAY JUNIOR SCHOOL

**HEALTH AND SAFETY
& FIRST AID**

September 2022

Review Date: September 2023

POLICY STATEMENT ON HEALTH AND SAFETY

Part 1: Statement of intent

1. The Governors of Broadway recognise their corporate responsibility (alongside the LEA as employer) to provide a safe and healthy environment for the children, all staff and other premises users and aim to achieve a level of excellence in managing all health and safety related issues.
2. The Governing Body will take reasonable, practical steps to fulfil their responsibilities within Health and Safety guidelines and maintain safe and healthy working conditions.
3. The school will operate as far as health and safety is concerned within the structure and framework of Sunderland City Council and will therefore apply all health and safety instructions and advice issued by Children's Services and ensure that through a systematic risk assessment programme, that risks and accidents are identified, eliminated, reduced or adequately controlled.
4. The school will provide clear instructions, information and adequate training, to ensure employees are competent to do their work, including health and safety codes of practice and advice offered by the Council and other appropriate organisations.
5. The school will consult with employees on matters affecting their health and safety.
6. The school will ensure that the school governors are given regular opportunities to inspect the school premises and equipment.
7. The school will ensure that when maintenance work is carried out the safety of all is ensured.
8. The school will implement emergency procedures, including evacuation in case of fire or other significant incidents.
9. Governors will ensure that a system exists for reporting, recording and investigations of all accidents and that all reasonable steps are taken to prevent recurrences.
10. Governors will review and revise this policy regularly.

Part 2: Responsibilities for health and safety

1. The day-to-day responsibility for ensuring this policy is put into practice is Claire Johnson, Headteacher.
2. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
 - Claire Johnson (Headteacher): risk assessments, consulting employees, accidents and ill-health investigations, emergency procedures, enabling training.
 - Gary James (site supervisor): premises safety, SAMO (asbestos).

- Fire wardens: Claire Johnson, Gary James, Judith Chipp and Gayle Robson.
- Carole Summers (HLTA) and Sarah Norman (SENCO): managing medicines/medical needs.
- Zoe Gardiner (EVC): educational visits.
- Antony Scott (SLT): IT infrastructure, supporting Headteacher as above.
- First aiders: Carole Summers, Ashley Carney, Kellie Cooper, Audrey Ferry, Deborah Kemp, Rachel Taylor, Annette Kincaid.

3. All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

In the school building:-

Staff should be aware at all times of the need for the proper supervision of children and the need to manage the class and teaching areas to ensure safety at all times.

Children should never be left unsupervised in classrooms, or other areas.

Running in school is not permitted (unless part of a P.E. activity). Children should walk sensibly along the corridors and in other areas.

Entrances and passages should always be kept clear to ensure safe access and exits, especially in the case of emergencies.

Furniture should be spaced correctly, shelves at safe heights etc.

Sharp implements should not be left around, or used without adequate supervision.

Paints, glues etc. should all be water based.

Children should be taught the dangers of putting things near the face, eyes, ears, mouth etc.

Children and staff should use all ICT/display equipment sensibly, adhering to Council policy and guidelines.

Any areas, including teaching spaces, staff rooms, offices, bathrooms, corridors and cupboards, that are deemed to be poorly kept or unsafe, should be reported immediately to the caretaker, headteacher or acting deputy headteacher.

Outside the school building:-

Building maintenance has high priority ensuring that no areas are unsafe. Breakages, faults etc. are to be reported immediately to the caretaker, headteacher or acting deputy headteacher.

Children are to be adequately supervised at all times. A member of staff is present on both gates on arrival and exit to and from school. At least one member of staff per class supervise the children on the yard at break times and lunch times. Mid-day supervisory staff supervise in the dinner hall/s and during lunch breaks.

All visitors to school must enter by the main office, having contacted admin staff by the door entry system, signed the electronic visitor book, produced identification and displayed an appropriate visitor badge.

The caretaker is responsible for regularly checking the school grounds for broken glass/litter and also the building for any damage or any areas requiring repair. He will conduct daily perimeter checks and weekly premises inspections recording any defects and remedial works/repairs required.

Health:-

Children are encouraged to use facilities correctly (toilets, sinks etc) and recognise the effects of misuse on others.

Equipment should be kept clean and in good order, broken items or resources which are no longer appropriate, should be disposed of in a safe way. Children should be encouraged to follow a programme of healthy eating (the school has a daily Fruit Tuck Shop for example).

The school aims to foster practical working links with outside agencies, LAF Team, school nurse, dentist, opticians etc in order to support health-related issues in school.

Staff will be kept updated of advice/information provided by Children's Services relating to Health and Safety/First Aid.

GUIDELINES

In the event of an accident to pupils or staff, an injury record form must be completed, as soon as is practicable after the incident. An IR1 form will be completed where relevant (following Sunderland City Council Code of Practice).

First aid packs are available throughout school in the care of the designated first-aiders.

If an ambulance is to be called to school a senior member of staff will be consulted where practical (C Johnson, N Walker).

Fire precautions and fire drill procedures are on display in classrooms and around the building.

Temporary hazards, caused as the result of maintenance or repair, will be brought to the attention of all staff by the headteacher, and alternative arrangements will be clearly outlined.

Defects within the school environment, such as lack of heating or lighting will be brought to the attention of all staff and rectified as soon as possible.

Staff should endeavour to report to the headteacher any item(s) within the classroom/school which are deemed to be unsafe.

All items for repair will be reported to the headteacher. The Governors will be responsible for an annual site safety check.

Large PE apparatus should be checked regularly. It will be checked and repaired on an annual basis as per the Authority contract (Sportsafe UK).

Electrical equipment will be safety tested on an annual basis (PAT testing Sept annually).

School trips and pupil visits will be organised and carried out in accordance with the LA guidelines set by Derwent Hill. Please refer to the Educational Visits Policy and Evolve site for further information.

"Hazardous Substances" will be controlled in accordance with the Sunderland City Council guidelines.

"Infectious Diseases" are to be reported to the Sunderland Health Authority.

Staff should make themselves aware of where fire extinguishers and fire alarms are sited in school.

Sunderland City Council employs safety advisers who are trained in all aspects of occupational health and safety. They employ environmental health officers who will offer advice on such matters as pest control, water quality and food hygiene. The school nurse will provide assistance on all medical matters relating to pupils.

The headteacher will offer updated advice to all staff relating to health and safety law and its application to school.

THE ORGANISATION AND ADMINISTRATION OF HEALTH AND SAFETY

School Governors:-

Will ensure that there is an effective policy for health and safety within school.

Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made to the policy.

Will ensure that all risks are evaluated within the school relating to accidents, plant or equipment of the school and to the public through any actions of the school.

The Headteacher:-

Will ensure that the policy is complied with at all times.

Will be directly responsible for the health and safety policy of the school and ensure that it is understood and complied with at all levels.

Will ensure that arrangements are made and maintained for all faults and hazards etc to be reported immediately and rectified as soon as possible.

Teaching Staff:-

Will ensure, where reasonably practical, that only safe working practices are used by persons who are under their charge.

All Employees:-

Will make themselves familiar with the school's health and safety policies and practice.

Will report any accidents, unsafe working practices, or working conditions to the headteacher or safety representative.

Safety representatives:-

Will ensure that the management and employees of the school co-operate effectively in promoting and developing measures for health and safety and welfare at work. Safety representatives are listed in Part 2 above.

PROTECTIVE CLOTHING AND EQUIPMENT

Personal protective clothing will be supplied by the school where required by legislation.

All staff must insist that children wear protective clothing/equipment when required to do so.

EVACUATION OF THE BUILDING

Guidance on this is on display in every classroom and in corridors.

MAINTENANCE OF SAFE WORKING CONDITIONS

The governors will ensure so far as is reasonably practicable, a safe and healthy working environment.

All persons with supervisory responsibilities will ensure where practicable that only safe systems of work are used at all times.

Fire fighting equipment will be provided and regularly maintained in accordance with British Standards.

The doors and fire exit doors will be maintained in good condition.

SAFETY RECORDS

The procedure for accident reporting will be in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985". These shall be held on file for at least three years.

LEGAL IMPLICATIONS

Section 7 of the Health and Safety at Work Act 1974, places general duties upon all employees of the school and the Authority. Generally, all employees are required to take reasonable care for the health and safety of themselves and other persons. Any employee who behaves in a way which endangers the health and safety of himself/herself or does not co-operate as necessary to enable a duty or requirement to be performed or complied with, may be prosecuted by the Health and Safety Executive.

IMPROVEMENT AND PROHIBITION NOTICES

Section 21 of the Act empowers an inspector to serve any person an "improvement notice" stating that he/she is contravening the Act. This person must remedy the situation within the period specified by the notice.

NOTICE OF PROSECUTION

Any school or person receiving a notice of prosecution by an officer of the Health and Safety Executive must notify Sunderland Council's Health and Safety department and the Chairperson of the school's governing body.

TAKING A CHILD TO HOSPITAL

Should a hospital visit be necessary, the following procedures should be adhered to:-

- Try to contact the parent/carer, advise that they proceed to school or the hospital.
- Should a parent/carer not be available, a member of staff should accompany the child to hospital and wait until a parent/carer is contacted and arrives.
- The appropriate forms are to be completed at school.

MEDICATION

Please refer to our separate policy 'Supporting Pupils at School with Medical Conditions'.

HEADLICE

If headlice are suspected or reported by a parent/carer, please inform the school office so that a general notification can be sent out to the class concerned; the school nurse will be contacted if the problem persists.

SCHOOL VISITS

School visits are an integral part of the curriculum at Broadway for all pupils. When planning and organising visits of any description, safety and safety rules must have high priority.

Adequate planning and a preliminary visit should be undertaken by the teacher in charge to ensure the suitability of the venue.

Parents should be notified in writing of all visits, details of times, nature/purpose of visit provided and written consent for each child obtained.

Adequate supervision must be provided (at least 1 adult to 10 pupils).

Transport should be arranged with a recognised company with appropriate safety standards.

On the coach:-

- children are to be supervised boarding and demounting
- sufficient seating must be available
- seat belts must be worn (unless on public transport, such as a train or bus)
- all children should remain seated for the duration of the journey
- all luggage to be safely stored.

Destination:-

- children must be well supervised by an appropriate number of adults (ratio 1:10)
- on certain visits children may need identification - (school sweatshirts therefore should be worn) and additional levels of adult supervision.

Meals:-

- for day visits, packed lunches should be brought by the children (children in receipt of free meals are entitled to packed lunches - kitchen to be advised prior to visit).
- Glass bottles should not be brought.

Clothing:-

- suitable clothing/footwear should be worn.

Contingency Plans must be available in case of loss/accident.

- mobile phone should be taken on all visits.
- first aid kit should be taken on all visits.

- staff should be aware of available facilities in case of accidents etc.
- contact school if necessary and 999 emergency/hospital/police.
- evacuation procedures need to be known for residential visits.

Parental Consent/Information: -

- prior to residential visits, parental consent forms giving detailed medical information are to be obtained.

OTHER GENERAL HEALTH CONCERNS

Please contact the school nurse, based at Springwell Health Centre, telephone 5282828, if you have any concerns regarding a child e.g. sight, hearing, dental etc.

Signed:



Mrs C Johnson, Headteacher



Mrs V Walton, Chair of Governors