WAVERLEY PRIMARY HEALTH AND SAFETY POLICY

Reviewed annually
The Governing Body in consultation with the Head Teacher

Health, Safety and Risk Assessment Manual (published and maintained by the Education Department of Newcastle City Council)

The Staff Handbook (containing procedure guidance on Accidents, Fire/Emergency, Illness of Pupils, Outdoor Play Facilities and Visits)

Newcastle Area Child Protection Council guidance (2000) Health Help (a file covering the type and symptoms of communicable diseases and conditions, published and maintained by Newcastle City Council)

Dealing with Troublemakers (DfES/Home Office 1997)

Supporting Pupils with Medical Needs (DfES/Home Office 1996)

Health and Safety of pupils on Educational Visits (DfES 1998)

Guidance on Managing Medicines in Schools and Early Years Settings
Waverley Primary School is a friendly school offering a safe and stimulating environment to all. We welcome and actively seek involvement from parents and the wider community.

**Responsibilities and Duties**

- The Governing Body, primarily through the Premises Committee, shall carry out an annual risk assessment of the school buildings and premises, and ensure, as far as is practicable, that they are safe for people to use and do not pose a risk to the health and well-being of those who enter them.

- The Governing Body recognises and accepts its responsibilities, under the Health and Safety at Work etc. Act 1974 and other health and safety legislation, to ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees, pupils, and other persons, including visitors, contractors, and the general public who may be affected by the school’s activities.

- Governors and all staff shall provide and maintain a positive health and safety culture within the school.

- Governors and all staff, as those, who whilst understanding their duties, are committed to the promotion of the health and safety of others, as well as themselves, shall neither intentionally nor recklessly interfere with or misuse any equipment or fittings within the school that are provided in the interests of the health, safety and welfare of all who enter the school building and premises.

- The Governing Body, primarily through the Head Teacher and Deputy Head Teacher, shall ensure that all employees are effectively consulted on health and safety matters and that prior to the allocation of any particular health and safety function to an individual the individual is consulted.

- The Governing Body, and all other teachers, with the aid of specialist advice when necessary, shall determine the risks to health and safety within the school, and the measures or precautions to deal with them.

- The Governing Body, primarily through the Head Teacher, shall ensure that sufficient information (including all relevant documentation from the local authority), and training relating to the risks to their and other school users health and safety within the school, is provided to all employees.

- The Governing Body and Head Teacher, shall ensure that risk assessments on all activities associated with the school, both on and off site, are carried out and recorded so as to promote and maintain the health and safety of employees, pupils and others involved in them.
The Governing Body, through, the Head Teacher, shall ensure that issues which arise in inspection reports, accident reports and action plans are appropriately addressed and implemented.

The Governing Body, Head Teacher, without prejudice to the distinctive ethos of the school and its own responsibility to promote and foster the highest standards of health and safety, shall ensure that the best practice advocated by the City Council and Local Authority (LA) are adopted and implemented within the school.

The Governing Body shall ensure that an annual health and safety plan is compiled by the Head Teacher and monitor the implementation of it.

Individual employees have a duty to take reasonable care for the health and safety of them selves and of other persons who may be affected by their acts or omissions at work.

Specific Arrangements in School

Accidents
- Accidents shall be reported to a Qualified First Aider, who will maintain a dated log of them.
- Accidents that result in an injury to a person which requires that person to be either treated in hospital, taken to a GP or dentist or to go home shall be forwarded to the LA after a copy has been made of it.

Cars and other Vehicles
- To ensure the safety of children at the beginning and end of the school day the school gates will be closed to traffic at times when pupils are entering and leaving the school premises.
- To ensure the segregation of pupils from vehicles, all cars shall be parked within the areas provided. Paths are provided for the safe use of everyone.

Electrical and Fire Equipment Tests
- The LA and other service providers, as part of the school's Service Level Agreements, shall test Electrical and Fire equipment annually.

Emergencies
- In the event of an electrical fault, fire, flood, gas leak or other emergency, the school shall be evacuated in line with the procedures followed in all evacuation drills. If an evacuation of the school is not necessary but the closure of the school is, parents and carers will be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless accompanied by a responsible adult.

Evacuation Drill
- Practice evacuation drills will be carried out at lease once per term and the results shall be recorded in the Fire Precautions File.
First Aid

• The names of the persons qualified and appointed to administer First Aid shall be displayed on the medical room notice board.
• First Aid boxes shall be kept in the medical room.
• A First Aid box shall be taken on all organised visits from the school.
• A pupil requiring a visit to the hospital shall be taken by their parent or in an ambulance for that purpose, and only in extreme circumstances in a car belonging to a member of staff.

Information Sharing and Training

• On joining the school staff team, all new members of staff shall be given copies of the school’s Health and Safety Policy, school specific risk assessments and copies of appropriate LA risk assessments. Relevant LA codes of practice will also be brought to their attention.
• Each member of staff shall sign an appropriate form to signify that the documents mentioned in the above paragraph have been received and read.
• Staff shall receive health and safety training as required.
• Health and Safety issues shall be a standing item on the agenda of staff meetings, the agenda of the termly governor’s business meeting.
• Whenever a member of staff identifies a health and safety issue in the working environment it shall be reported to the Head Teacher by the member of staff.

Medication

• Reference should be made to DfES Guidance on Managing Medicines in Schools and Early Years Settings, March 2005.
• The parent responsible for a child is defined in the Education Act of 1996 and the Children’s Act of 1989.
• Staff shall ensure at all times that all over counter and prescription medication that is brought on to the school premises for personal use shall be kept safe and out of the reach of children in a cupboard.
• No pupil shall bring on to the school premises any over the counter medication.
• When a pupil requires prescription medicine, the pupil’s parent or carer shall come into the school to administer it during the school day.
• If a pupil needs medication over an extended period of time, including prescribed controlled drugs, a written agreement may be made between the parent/carer and the Head Teacher concerning the administration of the medication.
• Dated records shall be kept of all medicines administered in the school.
• All prescription medication for pupils in the school, excluding blue inhalers, shall be kept in the designated locked medical cupboard, the keys to which will be held by the Head Teacher and the named person qualified and appointed to administer first aid within the school.
• All prescription medication, including inhalers, shall have both the Pharmacist’s instructions and the name of the pupil for whom the medication is prescribed upon the container in which the medication is stored.
• A blue inhaler shall be kept in the classroom cupboard appropriate for the pupil for whom it is prescribed so as to allow easy access for the pupil.
• A prescribed brown inhaler for a pupil shall only be allowed in the school after a written agreement between a parent and the Head Teacher has been established. Its shall be kept, during the school day, in the appropriate locked cupboard.
• A personal health plan shall be drawn up for a pupil who has a known medical condition which required medication, or whose medical treatment is affected by a religious belief, and the health plan shall be kept in the School Office.
• When necessary, the appropriate member of staff shall take a copy of a child’s health plan whilst that child is on an educational visit and shall ensure the safe carriage and administration of the appropriate medication during such a visit but, if the medical needs of a pupil cannot be met during an educational visit the pupil shall not take part in the visit.
• At the end of each term all medication kept in the school for a pupil must be removed from the school by the pupil’s parent(s) and all remaining medicines shall be removed and destroyed by the Drug Liaison Officer for the Northumbria Police.

Maintenance Work and Repairs

• Whenever maintenance or construction work is needed in the school the Governors shall select Contractors whose competence has been vetted by either the school Architect or the City Council.
• Before maintenance or construction work takes place within the school building or premises a meeting of the Head Teacher with the Contractor shall be held at which health and safety method statements will be discussed and agreed.
• All construction work shall be fenced off so as to prevent pupil access to the danger area.
• The Head Teacher shall intervene with the Contractors and stop the work if and when any health and safety concerns arise.

Risk Assessments & Educational Visits

• Risk Assessments required for activities in the school shall be carried out by the Head Teacher and guidelines should be followed by activity leaders concerned.
• Risk Assessments for educational visits shall be carried out by the visit leader, the findings entered on an LA Educational Visit form and handed to the ????????? before the date of the visit. See Risk Assessment Educational Visits Policy and Guidelines.

Security of the School Premises

• The doors of the school building shall be unlocked when pupils enter or leave the building at the beginning and close of the school day and during break times but all other times the doors shall be locked so as to preclude all unauthorised access to the school and to provide a warning to staff when a pupil leaves the building without permission.
• The main entrance of the school building shall be locked when pupils enter and leave at the beginning and close of the school but it shall remain locked at all other times.
• All visitors shall be admitted to the school building only by a member of the school staff and all visitors shall sign the visitor’s book at the reception desk of the School Office when they enter and leave the building.
• In the event of a person threatening to be violent on the school site the police shall be called.
Snow and Ice

- In the event of adverse weather conditions, such as snow and ice, the Caretaker shall ensure that pathways are cleared and made safe before staff, parents and pupils enter the school grounds.
- Parents and Carer’s shall be given notice of the school’s closure due to adverse weather conditions by means of text, LA website and announcement on local radio station. If school needs to be closed during the working day parents and carers shall be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless they are accompanied by a responsible adult.

Waste Disposal

- Waste disposal arrangements shall be carried out by LA service providers as part of the school’s Service Level Agreements.

Review and Monitoring

- The Health and Safety Co-ordinator shall carry out a termly Health and Safety check and report their findings to the Governing Body.
- The Governing Body along with the Head Teacher shall monitor the implementation of the Safety Policy to assess whether the policy is being effectively pursued and whether satisfactory standards of safety performance are being achieved.

The Governing Body shall review this policy bi-annually.

LAST REVIEWED: 22/01/2019

NEXT REVIEW: 22/01/2021