

## CROWLEES CE (c) J&I SCHOOL

### Health, Safety and Welfare Policy

#### MISSION STATEMENT



*Our school is a place where happy memories are made. Each child is safe, cared for and learns to care for others; is valued for being themselves; is supported in learning to make the right decisions and challenged to be the best they can be.*

*This vision is underpinned by our shared 'Crowlees Christian Values'*

#### **1 INTRODUCTION**

1.1 The Governing Body of Crowlees CE (c) J&I School has adopted the Health and Safety Policies of the Council and LA as the overall statements of their duties and obligations to all school staff, pupils and the people affected by the school's activities. Certain parts of the Policy have been adapted to the individual circumstances of the school.

1.2 The Governing Body and the Head Teacher intend to implement the Health and Safety Policy with reference to the codes of practice stated in the, 'Health and Safety at Work Schools' Manual'. In consultation with the Council's Senior Safety Adviser, Governors will keep under review recommended safety measures, instructions and training to ensure the health and safety of all at Crowlees CE (c) J&I School. This helps the school to maintain the highest standards of safeguarding possible.

#### **2. RESPONSIBILITY**

2.1 Responsibility for the Health, Safety and Welfare of all in the workforce is shared by:

##### GOVERNORS

The School Governors will ensure that:

- a) the Head Teacher produces a Health and Safety Policy for approval by the Strategy Committee of the governing body and that this policy is regularly reviewed;
- b) risk assessments of work activities are undertaken and a written record of the assessments kept;
- c) sufficient funding is allocated for health and safety;
- d) regular safety inspections are undertaken
- e) a positive Health and Safety culture is established and maintained.

##### HEAD TEACHER

The Head Teacher will ensure that:

- a) a school Health and Safety Policy is approved by the governing body and that policy is regularly reviewed and revised as necessary;

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- b) risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid;
- c) safe systems of work identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- d) information and advice on Health and Safety is acted upon/circulated to staff and governors;
- e) a regular safety inspection is undertaken;
- f) any health and safety issues are reported to governors in the head teacher's report
- g) she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.

### EMPLOYEES

All employees must:

- a) take reasonable care of their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) use the signing in and out board
- c) report immediately, or as soon as practicable, any defects noted with equipment, machinery or the workplace generally to the Head teacher, Caretaker or Health and Safety Governor;
- d) not misuse anything provided for health and safety purposes
- e) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate fully with management in investigating such accidents or incidents;
- f) cooperate with management in respect of complying with Health and Safety requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.

### CLEANERS

Have the same responsibilities indicated for all employees.

### VOLUNTEER HELPERS

Have the same responsibilities as those indicated for employees.

### PUPILS

(They have no specific responsibilities in legislation other than the requirement on all persons not to interfere with items provided for Health and Safety.)

Pupils are expected to:

- a) comply with school rules relating to general behaviour;

- b) take note of and comply with information provided for safety with regards to activities undertaken;
- c) not to misuse anything provided for Health and Safety reasons.

### **3 GENERAL ARRANGEMENTS**

#### **3.1 Accident/Incident/Reporting**

##### **a) PUPILS**

All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school, 'Pupil Accident Book' which is kept in the office.

In addition any reportable incidents will immediately be input on Kirklees Council Incident Report Form IRO1 via the LACHsweb system. Reportable incidents are as follows: fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative.

##### **b) STAFF**

All accidents to staff are to be recorded by inputting information on the Kirklees Council Incident Report Form IRO1 (as above).

##### **c) VISITORS**

All accidents to visitors other than pupils are to be recorded as for staff.

##### **d) NEAR MISS INCIDENTS**

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an incident/accident form is to be completed. The form will be sent to the Head teacher who will then decide if it needs to be forwarded to the Schools' Health and Safety Unit. This will be the case for any major structural collapse, any explosion or any fire, which causes the closure of a room or more.

##### **e) BEHAVIOUR INCIDENTS**

These include violence, bullying and harassment. Incidents will be recorded in school and dealt with in line with council and school policies and procedures.

### **4 THE SCHOOL CURRICULUM**

- 4.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

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- 4.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 4.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)
- 4.4 Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 4.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. All staff handle these concerns with sensitivity.

## **5 SCHOOL MEALS**

- 5.1 Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 5.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- 5.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

## **6 SCHOOL UNIFORM**

- 6.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.
- 6.2 We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.
- 6.3 It is the responsibility of the Head Teacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 6.4 We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and

request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

- 6.5 On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is earring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

## **7 CHILD PROTECTION**

(See Safeguarding Policy & Child Protection Policy)

- 7.1 The Head Teacher is the named person responsible for child protection in the school. In her absence the Deputy Head Teacher covers this role.
- 7.2 If any member of staff suspects that a child in their class or in the school may be the victim of abuse, they should immediately inform the named person about their concerns.
- 7.3 The school's named Child Protection Officer works closely with social services and the Kirklees Safeguarding Children Board when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 7.4 We require all adults employed in school to have their application vetted through DBS checks in order to ensure that there is no evidence of offences involving children or abuse.

## **8 SCHOOL SECURITY**

- 8.1 While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- 8.2 We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 8.3 Members of staff will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 8.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher immediately. The Head Teacher will warn any intruder that they must leave the school site straight away. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

## **9 SAFETY OF CHILDREN**

- 9.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Head Teacher before the activity takes place.
- 9.2 We do not take any child off the school site without the prior permission of the parent/carer.
- 9.3 If an accident does happen, resulting in an injury to a child, the member of staff will do all s/he can to aid the child concerned. First aid boxes are situated in designated areas around school. The following staff have been trained in first aid:
- Mrs M Shilton (first aid at work)  
Mrs R Hardy (first aid at work)  
Mrs J Peace (paediatric)  
Mrs C Shotton (paediatric)  
Miss J Midgley (paediatric)  
Mrs J Hepworth (paediatric)
- 9.4 Should any incident involving injury to a child/adult take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school office staff will telephone for emergency assistance.
- 9.5 We record all incidents involving injury in the school logbook, and we inform parents as appropriate. Should a child/adult be quite seriously hurt, we contact the parents/emergency contact through the emergency telephone number that we keep on the school files.

## **10 SEAT BELTS**

- 10.1 We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

## **11 THEFT OR CRIMINAL ACTS**

- 11.1 The teacher or Head Teacher will investigate any incidents of theft involving children.
- 11.2 If there are serious incidents of theft from the school site, the Head Teacher will inform the police and record the incident in the incident book.
- 11.3 Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

## **12 MONITORING AND REVIEW**

- 12.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.
- 12.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 12.3 The Head Teacher implements the school Health, Safety and Welfare Policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- 12.4 The Head Teacher reports to governors annually on health and safety issues and it is an agenda item on the Head Teacher's termly report to governors.
- 12.5 This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Signed: K Woods

Head teacher  
Mrs K Woods

Signed: M Shilton

Health & Safety Governor  
Mrs M Shilton

Date: September 2018