



Buxlow Preparatory School

Health, Safety & Welfare Policy

(incl EYFS)

Reviewed: September 2018, September 2019, September 2020 by D May - Headteacher

To be reviewed: September 2021

Buxlow Preparatory School is committed to equal treatment for all regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, age, race, ethnic origin, marital status, pregnancy or maternity. We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil.

1 Introduction

1.1 Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

This policy takes note of the non-statutory advice *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies 2013*.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. ILG, along with the Headteacher, take responsibility for protecting the health, safety and welfare of all children and members of staff. Health and Safety is an item on the Staff Meeting agenda every week. A Health and Safety audit is carried out every 6 months by ILG.

Please also refer to separate policies for:

- Legionella Control Procedures
- Healthy Eating Policy
- Infectious Diseases Policy
- Missing/uncollected child and Critical Incident Policy

These can be accessed on School internal shared drives or a hard copy can be obtained from the School Reception Desk.

2 Healthy schools initiative

2.1 Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools' initiative. This school fully supports the aims of this initiative. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning
- making sure that we have effective policies on sex education and drugs education
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living
- providing opportunities for children to take responsibility for their learning and behaviour
- making sure that the environment is stimulating and conducive to learning
- providing opportunities for children to put forward their views and be listened to
- supporting children who need additional care and attention
- providing opportunities for all our staff to develop their skills
- working closely with parents/carers and external agencies to provide the best possible support for our children
- making sure all children have clear and appropriate targets

3 Responsibilities

The Directors:

The Directors accept full responsibility for Health and Safety within the School. They will constantly monitor the effectiveness of the implementation of this policy and will revise it when necessary. The Directors will ensure via the Head Teacher of Buxlow School that any changes in this policy are drawn to the attention of all employees. The Head Teacher works with a Health and Safety auditor who visits the School once a term, and then makes any recommendations to the Proprietor.

Head Teacher:

The Head Teacher of Buxlow School will be responsible to the Directors for the safe functioning of all School activities. He will:

- Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Directors as appropriate.
- Recommend changes in the Safety Policy in the light of experience.
- Ensure the co-operation of all staff at all levels as regards working to this Policy.
- Be responsible for ensuring that all staff fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- Take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their Health and Safety implications.
- Take steps to ensure that all staff are adequately trained to carry out their Health and Safety responsibilities.

Staff:

Employees have their own specific responsibilities. The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Therefore, employees must:

- Take reasonable care of their own and others' health and safety.
- Co-operate with their employers.
- Carry out activities in accordance with training and instructions.
- Ensure safe procedures are followed and PPE is worn.
- Inform the employer of any serious risks.
- Check their classrooms are safe and equipment is in safe condition.

- Be aware of and abide by the terms of the School Health and Safety Policy. Staff and other adults in the school must not work at heights. Staff must not stand on chairs, desks or other furniture. Ladders are not allowed within school premises.

4 The School curriculum

- 4.1 Curriculum time is given to the delivery of health and safety topics such as respect for their bodies, spiritual welfare and growth, and care for the environmental, through the teaching of PSHE, science, geography and RE.

5 School meals

- 5.1 All children bring their own packed lunch and we provide them with a suitable and supervised place to eat it. There is also an option to order hot food directly from the Pantry.
- 5.2 Our school promotes a healthy lifestyle. We have a healthy eating policy and do not allow chocolate, crisps and fizzy drinks for lunch. We encourage children to bring fruit for mid morning snack and to eat 5 portions of fruit or vegetables a day. As sweets can damage children's teeth, we only allow sweets to be eaten in school on special occasions.

6 School uniform

- 6.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours.
- 6.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs.
- 6.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is, however, 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 and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their child leaves home with the proper uniform on. 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 and carers not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- 6.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears, which are kept on for PE, but removed for swimming.

7 Child protection

- 7.1 The named persons with responsibility for child protection in Buxlow is Darren May, Headteacher Headteacher, Michelle Jobe, EYFS Lead.
- 7.2 Refer to the School's Safeguarding Policy for detailed information on issues of child protection.

8 School security

- 8.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 8.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear a Visitor badge at all times whilst on the school premises. They

are then apprised of the evacuation procedure in case of fire, notices for which are also displayed in the Reception area and throughout the School.

- 8.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them or they are not accompanied by the Headteacher.
- 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 headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher 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. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place. Risk assessments are carried out regularly by the Head Teacher, Class Teachers, specialist PE teacher and After School Supervisors.
- 9.2 At Buxlow School, we ensure that a risk assessment of the premises, methods of work and all activities are conducted annually (or more frequently, if necessary). This is to identify all potential hazards, defects and deficiencies, together with the necessary remedial action or risk control measures. Copies of all Risk Assessments are kept in the School Office.
- 9.3 We do not take any child off the School site without the prior permission of the parent.
- 9.4 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the First Aid area and the Head's office. We endeavour to have all fulltime teaching staff at the school to be trained in first aid (see list of qualified first aiders on display in First Aid Area and Staff room)
- 9.5 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 9.6 We record all incidents involving injury, and, in all cases of head injury, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. Any reportable incidences are made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (see First Aid Policy).
- 9.7 The Head Teacher is responsible for reporting all incidents and accidents as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Form F2508 should be completed online as appropriate.
- 9.8 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made in the Restraint log which is in the Head's Office.

10 Maintenance

- 10.1 Annual maintenance and safety checks are made on the electrical equipment, (PAT testing), the gas boiler, central heating system, climbing frame and large PE equipment. Copies of maintenance issues are kept in a separate log book in the School Office.
- 10.2 Please refer to the separate Fire Policy and Fire Risk Assessment for Buxlow School. The Buxlow School Fire Plan specifies our procedure.
- 10.3 All cleaning materials and chemicals are kept in a locked cupboard and an updated COSHH is kept in school. One copy in the Head's Office and another inside the Cleaning Cupboard. The anti-bacterial spray used to clean the dining tables is kept in the Staff Room.
- 10.4 The following list gives the activities undertaken which may result in hazards. These may need to be considered when carrying out risk assessments. The list is not exhaustive, but illustrates the extent of hazards, which may need to be taken into account.

| | |
|--------------------------------|----------------------|
| Manual Handling | Hand Tools |
| Stacking | Use of Machines |
| Contact with Cold/Hot Surfaces | Electricity |
| Gas | Ventilation |
| Lost Child | Lighting |
| Pregnant Workers | Lone Workers |
| Cleaning | Allergies |
| Trip Hazards | Slippery Surfaces |
| School Visits | Housekeeping |
| Major Building Projects | Chemicals/Substances |

11 Fire and other emergency procedures

- 11.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. An annual Fire audit is carried out at the start of every academic year.
- 11.2 Fire drills are carried out at least termly. Fire Practices are monitored and a Fire Drill Form is completed and kept on record.
- 11.3 A list of contact details of other emergency services including electricity, gas, and water failures are kept with the Head Teacher, Deputy Head, Nursery Manager, and these are also displayed on the Reception Noticeboard.

12 Hazards specific to Buxlow School

- 12.1 COSHH - Control of Substances Hazardous to Health Regulations 1988.
- 12.2 Hazards Associated with running a school. The use of hazardous substances within Buxlow School is kept to an absolute minimum. The areas where hazardous substances are used and stored are:
Kitchens/Offices
Domestic Cleaning/Maintenance Department

13 Educational visits

- 13.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits. See Risk Assessments for Off Site Visits.

14 Seat belts

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

15 Medicines

- 15.1 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents should seek the approval of the Headteacher, class teacher or school secretary.
- 15.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- 15.3 Staff involved in administering the medication to receive training prior to doing so and will be witnessed by another adult. Please refer to the Buxlow School First Aid Policy.

16 Internet safety

- 16.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the School's website, or in newsletters and other publications. Children and parents are informed about e-safety issues. Please refer to the Buxlow School Safeguarding Policy.

17 Theft or other criminal acts

- 17.1 The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.
- 17.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police. Please refer to the Buxlow School Behaviour Management procedures for details of our zero tolerance policy on acts of violence against any member of the community. In the event that a pupil was violent towards a member of staff, this would be investigated and any safeguarding issues arising would be dealt with in accordance with the School's Safeguarding Policy.

18 The health and welfare of staff

- 18.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay.

Records of accidents to staff are recorded in the Staff Accident book which is in the Head's Office. Any reportable incidence is made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Staff have attended training on manual handling and the appropriate use of step ladders.

- 18.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take any necessary action.

19 Risk Assessment

- 19.1 Risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

- 19.2 There are numerous activities carried out at Buxlow School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips
- Science
- Each sport and PE activity
- Art
- Music, drama

Staff, eg pregnancy, return under 'fit for work' limitations issued by GP.

- 19.3 To help us carry out effective risk assessments, and assess all risks adequately, we make use of generic risk assessments, for our educational activities, trips and visits.

- 19.4 Conducting a Risk Assessment

Our policy at Buxlow School is to reduce the risk in all activities to an acceptable level. In order to assure this we ensure that:

- Staff delivering the activity or instruction are appropriately trained
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage.

20 Smoking

20.1 Buxlow School has a non-smoking policy in its buildings and grounds. Parents should be made aware of this at the time of placement. Non smoking signs are displayed around the school.

21 Contractors

Contractors are selected by Head Office and the Health and Safety requirements for any contract are agreed with the Director of Operations. Where appropriate contractors will also be inducted in fire procedures and other safety procedures if visiting school premises.

22 Monitoring and review

22.1 The Head Teacher implements the school's 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. The headteacher also reports to the Directors on health and safety issues.

22.2 The Head Teacher takes steps to ensure that staff are adequately trained to carry out their Health and Safety duties. A log is kept of all training courses attended.

Signed:



Amit Mehta