



**Health & Safety Policy**  
(including First Aid and Administration of medicines)

Date	Review Date	Lead
<b>October 2016</b>	<b>October 2017</b>	<b>Karen Wakefield</b>

## Policy for Health & Safety

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Wakefield LA (See Appendix) and guidance by the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Havercroft Academy.

*The Health and Safety Executive have published a document reference HSG65 titled "Successful health and safety management" that is a guide for employers to establish a system for managing health and safety. This is further outlined within British Standard BS 8800 - guide to occupational health and safety management systems. The Health and Safety Commission's Education Service Advisory Committee produced guidance specific for schools titled "Managing health and safety in schools" (Wakefield LA)*

### General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and pupils.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
5. Maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
6. Formulate effective procedures for use in case of fire and for evacuating the school premises.
7. Lay down procedures to be followed in case of accident.
8. Teach safety as part of pupils' duties where appropriate.
9. Provide and maintain adequate welfare facilities following recommendations by the Education Department and Wakefield LA (See safeguarding policy).
10. There is regular, effective communication to inform staff, pupils and other stakeholders of health and safety matters, and effective mechanisms that allow for the reporting to the Headteacher any concerns relating to health, safety, welfare and hazardous issues.
11. In addition to the information given to staff and pupils, all contractors and visitors will be made aware of the general policy at the earliest opportunity, and will be informed of any specific requirements before commencing activities.
12. This policy will be kept up to date to take account of changes. To ensure this, the policy and the way it has been implemented will be reviewed every year.

## **Responsibility of the Governors and Headteacher**

The Governors and Headteacher are responsible for implementing this policy within the school (The Organisational Responsibilities are outlined in Appendix 1). In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded in the Fire Log Book.
3. Make arrangements to draw the attention of all staff employed, pupils and other users at the school, to the safety policies and procedures and of any relevant safety guidelines and information issued by the Authority and other outside agencies.
4. Make arrangements for the implementation of the Authority's accident/incident reporting procedure and draw this to the attention of all staff at the school as necessary.
5. Ensure that regular safety inspections are undertaken. Annual inspections will also be carried out by Site Supervisor and Headteacher
6. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team.
7. Report to the Governors any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. Report to the Director of Children and Young Peoples Services any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to the Academy.
8. Monitor, within the limits of their expertise, the activities of contractors (in liaison with to, hirers and other organisations present on site, as far as is reasonably practicable.
9. If any member of staff has direct responsibility for particular safety matters for such delegated responsibility must be defined as appropriate.

## **Duties of the Governing Board to Assist in the Management of Health and Safety**

The Governing Board, shall:

1. Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
2. Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school.
3. Co-ordinate arrangements for the design and implementation of safe working practices within school.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and the Trust.
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.

7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Ensure that arrangements are made for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

### **Responsibilities of Staff towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils
2. Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
4. Provide written job instructions, warning notices and signs as and where appropriate.
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Minimise the occasions when an individual is required to work in isolation.
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
8. Provide the opportunity for discussion of health and safety arrangements.
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.
11. Where private hire vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used (See Visits Policy). *N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.*
12. Teaching staff are not permitted to use vehicles in their charge to transport children without the appropriate insurance and permission given by the Head Teacher.

### **Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the Director of Children and Young Peoples Services and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare.

3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher.
4. Ensure that tools and equipment are in good condition and report any defects to the Headteacher.
5. Use protective clothing and safety equipment provided (Including staff identification badges) and ensure that these are kept in good condition.
6. Ensure that offices, general accommodation, classrooms and outbuildings are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher and recorded as appropriate.

***Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the headteacher. They should also record their concern in the health and safety book that is located in the school office.***

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils;
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery, knives and other items considered dangerous);
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes. N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school. All visitors must sign in and out of school and wear a visitors badge.

The Governors and Headteacher must ensure that:

1. The means of access and egress are safe for use, and that all plant and equipment made available to and utilised by users is safe. If the Headteacher knows of any hazard associated with the above, she should take action to make users aware of it;
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness; (See Fire Safety Policy)
3. Users of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. Users of any equipment or facility provided by the school are familiar with its safe use and, as necessary, briefed accordingly;
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the users or his staff.

### **Fire and Emergency Evacuation Procedures**

1. The school's procedures for fire and emergency evacuation are found in the **Fire Safety Policy**.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.
4. A Fire Risk assessment will be written by Andy Gollick, FIRESCREEN Fire Extinguishers and Sales Service. An Action Plan will be drawn up by his findings and implemented by the Headteacher and the Governing Board following this report.

### **First Aid and Accident Reporting Procedures**

- General First Aid Procedures are outlined in Visits Policy (see appendix I) and the arrangements for first **First Aid Procedures**

#### **Dedicated First Aiders:**

**Emma Garbacz, Tracey Fenn, Louise Millar and Mandy Brown**

1. If a pupil requires First Aid attention, please take to one of the dedicated First Aiders listed above.
2. First Aider to deal with patient
3. Details of any accident other than minor scrapes and grazes to be recorded on medical forms located in school office.
4. If an injury is deemed serious enough to warrant hospital treatment, the emergency services should be contacted and then the parents informed immediately.
5. More serious incident requiring further treatment or hospitalization require a WMDC IRF 2011 Accident form to be completed and returned to Lynne Edwards WMDC Health and Safety office. These forms are again located in the school office.
6. After treatment for injuries such as head injury or more severe bump, bruises, cuts or grazes Class teacher to be informed and Parents notified by means of letter/phone call face to face meeting.

Please consult with the Headteacher, if further guidance is required for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by Havercroft Academy.

### **Administering Medicines in School**

The school follows the procedures outlined by Havercroft Academy Medicines Policy: **There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is a purely voluntary role.**

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office. All medication should be stored safely either in the staffroom fridge or in the medicine box in the school office. All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office. Parents are responsible for their children's medicine supply including renewing out of date medicines.

Class teachers and admin staff will ensure children have access to inhalers/medicines on any off-site visits.

### **Allergies**

Information and photographs on those children who suffer from an allergy will be published in the staff room (and Kitchens). All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary. All Teaching staff receive annual training from the School Nurse in the administering of Epi Pen and Epilepsy medicines.

### **Contagious Diseases**

Outbreaks of contagious diseases will be published to parents and staff immediately via a letter to ensure pregnant women are informed. We follow Health Protection Agency guidance on advice/ reporting of diseases. (Poster kept in school office). If in doubt we contact the school doctor.

### **Headlice**

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred. Parents are asked to collect their children if headlice are identified.

### **Child Protection**

1. The person responsible for Child Protection in the school is Inclusion Manager alongside the Headteacher and Deputy Head.
2. Any member of staff who suspects that a child may be a victim of abuse must follow the guidelines set out in the School's Safeguarding Policy

3. Parents are reminded regularly through school meetings and letters who they should inform re: safeguarding concerns.

## **School Security**

While it is difficult to make the school site totally secure, we do all we can to control access.

1. All Staff must use the school signing in sheet when entering or leaving school
2. All visitors must report to reception which is clearly signed.
3. All visitors must sign in and out of the premises.
4. Members of staff should challenge any visitor on site who they believe should not be on site.

NB. Parents and/or delegated carers are not expected to follow these procedures when attending birthday assemblies or school performances.

## **Emergency Closure**

If there are adverse weather conditions, heating problems, floods etc. the following criteria are used:

- Can Staff get to school safely?
- Will the children get to school safely?
- Can we provide a school meal?
- Will the children get home in the evening?
- Are the conditions in school warm and comfortable?

If the answer to any of the above is doubtful it is the responsibility of the Headteacher to make the decision to close the school. In the event of a closure the Headteacher must communicate this fact to the 'Governing Body'.

If there is prior warning of weather conditions, the Headteacher may consult with other Headteachers and LA Officers. In the event of a school closure, there is a communication pyramid in place, but in the morning staff, parents and children need to listen to BBC Radio Leeds & Ridings FM for announcements. Additionally Havercroft will use a texting service direct to parent's mobile phones. If you hear nothing then assume the school is open. The notice is also posted on the school website.

This policy will be reviewed every year and discussed at a meeting of the staff.

## **Violence**

Staff should always take steps to minimise the possibility of violence in school. Wakefield LA have produced guidelines on producing a Management of Violence Policy. See WMDC IRF 2011 Accident form

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present. See Appendix F

## **VDU Operators**

Admin.staff using VDUs should vary their work routines and follow guidance on regular eye tests

## **Critical Incidents**

The school has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses: Road traffic accident involving pupils/accident during school trip Aggressive or violent incident in school; and Disaster in the community.

## **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher, senior staff or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to employees of Wakefield MDC from the Health and safety Team 01924 305850 and from Occupational Health 01924 303875. Further Information can be obtained from HSE and International Stress Management association website. Employees of Havercroft Academy have the added Medical insurance benefits from the Schools Advisory Service including free stress counselling see [www.schoolsadvise.co.uk](http://www.schoolsadvise.co.uk) 01623 643555 A list of emergency contact names and phone numbers for all staff is held in the school office.

## **Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area. Both staff and children should take care when moving or lifting equipment. If in doubt seek help. Information on safe lifting techniques is provided in the Caretaker's Training Manual.

## **ORGANISATION**

The head teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**, some duties are delegated to the Deputy Headteacher. All staff should have regard to their own **Health and Safety** and that of others including pupils, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly. Individual members of staff are responsible for the particular areas as follows:

<b>Task</b>	<b>Name of responsible person</b>	<b>Job title of responsible person</b>
<b>Heath &amp; Safety Policy Review</b>	Mrs K Wakefield	Headteacher
<b>Heath &amp; Safety Committee</b>	LGB Mrs K Wakefield	Headteacher
<b>Communication and IT Management.</b>	Mrs K Wakefield	Headteacher
<b>Critical incident Management</b>	J Webb	COO
<b>H&amp;S Induction Training</b>	Mrs K Wakefield	Headteacher
<b>Personal Safety Procedures (equipment)</b>	Mrs K Wakefield	Headteacher
<b>Planned Checks Procedures (Premises)</b>	Mrs K Wakefield	Headteacher
<b>Incident Reporting/ investigation</b>	Mrs K Wakefield	Headteacher
<b>Coordination of Risk Assessment Work.</b>	Mrs K Wakefield	Headteacher
<b>Fire Procedure including Personal emergency plan.</b>	Mrs K Wakefield	Headteacher
<b>Premises maintenance, repair and improvement.</b>	Mrs K Wakefield Mr P Fenn	Headteacher Site Supervisor
<b>First Aid</b>	Miss T Fenn	Deputy Headteacher
<b>Vehicle control and pedestrian safety</b>	Mrs K Wakefield	Headteacher
<b>Education Visits Coordinator</b>	Mrs K Wakefield Miss T Fenn	Headteacher Deputy Headteacher
<b>Stress and Wellbeing</b>	Mrs K Wakefield	Headteacher
<b>Child Protection Co-ordinator</b>	Mrs H Carter Mrs K Wakefield Miss T Fenn	Inclusion Manager Headteacher Deputy Headteacher
<b>Support for pupils with medical needs.</b>	Miss T Fenn	Deputy Headteacher
<b>Premises Security</b>	Mr P Fenn	Site Supervisor
<b>Contractors on Site</b>	Mrs K Wakefield	Headteacher
<b>Outside Lettings</b>	J Webb	COO

Wakefield LA Risk Health and safety documents from which all Health and safety judgements are based can be found on the GoWild website

[Safety Management System - PG101](#)

[Risk Assessment - PG102](#)

[Accident Investigation - PG104](#)

[Consultation With Employees - PG105](#)

[Contractors - PG106](#)

[FireSafety-PG107](#)

[Monitoring Process - PG108](#)

[School Premises Inspectors - PG110](#)

[Appendix I - Responsibilities](#)

## **APPENDIX A - Fire Safety Policy**

## **APPENDIX B - Evacuation Procedures Fire Plan**

## **APPENDIX C - If The Building Has To Be Evacuated During Lunchtime**

On hearing the alarm:

- Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- Children will line up class lines at far end of playground facing field.
- Everyone on site, children and adults, must leave by the nearest exit.
- Admin staff will call the fire brigade
- The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.

## **APPENDIX D - Nearest Alarm Points See school plan.**

## **APPENDIX E - Critical Incident Planned Response**

Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

- Remove children from danger if possible/appropriate
- Contact emergency services
- Bring children home as soon as possible
- Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).
- Action as soon as possible:

- The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary there is a third through to Deputy's office.
- Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting of a script.
- The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- School will contact the LA and Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.
- If there is need for an assembly point the school hall will be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

## APPENDIX F - Critical Incident Planned Response

- **Aggressive or Violent Incident in School (attack by aggressive parent or pupil)**  
All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.
- However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.
- Remove children if possible.  
Seek immediate help (ask a child to go to next door teacher).  
Try to remain calm and ask aggressor if they would like to sit down to discuss the problem. Staff going to aid the teacher should be accompanied by another adult.  
They should remove the children if they are still present.  
The Headteacher should be informed.  
If the situation is out of control the police should be called.
- In extreme cases it may be necessary to use physical restraint procedures the Law states that  
***“It is lawful for a person to use ‘reasonable force’ in self defence and the protection of others”*** It will always be the case that any action must be justified therefore it is vital another member of staff is with there to act as a witness.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.

- No comments will be given to the media and the press officer will be informed if necessary.
- In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

## **APPENDIX G - Critical Incident Planned Response - Disaster in the Community**

(e.g. fire, explosion, major road accident, civil disturbance, terrorism) Immediate action. If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures). Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible.

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission " to talk.

Headteacher / admin officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved). Identify high risk pupils/staff

Monitor effects of all involved.

Organise treatment if necessary.