

Yarlet School



Health and Safety Policy

(See also Safeguarding, First Aid Policy, Administering Medicines Policy and Anti-Bullying Policy)

1.0 Policy Statement

- 1.1 Yarlet places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to promote the health and safety of all its pupils, employees, visitors and the general public.
- 1.2 To this end, the school will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.
- 1.3 We are confident that all employees will comply with their obligation to act in a safe manner and will fully cooperate with the school's Governing Body in matters of Health and Safety.
- 1.4 We recognise that this involves having comprehensive procedures in place which encourage everyone on site; children, teachers, support staff and visitors, to avoid taking or subjecting others to unnecessary risks.
- 1.5 However, we also recognise that some risks to children are inherent and important in their personal development, eg in play, sport and other activities, and that these risks also need to be managed appropriately through our health and safety procedures.
- 1.6 Equipment which could be hazardous if not kept in a safe condition is tested, inspected and/or serviced regularly. Although not an exhaustive list, regular testing, inspection and/or servicing is, for example, carried out on all electrical appliances (PAT testing), swimming pool equipment, workshop equipment, power tools, gas supplies, the boiler, fire alarm panel and sports equipment.
- 1.7 Although we are not aware of the existence of any asbestos within the school, we recognise that there may be some as certain parts of the school were built or repaired when such materials were being used. Our Asbestos Management Plan therefore reflects this possibility and requires contractors to be mindful of this risk and proceed in a manner which mitigates against the potential hazards. Any contractor used by the school is obliged to:
 - carry out a risk assessment which includes the measures which will be taken to reduce risks to an acceptable level;
 - provide a suitable plan of work;
 - be adequately trained to undertake such work;
 - report the discovery of any previously unknown asbestos to the School Bursar;
 - give due regard to Stafford Borough Council's Environmental Health considerations in relation to asbestos. (<https://www.staffordbc.gov.uk/pollution-control-asbestos>).
- 1.8 When selecting a contractor to carry out work at Yarlet, the Bursar will ensure that any such contractor has sufficient qualifications and/or experience to undertake the work safely and in accordance with this Health and Safety Policy. Compliance will be supervised and monitored by the Bursar.

- 1.9 Manual handling and lifting can cause injury. With this in mind, members of staff should not manually handle or lift awkward or heavy objects unless they have been trained how to do this safely.
- 1.10 Pupil entry to the science laboratory and DT workshop is prohibited unless accompanied by an appropriate member of staff. Safety measures inside workshops and laboratories are clearly explained to pupils and constantly reinforced.
- 1.11 Cupboards containing dangerous chemicals or cleaning fluids are inaccessible to pupils.
- 1.12 Pupils do not access the pool area without appropriate adults present. Depth markings are clearly visible and lifesaving equipment conforms with regulatory requirements.
- 1.13 All precautions are taken to ensure there are no trip hazards involving trailing wires and no exposure to bare electric wires. Any concerns involving the compromise of electrical safety are brought to the immediate attention of the Bursar and the area is cornered off until dealt with.
- 1.14 Washrooms have electric hand dryers and or disposable paper towels.
- 1.15 Fire risk assessments are formally recorded and regularly reviewed.

2 Responsibility for Health and Safety

- 2.1 The individual responsible for Health and Safety at work in the school is the Bursar. The Bursar will ensure so far as is reasonably practicable, that the school's policy on Health and Safety at work is effectively implemented.
- 2.2 The Bursar's Health and Safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections.
- 2.3 In the absence of the Bursar, the responsibilities for Health and Safety at work will be assumed by the Headmaster.

3.0 Management and Supervision

- 3.1 All those with responsibility for the management or supervision of staff and children will promote positive attitudes towards Health and Safety. They must ensure that the tasks carried out are performed with the utmost regard for the health and safety of all involved. They should:
- 3.2 Ensure that on joining the school all new employees are fully familiar with health and safety matters appropriate to their duties, including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes. Yarlet School will:
 - provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils;
 - ensure that all staff are familiar with and understand the school's health and safety policy.

4.0 All staff

- 4.1 Employees have a responsibility to do all they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work and cooperate with the school on matters of health and safety. They must familiarise

themselves with, and conform to, the health and safety policy, school procedures and rules.

- 4.2 Members of staff should be aware of the occupational risks which are associated with their role. This includes, for example, stress, repeated colds and other viral diseases, excessive lifting and the use of specialised equipment or chemicals. Members of staff should bear in mind that the best way to protect each other and pupils is to keep themselves healthy, recognise the risks of their role and be aware when changes need to be made to maintain their own health and wellbeing. The school will always be supportive under such circumstances.

5.0 Healthy schools initiative

5.1 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 wellbeing of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have an effective policy on PSHE which includes 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 and external agencies to provide the best possible support for our children.

6.0 The school curriculum

6.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

6.2 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 and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

6.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter.

6.4 Pupils in Key Stage 2 and 3 receive both drugs education and sex and relationship education (see the relevant policies).

6.5 Sometimes pupils' can learn by licking, tasting or eating. However, there are additional risks associated with such activities as there may be sensitivities, intolerances or allergies to consider or, if tasting food, it may need to be washed, prepared or cooked in a certain way before it is safe to taste or consume. Permission should always be sought before organising an activity which involves licking, tasting or eating and even when permission has been given, the activity should be risk assessed and any risks brought to an acceptable level.

- 6.6 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teachers.
- 6.7 Our school promotes the spiritual welfare and growth of the children through the RS curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 6.8 Each class has the opportunity to discuss problems or issues of concern with their teacher. These concerns are handled with sensitivity.

7.0 School meals

- 7.1 Our school provides a meal at lunchtimes and other times of the day as required. We do all we can to ensure that the meals provided have a suitable nutritional value.
- 7.2 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not encourage too many sweets to be eaten in school.
- 7.3 The school complies with regulations involving food including, but not limited to, the Food Safety (General Food Hygiene) Regulations 1995. All staff involved in the preparation and serving of food have undertaken food hygiene training and the Chef and Assistant Chef have completed Level 3 Supervising Food Safety in Catering and HACCP.

8.0 School uniform

- 8.1 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, unless otherwise arranged. We agree the requirements for school uniform with parents, and we review these requirements regularly.

9.0 Child protection

- 9.1 The Designated Safeguarding Lead in our school is the Headmaster who liaises with a named governor. In his absence there are two Deputy Designated Safeguarding Leads. We follow the procedures for safeguarding children and child protection as detailed in our Safeguarding Children Policy which can be found on the school's website.

10.0 School security

- 10.1 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.
- 10.2 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's badge.
- 10.3 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headmaster or Bursar immediately. The Headmaster will warn any intruder that they must leave the school site straight away. If the Headmaster has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

11.0 Safety of children

- 11.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe and be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher has any concerns about pupil safety, s/he should bring them to the attention of the Headmaster before that particular activity next takes place.
- 11.2 We do not take any child off the school site without the prior permission of the parent.
- 11.3 Any injured child/ren will be attended to by a qualified first aider who will, if necessary, seek immediate assistance from the emergency services.

- 11.4 A first aid box is kept in the dispensary and at other strategic points around the school. A large green sign with a white cross on clearly indicates first aid box locations.
- 11.5 We record in the daily record book all incidents involving injury, and, in most cases, we inform parents. Should a child be seriously injured, we contact parents through the emergency telephone numbers that we keep on file. We update these numbers regularly, but it is essential that parents inform us when contact details change. Any accident where the child is advised /sent to hospital is reported in the accident book. Any major accident that is listed in the front of the accident book will be immediately reported to RIDDOR by the Bursar.
- 11.6 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, the school's physical restraint policy will be adhered to and a written report will be made.
- 11.7 Children are put at risk when vehicles move around the campus. Adults are expected to respect the rules which limit the movement of vehicles and therefore reduce risk for children. When it may be necessary to manoeuvre a vehicle in the vicinity of pupils, adults must proceed with extreme caution. All deliveries that require access across the school site during the school day must report to reception and be escorted by school staff.
- 11.8 Poor maintenance of the school's premises can place people at risk. Regular health and safety walks are undertaken which help to identify maintenance issues which may affect safety. Furthermore, all staff are asked to report any maintenance issues which may affect safety. The school is committed to a level of maintenance which promotes the safety of both children and adults.
- 11.9 When maintenance needs to be carried out, this should be done in such a way which does not cause additional risk to pupils and staff. Most maintenance will take place outside the normal school day. When this is not possible, work areas will be cordoned off and any contractors who have not been vetted, supervised at all times by a member of Yarlet staff. Any tools or other dangerous equipment should never be left unattended or within reach of children.

12.0 Educational visits

- 12.1 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).

13.0 Health Policy & Procedures

13.1 Parental responsibility:

Parents are responsible for advising the school about any medical conditions or requirements relating to their children. If a child requires any form of medication whilst at school, parents must give their written instructions and permission to the school so that the medication can be administered correctly. (Refer to the school policy on Administering Medicines.)

14.0 Internet safety

- 14.1 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. Parents are asked to sign an authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications. (*See Responsible Internet Use and Internet Rules for Staff and Students – Main School Parents' Information Booklet.*)

15.0 Theft or other criminal acts

- 15.1 The Headmaster and/or Bursar will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headmaster may inform the police, and record the incident.
- 15.2 Should any incident involve physical violence against a teacher, we will support the teacher in question if s/he wishes the matter to be reported to the police.

16.0 INFORMATION AND TRAINING

16.1 New Employees

On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

16.2 All Employees

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

16.3 Risk Assessment

Regular and systematic inspections and risk assessments of all potentially hazardous substances and work activities will be made by, or under the authority of, the Bursar and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

All staff have access to the majority of the risk assessments via Smartlog. Any other assessments are available via the school Bursar.

Any staff responsible for organising an off-site visit must complete a risk assessment for the activity or trip prior to the event taking place. The completed form should be sent to the Bursar for approval and filed accordingly.

16.4 Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the school's premises.

16.5 Smoking/Vaping

- This is a non-smoking/vaping site.
- Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues.
- Smoking/vaping on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.
- Employees discovered smoking/vaping in an area where there is a particular fire risk will be liable to dismissal without notice.

17 Notifications to Ofsted and the Staffordshire Safeguarding Children Board

- 17.1 Ofsted will be informed about any events in connection with medicines and of any serious accident, illness or serious injury to, or death of, any child whilst in the school's care, and of the action taken in respect of it. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- 17.2 The school will notify the Staffordshire Safeguarding Children Board of any serious accident or serious injury to, or the death of, any child whilst in their care and act on any advice given.
- 17.3 The school will notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

19. COVID-19

- 19.1 Following the outbreak of Coronavirus at the beginning of 2020 the school developed a risk assessment specific to the pandemic to ensure the safety of staff, pupils and visitors to the school. This document is regularly reviewed and updated by the Bursar. The Senior Leadership Team are then able to make any necessary amendments to the daily operation of the school to ensure continued safety and compliance with Government advice and guidance.

18 Monitoring and review

- 18.1 The Headmaster and Bursar implement the school's health, safety and welfare policy on a day-to-day basis, and ensure that all staff are aware of the details of the policy as it applies to them. The Headmaster will also report to governors on health and safety issues that require their attention.

Signed:



Kirsty Nixon, Bursar

Date: October 2021

Review Date: October 2022