

# AUCKLEY SCHOOL



## Policy For Health and Safety

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>EMMA FOX</b>
<b>APPROVED:</b>	<b>DATE: NOVEMBER 2024</b>
<b>SIGNED:</b>	<b>ROLE: CHAIR OF GOVERNORS</b>
<b>TO BE REVIEWED:</b>	<b>NOVEMBER 2025</b>

At Auckley School, we recognise the need for all members of staff to work together to provide and maintain a safe and healthy environment for everyone - children, staff and visitors. In accordance with Every Child Matters, we acknowledge the need for health and safety to feature prominently in everything we do in school.

As an Academy, the nominated 'competent persons' with this responsibility for Health and Safety is Corporate Safety Section Doncaster Council (CSSDS). The school will follow all guidance given by CSSDS regarding dissemination of information and procedures for health and safety issued.

Each member of staff has a personal responsibility to ensure that, as far as possible, she/he promotes and maintains:

- her/his own health and safety at work;
- the health and safety of children;
- the health and safety of colleagues; and
- the health and safety of members of the public in school or those affected by the work of the school.

We believe the safety of the children to be paramount and aim to reduce the risks to the minimum by:

- being vigilant in our supervision of the children;
- insisting on the adherence to certain rules within school;
- expecting high standards of behaviour;
- developing sensible attitudes in our children; and
- teaching children to have care and consideration for others.

At Auckley Primary School, the governing body is the employer of staff and is responsible for ensuring the health and safety of all staff, pupils and visitors at all times.

Key legislation underpinning this policy is the Health and Safety at Work Act 1974, the Occupiers' Liability Act 1957 and the Management of Health and Safety at Work Regulations 1999. The Health and Safety Executive's inspectors enforce the 1974 Act in schools. Depending on the circumstances, the courts

could hold the LEA, the governing body or both to account for failure to comply with health and safety legislation.

The Guide to the Law for School Governors devotes the whole of chapter 15 to this issue. It covers a wide range of activities in and around the school, and trips from the school. Practical advice is given in the DfES publication Health and Safety of Pupils on Educational Visits (published in August 2002) and its threepart supplement. Also relevant are the following official guidance documents: Standards for LEAs in Overseeing Educational

Visits (DfES/0564/2002),

Standards for Adventure (DfES/0565/2002) and A Handbook for Group Leaders (DfES/0566/2002). The Health and Safety Executive also publishes comprehensive guidance (PO Box 1999, Sudbury, Suffolk CO10 6FS; tel. 01787 313995).

The DfES has produced A Legal Toolkit for Schools: Tackling abuse, threats and violence towards the school community.

For a concise summary of respective governing body and LEA powers see Health and Safety: Responsibilities and powers (DfES/0803/2001 ).

The importance of health and safety education itself is underlined by the incorporation of key learning objectives within the National Curriculum. See Safety Education: Guidance for schools (DfES/0161 /2002, December 2001 ).

Status

Statutory

Purpose

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

Who/what was consulted?

All staff, pupils, parents, and governors have contributed to this policy directly or indirectly, which is based on the L.A.'s model. The content has also been influenced by guidance from the DFE and the Health and Safety Executive.

Relationship to other policies

This policy should be read in conjunction with the curriculum policy, child protection policy, subject policies, and the policies for lettings, nutritional standards, drugs, staff discipline and school visits and all other Health and Safety Policies.

## 1. Rationale

The school has a responsibility to ensure, as far as possible, the health and safety of all members of the school community. This includes staff, children, parents, helpers, governors, contractors, delivery people, students and other visitors.

The school has a responsibility to ensure that staff and children are safe when they are away from the school site on visits.

It is the duty of every employee to co-operate with requirements and to take reasonable care of him/herself and other persons who may be affected by their acts or omissions — Health and Safety at Work Act 1974

There are many different aspects of health and safety at school to be considered. This policy enables the health and safety issues of our school to be identified and clarified. It enables systems to be set up to manage and monitor these issues.

Doncaster Local Authority has a Health and Safety policy. This policy is written in relation to the LA's policy and to the Health and Safety at Work Act 1974.

2. Aims To comply with Corporate Safety Section Doncaster Council guidance and advice. To ensure the health, safety and welfare of everyone working and visiting school.

To identify issues of health and safety.

To set up procedures to address the issues of health and safety.

- To ensure that everyone concerned is aware of health and safety procedures.
- To establish and maintain safe working procedures amongst staff and pupils.

To identify anyone who is particularly at risk.

To follow up any recommendations made by Health and Safety officers.

## 3. Objectives

- To maintain a safe and healthy environment throughout the school.
- To make clear the roles and responsibilities of everyone concerned.
- To ensure that appropriate training is made available.

- To provide and maintain adequate welfare facilities.
- To develop safety consciousness.

#### 4. Responsibilities

The head teacher has the overall responsibility for the application of the school's Health and Safety policy. However, all staff have a duty to ensure their own safety and the safety of those around them.

The Health and Safety at Work Act

It shall be the duty of every employee while at work:

To take responsible care for health and safety of themselves and of any other persons who may be affected by their acts or omission and as regards any duty or requirement imposed on their employer or any person by or under any of the statutory provisions, to cooperate with them as far as is necessary to enable that duty or requirement to be performed or complied with.

##### 4.1 General Responsibilities of Staff

Know of any special safety measures and arrangements to be adopted in their own working areas.

Observe standard of dress consistent with safety/hygiene.

Exercise good standards of cleanliness.

Know and apply emergency procedures in respect of fire and first aid (as far as knowledge and skills allow).

Know how to use things provided for own safety.

Co-operate with other employees in promoting improved safety measures in school.

- No children should be left unsupervised for any reason except in an emergency and then another member of staff should be appraised of the situation.

No child/ren should be allowed out of school for any reason during school hours unless a request is made by a parent/guardian and that parent/guardian accompanies the child or delegates responsibility to someone else made known to the school in advance.

#### 4.1.1 Head teacher

The Head teacher has overall responsibility for health and safety and will implement policies and procedures and ensure the operation of effective systems for:

- Compliance with Corporate Safety Section Doncaster Council's Health and Safety policy and procedures;
- Provide easy access to safety guidance;  
Implement safety inspections, checks and fire drills;  
Maintain equipment, plant and premises;  
Identify staff needs and provide training;  
General safety and welfare including suitable first aid provision and clear arrangements to deal with medical emergencies;  
Reporting and recording accidents, diseases and hazards;  
Rapid dissemination of relevant material;  
The safety of educational visits; and
- Take new staff through the policy and explain their roles and responsibilities.

#### 41.2 Teachers

Teachers are expected to maintain good order and discipline amongst children and to safeguard their health and safety both on and off the school premises. They have specific duties to teach pupils about hazards and risks associated with different subjects. See The New General Teaching Requirements for Health and Safety (QCA/HSE 1999) which, with other relevant information, can be found at [www.hse.gov.uk/policy](http://www.hse.gov.uk/policy) Or [www.nc.uk.net](http://www.nc.uk.net).

#### 41.3 Higher Teaching, Teaching and Associate Staff; Special Needs Assistants and Nursery Nurses

HLTAs, TAs, and Early Years Practitioners must model behaviour which encourages pupils to act responsibly and they must follow instructions given by teachers. Like teachers, they must work within the spirit and directions of any relevant health, welfare and safety policies and they must help to control indiscipline likely to lead to health and safety risks.

#### 4.1.4 Dining Room Assistants (DRAs)

DRAs are responsible for the immediate area of their work. Like all staff, they have responsibilities under Section 7 of HSWA 1974 to ensure that they work in ways which are safe and without risk to their own health and safety and that of other pupils, staff and visitors.

#### 41.5 Pupils

Pupils should dress and behave responsibly. They should not damage intentionally or interfere recklessly with any equipment or arrangements in place to protect health, safety or welfare. During educational visits they must follow directives or instructions of anyone acting as group leader and they must not take unnecessary risks. Head Teachers and teachers may stop any child going on a visit if they consider that the child's behaviour is a danger to themselves or others. Special health and safety requirements will be followed if a child has them written into a Statement of Special Educational Needs.

At times a situation might arise where a pupil needs restraining in order to prevent that child hurting themselves or others or damaging property. In such cases it may be necessary to physically restrain pupils. In such cases minimum force will be used. We follow the advice given in the DfES Circular 10/98 which is an Appendix to the Behaviour policy.

#### 41.6 Site Supervisor

The Site Supervisor has a clear statement of his responsibilities.

#### 4.1.7 Visitors

All visitors including workmen should report to the front reception and sign in the appropriate book. The entry system allows all visitors to be identified by their visitor's pass which is worn and should be visible.

Visitors will be encouraged to demonstrate a responsible attitude to health and safety procedures when they are on school premises or in contact with pupils. They must not intentionally set out to interfere with safety procedures or safety equipment and they must be identifiable as visitors during their stay. The school will inform visitors of any unusual health or safety risks. Any injury to a visitor will be reported to the Head who will take further action if necessary.

If any member of staff requires advice in any area of health, safety or welfare they should seek it from the Head Teacher. Any member of staff requiring further training should see the CPD leader or the head.

## 4.2 Communication with parents

Communication with parents on all principle health and safety matters is essential.

Such communication will arise for many reasons including:

- Seeking consent for visits;
- Clarifying emergency contact arrangements;
- Gaining knowledge about medical conditions — parents and carers have prime responsibility for their child's health and should provide school with information about medical conditions;
- Identifying special arrangements such as medication, toileting arrangements etc;
- Reporting accidents/incidents and the First Aid given; and
- Providing information to parents about school policy and our approach to health, safety and welfare and whom parents should approach if they have any problems or questions.

## 5. Organisation

The head teacher will bear ultimate responsibility for the overall safety within the school but will delegate as follows:

- The class teacher is to be responsible for the overall safety of the children and adults in the class;
- The Health and Safety Representatives (Mrs E. Fox, Head teacher, Mr S Marsh, (school governor) to circulate literature and information relating to health and safety.
- The Site Supervisor, Mr. Exton, will maintain daily vigilance ensuring that no structural or other items on the premises present a safety hazard. All hazards to be reported to the Head Teacher.

## 6. First Aid and accidents

The current designated First Aid staff are: Julia Lindley (Paediatric First Aid), Claire Smith, Sylvia Kelly, Andrew Exton (First Aid At Work), Katrina Jenkins (Emergency First Aid at Work).

Members of staff who are Paediatric First Aid trained:

<u>Teachers</u>	<u>Support Staff</u>	<u>Midday Supervisors/Cleaners</u>
Rachel Belk	Jane Payne	Michelle Naylor
Claire Wiggins	Laura Rich	Ann Bristow
	Nicola Sherratt	Connie Yip-Zhao
	Catherine Stretton-Smith	Rachel Timms
	Kerri Turner	
	Amanda White	
	Emma Price	

Members of staff who are Emergency First Aid at Work trained:

<u>Teachers</u>	<u>Support Staff</u>	<u>Midday Supervisors/Cleaners</u>
Emma Fox	Sharon Gunther	Anna Exton
Rebecca Atkinson	Charlotte Nesbitt	

Michelle Holt  
Carolyn Reynolds  
Simon White Stephanie  
Wood Procedures:

- In the event of a minor accident or feeling ill, designated facilities are available in the front office, including the possibility of rest, and for major incidents facilities are available in the sensory room.

For more serious accidents the First Aider will be summoned.

If there is cause for concern the Head Teacher, or an Assistant Head Teacher in her absence, will be contacted. Arrangements will be made to contact the parents/guardians to come to collect the child.

Anyone dealing with blood, diarrhoea or vomit must wear plastic gloves.

First Aid boxes are kept in the main office and checked regularly. A First Aid ruck sack will be taken on school trips and checked beforehand.

All open cuts will be covered.

- Any adult called to assist at any accident should ensure that details are obtained of what happened and witnesses. The accident book should have details entered and any documentation should be completed on appropriate forms.

All accidents will be recorded in the centrally held accident book.

## 6.1 Emergency Procedures

All children, staff and other adults working in school are made aware of the emergency procedures in place. Any child requiring assistance beyond the First Aid available in school will be taken to hospital by ambulance, accompanied by at least one member of staff, who will wait with the child until a parent/carer arrives. In this situation, health care professionals will be responsible for any medical decisions made in the absence of a parent/carer. Staff members will never take children to hospital in their own car; both national and local policy say it is safer to call an ambulance. Any injury which results in loss of consciousness or requiring admission to hospital must be reported to DMBC Corporate Safety on their accident reporting portal as per RIDDOR 2013 to ensure specified reporting requirements are met.

For further details please see the First Aid Policy.

## 7. Fire regulations (Fire Safety Plan)

In the event of a fire the building should be evacuated immediately and the school assembled on the main playground in the designated place for each class.

The office staff, Teacher or Site Supervisor will summon the fire brigade, or one of kitchen staff if fire occurs there.

The registers will be taken by the office staff to the teachers on the playground.

The office staff, Head Teacher and Site Supervisor (if he is on site) will check all the toilets, shared areas etc. for children and will close all doors to contain the fire.

Any children under the supervision of other adults away from the class base will be responsible for taking the children with which they have been working to their class line on the field through the nearest available safe exit. • No-one should return to the building until it has been declared safe to do so.

The Site Supervisor will test the fire alarms on a regular basis. Termly fire practices will be held without notice.

### 7.1 Lunchtime Fire Procedure

The guidelines as above will be followed except that the lunchtime supervisors hold responsibility for the teacher's role until the teachers arrive. All lunchtime supervisors should be aware of daily totals of children. All toilets will be checked by the Head teacher or the Assistant Head teacher in his absence.

### 7.2 Parents/visitors and fire procedure

Parents/visitors should inform the nearest member of staff and follow their instructions or leave by the nearest available safe exit, taking any children with which they have been working. Inform the first staff member they meet of which children are in their charge. The first priority is to assemble on the field, the second to locate the correct line for the children. Do not re-enter the building until given permission.

### 7.3 Bomb Alert

Follow the procedures outlined above.

### 7.4 Intruder Alert/Lock Down Procedure

See separate Lockdown Policy.

### 7.5 Other Emergency Procedures

Follow the guidelines as above unless it is safe for children to congregate in the hall. If the emergency results in the parents being called in early for their children, they will be collected from the hall. If another adult is collecting children, this adult should be reliably known by a member of staff. They should write down that they are doing so and inform the other parent as soon as possible, even if it is only a note pushed through their letter box.

## 8. The School Day

### 8.1 Morning Procedures

Children are brought into Foundation 1 (nursery) and Foundation 2 (reception) classes by their parents and will be met by the teachers and Foundation staff. All other children go to their appropriate playground. Children will be met by their teacher when the bell goes at 8.50 am. Anyone arriving after 9.00 am should enter the school by the main entrance to gain admittance. All children arriving late should report first to the school office.

### 8.2 Other Visitors

Proof of identity should be given by all visitors not known to the office staff, and all visitors should sign in and out using the visitor's book. Work persons with vans or heavy or dangerous equipment should not move them or work near children.

### 8.3 End of school day

No child must leave the school premises until the end of the afternoon session without prior permission and in the company of an authorised adult. No child should be taken from the playground by an adult other than a member of staff. Teachers should know in advance if an adult other than the authorised one is to

collect a child. Staff can reserve the right to refuse to let a child leave if they have not received prior notification or the adult is not known to them.

## 9. Curriculum Areas

Subject leaders will regularly review their policies in order to keep staff informed of current Health and Safety issues within individual subjects.

## 10. Contractors

All contractors are asked to report to the office on arrival each day and each foreman should be aware of who is on site and when.

All work should be carried out with regard to current legislation and should be isolated from pupils at all times.

- All work should be carried out without putting anyone on the school premises at risk.

Vehicles should not be brought onto school premises without permission and never when children are entering or leaving school, or playing in a play area nearby.

All equipment should comply with British Standards and be well maintained and fit for the task.

- All contractors should be aware of COSHH regulations and any harmful substances should be discussed with the Head Teacher first.

Co-operation is required with regard to fire regulations and First Aid and accidents.

Failure to comply with health and safety regulations may result in practices being brought to the attention of the Education Authority or the Health and Safety Executive.

## APPENDIX

### Managing Medicines in Schools

The following guidance draws directly on advice contained within DfES publication 'Managing Medicines in Schools and Early Years Settings': Dfes/Department of Health 2005 Ref 1448-2005 DCL-EN.

The above publication provides updated guidance on managing medicines in schools and early years settings, and replaces the earlier DfEE/DoH guidance Supporting Pupils with Medical Needs: a Good Practice Guide, and circular 14/96 Supporting Schools with Medical needs in School, which were published in 1996. The document sets a clear framework within which Local Authorities, NHS Primary Care Trusts, schools and families can work together. This ensures that children requiring medicines receive the support they need and schools and staff can work within approved guidelines. A copy is available in the Head Teacher's office.

### Children with Medical Needs

Children with medical needs have the same rights of admission to school as other children. Some children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995.

### Support for Children with Medical Needs

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical needs. There is no legal duty that requires school staff to administer medicines. However, this school is developing roles for teachers and support staff that include the administration of medication which will be written into job descriptions. Staff who manage the administration of medicines will receive appropriate training and support from health professionals.

### Procedures for Managing Prescription Medicines Which Need to be Taken During the School Day

See separate Administering Medicines Policy

EF; RB;SM and AE May 2023





