



Health & Safety Policy

This policy meets the statutory requirements for the provision of the Health and Safety at Work Act 1974.

Date approved: October 2016

Date of Next Review: October 2018



Article 6

Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.

This policy should be read in conjunction with the Local Authority's Health and Safety Manual for Schools, which can be found at: <http://schools.bracknell-forest.gov.uk/policies-guidance/health-safety/hs-manual-schools> and School Emergency Plan, which can be found at: <http://schools.bracknell-forest.gov.uk/policies-guidance/emergency-procedures/school-emergency-plan>. It is also available on the school network and from the School Business Manager.

1.0 Statement of Intent

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Wildmoor Heath School for all staff, pupils and visitors. In preparing this policy the Health and Safety Guidelines of Bracknell Forest Council have been taken in to account.

2.0 Responsibilities

2.1. The Local Authority (LA)

The LA is responsible for setting LA policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

2.2. The Governing Body

The Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary. The Finance & Buildings Committee (FaB) discusses health and safety matters at every meeting and is responsible for making recommendations relating to safety. The committee also carries out health and safety 'walkabouts' and receives reports from the LA and school on health and safety matters.

2.3. The Headteacher

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher. It is the Headteacher's responsibility to ensure compliance with the LA policy for health and safety. Day to day responsibility for health and safety is delegated to the School Business Manager.

2.4. School Business Manager (SBM)

The SBM ensures that all staff are appropriately trained, that routine and emergency maintenance is carried out and that procedures are in place for monitoring, recording and reporting health and safety concerns.

2.5. Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the office immediately who will record it.

3.0 Procedures

3.1. Fire Safety

All employees should familiarize themselves with the action they need to take in case of fire and evacuation of the building. There will be at least 3 fire drills per year.

On hearing a continuous ringing bell:

- Immediately call for silence; Give clear instructions to the pupils
- Escort the class in silence to the Assembly Point (by green signs on playground fence), with the TA (or a sensible child) leading and the teacher at the rear.
- Doors should be shut as you leave classrooms and the building.
- Classes should line up with F2 nearest the PE garages and Year 6 nearest the car park. Children should face the fence.
- Class teachers will then check pupils against the registers which have been brought out by office staff. Hold the register up to show all children are present. If necessary a search will be carried out for any missing persons.
- Wait for clear instructions from the Headteacher, Deputy Headteacher or duty leader in charge.

3.2 Broadmoor Alarm / Lock Down Procedures

The Broadmoor alarm is tested at 10am every Monday. The siren consists of a rising, falling tone, followed by the all-clear, which is a single continuous tone. If the alarm sounds at any other time, staff and children must go inside and / or return to their classroom. All external doors and windows must be closed. These will be checked by the Headteacher and School Business Manager. Registers are sent to each class and teachers check that all children are present. No external visitors will be allowed into school without a prior appointment. Unless otherwise instructed by the police or the local authority, children are dismissed as usual at the end of the normal school day. Parents are informed through the e-mail / text system and school website. The school has an alternative lock down signal (for a non-Broadmoor incident). This is

the fire bell ringing intermittently five times and then repeated. The same procedure as above should be followed.

3.3. Accidents & First Aid

The school ensures that it has trained First Aiders. The main first aider and appointed person for the staff is Mrs Attfield. Employees should ensure that they know how to contact the First Aiders in the event of an emergency. Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids.

If an employee has an accident at work they must report it – as soon as practicably possible - to their line manager and the School Business Manager, and ensure that an Accident Report Form, which can be found in the School Office, is completed. Serious accidents must be reported on-line to Bracknell Forest Council by the Headteacher.

If a child has an accident at school, a ‘bump note’ is sent home explaining what happened. For more serious incidents, the office will call home. A record of the incident is recorded in the Accident Book. This is checked each half term for trends.

3.4. Reporting Hazards

All staff are responsible for reporting hazards. It is then the SBM’s responsibility to follow up this report. The Finance & Buildings Committee monitors the action taken to remedy hazards.

4.0 Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying “Fault Do Not Use”. In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note that particular care needs to be taken with extension leads to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the SBM.

5.0 Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and the key kept in the office. Teaching staff should note that the use of chemicals in science should be checked with the Science subject leader or the Headteacher.

6.0 Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

- Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use;

- DT Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools;
- Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work;
- PE Equipment is inspected annually by an outside contractor. Records are kept of these inspections; Staff are briefed on how to safely use the equipment prior to use;
- Cookers – Children must be supervised at all times when using the Children’s kitchen.

7.0 Health and Hygiene

7.1. Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in the school office and are line with current LA and NHS guidelines.

7.2. Medicines

Our policy is based on the guidance issued by the DfE and Local Authority.

Prescribed medicines (e.g. asthma inhalers), needed to enable a child to take a full part in education, will be administered as long as parents complete a medical consent form. Injections, however, will only be administered in emergencies to save life (e.g. an EpiPen for nut allergy). Where possible, children will be encouraged and supported to administer their own medication. Medication is usually stored in the office. However, there will be circumstances where the child will need to carry their medication with them (e.g. an asthma inhaler on a school trip). These circumstances will be noted on individual care plans or trip risk assessments as required.

Non-prescribed medication (e.g. off the shelf pain killers) cannot be administered by school staff. However, parents may send, with prior agreement, non-prescription medicine into school for their child (but not aspirin or medicines containing ibuprofen). This **MUST** be kept in the office and parents must also complete a medical consent form. Consent given for non-prescribed medicine will only last for one day and parents must collect any unused medicine at the end of the school day. We will advise and help children take medicines themselves, if they wish to, but we will not compel or administer it to them. Children will not be reminded to take non-prescribed medicines – they must ask for them if and when they need it. A record will be kept of any medication taken.

7.3. Smoking

The Governing Body has adopted a no smoking policy within the school building and grounds.

7.4. Hygiene

It is the responsibility of the SBM to monitor the cleanliness of the building.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

8.0 Animals in School

No dogs are allowed in the school grounds.

Staff are generally discouraged from keeping animals in school. However, if permission is given by the Headteacher, a care plan (using the RSPCA approved format) will be completed in advance. Further guidance on keeping animals is located in the Association for Science Education's (ASE) "Be Safe". Stuffed animals are only used if displayed in glass cases.

9.0 Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. AN APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED using Frontline. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit must be obtained. Risk assessment for outdoor visits are completed and checked by the Offsite Visits Coordinator (OVC) and then the Headteacher. For certain trips, further checks are made by the LA's Offsite Visits Advisor (OVA).

When residential visits are organised parents are invited in to school to discuss the visit in detail.

Staff should be aware of the LA guidelines for educational visits. See Educational Visits Policy and Guidelines.

10. Security

10.1 General Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. All staff, visitors and volunteers must wear their ID or a visitors pass.

During a school week, our gates are open from 7.00am until 8.55am and from 3.10pm until 6.00pm. The doors to the school are open from 8.40am until 8.55am in the morning and between 3.15pm and 3.30pm in the afternoon. During this time, staff are stationed near the doors to restrict access.

Once the gates are closed, access is by entry phone only. Keypads on the front and first internal doors prevent entry. All other doors are closed. Visitors are requested to enter only by the front door.

Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.

10.2 Lone Working

Lone working on site is not advised. However, it is sometimes necessary and, in such instances, all staff should familiarise themselves with the Lone Working Policy which can be found on network. Employees are based mainly at school. However, the school recognises that from time to time, employees may work from home. This must only be done in agreement with the

Headteacher. Employees working from home have a responsibility to ensure that they are working safely and not putting themselves at risk, have appropriate space to work in and use the correct equipment.

11. Contractors

All contractors are expected to report their arrival and departure to the school office before commencing work. Before starting work they will be given an appropriate health and safety briefing. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Only those contractors with a current and clear DBS will be allowed unsupervised access to the school.

12. Lettings

All bodies using the school building receive information which includes information about health and safety, including first aid and fire procedures. They also have a contact number for the caretaker.

13. Communications

All staff, teaching and non-teaching, are given a copy of the policy (a) on appointment and (b) after review. Key information from the policy is included in the staff handbook. A copy is available in the staffroom and on the school network.