

Perryfields



Primary

Perryfields Primary School

HEALTH, SAFETY & WELFARE POLICY

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PERRYFIELDS PRIMARY SCHOOL

HEALTH SAFETY AND WELFARE POLICY

1. Statement of Intent

- 1.1** The health, safety and welfare of all pupils, staff, contractors and visitors who attend our school is of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.
- 1.2** The Head teacher is the named Health & Safety Lead at Perryfields Primary and will undertake all relevant training in order to perform all duties in a competent manner.
- 1.3** Certain duties will be delegated to the Site Manager, providing that he has been trained and is competent to do so.
- 1.4** Health & Safety is recognised as being the concern of all staff employed at Perryfields Primary along with all major Stakeholders.

2. Roles & Responsibilities

- 2.1** The Governing Board has a named governor, with responsibility for health and safety matters. It is this governor's responsibility to keep the Governing Board informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. This is via contact with the Site Manager.
- 2.2** A termly site inspection is carried out by the Site Manager and Headteacher/Deputy Headteacher. The findings are reported to the full governing board when required.
- 2.3** The Headteacher implements the school 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. A copy for reference is located on the Health & Safety board in the Staff room. The Headteacher will carry out periodic risk assessments and inform staff of outcomes. A file containing these is located in the Staff Shared Area. The Site Manager has access to Risk Assessments relevant to his role, as do the clerical staff.
- 2.4** Cleaning/kitchen/lunchtime staff have safety cones to use for spillages. Cleaning staff will use the yellow 'A' frames at all times, to indicate that cleaning is in process/spillages.
- 2.5** The Headteacher and Site Manager monitor the site daily for Health & Safety issues.
- 2.6** The Site Manager carries out Fire Alarm testing on a weekly basis and records this in the Fire Log. This is kept in a fire proof locked cabinet, located in the Site Manager's office. Fire drills are held termly.
- 2.7** LA Health and Safety audits are completed annually by the Headteacher and the findings reported to the Governing Body.
- 2.8** Visual asbestos checks are regularly undertaken. All contractors to the site are informed of the school's asbestos records and made aware of the confirmed and possible presence of asbestos within the school.
- 2.9** PE apparatus (frames and benches in school hall) is checked annually by 'Gym Fix.' Any necessary repairs are undertaken by the company.
- 2.10** PAT testing is completed annually by the Site Manager. PEE tests are also completed by the Site Manager. Any faulty electrical items are highlighted with a 'faulty label' until repair can be made. All such records are filed in the Premises Log by the Site Manager.

3. Site Security

- 3.1** While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. The pedestrian gates are accessed by keyed padlocks. The Site Manager has the responsibility to ensure that this gate is locked during the school day. The vehicle gate is accessed by a coded padlock.
- 3.2** We require all adult visitors to the school who arrive in normal school hours to sign in using the signing in system located in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 3.3** Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them. Where known the Headteacher/Site Manager will inform staff daily of any expected visitors/contractors on site.
- 3.4** 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, s/he will contact the police. During the school day access to the building is via the front door which is only to be activated by Office personnel.

4. Safety of the children

- 4.1** It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.
- 4.2** We do not take any child off the school site without the prior permission of the parent.
- 4.3** If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned and notify the named First Aiders. An up to date list of staff trained in First Aid is maintained and retained by the Office Administrators.
- 4.4** 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.
- 4.5** We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. All head injuries are reported directly to the parents/carers.
(See Medical policy)
- 4.6** Prior to all educational visits, staff undertake a risk assessment and complete a mandatory evaluation form for all offsite activities.
- 4.7** Every member of teaching staff will undertake training on good practice to adopt while leading school trips.
- 4.8** We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

5. The Wellbeing of Staff

- 5.1** The subject of Health and Safety is a standing item on all staff meetings, thus encouraging information sharing and awareness raising of Health & Safety Issues amongst all employees.
- 5.2** In line with LA guidelines, Perryfields Primary operates a zero tolerance policy with regards to violence, physical aggression, threats and verbal abuse.
- 5.3** The school buys into the support package for staff (Care First). This is accessible to all staff as and when required.
- 5.4** Work/Life Balance will be considered and supported wherever possible within the remit of school improvement.
- 5.5** School employees will not be required to undertake any duties, unless they have received appropriate training to do so.
- 5.6** The school adheres to the LA policy for stress management.
- 5.7** The school achieved the Sandwell Well Being Charter Mark 2019.

6. The Curriculum

- 6.1** We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum.
- 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. 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. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Relationships Education Policy.)
- 6.4** Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 6.5** Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

7. School Meals

- 7.1** Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. All children in the EYFS and KS1 are entitled to a free school meal. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 7.2** If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- 7.3** Our school promotes a healthy lifestyle. We are part of the 'FRUIT FOR SCHOOLS SCHEME'

8. Child Protection

- 8.1** The Headteacher is the named Designated Safeguarding Lead in the school. However, there is a DSL Team comprising another 4 staff who are all trained to Level 3.
- 8.2** If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- 8.3** The DSL's in school work closely with children's services when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 8.4** We require all adults employed in school to complete a DBS. This is to be renewed every three years. The Single Central Record is maintained by Miss G Crowley in the School Office and checked by the School's Improvement Adviser at least every term.

9. School Uniform

- 9.1** It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly. The Home School Agreement outlines relevant issues.

10. Theft or Other Criminal Acts

- 10.1** The teacher or Headteacher will investigate any incidents of theft involving children.
- 10.2** If there are serious incidents of theft from the school site, the Headteacher will inform the police.
- 10.3** 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 he or she wishes the matter to be reported to the police.