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OUR MISSION: TO TRY OUR BEST, TO TELL THE TRUTH, TO LOOK AFTER EACH OTHER AND THE COMMUNITY

"Pupils' personal development, behaviour and welfare is OUTSTANDING" (Ofsted, 2019)

Health, Safety and Welfare

Completed by: Mr D Christie

Date Implemented: September 2020

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Stanley Crook Primary School is committed to improving outcomes for all pupils



Stanley Crook Primary School

Health, Safety and Welfare Policy

1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

Statement of intent.

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work etc. Act 1974 to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body will operate within the structure and framework of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual, and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Section 2 - Organisation of Health & Safety Responsibilities

Governing Body

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety Procedures Manual. In order to fulfil this responsibility the Governing Body will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and it's procedures;
- when requested the County Council is provided with information on the operation of the health & safety management system sufficient to fulfil its responsibilities,
- a review of the policy and its implementation is carried out at suitable intervals; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

Headteacher

The Headteacher will co-operate with their Governing Body to ensure that:

- adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
- where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
- systems are in place to monitor the application and effectiveness of the health and safety procedures;
- at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

Employees

All employees have a responsibility to -

- observe the health & safety policy & procedures in school;
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- make use of safety aids, appliances, equipment and protective clothing provided;
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;

- familiarise themselves with the action to take in the event of fire or other emergency;
- seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.

Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

Section 3 – Health & Safety Procedures

The following health & safety procedures are detailed in the Durham County Council School Health & Safety Policy and Procedures Manual.

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment
- Driving at Work
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hand Arm Vibration
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Mobile Phones
- Manual Handling (Objects)
- Moving & Handling Pupils and Young People
- New & Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Playgrounds and Outdoor Play Equipment
- Public Events on School Premises
- Risk Assessment
- Risk Register and Top Level Assessment
- Science Teaching
- Security in Schools

- Swimming Pool Operation
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace Transport
- Workplace Welfare & Premises Inspection
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

4 The school curriculum

- 4.1** 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, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 4.2** 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.
- 4.3** Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).
- 4.4** 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 teacher.
- 4.5** Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 4.6** 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. These concerns are handled with sensitivity.

5 School meals

- 5.1** Durham County Council provide free school meals to all primary pupils in EYFS and Key Stage 1. Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. 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. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.
- 5.2** If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 5.3** Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

6 School uniform

- 6.1** 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. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 6.2** We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- 6.3** It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 6.4** We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- 6.5** On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

7 Child protection

- 7.1** The named person with responsibility for child protection in our school is the Headteacher Mr David Christie and in his absence, Mrs Rachel Wilkinson Deputy Head, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- 7.2** If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named in 5.1 about their concerns.
- 7.3** When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 7.4** We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.
- 7.5** All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

8 School security

- 8.1** 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. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 8.2** We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 8.3** Teachers will not allow any adult to enter their classroom if they have not signed in and are known to them.
- 8.4** 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, he will contact the police.

9 Safety of children

- 9.1** It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the Headteacher before that particular activity next takes place.
- 9.2** We do not take any child off the school site without the prior permission of the parent.
- 9.3** If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school entrance. The following staff at the school have been trained in first aid: **Mrs Rachel Wilkinson DH (main first aider)**; Mrs Treena Bebb, Mrs Ann Shields, Ms Sandra Rowcroft - all staff have had basic in house training
- 9.4** 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.
- 9.5** We record in the school accident all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 9.6** There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them 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, a written report will be made.

10 Fire and other emergency procedures

- 10.1** Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. (New alarm system fitted 2009) This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

11 Educational visits

- 11.1** 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).

12 Seat belts

- 12.1** We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

13 Medicines

- 13.1** Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).
- 13.2** Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- 13.3** Staff involved in administering the medication will receive training, usually from the school nurse – staff are Miss S. Rowcroft and Mrs T. Bebb

14 Internet safety

(see also Online Safety Policy)

- 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, selected links, and child-friendly search engines. Parents are asked to sign 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. We have an E Safety Pledge and all pupils, staff and governors have had E Safety training.

15 Theft or other criminal acts

- 15.1** The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.
- 15.2** 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.

16 The health and welfare of staff

- 16.1** The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay.
- 16.2** The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

17 Monitoring and review

- 17.1** The governing body has a named governor (Mr Trevor Carroll) with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 17.2** The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 17.3** The Headteacher implements the school's 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. The Headteacher also reports to governors annually on health and safety issues.
- 17.4** This policy will be reviewed at any time on request from the governors, or at least once every two years.

