



*Kirkstall St Stephen's  
C of E (VA) Primary School*

*Health and Safety Policy*

*January 2018*

This school is committed to safeguarding and the wellbeing of all children, and expects our staff and volunteers to share this commitment.

## **KSS School Mission Statement**

We are cherished, we are challenged, we are children of God.

## **Our Vision**

We are cherished – we aim to create a caring environment where all children and staff feel welcome, valued, supported and respected.

We are challenged- through a stimulating and challenging learning environment, where achievements are recognised but it is also safe to fail, increasing our resilience.

We are children of God – we recognise the value of each and every individual, encouraging everyone's unique spiritual development and potential.

## **Our Ethos Statement**

Our school ethos is represented by the KSS Values Tree; showing children's growth as a tree planted firmly into God's sustaining love and rooted in our school values of: trust, justice, perseverance, respect, thankfulness and forgiveness.

This is based on Psalm 1:1-3.

<sup>3</sup>

They are like trees that grow beside a stream,  
that bear fruit at the right time,  
and whose leaves do not dry up.

They succeed in everything they do

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## **A INTRODUCTION**

### **Introduction & Intent**

The Governing Body and Headteacher of Kirkstall St Stephen's C of E (VA) Primary School aim to provide safe and healthy working conditions for employees and a safe and healthy environment for the pupils. We wish to promote a high standard of health and safety at work.

The school will adopt the standards and practices laid down by Leeds City Council in the general statement of safety.

All members of staff must show a proper concern for their own safety, the safety of pupils and others at the school. They should observe authorised methods of work and the appropriate code of practice.

This policy will be reviewed by the Governing Body at 2 yearly intervals to ensure it meets new regulations or circumstances.

## **B STAFF RESPONSIBILITIES**

### **The Governing Body**

The Governing Body has overall responsibility for Health and Safety issues in the school. It must ensure that procedures and practice in the school are in compliance with relevant legislation.

### **The Headteacher**

The Headteacher is responsible for Health & Safety issues within school and will, within the constraints of the post

- implement those matters which are under her direct control or report to the LEA those matters which are not
- call upon the services of the Health and Safety Team, where appropriate, to assist with safety matters and to evaluate any systems which may be drawn up.
- ensure that all safety information received by the school is maintained and disseminated to staff as required and will ensure that the guidance issued by the L E A and other bodies is followed.
- ensure that all staff are aware of agreed health and safety procedures.
- ensure that copies of this policy are available to all staff and to parents or other concerned parties on request

## All Staff

All staff will

- take reasonable care for the health and safety of themselves and others
- co-operate with any statutory requirements imposed on the employer
- should follow school procedures and instructions
- ensure that students on teaching practice and work experience, parents and other visiting adults working with children are also made aware of the above mentioned procedures and instructions
- draw to the attention of the Headteacher matters of concern relating to health and safety
- refer to “Health and Safety Handbook” for further information and advice about their particular areas of responsibility. A copy is kept in the Head teacher’s room

## The Superintendent

The Superintendent, under the general direction of the Headteacher is responsible for the day to day upkeep of the premises and will

- ensure that the boiler plant and equipment are operational and report any problems to the Headteacher for repairs to be instigated.
- carry out his cleaning duties in a safe manner and ensure that any substances used are stored and handled in accordance with the relevant regulations and guidance and will ensure, in conjunction with the Headteacher that the guidance on COSHH and other appropriate regulations are followed.
- regularly carry out general surveys of the premises inside and out and report accordingly
- carry out tests of the fire alarm, keep records and ensure that the emergency lighting is operational
- take out of use any faulty electrical equipment

## Cleaning Staff

All cleaning staff should

- ensure that substances are locked away when not in use and used and stored in accordance with the regulations and guidance
- ensure that warning signs are placed adjacent to newly mopped areas
- report any defects to electrical equipment to the Superintendent

**NB** If specific duties are delegated these will be discussed with line managers, detailed in writing and given to the individual concerned. A copy will be attached to the safety policy document.

## C FIRST AID AND ACCIDENT REPORTING

**All classes have support staff who have undertaken First Aid training. Lunchtime staff and BAASC also have staff who have undertaken First Aid training. Most accidents/illness can be dealt with at source by staff on duty.**

### Accidents

The following instructions should be followed when accidents happen in different locations

- **Staff on playground duty** to diagnose and if necessary send child to first aiders or call for assistance if injury is of a more serious nature
- **Lunchtime staff** may deal with minor cuts/abrasions/bumps. If more serious send for first aid staff or call for assistance
- **Staff in a classroom or the hall** must call for assistance via a child/note if they are the only adult
- **Staff on the games field** should take a mobile first aid kit and mobile phone. In the event of an accident, at least one adult should be responsible for the rest of children and the lead adult should either
  - i. cope with situation with first aid equipment available or,
  - ii. if appropriate return child to school to first aid staff or,
  - iii. if in doubt e.g. broken leg or head injury, lie child down, keep child warm and telephone for help
- **Staff on school visits and field trips** should take mobile first aid kit and mobile phone

### Recording and Reporting Procedures

#### Bumps on the Head

If a child bumps his/her head

- Attend to the injury, contacting a first aider if necessary
- **Make an entry in the first aid book, to be signed by class teacher and handed to the adult collecting the child concerned at the end of the day.**
- Inform the class teacher
- Class teacher to ensure that the parents are telephoned and if no contact is made, try to speak to parent / carer at end of school day.

#### Accident

- Really minor injuries can be simply dealt with at school
- In the case of other accidents (excluding head injuries) an Accident slip should be filled in and sent home.
- Fill out the Minor Injury slip in the First Aid book.

- Inform the class teacher
- In the case of more serious injuries a first aider must be contacted, **the Head should be informed**, parents must be informed and a C50 form from the school office should be filled in and sent to the LEA

Periodically procedures will be reviewed and modified if necessary

## Illness

In the first instance children who are ill at school should be attended to by support staff. The class teacher will advise if parents are to be contacted if the child needs to go home. If there is any doubt the child should be taken to a first aider who will advise what to do. The Headteacher, class teacher and school office should be informed of any children who are sent home. Any children that are sent home must be signed out in the book in the office. Children with vomiting or diarrhoea should be sent home and not return to school for at least 48 hrs after symptoms have subsided.

## Medicines in School (Also see medication in School Policy 2018)

Teaching staff are advised not to administer medicines. Children who are taking medicine 3 times daily should be able to fit in all 3 doses at home. Under **exceptional** circumstances, e.g. a long term course of treatment, application may be made to the Headteacher who will consider each individual case and decide what, if any, support can be given.

In the case of self administration e.g. inhalers, the parent should be given a medicine form to fill in with the child's requirements so that a record can be kept in school. The inhaler should be clearly marked with the child's name and dosage. It is helpful if an inhaler can be kept in school permanently so that a child can always have access to it.

## Information Available from the office regarding First Aid

- dealing with minor injuries including any open wounds or stomach upsets
- disposal of soiled dressing
- location and content of first aid boxes
- medicine in school
- parents' letters
- control of communicable diseases.

Please inform office staff of any shortages in first aid equipment.

## Infection Control

When cleaning up spills of blood or other bodily fluids, rubber gloves must be worn. Disinfect the spilled on area then wash gloves whilst still on hands with disinfectant. Hands should then be washed in soap and water. Further guidance is in "Health & Safety in Education Premises" Part 5 First Aid.

## **D IN SCHOOL PROCEDURES**

When in school children will be encouraged to

- always walk in an orderly manner.
- be instructed in the safe use, storage and transport of tools, including scissors.
- wear protective clothing, such as goggles, where appropriate

Members of staff must at all time be particularly alert to any particular potential Health & Safety hazards of activities such as PE, Technology and Science. Further guidance for staff is available in “Health and Safety Handbook For Schools” – located in the Head teacher’s Office.

## **E PLAYGROUND PROCEDURES**

All staff will follow agreed procedures

- children should line up at the door until the member of staff on duty takes them into the playground
- children should stay in their designated play area
- children should be encouraged to play safely and to respect the rights of others
- at the end of playtime a whistle will be blown and children will line up and enter school in an orderly fashion
- staff on duty should ensure all external doors are closed

## **F SCHOOL VISITS**

Please see Educational Visits Policy for details of procedures to be followed.

### **Transport**

Only members of staff and helpers with appropriate insurance will be able to transport children in cars. See (Transport Policy for further details)

## **G FIRE REGULATIONS (Revised 2012)**

### **Fire Prevention**

To assist with fire prevention

- fire doors must be kept closed
- external doors must open readily from the inside
- evacuation routes will be kept clear
- flammable and combustible materials will be stored in the appropriate storerooms
- rubbish will not be allowed to accumulate

### Location of Fire Extinguishers

- one dry powder and one fire blanket in the kitchen, near exit door
- one foam extinguisher in the hall, near the main door
- one CO2 extinguisher outside Year 5 room
- one foam extinguisher outside Year 5 room
- one water extinguisher outside Year 6
- one CO2 extinguisher outside Year 2
- one dry powder in Resources room at back of Year 2
- one fire blanket with mobile cooker
- one water extinguisher in the library area
- one CO2 in main reception office
- one water in main reception office
- one CO2 extinguisher outside the staffroom
- one water extinguisher outside the Heads Office
- one foam extinguisher in the undercroft / ICT corridor
- one dry powder extinguisher in the boiler house door
- one CO2 extinguisher in the ICT suite
- one CO2 extinguisher in Teachers Workroom
- one foam extinguisher outside Deputy Heads office
- one CO2 extinguisher outside Deputy Heads Office
- one water extinguisher by sink in Pre School
- one CO2 extinguisher in Pre School Kitchen
- one fire blanket in Pre School Kitchen
- one foam extinguisher in Pre School Outdoor Classroom

### Evacuation Drill

An evacuation drill will be held at least termly. The Superintendent will keep a record.

### On Discovering a Fire

The adult must sound the alarm on his/her way out of the building with the children

### On Hearing the Alarm

This procedure should be followed. Teachers are responsible for the class they are currently teaching. If possible, on leaving, **close doors and windows** to prevent the fire spreading. The fire fighting appliances should only be used for the purpose of securing the escape of children - not to extinguish the fire

- Everyone will evacuate the building and line up in the upper play court
- |  |   |
|--|---|
| <b>Pre School<br/>Reception<br/>Year 1<br/>2 &amp; 4</b> | Assemble in the bottom playground<br>Use the fire escape near Yr1 cloakroom<br>Use fire escape door to office<br>Use exit via Reception Outdoor classroom |
| <b>Year 3<br/>Years 5 &amp; 6<br/>People in the hall</b> | Use 5 & 6 entrance<br>Use rear exit through the hall<br>Use rear fire exit  |
| <b>People in mezz offices</b>                            | Use rear exit through the hall  |

**People in ICT suite**

Exit through Pre-school and assemble in the bottom playground

**Upper Floor**

exit downstairs through fire escape on to Morris Lane and walk around to playground

- If fire prevents the use of the exits for any reason, the **nearest clear exit must** be used
- **Nobody must re-enter the building** for any purpose, until the all clear has been given by the superintendent
- Person in charge, i.e. **Headteacher, to go to main school entrance.** In the absence of the Headteacher the deputy head takes over the role
- The fire alarm is automatically monitored by the Fire Service but the **Headteacher is responsible for ringing the Fire Brigade** to confirm there is a fire
- **Registers** will be brought by the office staff or by class teachers if they are still in classrooms, if registers are unavailable then teachers should check by questioning.
- **Superintendent to check that all children are clear of the building**
- **Teachers to raise hand when all the class, including adults, is present.** Deputy (or in his or her absence Year 5 teacher), to report to the person in charge when children have been counted. **Teachers should inform the head of any missing people.**
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**If the Fire Becomes Widespread**

Evacuation from the yards to be considered by the staff already there. If this action is necessary

- children in the upper play court to proceed out of the school gate and assemble by the Church Hall
- children in the Morris Lane playground will be taken round on the pavement to the Church Hall where they can be counted

**Evacuation Drill for Lunchtime**

Lunchtime Assistants on Morris Lane playground must keep themselves aware of the padlock code (1971)

- The staff to **take children out by the nearest exit** and line them up in classes
- **Midday supervisor** to ensure all children leave the dining area into the play court, taking dinner registers with her and distributing them to class teachers or other supervisory assistants who will take a roll call of children.

**Adults should raise their hands when all children are present on their register or inform the Headteacher of any missing children.**

- **Office staff will bring out signing in book**, check which staff are present and report to Headteacher
- **Deputy Head to act as a 'fail safe'** and do a final check that school is clear
- The **kitchen staff** to go straight into the playground
- **Lunchtime supervisors in the Morris Lane Playground** will ensure that all children are out of the cloakroom and then line the children up and walk them round on the pavement to the play court where they can be counted
- Should the danger from the fire become more of a problem, the children to vacate the play court and assemble in classes in the **Church Hall car park**
- **The Headteacher** to call the Fire Brigade and take charge of children
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### Evacuation Drill When All the Children Are Outside

- the **lunchtime supervisory assistants** to line the children up in classes, wherever they are playing
- **Midday Supervisor** to bring out registers to the play court
- Teaching staff or supervisory staff will use the registers to take a roll call of the children **Adults should raise their hands when all children are present on their register or inform the Headteacher of any missing children.**
- **Children in Morris Lane playground** will be escorted round on the pavement to the play court to complete the roll call (Lunch-time staff on duty in this playground will ensure that they know **the padlock code (1971)**).
- **Office staff will bring out the signing in book**, check which staff are present and report to the Headteacher
- **Deputy Head to check building is clear** and all staff to vacate the building and help with the roll call of the children
- If vacation of the premises is necessary, this will be into the **Church Hall car park**

## H SCHOOL SECURITY

Every reasonable measure will be taken to ensure the safety of the staff and children. A balance must be kept to ensure the school is secure whilst maintaining a welcoming atmosphere and adhering to fire regulations. If issues arise, the governors may seek advice from the LEA. The procedures below will be followed

- all external doors should be kept closed and locked on appropriate quick release locks when the children are inside the building
- access to the building will only be gained through the main entrance where a security system is in operation
- all visitors must report to the school office and sign the Visitors' Book
- they will be given a badge to wear if they are remaining in the building
- the school gates must remain closed

At the start and finish of the school day it is the responsibility of parents to ensure that appropriate provision is made for the delivery and collection of their children. In the event of a parent being unable to collect a child as arranged, they must inform school who will keep them until they arrive. Younger children will be instructed to stay with their class teacher if they have not been collected by an expected adult. Older children must not leave the playground and return to their class teacher if they have not been collected. Parents are responsible for their children as soon as they leave the school gate

Morning Club and After School Clubs should also make appropriate arrangements to ensure the safe delivery and collection of children outside school hours.

## **I ROAD CROSSING AND ROAD SAFETY**

### **Road Crossing.**

During the school day, children will cross the road with the appropriate ratios of staff to children.

### **Car Parking**

Parents will be regularly reminded about road safety issues surrounding the school

- no cars into Church Hall car park when delivering and collecting children
- careful parking of cars within side streets surrounding school
- children and parents/guardians to use footpath from Norman Street to school

## **J EQUIPMENT**

### **Purchase of Equipment**

All equipment for use in school will be purchased in accordance with Leeds City Council guidelines. Advice, where necessary, will be sought from the LEA.

### **Use of Electrical Equipment.**

The following principles apply

- All portable electrical equipment will be thoroughly tested as required by Leeds City Council Policy.
- The Superintendent will check all equipment in regular use at least once a term and arrange PAT testing as appropriate.
- All electrical equipment in regular class use will be “vision” checked by the teacher using the equipment each time that it is used. If equipment is damaged or defective in any way, it must not be used but must be reported to the superintendent for action.
- Extension leads must be used only when essential. If the lead is the rolled type it must be fully extended before use.

- No wires will be so placed that they constitute a hazard to any person on the premises.
- Where practicable electrical equipment must be switched off and the plug removed from the socket before being left unattended at night or for any long period in the school day.
- Care must be taken not to obstruct electrical heaters with combustible material of any kind.
- Personal equipment must not usually be brought into school. However, where this is necessary, the checking procedure must be followed. Consultation with the Headteacher must take place.

### **Protective Equipment – Provision and Use.**

Staff members with delegated responsibilities will ensure that all necessary members of school staff are trained in proper procedures for the health and safety aspects of the appropriate tasks including the correct use of equipment/clothing. The responsibility will include introducing and training in new agreed procedures, new equipment and substances. Monitoring of procedures will be a further responsibility.

All equipment reported as faulty will be repaired or destroyed as soon as is practicable.

### **K PRESENCE OF CONTRACTOR ON SITE**

In the event of a Contractor needing to work on site during the school working day, arrangements with regard to Health & Safety of staff and pupils will be agreed after discussion with Safety Representatives and agreement with the Contractor by Headteacher or Deputy and Superintendent and will include

- Safe working practices
- Maintenance of fire escape routes
- Arrangements to control interaction between contractors and pupils
- Notification of the arrival on site of the Contractor on each day.

The agreed arrangements will be monitored by Headteacher and Superintendent. If a Contractor is working during the school holidays, arrangements will be agreed with the Superintendent and monitored by same.

### **L RISK ASSESSMENTS**

The Governing Body will make arrangements for risk assessments to take place for the activities within its control and take appropriate action to minimise any highlighted risks. All risk assessments are available in the head teacher's office.

## **M GOVERNORS**

The Governors on the Resources Committee will monitor the effectiveness of this policy.

Staff & Governors will ensure the policy is adhered to and revised as appropriate.

## **FURTHER REFERENCES**

- Health and Safety Handbook – Head teacher’s Office
- Educational Visits Handbook – Head teacher’s Office
- Child Protection Policy – Staff Room
- Educational Visits Policy – Staff Room
- Generic Risk Assessments – Staff Room in policy file

Reviewed: Jan 2020