

# Nursery Hill Primary School

## Ansley Common

### Nuneaton



## Health and Safety Policy

This policy outlines the framework developed by Warwickshire County Council to manage health and safety. The policy is a declaration of the County Council's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons other than employees who use or visit the Council's premises, or who may be affected by its activities. Each directorate will develop more detailed and specific systems and procedures to ensure health and safety on a day-to-day basis is adequately managed. The management systems required to manage health and safety should be proportionate to the level of risk within directorates.

Warwickshire County Council will establish and adopt procedures to ensure that health and safety objectives and priorities are monitored and delivered to a high standard and that a pro-active health and safety culture is maintained throughout.

The policy has been produced as required by Section 2 (3) of the Health and Safety at Work etc. Act 1974 to clearly identify the responsibilities of Elected Members, Chief Executive, Strategic Directors, Heads of Service and Head Teachers. The purpose of the policy is to demonstrate that senior management of Warwickshire County Council are totally committed to the health and safety of all employees and persons other than employees affected by our activities.

The Chief Executive may delegate many of the responsibilities to Strategic Directors, Heads of Service, and line managers. Delegating the responsibility the Chief Executive will remain accountable and responsible.

### **General Policy Statement**

The Health and Safety Policy is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant legislation, which will be the minimum standard acceptable.

It is the policy of Warwickshire County Council that the health, safety and welfare of its employees at work shall be, so far as is reasonably practicable, a responsibility of Strategic Directors equal to that of any other function delegated to them by Warwickshire County Council.

In the design, construction, operation, transportation and maintenance of all plant equipment and materials used and facilities provided, it is Warwickshire County Council's intention to prevent, so far as is reasonably practicable, injury to their employees and any other persons. Therefore Strategic Directors will make available such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all Warwickshire County Council's employees for whom they are responsible and provide the necessary safety devices and adequate controls for those at risk. In addition, safe systems of work through risk assessments will be adopted and promoted.

Without detracting from primary responsibilities of Strategic Directors, Heads of Service, Head Teachers and line managers for ensuring safe conditions at work, Warwickshire County Council will provide competent technical advice and training on health and safety matters where necessary and make resources available to promote healthy and safe work conditions.

Warwickshire County Council recognises that for a health and safety policy to be successful it should actively involve all employees. Warwickshire County Council will therefore co-operate fully in the appointment of trade unions and employee safety representatives and include them in discussions and

consultations in order to promote and develop measures to ensure adequate standards of health and safety at work are achieved and monitor the effectiveness of such measures.

Equally, it is the duty of every employee to take reasonable care for the health and safety of themselves and their fellow employees or any third party who may be affected by their actions at work and to co-operate with management to enable Warwickshire County Council to carry out its own responsibilities for health and safety successfully.

The general standards of health and safety, as defined in this statement, will be supplemented by directorate safety arrangements and Strategic Directors will be responsible for implementing the policy commitment of Warwickshire County Council on health, safety and welfare within their directorates.

This statement of policy will be kept under review and any amendments made will be brought to the notice of all Warwickshire County Council employees.

**Health** – The well being of employees. This encompasses conditions of body, and mind, which could affect the health and safety of employees and others.

**Safety** – Preventing injury or damage to any person or property affected by a work activity through the development of suitable and sufficient working practices.

**Welfare** – The provision and maintenance of facilities to ensure good hygiene, a comfortable working environment and appropriate support for the well being of the individual.

### **Our School Introduction**

Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution;
- Achieve economic well-being;

The health, safety and welfare of all the people who work or learn at our school are therefore 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, safety and welfare of all children and members of staff.

### **The school curriculum**

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, the fire service visits children in Year 2 and Year 5/6. 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.

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 show them how to move and play safely in PE lessons.

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 relevant policies).

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.

Nursery Hill 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.

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.

### **School meals**

Nursery Hill provides the opportunity for children to have a meal at lunchtimes. If parents or carers 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. Children in Reception, Year 1 and Year 2 receive Universal Infant Free School Meals. 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 are entitled to free milk each school day.

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.

Nursery Hill promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. Children have regular access to water if they require it.

### **School uniform**

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 carers, and we review these regularly. It is the responsibility of the head teacher 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.

We ask parents and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform the parents and carers 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 and carers not to send their children to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery at Nursery Hill. 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. Any other jewellery will be removed from the child, kept by the teacher and returned only to an adult.

## **Child Protection**

The named person with the responsibility for child protection in our school is Becky Pebody (Head teacher), Gemma Makey, and Claire Wright who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.

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 a trained member of staff about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Warwickshire Area Child Protection Committee (WACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interest of the child.

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. 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 and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **School security**

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).

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. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher or Caretaker immediately. The Head Teacher or Caretaker will warn any intruder that they must leave the school site straight away. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

## **Safety of children**

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, she/he should bring them to the attention of the head teacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all she/he can to aid the child concerned. We keep first aid boxes throughout the school. The majority of support staff are paediatric first aid trained.

Should any incident involving 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.

We record in the school accident book all incidents involving injury, and, in all cases, we inform parents or carers at the end of the day. If a child bumps their head however, or is quite seriously injured we will always call a parent immediately. We contact parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, cause self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary will be used, and any action taken must be only to restrain the pupil. If restraint had been required, a written report will be made. The majority of staff have been trained in TEAM TEACH, a restraint technique.

### **Fire and other emergency procedures**

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

### **Educational visits**

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).

### **Seat belts**

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.

### **Medicines**

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 to school, medication may perhaps still be required during the school day for a short period. On the other hand, children can also have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers 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.

We have a separate medicines policy that discusses this matter in much greater detail.

Staff involved in administering the medication will receive training, usually from the school nurse.

## **E - Safety**

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk to children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents and carers 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. The E-Safety policy gives greater detail on this matter.

### **Theft or any criminal acts**

The class teacher or Head Teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head Teacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive, and support the member of staff in question if she/he wishes the matter to be reported to the police.

### **The health and welfare of staff**

Nursery Hill takes very seriously the need to safeguard the health and welfare of all 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, she/he should inform the head teacher without delay.

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.

### **Monitoring and review**

The governing body has a named governor 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.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Head Teacher 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 Head Teacher also reports to governors annually on health and safety issues.

This policy will be reviewed at any time on request from the governors, or at least once every two years.

This policy is to be read along the appendix to health and safety. This is a detailed document of specific health and safety situations. It is an appendix so that we can keep the policy itself brief.

