



## Gosforth Park First School

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### Document Number

GP-GB-PO-045

### Document Name

GPFS Health and Safety Policy

### Version Number

V 01

#### Version Control

Document	Version	Date	Author	Change Description
GP-GB-PO-045	01	04/01/2021		Document release in QMS format
		07/02/2022	GB	Ratified by governors



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**Please refer to the Overarching Management of Health and Safety in School document**



## **1. Aims**

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

The aim of these procedures is to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute to a safe and healthy environment;
4. Establish agreed policy and procedures necessary to maintain a safe and healthy school environment; and
5. To maintain up-to-date written Risk Assessments for the premises, school activities and educational activities.
6. Make arrangements for ensuring safety and absence of risk to health in connection with the use, storage and transport of articles and substances;
7. Maintain all areas under the control of the Governors and the Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and exits from the school that are safe and without risk;
8. Formulate effective procedures for use in case of fire and for evacuating the school premises;
9. Lay down procedures to be followed in case of accidents;
10. Teach safety as part of pupils' duties where appropriate;
11. Provide and maintain adequate welfare facilities; and
12. Contribute positively to safety training as appropriate and when provided;
13. Ensure that all support staff have first aid in the workplace training including paediatric first aid and that this is updated as appropriate. Enhanced named first aider accesses the three day course and refresher training as appropriate. School to identify additional staff to be trained up at the enhanced level
14. Establish and maintain safe procedures for visitors and work persons whilst they are on the school site.

## **2. Legislation**

This policy is based on advice from the Department for Education on [health and safety in schools](#) and complies with the Health and Safety at Work Act 1974

## **3. Roles and responsibilities**

### **3.1 The governing body**



The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Have access to competent health & safety advice

The governor who oversees health and safety is Steve Collins.

The Governing Body will:

- Ensure that the Health and Safety Policy and Procedures are maintained up-date and are appropriate for the school's activities, and that written risk assessments are carried out. These will be reviewed whenever relevant, or at least annually;
- Undertake regular monitoring to ensure that a safe and healthy environment is maintained and that the Health and Safety Policy and Procedures are being implemented effectively;
- Implement action and addressing issues identified through Health and Safety inspections;
- Seek specialist advice where appropriate and act upon, and in accordance with, such advice when necessary;
- Ensure adequate resources for health and safety are available;
- Provide plant, equipment and systems of work, which are safe, and without risks to health;
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently;
- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises (within the resources available to the school); and
- Ensure sufficient funds are available to provide, as necessary, equipment to all staff employed in the school.
- Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them. The policy will be regularly reviewed and updated as necessary, or at least annually, with any amendments reported to the full Governing Body.



### **3.2 Headteacher**

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Delegating Health and Safety tasks to appropriate members of the school staff. Please see Overarching Management of Health and Safety in School document
- Liaise with third parties that interact with the School to ensure that they co-operate with the Health and Safety Policy and Procedures;

In the Head teacher's absence, the Deputy Head Teacher assumes the above day-to-day health and safety responsibilities.

The Deputy Headteacher will

- Ensure that there are arrangements for the speedy evacuation of the building in case of fire or other emergency and that fire-fighting equipment is available and inspected annually.
- Ensure that there are arrangements for a rapid response to any critical incident both within the school building or anywhere on the school grounds – see the schools critical incident plan

### **3.3 Health and safety leads**

The nominated health and safety lead are the Headteacher, School Business Manager and Facilities Supervisor, the Early Year Lead and the Senior First Aider.

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on all health and safety matters
- Work in accordance with training and instructions



- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Ensure that they are familiar with the Health and Safety Policy and Procedures, including any updates, amendments and revisions;
- Fully support health and safety arrangements and the implementation of the Health and Safety Policy and Procedures;
- Report any concerns of abuse of pupils to the Head Teacher / Child Protection Officer;
- Complete appropriate accident / incident documentation as soon as reasonably practicable following an incident;
- Keep all relevant people updated with regard to any pupils specific medical needs;
- Subject co-ordinators should be sufficiently knowledgeable about health and safety issues relating to their subject, promote safe practice within it, and be able to offer advice on their subject to all other members of staff; and
- All staff should question any unfamiliar people that may be seen on school premises and direct them to the school office to allow them to follow procedures for signing in. Any such incident should be reported to the Head Teacher as soon as is practical.

### **3.6 Visitors and Contractors**

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The school will ensure they communicate any appropriate risks to contractors. School will take the lead in vetting contractors, ensuring competence and agreeing approaches to work.

### **4. Site security**

The Facility Supervisor is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Newcastle Council City Security are key holders and will respond to an emergency.

### **5. Risk Assessment**

The Head Teacher will ensure suitable and sufficient Risk Assessments are in place for the activities the school undertakes. These risk assessments shall be reviewed on an annual basis or as and when necessary to reflect any significant changes. Staff will undertake risk assessments for areas / activities within their control and discuss these with the Head Teacher.

### **6. Emergencies**

In the event of an electrical fault, fire, flood, gas leak, storm, gale or other emergency, the school shall be evacuated in line with the procedures followed in all evacuation drills.





If an evacuation of the school is not necessary but the closure of the school is, parents and carers will be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless accompanied by a known, responsible adult.

## **7. Evacuation Drill**

Practice evacuation drills will be carried out once per term and the results will be recorded by the Head Teacher in the Fire Precautions File.

Fire Plan / Evacuation procedures are to be followed by all staff to ensure the safety of all pupils and staff. Information notices containing details of the Fire Plan and Evacuation procedures are to be displayed in all classrooms, communal areas of school, toilet facilities and any working rooms.

## **8. Crisis**

In a crisis situation (i.e. an incident or situation deemed by Supervisory Staff as a threat to the safety of the children e.g. intruder/adverse weather/dogs/swarm of bees in the grounds). School Staff are to move all children to a safe place, returning to their classrooms (if possible) quickly but calmly. Doors and windows should be secured if appropriate. School staff are to keep children in a safe place until the incident is resolved.

Any person discovering a crisis situation should immediately report it to the HT/DHT or, a member of SMT. The Senior Supervisor will alert staff and give any necessary instructions, including confirmation that the event has ended, including by walkie talkie if appropriate.

3.12.3 School Staff and pupils should not return to the classrooms, nor attempt to collect personal belongings until the crisis has been contained and the person in authority has declared 'all clear'.

## **9. Critical Incidents**

Refer to the Critical Incident Policy and Procedures.

## **10. Fire**

In order to comply with the Regulatory Reform (fire safety order) 2005, The school will ensure that a valid and up to date Fire risk assessment is carried out, and regularly reviewed (at least annually).

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately



- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are in class lines on the top playground adjacent to the staff carpark.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Headteacher will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

### **11. Adverse weather conditions**

In the event of adverse/extreme weather conditions, such as snow/ice/wind and gales, the Facility Supervisor will ensure that pathways are cleared and made safe before staff, parents, and pupils enter the school grounds.

Parents / guardians shall be given notice of the school's closure due to adverse/extreme weather conditions by means of an announcement via Parent Pay and the school website. The LA will be informed and they will notify local media.

If the school needs to be closed during the working day parents / guardians shall be contacted and pupils will be cared for at school until a known, responsible adult arrives to collect them.

If the school is open and the weather worsens then the staff on playground duty/supervision will refer to the play risk assessments.

### **12. COSHH**

Schools are required to control hazardous substances.

Control of substances hazardous to health (COSHH) risk assessments are circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products are stored in the cleaning cupboard and boiler house. The cleaning cupboard is accessed by staff with a key. The boiler house is accessed by the Facility Supervisor with a key.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.





### **13 Gas safety (SLA)**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

### **14 Legionella (SLA)**

- A water risk assessment has been completed. The Facility Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed BI-annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Monthly temperature checks (IWS), heating of water, flushing standing water after holiday periods and any other requirements outlined in the Legionella risk assessment

### **15 Asbestos (Management Plan)**

- Asbestos management plan to be followed as per the Overarching Management of Health and Safety I School
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

### **16. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

#### **16.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely



- An electrical equipment inspection will be carried out annually by a competent person. The School Business Manager will hold records of these. All staff will visually check electrical equipment before they use it. Any equipment of concern will not be used and will be immediately reported to the Headteacher or School Business Manager. The facilities supervisor will be asked to remove any such items from use.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Headteacher or a member of the Health and Safety team immediately
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- A portable appliance test (PAT) will be carried out annually by a competent person. The School Business Manager will hold records of these.
- All isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **16.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher
- A PE equipment inspection will be carried out annually by a competent person. The School Business Manager will hold records of these. All staff will visually check PE equipment as they erect it for children's use. Any equipment of concern will not be used and will be immediately reported to the Headteacher or School Business Manager. The facilities supervisor will be asked to remove any such items from use.

### **16.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. The School Business Manager will hold records of these.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)



### **17. Maintenance work and repairs**

Whenever regular or one off maintenance work is needed in the school the Governors shall select a competent contractor.

Whenever major maintenance or construction work takes place within the school building or premises a meeting of the Head Teacher, members of the Governing Body Premises Committee, Facilities Supervisor and Chair of Governors (if deemed appropriate) with the contractor shall be held at which Health and Safety method statements will be discussed and agreed. The school may seek advice from the school architect and will ensure that it complies with its client duties under CDM regulations.

All construction work shall be securely fenced off so as to prevent pupil access to the area and risk assessed.

The Headteacher or their representative shall intervene with the contractors and stop the work immediately if any Health and Safety concerns arise.

### **18. Lone working**

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

A risk assessment should be drawn up for all lone working activities.

### **19. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Any tasks involving Working at height will have a risk assessment carried out to determine the necessary controls required.
- The Facilities Supervisor retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety



- Access to high levels, such as roofs, is only permitted by trained persons

## **20. Manual handling**

Tasks involving a significant risk from manual handling will have a risk assessment carried out to determine the necessary controls required.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

## **21. Waste disposal**

Waste disposal arrangements are undertaken by LA Service Providers as part of the School's Service Level Agreements.

The Facilities Supervisor and Staff are required to assist with general housekeeping and waste management of their classrooms and other School areas, to ensure a safe school environment is maintained.

## **22. Off-site visits and Educational Visits**

Refer to Educational Visits Policy and Procedures

The school business manager is the educational visits co-ordinator. All visits and trips away from the school must have a specific risk assessment which will be submitted to the Headteacher at least three weeks prior to the visit.

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- EVC and visit leaders will have appropriate training
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

## **23. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.



## **24. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

## **25. Smoking**

Smoking is not permitted anywhere on the school premises.

## **26. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **26.3 Personal protective equipment (PPE)**

PPE should be worn where identified as being necessary in the risk assessment for the particular activity being undertaken.

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **26.4 Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

### **26.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **26.6 Laundry**

- Wash laundry in a separate dedicated facility





- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

#### **26.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

#### **26.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

#### **26.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### **26.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England. Details regarding this can be found in ***The Little Orange Book*** given to school by school health.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

#### **27. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.





Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **28. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Staff can raise concerns with key stage leaders or directly with the Headteacher. Staff are consulted at least annually on wellbeing and workload and this information is used to review and update the schools *Staff Wellbeing and Workload including PPA time* policy.

The Headteacher will make referrals, with staff consent to Occupational Health.

Staff can self-refer to Occupation Health if they have any concerns.

## **29. First Aid**

The Head Teacher is responsible for ensuring that there are adequate numbers of qualified First Aiders, including paediatric first aiders. The lead first aider will ensure that adequate and up-to-date provisions of First Aid equipment and boxes are provided.

The names of the persons qualified and appointed to administer First Aid shall be displayed in prominent places throughout the school.

First Aid boxes shall be kept in the medical bay and in each Key Stage. A first aid box shall be taken on all organised visits from the school.

A pupil requiring a visit to hospital shall be taken by their parent or in an ambulance called for that purpose. If a parent cannot attend in time, a senior member of school staff will accompany a pupil in the ambulance.

## **30. Medication in School**

Refer to Medication in School Policy for full details.

## **31. Vehicles on site**

To ensure the safety of children at the beginning and end of the school day, vehicle movements on-site



(including deliveries to and collections from the school) shall not be made between 8.30 am and 9.15am, between 11.45am and 1.15pm, and between 2.45pm and 3.45 pm. This is as agreed by all of the campus schools.

To ensure the segregation of pupils from vehicles, all cars shall only be parked or maneuvered within the areas provided.

If a vehicle needs to be moved due to unforeseen circumstances, then a member of school will walk ahead of the vehicle to ensure the safety of any pedestrians.

## **32. Accident reporting**

### **32.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in the school office.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **32.2 Reporting to the Health and Safety Executive**

All accidents will be reported to the Health & Safety section, Newcastle City council; for review and where necessary will be reported to HSE under RIDDOR on behalf of the school.

Accidents/incidents will be reported to NCC as soon as practicable (and within 10 days).

### **32.3 Notifying parents**

The EYFS Lead will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Children in KS1 and KS2 will take home accident slips to inform parents of any accident or injury sustained by a pupil, any first aid treatment given, on the same day.

Any children who have received a bump to the head will have a phone call home and will wear a bumped head sticker.

### **32.4 Reporting child protection agencies**

The Headteacher will notify the Local Authority of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### **32.5 Reporting to Ofsted**



The behalf of the Headteacher, the Local Authority will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **33. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments or work with pupils with special educational needs (SEN), are given additional health and safety training.

The Head Teacher delegates the maintenance of records of induction, training and documentation issue, by way of signed record sheets, to the school business manager.

Staff shall receive Health and Safety training as required.

Health and safety issues shall be a standing item at the start of the academic year on the annual training day and will be itemed on a termly basis – or earlier as appropriate – in staff meetings or staff briefings. It will also be on the agenda of the termly governors' business meeting, and all meetings of the Governors' Premises Committee.

#### **34.1 Specific Training**

This is a hands-on training approach where it is recognised by the Governors that employees shall require an accepted level of competence to perform their tasks.

- First Aid - Persons with responsibilities in first aid shall be trained in accordance with the First Aid Policy.
- Prescribed and non prescribed medication shall only be given in line with the Policy for the Administration of Medication.

### **34. Monitoring**

This policy will be reviewed annually by the Governing Body or sooner if deemed necessary.

At every review, the policy will be approved by the Headteacher and Full Governing Body.

Health and Safety concerns shall be reported without delay to a key person, such as the Head Teacher, Deputy Head Teacher, or admin officer who will co-ordinate the response to the issue.

The Health and Safety Governor will visit school once a term to meet with the Headteacher and to gradually, over the academic year complete a full report which they will then report back to the full Governing Body, at least annually.

The Governing Body along with the Head Teacher, Leadership and Management Team, School Business Manager and Facilities Supervisor, shall monitor the implementation of the safety policy to assess whether the policy is being effectively pursued and whether satisfactory standards of safety performance are being achieved.



### **35. Links with other policies**

This health and safety policy links to the following policies:

- Over Arching Health and Safety Protocols
- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Staff Well Being and Workload
- Hot Drinks Policy