



The North & South West Durham
LEARNING FEDERATION

Health & Safety Policy

Approved by:	Children's Committee	Date: 13 th December 2018
Signed by:	(Chair)	
Last reviewed on:	November 2018	
Next review due by:	Autumn 2019	

Introduction:

The health, safety and welfare of all the people that work, learn or visit Evergreen Primary School, The Oaks Secondary School and Croft Community School are of fundamental importance.

We aim to provide a safe, secure and pleasant environment for everyone where people are supported and pupils fulfil their potential.

The Governing Body, along with the Local Authority, takes responsibility for the health and safety of all our pupils, members of staff and others who visit our premises.

Statement of Intent:

The Governing Body of the schools recognise their corporate responsibility under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for all 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 and 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 schools will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as 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;
- 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 and safety 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, Executive Head Teacher and Head of School in fulfilling the school's 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.

Organisation of Health and 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 and Safety Policy and the Schools Health and Safety Policy and Procedures Manual.

In order to fulfil this responsibility the Governing Body will, as far as reasonably practicable, ensure that:

- Health and 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 and Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented 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 its procedures;
- when requested Durham County Council is provided with information on the operation of the health and safety management system sufficient to fulfil its responsibilities;
- a review of the policy and its implementation is carried out at suitable intervals;
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of Durham County Council.

Executive Head Teacher and Head of School:

The Executive Head Teacher and Head of School will co-operate with the Governing Body to ensure that:

- adequate health and safety management systems and procedures, that comply with the School Health and 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 and Safety in the school is carried out;
- 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 and Safety Policy and 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 system 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 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 and 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 the health and safety of staff or pupils in the school.
- Take responsibility for familiarising themselves with pupils' individual risk assessments, medical management plans and behaviour plans and for following them.

Pupils:

At Evergreen Primary School, The Oaks Secondary School and Croft Community School we promote the spiritual growth and welfare of pupils, and aim 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 by adhering to their individual school's rules:

Health and Safety Procedures:

The following health and safety procedures are detailed in the Durham County Council 'School Health and Safety Policy and Procedures Manual' a copy of which can be found in the School Business Manager's office or on the Extranet.

- Accident/incident/ill-health reporting
- Asbestos
- Biological hazards including infected sharps
- Building related projects
- Confined spaces
- Design and technology
- Display screen equipment/workstation equipment
- Driving at Work
- Electrical safety
- Fire Safety
- First aid
- Food safety
- Hand Arm Vibration
- Hazardous substances (COSHH)
- Induction
- Lifting operations and lifting equipment
- Lone working
- Manual handling (non-pupil)
- Moving and handling (objects)
- Moving and handling (pupils)
- New and expectant mothers
- Noise at Work
- Outdoor play equipment
- Personal and protective equipment
- Public Events on School Premises
- Risk register and top level assessment
- Science teaching
- Security in Schools
- Swimming pool operation (The Oaks and Evergreen only)
- Traffic management
- Violence and aggression
- Work at height
- Work equipment
- Workplace (health, safety and welfare, transport and premises inspections)
- Young employees

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

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

The schools also keep an up to date 'Health and Safety Risk Register' containing the following:

- Worker type hazard profiles
- Workplace control measures audit
- Health and safety action plans
- Training needs analysis
- Completed specific risk assessments
- Local testing and inspection records (separate file)
- Internal and external health and safety reports
- Assessment checklists
- Outdoor play equipment
- Physical education risk management

The school also keeps an up to date 'Local Testing and Inspection Records' file to include:

- Fire extinguisher testing
- Fire alarm tests (school and engineer)
- Intruder alarm testing
- Legionella tests/risk assessments
- P.E./Sports equipment tests
- Outdoor play equipment inspections – daily, termly, annually
- Portable appliance testing (PAT tests)
- Fixed electrical (5 year tests)
- Gas appliance testing
- Lifting equipment e.g. hoists, ceiling tracking
- Electric shutters – garages
- Electric front entrance doors
- Intercall system (Evergreen & The Oaks)
- Air conditioning units and extractor fans

Fire Safety Policy and Emergency Plan:

The Fire Safety Policy includes the following information:

- There are Emergency Evacuation procedures in every room at each school.
- Fire safety duties – Head of School, Teachers, All other staff, Caretaker
- Employees
- Employment of children (work experience students)
- Non-employees
- Other organisations

The Emergency Fire Safety Plan includes the following information:

- How people will be warned if there is a fire
- What staff should do if they discover a fire
- What pupils or visitors should do if they discover a fire
- How the evacuation of the premises should be carried out
- Procedure for checking the premises have been evacuated
- Where people should assemble after leaving the premises
- Identification of key escape routes and how they are accessed to escape to a place of safety – blue, red, yellow, green corridors.
- Arrangements for fighting fire
- The duties and identity of staff who have specific responsibilities if there is a fire
- Arrangements for the evacuation of people especially at risk
- Any appliances or power supplies that have to be isolated if there is a fire
- Specific arrangements for high risk areas
- Contingency plans

- How rescue services will be called and who is responsible for this
- Procedure for meeting rescue services on their arrival and notifying them of any special risks
- What training employees need and the arrangements for ensuring that this training is given
- Plans for dealing with children, staff and people once they have left the premises
- Liaison between building owners, employers, residents and rescue services.

The Normal Operating Procedures includes information on the following:

- Details of the hydrotherapy pool
- Risk assessment and pool management
- Staffing
- Adult/pupil ratios
- First aid arrangements
- Specific first aid treatments
- Fatigue and dehydration
- Accident/incident report forms
- Manual handling and slips, trips and falls
- Training arrangements
- Poolside equipment
- Pool hire guidance notes
- Hazardous substances (COSHH)

The Emergency Action Plan includes information on the following:

- Minor emergencies
- Major emergencies
- Head injuries
- Pool faults and remedial action
- Lighting and electrical failure
- Fire alarm sounding
- Serious injury to bather
- Discovery of casualty in the water
- Rescue of a casualty with a suspected spinal injury

Appendix 1:

- Plan of the pool with emergency equipment highlighted
- General risk assessment form
- Accident/incident form
- COSHH risk assessment form
- Plan of the building with emergency exits highlighted

Croft does not have a hydrotherapy pool.

The School Curriculum:

- We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials and how to handle equipment safely.
- In PSHE lessons we teach children respect for their bodies and how to look after themselves. We reinforce these points as part of our healthy schools programme, where children learn about healthy eating, personal hygiene and the use of drugs such as medicines. We also teach them how to move and play safely in P.E. lessons.

- Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter.
- Our schools promotes the spiritual growth and welfare of the children through the R.E. curriculum, through special events such as Harvest Festival, and through acts of collective worship and celebration times.
- Each class has the opportunity to discuss problems or issues of concern with their teacher or learning support assistant. Teachers use circle time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School Meals:

- The Federation operates a single catering operation across The Oaks and Evergreen and provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value. Catering is provided by Taylor Shaw at Croft.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- If children choose to bring their own packed lunch, they are provided with a suitable place to eat their lunch in the dining hall and supervise them during that time.
- Our schools promote a healthy lifestyle.

Child Protection:

- Ms Benson (Evergreen), Mrs Crawford (The Oaks) and Ms Elcock (Croft) are the named persons for Child Protection in school. At Evergreen Ms Curtis, Mrs James, at The Oaks Mr Tweddle and at Croft Rachel Franklin, Nicola Beckham, Mags Birbeck & Richie Harrison are also trained in the management of child protection issues.
- The majority of staff have completed level 1 child protection training and catch up sessions are provided to new staff.
- We require all adults employed or having contact with pupils in school e.g. staff, volunteers, contractors to have been DBS checked before being allowed access to pupils. This includes adults accompanying pupils on educational visits.
- All staff wear identity badges.

Visitors in School:

- The entrances to the three schools have security doors fitted to prevent unauthorised access. These can only be opened by the use of a magnetic fob, remote fob or by activating a switch in the office.
- All visitors are asked to sign on the Inventory system on entering each school and to wear a visitor's badge.
- Staff should report any potentially unauthorised visitors to the Head of School as soon as possible. Staff should not put themselves at risk by challenging intruders, but should ensure that pupils are moved to a place of safety.

Mini-bus and Seat Belts:

- All three schools in the Federation have mini-buses in school which are serviced by Durham County Council every term.
- All staff who drive the mini-buses are MIDAS trained.
- Some mini-buses are accessible vehicles with tail-lifts. They also have a selection of restraints/clamps for securing wheelchair users during transit.

- All buses have seat belts fitted and access to booster seats when required.
- Our schools only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times.
- When staff cars are used to transport pupils the law regarding child restraints is always followed without exception.
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Educational Visits and Off-site Activities:

- All three schools in the Federation recognise the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.
- The schools follow the Durham County Council guidance on Educational Visits and seek approval for all visits where local authority approval is required.
- Risk assessments for each class are carried out for all off-site activities and sanctioned by the Head of School or a member of the Senior Management Team.
- A designated named first aid person and a designated named person to administer medication should be included on any risk assessments.
- The Governing Body has delegated the Executive Head Teacher/Head of School authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the Governing Body.
- Educational Visits for the previous term will be included in the Executive Head Teacher's Report to the Governing Body.

Play Provision:

- We do not prevent children from doing things they enjoy because of risks that can be managed especially in the playground. Children themselves recognise that 'you can't make everything safe' and that a balance is needed between risks and fun.
- We encourage children to play co-operatively and to abide by the playground rules and designated play areas.
- Through play our children learn about risks and use their own initiative.
- If children are not allowed to explore and learn through playing and taking part in positive activities, they will not learn to judge risks and manage them for themselves i.e. climbing on the play fort, going down the slide and riding bikes/scooters etc.
- At The Oaks & Evergreen children have access to the play fort, bikes, scooters and go-carts at playtime as well as games equipment.
- Parents are invited to send safety equipment for their child to use at playtime if they wish to do so.

School Transport:

The following guidance is given to all parents, accessible vehicles, mini-buses and taxis regarding the safe management of home to school transport whilst on school premises. This includes general guidelines, morning procedures and afternoon procedures as well as the following regulations.

- The speed limit on entering school premises is 5.m.p.h.
- At Evergreen please do not turn right as there is a one-way system in operation. At The Oaks follow the drive down to the roundabout, pick up and exit up the drive to the main road.
- Croft have a one way system in place, managed by Eric Nichol (Site Manager) all taxis, carers/parents and staff are issued with guidelines which are strictly adhered to.
- Please wait in the queue until you can access either the accessible vehicle bays or the taxi bay.
- Please do not park in the road

- All children and escorts should remain in their vehicle until a designated member of staff has been allocated to you by a member of staff.
- No children will be admitted into school until after 8.40am at Evergreen, 9.05am at The Oaks and 8.45am at Croft.
- Children will not be allowed to walk on the road – they must walk on the footpath at all times.

First Aid:

- The Health and Home Assistant at Evergreen and nominated medical staff at The Oaks and school nurse support based in the medical room are designated first aid persons. At Croft there are three Paediatric First Aiders and five First Aiders, the rest of the staff receive emergency first aid training.
- First aid equipment and kits are kept in the medical room and also designated classrooms.
- A comprehensive list of trained first aid persons can be found in every classroom, in the office and also on the staff drive in the Health and Safety folder.
- Some staff have the 'Early Years First Aid Certificate'.
- Some staff have the Paediatric First Aid Certificate
- Some staff have the 'First Aid at Work Certificate'.
- Some staff have the 'Appointed Persons First Aid Certificate'
- Every educational or off-site visit should have a designated named first aid person with them. This person should be identified on the risk assessment and carry a first-aid kit with them. First aid kits are also available on each mini-bus.

Medication in Schools:

- The Health and Home Assistant at Evergreen the nominated medical staff at The Oaks and school nurse support based in the medical room are designated to administer medication in school. There is a designated Medical Management person at Croft.
- A comprehensive list of staff trained to administer medication on the staff drive in the Health and Safety folder.
- Support staff in both schools are trained to administer medication.
- Every educational visit or off-site activity should have a designated named person to carry and administer any medication that may be required. This person should be identified on the risk assessment.
- All medication taken off site should be placed in a lockable bag or box.
- Records of any medication administered in school are kept in the medical room.

Moving and Handling:

- We have support staff who are trained as trainers for 'Handling People with Special Needs' at The Oaks and Evergreen. The staff receive continuous assessments on a six monthly basis, after the first three month assessment, to ensure the appropriate levels of knowledge and skill is maintained.
- These trained members of staff complete risk assessments and moving and handling plans for all pupils who require them.
- They also keep up to date information regarding the use of slings.
- The tracking system and manual hoists are serviced at regular intervals.
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Working at Height:

- Staff and other supervising adults should use step ladders when working at height e.g. display boards.
- Chairs and tables should not be used for this purpose
- Step ladders are located in designated areas throughout school.

Head Lice:

- If eggs are noticed in a child's hair parents/carers are contacted by the teaching staff or school nurse who will advise.
- A general letter is sent home to the parents/carers of all pupils in class.

HIV/Hepatitis B:

- No person must treat a child or adult who is bleeding without using protective gloves.
- Gloves are stored in the medical room.
- Sponges and buckets of water must never be used to avoid the risk of cross contamination.

Pregnant and nursing mothers:

- A Risk Assessment in accordance with DCC Guidelines on nursing mothers in school.
- Appropriate action will be taken to ensure that the staff member is not exposed to any significant risk.

Safe stacking and storage:

- Equipment must be stored at an appropriate level and position relative to its height, weight and bulk.

TEAM-TEACH:

Pupils at all three schools can engage in behaviours which are challenging to those supporting them within school. The majority of staff are TEAM-TEACH trained and some are ADVANCED TEAM-TEACH trained and have received accredited training in positive handling techniques. Refresher training is undertaken every two years to maintain knowledge and skills. The core themes that are included in all Team-Teach training programmes are:

- Values
- Behaviour that challenge
- De-escalation skills and positive handling planning
- Positive listening and debrief
- Personal safety

All incidents involving the use of RPI are recorded within 24hrs of the incident. The records are held in the main offices.