

HEALTH AND SAFETY POLICY

Introduction

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.

The Policy has been drawn up with regard to

- *Departmental Advice on Health and Safety for School (DfE February 2012)*
- *Health and Safety Made Simple - a guide for employers (HSE July 2011)*
- *Public Health England - Wi-fi radio waves and health (PHE 1 November 2013)*

General Principles

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them
- It is important that children learn to understand and manage the risks that are a normal part of life
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively

Responsibilities

The overall responsibility for health and safety lies with the proprietors of the school.

The proprietors of the school will:

- ensure health and safety has a high profile;
- ensure adequate resources for health and safety are available;
- consult staff and provide training opportunities;
- monitor and review health and safety

The principal, on a practical day to day to basis, will:

- develop a health and safety culture throughout the school
- take day to day operational decisions
- ensure staff are aware of their responsibilities
- draw up health and safety procedures
- monitor effectiveness of procedures

All staff will:

- support the implementation of health and safety arrangements;
- take reasonable care of themselves and others;
- ensure as far as is reasonably practicable that their classroom or work area is safe;
- report shortcomings to the Principal so they can be recorded in the Site Maintenance Log

Risk Assessments

Risk assessments are conducted of the premises indoors and outdoors and action is taken to ensure that reasonable steps have been taken to minimise any hazards identified.

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the *Management of Health and Safety Regulations 1999* and following the approach taken in *School Trips and Outdoor Learning Activities: tackling the health and safety myths (Health and Safety Executive June 2011)*

- See the **School Risk Assessment** folder

General Health and Safety Arrangements

- Smoking is not permitted anywhere on the school site.
- When contractors are on site they are expected to follow school safety procedure. The principal will liaise with contractors as appropriate.
- A yearly check will be carried out by the proprietors to monitor the upkeep of buildings and grounds.
- The principal will offer appropriate training for staff in relation to health and safety and first aid.
- All new staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.
- Fire fighting equipment is maintained via annual contract.
- Hazardous substances, such as cleaning materials, are kept in appropriate storage areas.

Monitoring and Review of Health and Safety Arrangements

- The yearly check will be used to prioritise need and to inform planning.
- The Site Maintenance Log will be used to ensure immediate action is carried out when necessary.
- All staff will carry out monitoring on a day to day basis.

Equipment

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. A record should be made on the Site Maintenance Log in order that arrangements for repairs or replacement can be made.
- No second hand equipment must be introduced to school without the agreement of the Principal.

Electrical safety

- Electrical equipment - plugs and leads should be visually checked by staff before use. All staff will be vigilant when using electrical equipment that plugs and wires look safe (ie that leads are not frayed and that red/blue/earth wires are NOT visible at the point of entry to the plug). All wires entering a plug should be factory sealed or tightly fastened with retaining screws.
- Any electrical equipment used outside should be protected from rain and water and, where appropriate, any lead should be covered by mats to allow safe passage over the wire. All electrical circuits are protected by an RCD circuit breaker in the main distribution board. If in doubt the Principal should be consulted.
- Electrical sockets should be switched off before a plug is removed.

Fire Safety and Evacuation Procedures

- The school will provide a safe and healthy working environment with respect to fire safety
- Evacuation procedures are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting point are detailed on the **Evacuation Plan**

See the **Fire Safety Policy, Fire Safety Statement and Evacuation Plan.**

First Aid

- The school has a separate **First Aid Policy.**

Medication Policy

- The school has a separate **Medication Policy.**

Contagious Diseases

- Children should be kept at home if they have any infection or infectious condition eg impertigo or conjunctivitis and parents should alert the school as to the nature of the infection.
- Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.
- We follow guidance on advice/reporting of diseases as outlined by the Department of Health (See poster displayed in Kindergarten Office).

Sickness

- Parents are asked not to bring in any child who has been vomiting or had diarrhoea until at least 24 hours since the last attack.
- Parents are asked to allow their child at least one full day of rest after an illness.
- No child who requires a dose of Calpol to feel well enough to attend should be in school.
- Sickness / injury whilst at school - See **First Aid and Medical Policy**

Headlice

- Parents are asked to check their child's hair for headlice regularly and treat their child before sending them to school.
- Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

Supervision of Children and Deployment of Staff

- The school has a separate **Supervision of Children at School policy**

PE/Games

- **Clothing**
- All children (from KS1 upwards) will change into suitable clothing (PE kit) for the activity in which they will participate (see the school's **Clothing Policy**). Teachers should also change into appropriate clothing for PE lessons, where possible. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.
- **Jewellery**
- The wearing of jewellery by children during PE is not permitted. If children's ears are pierced, studs only may be worn but must be removed or taped over for P.E.
- Staff should remove any personal jewellery that may be a hazard to themselves or the children.
- **Indoor PE / movement / dance (The Studio / Keilhau Building / Barn)**
During indoor PE/movement/dance/aerobics children must always have bare feet or plimsolls. **Children must not undertake activities wearing SOCKS (slipping hazard).** Children are not required to cover verruca's unless painful (plimsolls can be worn in this instance).

School Cleaning and Hygiene

- The school employs cleaning staff to ensure that all areas used by children are cleaned daily. The cleaners also come in during each school holiday for more thorough cleaning.
- School equipment is kept clean. Staff are informed of and kept up to date with hygiene procedures.
- Staff have use of a separate toilet with its own hand-washing facilities.
- Spare clothing is available as well as bags for wrapping soiled garments. Disposable gloves are provided for staff.
- There are separate cloths available for general cleaning (ie art table wiping/washing up) and for table wiping/washing up involving food. Blue cloths (J-cloths) are for general cleaning and white cotton dishcloths are for cleaning involving food. The white cotton dishcloths should be put out of use at the end of each day for laundry.
- In areas where children eat lunch and snack, disposable anti-bacterial cloths are made available for wiping tables prior to eating.

Children' personal hygiene

- Children are encouraged to learn about personal hygiene through the daily routine.
- Children wash their hands after using the toilet and before handling or eating food.
- Children have their own hand washing facilities with soap dispensers and individual paper hand towels/hand dryers. They are shown how to use these and taught to use warm water.

Food Handling

- Staff are aware of and comply with good practice in relation to food safety when handling food.

Healthy Eating

- The principal ensures that there is a healthy eating culture at our school.
- Contract catering (for lunch and other meal provision) will adhere to these Healthy Eating guidelines.
- Staff talk about healthy eating during food preparation times and eating times
- Children learn about the importance of healthy eating through some planned topics when we think about keeping healthy and eating well.
- Children may bring in fruit to eat each day.
- Birthdays are celebrated with either unusual fruits such as pineapple, mango or strawberries or home-made healthy muffins/cakes. (Parent Handbook)
- Children who bring a packed lunch are asked to bring fruit juice or water and only healthy lunches with no crisps or chocolate etc. (Parent Handbook)
- Many children are vegetarian or have special diets and these are respected and catered for.
- Cooking activities use healthy ingredients.
- Sweets and chocolate are not given to the children by teachers as rewards.

Keeping healthy

The ethos of the school encourages children to make healthy life-choices, spend time outside each day and supports physical, rather than sedentary, activity wherever possible.

- Children have a waterproof coat, trousers and wellington boots at school at all times.
- On cold days children are expected to wear a warm coat, hat and gloves (see the school's **Clothing Policy**).
- On sunny days, when there is a risk of sunburn, parents are reminded that their child needs sun protection cream on and that their shoulders covered. In the Early Years, children wear sun-hats on sunny days and children know why these are important.. Older children are asked to bring their own sun-hat and sun protection. School sun-hats are also available to borrow.

Off-site activities

- The school encourages off-site activities to enrich the curriculum and experiences for the children. The school has a separate **Off Site Activities Policy**.

Missing children

- In the event of a child going missing the teacher responsible should immediately implement the **Missing Child Policy**.

Responsibility as an employer

As an employer we are responsible for health and safety in the workplace. Under the Health and Safety at Work Act 1974 and associated Health and Safety at Work Regulations we take reasonable steps to:

- prevent accidents and cases of work related ill-health and provide adequate control of health and safety risks arising from work activities
- provide adequate training to ensure employees are competent to do their work
- engage and consult with employees on day-to-day health and safety conditions
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- ensure the Health and Safety Law poster is displayed for staff
- report accidents and ill health at work under RIDDOR see **First Aid Policy**

Monitoring and review

This policy is monitored by the Principals and staff of the school and will be reviewed in line with the school's Policy review cycle.

Appendices

Appendix 1: Health & Safety Policy - Wi-Fi use at School

APPENDIX 1: HEALTH & SAFETY POLICY - WI-FI USE AT SCHOOL

The school has considered its policy in respect of the use of wi-fi in school based on current guidance whilst address concerns of wi-fi safety raised by parents.

As a school we take guidance and advice from the Department for Education (DfE) and Public Health England (PHE) formerly the Health Protection Agency (HPA).

Public Health England's current advice to schools in England (November 2013) states:

On the basis of the published studies and those carried out in-house, PHE sees no reason why wi-fi should not continue to be used in schools and in other places. However with any new technology a sensible precautionary approach, as happened with mobile phones, is to keep the situation under review so that parents and others can have as much reassurance as possible.

As part of this approach, the Health Protection Agency (now PHE) carried out a systematic programme of research into wireless networks and their use in schools, including measurements of exposures from networks. The project has now been completed and its results support PHE's view that exposures from wi-fi are small in relation to the internationally accepted guidelines from the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

The Executive Summary of the Health Protection Agency Study (April 2012) concludes: "In summary, although a substantial amount of research has been conducted in this area, there is no convincing evidence that RF field exposure below guideline levels causes health effects in adults or children". (Executive summary HPA April 2012)

As a school we constantly balance the risk of particular activities against the educational learning opportunities and benefits, such as school trips, taking risks at forest school, and so on.

The school values the use of IT and it is an integral part of the curriculum at Annan. The internet is a valuable source for research both by teachers and children. All school documents and other electronic media are stored on a central server (network) and teachers and children need to access the network to retrieve and work on these.

However we are also aware of concerns raised in the media on the possible risks of exposure to wi-fi. This can raise fears in parents that schools should be doing more to reduce any possible risks. With this in mind the school has carried out a risk assessment based on current evidence in order to reassure parents that their concerns are being addressed.

- All classrooms and non-teaching areas have wired access points connecting to the school network and internet.
- Teachers and children will use an ethernet cable to connect laptops to the school network (via a wired access point) wherever possible.
- All wi-fi routers used in this school are domestic routers (low emission) which are not the same as the wi-fi routers which are generally used in the majority of schools and other public places to support heavy usage.
- All wi-fi routers can be switched on and off individually.
- The normal 'mode' for wi-fi routers is that they are switched OFF unless they are being used for teaching or other purposes when a wi-fi signal is required (ie when using tablets that require internet access or laptops that cannot safely reach a wired access point by cable).

In summary we hope that parents will be reassured that the school has taken a balanced view of this issue and will continue to monitor its policy regularly and in the light of further guidance.