

HEALTH AND SAFETY POLICY

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

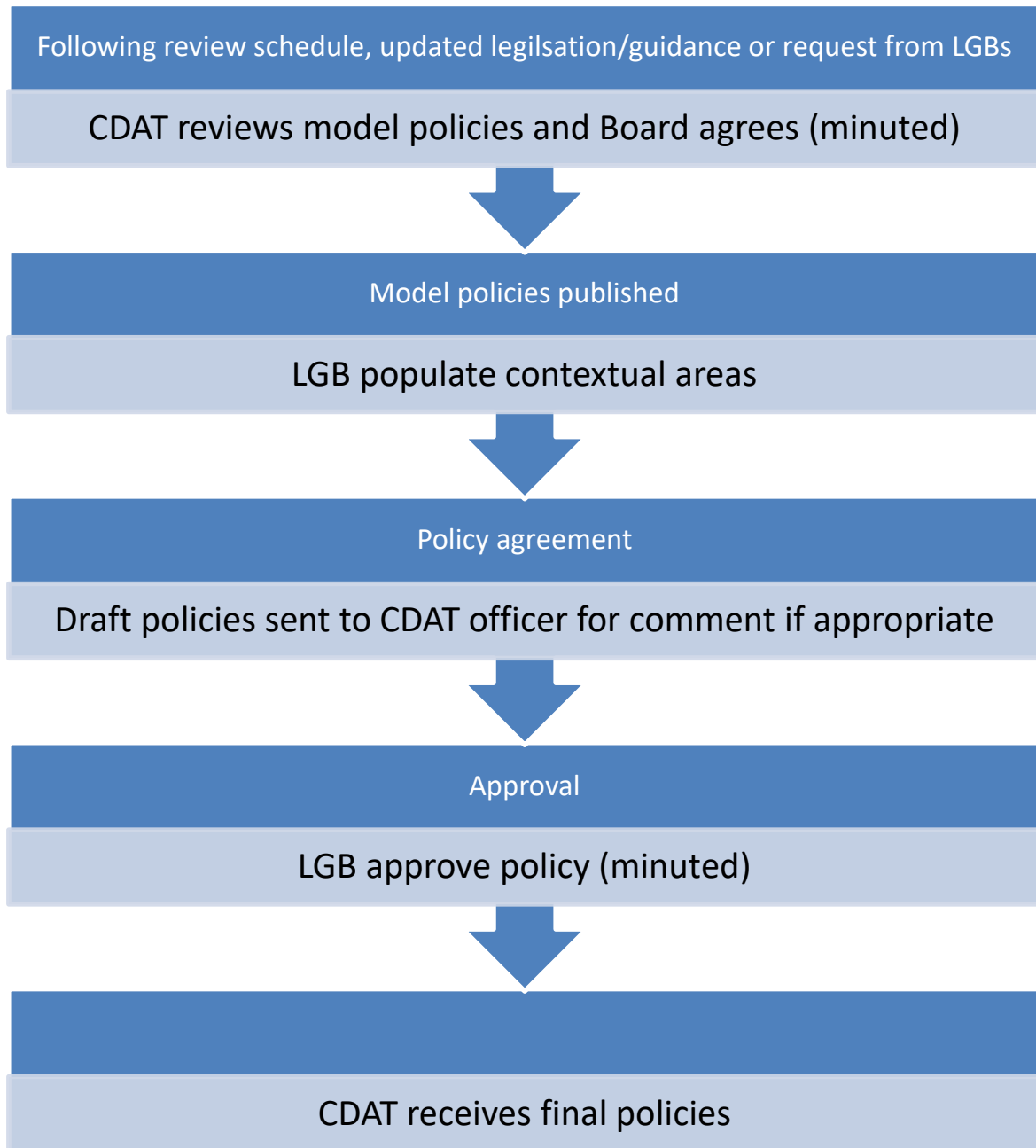
'Blessed are those who act justly, who always do what is right'

Psalm 106:3

School/Academy Name:

Date agreed by LGB	Review Date	Signed Chair of LGB
9.10.18	Oct 2019	

Policy Process



Contents

1. Introduction	4
2. Equipment.....	5
3. Curriculum - Use of Resources	5
4. General Safety	6
5. Supervision of Children	7
6. First Aid.....	7
7. Staff Health and Welfare	8
8. Off Site Activities.....	9
9. Critical Incidents	10

1. Introduction

1.1 Statement of Intent

Health and safety is an important consideration for our academy. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

1.2 Responsibilities

The Local Governing Body (LGB) shares with CDAT overall responsibility for health and safety. For its part **the LGB 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 will:

- Develop a health and safety culture throughout the academy;
- Take day to day operational decisions;
- Ensure staff are aware of their responsibilities;
- Update governors;
- 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 academy office so they can be recorded in the Site Maintenance Record Book.

1.3 General Health and Safety Arrangements

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.

Smoking is not permitted anywhere on the academy site.

When contractors are on site they are expected to follow academy safety procedure. The Site Manager, Business Manager or Principal will liaise with contractors as appropriate.

A yearly check will be carried out by a governor, the Site Manager and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

1.4 Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The Site Manager will monitor academy grounds and premises daily.

Monitoring by governors will be via the Community and Academy Development Committee and the Principal's Report.

The policy will be reviewed annually.

2. Equipment

Any equipment in the academy should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Administrative staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to the academy without the agreement of the Principal.

Electrical equipment will be tested regularly, and at least annually. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Firefighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum - Use of Resources

The subject leader for science, ICT, technology, art and PE is responsible for disseminating specific information to staff and pupils.

In addition the following have higher risk aspects:

- Science
- Art
- Design and Technology

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

3.1 PE

3.1.1 Clothing

All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the Academy Handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. 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.

3.1.2 Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

3.1.3 Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with new classes.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

4. General Safety

Please also refer to the separate Security Policy Statement for further information.

4.1 Academy Building Access

In order to improve safety for everyone in the academy, measures have been taken to restrict access into the academy building. Children may use the children's entrance/s from the playground. The gates are locked at by 9.20am and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the academy office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the academy site/building.

Any adults on site who do not work in the academy and who are not wearing a visitor's or CDAT badge must be reported to the academy office.

The main entrance is locked, allowing access on request from the academy office, via an intercom.

4.2 Vehicles

Parents collecting children who are injured or unwell should park safely and not cause an obstruction. Staff cars should be parked in the car park. Delivery vehicles should park safely and not cause an obstruction.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not cause an obstruction.

4.3 Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to be on site as well.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of academy hours.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

4.4 Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

4.5 Fire Safety

The academy will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed on the Wybunbury Delves Health and Safety Policy T:Policies/H&S

4.6 Evacuation Procedures

Evacuation procedures, detailed on the Wybunbury Delves Health and Safety Policy T:Policies/H&S are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the academy site plan, which is shown in the Conservatory next to the alarm box.

5. Supervision of Children

5.1 Academy Hours

Key Stage One

Morning Session 8.40a.m. - 12.00 noon

Morning Break 10.30 a.m. - 10.45 a.m.

Afternoon Session 1.00 p.m. - 3.15 p.m.

Key Stage Two

Morning Session 8.40a.m. – 12.15 p.m.

Morning Break 10.50 a.m. – 11.05 a.m.

Afternoon Session 1.15 p.m. - 3.15 p.m.

Children should not arrive at academy before 8.40 a.m. or after 8.55 a.m.

5.2 Office Hours

The academy office is open during academy hours.

5.3 Duties

A member of staff needs to be around the playground area to supervise children arriving for academy.

At 3.15 p.m. the class teachers supervise the children leaving academy.

At break times three members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: the staff on duty cover the playgrounds. The bell should be rung promptly at the end of break.

Indoor Duty: If it is a wet morning playtime, staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

5.4 Lunch-time Supervision

The Principal is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.

The Principal and Vice-Principal also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

6. First Aid

6.1 Health and Accidents to Children or Staff

Academy staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The academy has trained first aiders – currently Miss Holland, Mrs Parker, Mrs Hughes, Miss Beresford, Mrs Lawlor.

All support staff receive regular first aid training.

First aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First aid boxes for academy journeys are stored in the first aid draw in the office storeroom/caretakers room as well as other items required to be on hand during a journey.

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the academy to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept by the double doors with first aid equipment and in the office, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child who goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the office store room. Details of reporting procedures are on the Wybunbury Delves Health and Safety Policy T:Policies/H&S.

6.2 Medication Policy

If a child requires prescribed medicines whilst in the academy, the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the academy office. Once completed these forms should be kept in the academy office.

All medication should be stored safely in the medicine cabinet in the academy office.

All medication, except inhalers, must be recorded when taken on the appropriate '*Administration of Medicines/Treatment*' Form, which is kept in academy office next to the medicines cabinet.

It is the responsibility of the administrative staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

6.3 Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The academy has identified those able to administer adrenaline via an Epi Pen/emerade pen when necessary.

6.4 Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow LA guidance/Gov guidance on advice/reporting of diseases. This advice is available at https://www.cheshireeast.gov.uk/environment/environmental_health/infectious_diseases.aspx
<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

If in doubt we contact the academy doctor.

6.5 Head lice

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

7. Staff Health and Welfare

7.1 Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Principal, senior staff or the academy's health and safety representative as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to all employees via Schools UK on 01270 588555, including the Principal.

A list of emergency contact names and phone numbers for all staff is held in the academy office.

7.2 Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. Various sizes of stepladders are available for use and is stored in the boiler house.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Information on safe lifting techniques is provided in staff handbook.

7.3 Violence

Staff should always take steps to minimise the possibility of violence in the academy.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

7.4 VDU Operators

Administrative staff using VDUs should vary their work routines and follow guidance on regular eye tests.

8. Off Site Activities

Please also refer to separate Visits and Trips policy.

LA regulations are our regulations and some of the advice is adopted as our academy policy:

Any visit off site must be approved by the Principal.

For any visit to take place off the academy site, a letter home requesting permission is required. At the beginning of each academy year parents are asked to sign a form giving their permission for visits within walking distance of the academy. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on an academy visit and their contact numbers must be kept in the academy office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil:adult ratio recommended by the relevant insurance policy for the activity must be met.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. These are available from the academy office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, the academy must also know that car registration.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the academy will have seat belts fitted; adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First Aid Kit (containing official list of adults and children on the party, plus the academy name and telephone number); drinking water and beaker; paper towels and tissues; and 'sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

9. Critical Incidents

The academy has in place contingency measures for critical incidents. Please see the Critical Incident Plan.