



Approved by Governors (date).....

Head Teacher.....

On behalf of Governors .....

## Castle View Primary School Health and Safety Policy

### Introduction

This statement of policy is provided in addition to the Halton Borough Council Corporate Statement on Health and Safety and for the information of all the staff and adults working in the school.

### General Aim

Castle View Primary School aims to provide a safe and healthy environment for its employees and the children attending the school.

### Overview

The Governing Body is committed to ensuring the health, safety and welfare of

- Staff
- Pupils
- Members of the public
- And any other person who may be affected by the acts and omissions of the school.

The Governing Body will:

- Provide authority which will enable staff to carry out their health and safety obligations;
- Formally delegate health and safety responsibilities to a prescribed structure within the school;
- Ensure that all staff are aware of their field of responsibility;
- Liaise with the LA and HBC's Safety Officer to ensure that guidelines and statutory regulations available through this partnership are implemented;
- Ensure that hazards are kept under control by assessing risks and responding to those risks in a competent manner;
- Regularly review the effectiveness of this policy.

### Disability Equality

The entitlement of all children to participate in the curriculum is highlighted in the school's Single Equality Policy and should be read in conjunction with this policy.

### The Safety Representative

*The Head Teacher, Ms Hannah Melarangi, is the safety representative for the school and is responsible for implementing the policy on a day-to-day basis and for communicating the contents to staff. The Chair of Governors is the governor representative for Health and Safety.*

Staff within their own work areas will be responsible for identifying and controlling hazards.

The Head Teacher will formally discuss health and safety, SEN /behaviour issues and individual children's needs with other staff during weekly staff meetings

All employees, regardless of their position, have a responsibility for their own health and safety and that of others who may be affected by their acts or omissions.



The school must be satisfied that all contractors are competent to carry out their activities so as not to pose a risk to health and safety.

Staff are expected to be aware of the standards issued by the LA and should have ready access to the information provided. Where no specific guidance has been issued, there remains a requirement to assess risks involved by:

- Identifying the hazard;
- Evaluating the risk (likelihood of injury x severity of injury);
- Taking precautions to minimise risk.

### **Review**

The Head Teacher will monitor the effectiveness of this policy. This will include meeting staff on an annual basis to discuss accident/incident statistics and any trends which may have developed. This forum may also include a discussion on the budget to be allocated to health and safety improvements.

### **Consultation**

Staff with particular health and safety concerns are invited to raise the issues in the first instance with the Head Teacher. Alternatively staff may contact their Trade Union Representatives.

### **Operation of the Health and Safety Policy**

#### **The Safety Representative**

Health and Safety regulations list a series of functions which the safety representative is expected to carry out;

- investigate accidents, hazards and dangerous occurrences in the workplace,
- investigate complaints made by employees relating to their safety,
- carry out a regular inspection of the work place,
- attend meetings and pass on information to other employees.

#### **Procedure for Reporting Incidents**

If a member of staff is aware of an accident, hazard or dangerous occurrence he/she must inform the safety representative immediately. The Headteacher will then contact the relevant authorities, Halton Borough Council and governors. The headteacher will then inform the caretaker of any works that need to be undertaken. If needed, contact will be made with our Property Management service to conduct building maintenance or the school building consultant will be contacted to provide a solution.

As much as is reasonably practical will be done.

#### **Playtime**

In the interests of safety, children should never be left in school unattended. If a child needs to be indoors for any reason he/she must be supervised by an adult. Children must never be left to eat on their own.

#### **First Aid**

Our Designated First Aid Lead is Mrs Cara Richards

Anyone in need of first aid should be referred to the staff member for attention, if possible.



First Aid trained staff are:

<b>HEALTH AND SAFETY TRAINING AND RESPONSIBILITIES</b>	
<b>First Aiders</b>	<b>Paediatric first Aid trained:</b> Mrs M Falconer - EYFS Mrs V Edwards - EYFS Miss C Shalders - EYFS Mrs C Richards – EYFS Mrs T Pichilingi - Y1 Mrs C Wright – Y3/4 <b>First Aid at work trained:</b> Mrs V Edwards – EYFS Miss L Mulholland – Y1 Ms E Roberts – Y2 Mrs S Hudson – Y2 Mrs R Morgan – Y2 Miss R Ord – Y4/5 Mrs K Burgon – Y4/5 Mrs L Williams – Y5/6
<b>Medicine Management Trained</b>	Mrs C Richards - EYFS Mrs M Falconer - EYFS Miss C Shalders – EYFS Miss L Mulholland – Y1 Mrs T Pichilingi – Y1 Mrs R Morgan – Y2 Ms E Roberts – Y2 Miss A Sheady - Y3/4 Mrs C Wright – Y3/4 Miss R Ord – Y4/5 Mrs L Williams – Y5/6
<b>Automated External Defibrillation Trained</b>	Mrs C Wright Mrs M Falconer Ms H Melarangi Miss S Shalders Mrs C Richards Miss L Mulholland Miss J Morris Miss A Sheady Miss R Ord Miss M Santos Mrs L Roberts Miss H Hayes
<b>Diabetic Trained</b>	Miss A Sheady Mrs C Wright Mrs M Falconer Mrs S Hudson Mrs K Burgon Miss H Hayes
<b>Fire Risk Assessment</b>	Ms H Melarangi Mrs A Jenkins
<b>Educational Visits</b>	Mrs R Morgan



In the event of a serious accident or emergency, the above first aiders should be sent for immediately. Other minor injuries must also be dealt with by a first aid trained member of staff. Any injuries to the face or head must be assessed, no matter how small they seem, by a first aid trained member of staff.

*First aid boxes are located:*

- In the staff room
- On the wall outside the Hall
- In the junior corridor
- In the Foundation Classroom
- School office

First aid box supplies are checked and replaced regularly by the First Aid Lead.

All class Asthma bags must be taken out by supervising member of staff.

### **Fire Drill Procedure**

Fire drills will take place at least once a term, occurring at different times of the day. Fire drill dates and times are logged by the caretaker and kept with the Health and Safety records.

*In the event of a fire;*

### **SOUND THE ALARM!**

#### **ON HEARING THE ALARM:**

- **Leave the building by the nearest exit and assemble on the Junior Playground in class lines.**
- **Office staff will bring registers out.**
- **Registers will be taken promptly at the assembly point.**
- **Staff should report to Headteacher/Deputy Headteacher any missing persons.**

**If the alarm sounds at lunchtime the above procedure should still be followed. Registers will be taken out by Office Staff.**

**N.B. The School Business Manager or Headteacher/Deputy Headteacher will call the Fire Brigade as soon as the alarm is heard**

**Fire Safety Consultant – responsible for fire risk assessment –**

Fire Comply Ltd

### **Safe working practice arrangements**

#### **General principles for good hygiene**

#### **Hygiene procedures**

The following hygiene procedures are recommended as safe practice for all staff who care for children. These are common sense precautions which will protect against a range of minor and major infections which may be transmitted via blood and body fluids. It is important that the practice of these precautions is applied.

#### **General Measures**

At all times the site manager and cleaning staff should ensure that there is an adequate supply of:

- hot water
- soap and disposable hand towels or hand drying machine
- toilet paper



- paper tissues
- cleaning, disinfectant agent and materials for use in all facilities, including the kitchen.
- Appropriate PPE



Ensure that there is adequate provision of receptacles for:

- sanitary towels
- disposal of used paper towels.

Every effort should be made to ensure that used paper towels are disposed of in a suitable container and not dropped on the floor. This will necessitate emptying containers when full, at least once a day.

The catering staff have their own guidelines for food hygiene which should be carefully followed.

### **Personal Hygiene**

Handwashing after using the toilet and before handling food or eating must be an absolute requirement. Hands should be washed with soap and water.

Cuts and sores which break the skin on hands should be kept covered with a waterproof adhesive or other suitable dressing and micropore tape to secure when needed.

Dental emergency - a permanent tooth which has been knocked out should be picked up by the crown, placed in a solution of milk or water and the child taken with the tooth to a dentist, immediately. Parents must be notified.

All accidents must be recorded in the accident book.

Hands should be washed thoroughly:

- before and after carrying out first aid procedures involving external bleeding and/or broken skin
- after contact with blood or body fluids (faeces, urine or vomit).

Wherever possible, disposable gloves should be worn when carrying out first aid. Household rubber gloves should always be used if heavily soiled material, or bleach, is being handled.

Toothbrushes etc. which may be contaminated with blood should never be shared.

### **Accidents Involving Blood**

Normal first aid procedures should be followed, and should include the use of disposable gloves wherever possible. The wound should be washed immediately, using plenty of soap and water or mediwipe, and a suitable dressing applied if and when required.

If blood is splashed on the skin it should be washed off immediately with soap and water or mediwipe. Splashes of blood into the eyes or mouth should be washed out immediately with plenty of water.

After accidents resulting in bleeding, surfaces with blood on them should be cleaned liberally with hot soapy water.

### **Cleaning**

- Normal cleaning methods should be used. No special disinfectants are necessary for toilets. Disposable cloths should be used.
- Spillages of blood, vomit or other body fluids should be cleaned up as soon as possible.
- Paper towels should be treated as infected waste. Disposable gloves should be thrown away as infected waste.
- Cutlery and crockery can be cleaned by handwashing with hot soapy water or in a dishwasher or steriliser.



## **Disposal of waste**

Items which have been soiled with blood or body fluids may be flushed down the toilet if disposable in this way or burnt. As this is not done on site the rubbish including all the above mentioned items, should be 'double bagged' using the yellow bags supplied for this purpose and effectively secured. Arrangements should be made with the local authority for collection of this infected waste for incineration.

## **Curricular Implications**

Pupils should have the opportunity and be encouraged to wash their hands at the end of all appropriate practical lessons.

Care should be taken over the cleanliness of common classroom equipment e.g. any instrument which is shared. Mouthpieces should be cleaned between each person's use as follows; Milton diluted, 1 part to 100 parts water. Immerse the mouthpiece for 10 minutes. This is sufficient to prevent the spread of naso-pharyngeal infections.

## **P.E.**

Please read The PE policy for further health and safety advice.

Gymnastics mats and P.V.C. covered apparatus should be washed and disinfected and left to dry thoroughly. It is recommended that this be done at least once a year.

PE indoor and outdoor equipment is checked on an annual basis by Sports and Playground Service UK.

Pupils should be fully trained in the safe movement of equipment and only children able to work in line with the school's guidelines for safe movement of PE equipment should do so.

## **Personal and Social Education**

The children should be trained in personal hygiene and skilled in:

- nasal hygiene- 'Catch it, Bin it, Kill it!'
- cleanliness in toilet areas
- handwashing techniques and disposal of paper towels in the receptacles provided.

## **Environmental Hygiene - Litter**

Pupils should be discouraged from dropping and leaving litter about the school and grounds. Such training is an ongoing process which can be highlighted by regular campaigns to tidy up the school e.g. Spring Clean events.

## **Management Issues**

Pupils should be dissuaded from arriving at school too early at the beginning of the day, as they are largely unsupervised.

Any request made by a pupil to leave the premises should be referred to the class teacher. Children are not allowed to leave school or be taken by an adult during the day unless a message has been provided by the office staff, headteacher or deputy headteacher. In the event of a child leaving the school for any reason then he/she must be signed out and signed in again on return to school.

All newly appointed staff and trainees are informed of these safe working practices and procedures before commencing work at Castle View Primary School.

**This Policy should be read in conjunction with the Castle View Primary Single Equality Policy.**

Reviewed: April 2021



**This appendix of the Health and Safety Policy contains additional details of our individual Health and Safety arrangements for use during the COVID 19 Pandemic.**

### **General Aim**

To ensure the health and safety policy is fit for purpose during a COVID 19 pandemic.

### **The Safety Representative**

The school must be satisfied that all contractors and visitors are competent to carry out their activities within COVID 19 guideline this includes:

Wearing a face covering (see face covering policy)

Providing us with a correct and up to date contact number for track and trace purposes.

Ensure regular handwashing takes place (see handwashing policy)

Staff are expected to be aware of, and work within, the standards issued by the Government, LA and SLT/School for current COVID 19 Health and Safety guidelines. These will be provided by the Head Teacher and updates must be acknowledged and agreed.

All staff, contractors and visitor are responsible for ensuring they maintain the correct social distance guidelines and measures.

### **Review**

The Headteacher will continuously review COVID 19 guidance and inform staff accordingly. Regular Health and Safety reviews will take place with staff members to ensure COVID 19 standards are being maintained and to ensure a reflective not reactive approach is taken.

### **Consultation**

All staff to complete Risk Assessments to enable STL to identify the most vulnerable and respond to reduce or remove the risk as reasonably possible.

### **Operation of the Health and Safety Policy**

Procedure for reporting possible suspected COVID 19 cases, please refer to 'Action to take in managing suspected cases or confirmed case in a child.

### **Playtime/Lunchtime**

During the COVID 19 Pandemic, children will have allocated playtimes and play zones which enable contact with other classes to be minimised. Children need to see approval to enter the building during play/lunch times. In the interest of safety children should never be left in school unattended. If a child needs to be indoors for any reason, he/she must be supervised by an adult within their bubble.

### **FIRST AID**

Where possible, First Aid should be provided by a member of staff within the same allocated bubble as the pupil. They must wear appropriate PPE- Mask, gloves and disposable apron. These must be disposed of in a residual waste bin as direct during previous PPE training. All cuts or grazes must be covered.

In an emergency, any member of staff is able to call for emergency services (999).

All class Asthma bags must be taken out by supervising member of staff.



## **Fire Drill Procedure**

Fire drills will continue to take place at least once a term, occurring at different times of the day. Fire drill dates and times will continue to be logged by the caretaker and kept with the Health and Safety records.

In the event of a fire;

SOUND THE ALARM!

ON HEARING THE ALARM:

- Leave the building by the nearest exit ensuring doors are closed behind you. Assemble on the Junior Playground in class bubbles.
- Ensure bubbles remain 2 metres apart at all times.
- Class teachers to take out the up-to-date fire register for their class and Office staff will bring back-up registers.
- Registers will be taken promptly at the assembly point.
- Staff should report to Headteacher/Deputy Headteacher any missing persons.

If the alarm sounds at lunchtime the above procedure should still be followed. Registers will be taken out by Office Staff. All Midday staff must take their allocated class fire register out with them during lunch times/upon evacuation.

N.B. The School Business Manager or Headteacher/Deputy Headteacher will call the Fire Brigade as soon as the alarm is heard.

## **Safe working practice arrangements**

General principles for good hygiene- please see COVID 19 Handwashing policy.

### **General Measures**

The site manager should ensure that all hand drying machines are switched off so not available for use in a COVID 19 pandemic.

### **Personal Hygiene**

All staff are required to take responsibility for additional hygiene procedures. Cleaning their main contact points, utilising the additional antibacterial wipes distributed around the school site.

### **Cleaning**

Additional cleaning to be carried out as per the COVID cleaning schedule.

### **Disposal of waste**

COVID 19 related waste needs to be double bagged and stored for 72 hours prior to disposal from the school site.

### **Curricular Implications**

Follow the current guidelines for full opening of schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>





Ensure all recommended classroom equipment/activities are considered and actioned accordingly to reduce the risk.

## **PE**

Refer to Castle View Primary Social Distancing in Physical Education Guidance Document.

## **Management Issues**

Pupils are to be given set drop off and collection times to reduce the number of people on site at any one time.

Loitering is forbidden.

All visitors, Parent, Staff and Children are to follow the Face Covering Policy.

**Please also see the Staff Handbook for Managing Risks and Routines during the Pandemic**