

ROSEACRE PRIMARY ACADEMY



Ethos Statement

This policy reflects our Academy's ethos, which promotes, recognises, celebrates and welcomes diversity, tolerance, respect and honesty. The policy ensures fairness and equality, regardless of age, disability, religion, gender, sexual orientation, ethnicity, attainment or background. The policy abides by the Equality Act 2010, promotes fundamental British values and community cohesion.

Rationale

The health, safety and welfare of all individuals who work or learn at our Academy are of fundamental importance. We aim to provide a safe, secure working environment for everyone. The governing body takes responsibility for protecting the health, safety and welfare of all children, members of staff and visitors. (See Appendix 2).

This policy aims to address issues of Health and Safety and to give appropriate information to all concerned. The policy is updated annually.

The Health and Safety Committee comprises of representatives from all areas of the Academy. The committee meets three times a year. All meetings are minuted.

Committee Members:

Management Rep	Non – Teaching Rep
Admin Rep	NUT Representative
Governor Reps	Cleaning Staff Rep
Teaching Staff Rep	

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The Health and Safety Committee divides the school into three areas:

ZONE 1	ZONE 2	ZONE 3
Art Area/BASCC	KS1 Hall	Staffroom and Staff Kitchen
KS1 Kitchen	Y2 Classrooms	Repro Room
Sunshine Room	Music Corridor	KS2 Library
KS1 VIP Suite	KS1 Quad	PPA Room
KS1 Library	Nurture Room	Yr5 & Yr6 Classrooms and corridors
KS1 Boys and Girls Toilets	Upstairs Classroom	DT Kitchen and corridor
Nursery Dining Room	Upstairs Office	IT Office/Media Room
Nursery	Administration Block	KS2 Quad
Reception & Yr1 Classrooms	KS2 Hall and Stage	Dining Rooms
Reception & Yr1 Outside Area	Resource room at rear of stage	KS2 Playground
KS1 Long Corridor	Y5/6 Cloakroom	
KS1 Playground	Y3/4 Classrooms and corridors	
	Y3/4 Cloakrooms	
	KS2 Boys and Girls Toilets	

Inspections

The purpose of inspections is to ensure the policy is understood and being carried out by all the people who use the school, in the interest of Health and Safety.

The Health and Safety Committee will look at all aspects and make observations and recommendations. They are also responsible for receiving reports and acting on recommendations and for reporting actions carried out.

Areas

One area will be inspected at the termly Health and Safety meetings. This will mean that all areas of the Academy will be inspected every year.

Concerns identified by the Health and Safety Committee will be brought to the attention of the appropriate member of staff.

The administration representative on the Committee will complete the relevant form (See Appendix 3) and liaise with the Site Supervisor for completion of outstanding items. The

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management representative will monitor the identified concerns regularly and will record inspections. They will then report back their findings at the next Health and Safety meeting.

The Governor's representatives on the Health and Safety Committee will report findings to the Governors resource committee which meets termly. The minutes of these committee meetings will be presented to Full Governors Meetings which are held every term.

Roles and Responsibilities

The ultimate responsibility for health and safety performance in each school rests with the Governing Body. Although the requirement to carry out certain functions may be delegated to the Headteacher and her staff, the duty to achieve compliance with statutory requirements remains with the governing body.

The purpose of this section of the policy is to define exactly what the delegated duties and responsibilities are, so that staff can understand what is expected of them. Each significant staff category should therefore be considered and the key responsibilities and duties described. Such staff categories will include:

The Headteacher

The ultimate responsibility for all school safety organisation and activity rests with the Headteacher who will liaise with safety representatives and safety committees to enable her to:

- Be the focal point for day to day references on safety and give advice or indicate sources of advice
- Co-ordinate the implementation of the approved safety procedures in the school
- Maintain contact with outside agencies able to offer expert advice
- Report all known hazards immediately to the Trustees and stop any practices or the use of any plant, tools, equipment, machinery etc. she considers to be unsafe until satisfied as to their safety
- Make recommendations to the Trustees for additions to or improvement to plant, tools, equipment, machinery etc. which are dangerous or potentially so (where there is no estimate provision for this expenditure)
- Make or arrange for inspection of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations
- Review annually:
 - a) The provision of First Aid in the Academy
 - b) The emergency regulations and make recommendations for improving the procedures laid down and for the training of personnel
- Review regularly e.g. annually, the dissemination of safety information concerning the school
- Recommend necessary changes and improvements in welfare facilities

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- To report on safety matters to the Trustees

Teacher Representative (elected annually) having responsibility for Health and Safety Assessment

- Has a general responsibility for the application of the Academy Health and Safety Policy in their own department or area of work and is directly responsible to the Headteacher for the application of exiting safety measures and procedures within the department. Instructions given through support from Health and Safety (e.g. the teaching of PE in Primary Schools) and the Headteacher including the relevant parts of this statement will be observed.
- Will where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, guillotines/sharp objects)
- Will ensure members of staff under their review are appraised of departmental, institutional policies on health and safety
- Will review any health and safety problems raised by a member of staff under their review and refer to the Headteacher any situation which cannot be resolved to the satisfaction of both parties
- Will, in line with (the above) encourage members of staff to raise concerns regarding matters of health and safety, so that policy and practice are kept under constant review
- Will report any areas of concern (e.g. level of personnel training, maintenance or equipment to the Headteacher and health and safety committee)
- Will where appropriate, seek the advice and guidance of the relevant officers of the health and safety department bought in service for the Academy currently the local authority

Responsibility of Class/Subject Teachers

- The safety of pupils in classrooms and workshops is the responsibility of the class teacher; the teacher has traditionally carried responsibility for the safety of pupils when they are in his/her charge

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers they cannot accept this responsibility; he/she should discuss the matter with the Deputy Headteacher before allowing practical work to take place.

A class teacher is expected:

- To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out where necessary
- To know the special safety measures to be adopted in his/her own special teaching areas and to ensure that they are applied

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- To give clear instructions and warning as often as necessary (notices, poster, handouts, are not enough)
- To integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety
- To follow personal, safe working procedures
- To request for protective clothing, guards, special safe working procedures etc. where necessary
- To bring to the attention of the appropriate Senior Member of Staff and Health and Safety Representatives/Committees, concerns over matters affecting health and safety
- All relevant Health and Safety documentation for specific subject areas - Science, DT, Art, P.E. can be found within the Academy's curriculum policies. Copies are available on the shared drive and Academy website.

Non-Teaching Supervisory Staff

- Have a general responsibility for the application of the Academy Safety Policy to his/her area of work and is directly responsible to the Headteacher for the application of existing safety measures and procedures within that area of work.
- Will, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines).

Obligations of all Employees

The Health and Safety at Work etc. Act 1974 states:

"It will be the duty of every employee while at work:

- *To take reasonable care for the health and safety of him/her and of other persons who may be affected by his/her acts or omissions at work.*
- *As regards any duty requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty of requirement to be performed or complied with".*

The act also states:

"No person will intentionally or recklessly interfere with or mis-use anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees – APT & C Staff, Educational Psychologists, Site Supervisors, Cleaners, GTA's, Cook/Kitchen Staff, Welfare Assistants – are expected:

- To know the special safety measures and arrangements to be adopted in his/her own working area and to ensure they are applied.
- To observe standards of dress consistent with safety and/or hygiene.
- To promote good standards of housekeeping and cleanliness.

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- To know and apply emergency procedures in respect of fire and first aid.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or safety of others.
- To co-operate with other employees in promoting improved safety measures in their Academy.
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

Inductions

Policies are available for all staff via the website.

Fire Equipment

Annual check of alarm and fire extinguishers is carried. Faulty equipment noted to be reported to site staff and or the Business Manager. **Fifteen** members of staff are currently trained in the use of fire extinguishers.

Emergency lighting is checked monthly by site staff.

Fire Alarms are also checked on a cyclical rota every Friday a.m. by the Site Supervisor. These checks are logged in the Fire Log Book.

Faulty alarms are reported immediately.

Fire Evacuation

The Fire Route for each area is displayed in a clear place by the exit door.

Advice to visitors at the Academy

The following is displayed in all rooms:

Please make yourself familiar with these procedures. The fire bell is easily distinguishable from other bells, as it is high pitched and a continuous, dual toned siren.

When you hear the bell, stay calm and line up your children in a quiet and orderly way.

Follow your fire route and line up in your designated place in the playground.

If your fire route is blocked – please use the nearest emergency exit.

Make sure the children walk at all times and stay calm. If you are not in your classroom when the fire bell sounds then walk your class out of the nearest exit and line children up in the key stage 1 & key stage 2 playgrounds.

When your class is lined up, do a head count, immediately, then call your register to check you have all your children. Hold your arm in the air to indicate all present and correct until informed otherwise be a member of the SLT.

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We have regular fire drills. Always follow it as though it were real and take out with you any parent helpers who may be with you.

If you or anyone in your care is reliant on a wheelchair, please ensure the fire exit procedures are pointed out to them on arrival and they are able to exit the building via the nearest exit or use the front office exit fitted with a ramp.

Emergency evacuations are held every half-term and are logged by the Site Supervisor with a record of the time it took to evacuate the building.

Alarm Points

KS1

- On the corridor opposite the first year 1 classroom
- On the corridor opposite the first reception classroom
- On the corridor by the double doors adjacent to the end year 1 classroom
- At the end of the nursery corridor
- At the top of the stairs by the new classroom
- By the fire exit door in Y 2 classroom directly off wet area
- By the outside door in art room

KS2

- On Year 3/Year 4 corridor by the girls' toilets
- On Year 3/Year 4 corridor by the boys' toilets
- By Year 5/Year 6 cloakroom
- On Year 5 corridor by first Y 5 classroom from literacy area
- On the Year 5/Year 6 corridor by the centre stairs
- On Year 6 Corridor by first Y 6 classroom from library
- In the Resources Room by the door

Admin Area

- At the main entrance

Boiler Room

- By the door at the top of the stairs

Art Area

- By the outside door at front of building

Staff Room

- By the reprographics room

New area in corridor before the stairs

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To activate the alarm – lift the Perspex cover and press centre button.

Fire Alarms

When the Fire alarm sounds, staff need to evacuate the building immediately from one of the nominated fire exits, depending in which part of the building you are working.

All corridor doors will remain unlocked until 5.30pm when the site supervisor begins the process of locking the doors.

Key Stage 1

The middle door in KS1 corridor will remain unlocked until 5.45pm.

Key Stage 2

Both doors on Year 3/Year 4 cloakroom corridor will be left unlocked until 5.45m.

Please familiarise yourself with the fire escape procedures which are displayed in all areas.

In the event of discovering a fire – please raise the alarm and exit the building immediately.

Fire action – if you discover a fire:

- a) Raise the alarm at once by operating the nearest fire alarm call point.
- b) If it is safe to do so, use the appropriate equipment provided.
Members of staff in charge of pupils should commence the evacuation procedure immediately.
- c) Ensure the Fire Brigade have been called and if in any doubt – Dial 9/999 from the nearest safe telephone.

If you hear the fire alarm

- d) Leave the building **AT ONCE** using the nearest available exit.

Members of staff in charge of pupils commence the evacuation procedure immediately.

- e) Close **ALL DOORS** behind you.
- f) **DO NOT:**
 - Stop to collect personal belongings.
 - Re-enter the building for any reason until authorised to do so.
 - Take risks.

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First aid procedures

All teaching and non-teaching assistants hold a first aid certificate.

There are 9 **First Aid at work** personnel in school.

First aid

Staff in first instance, administer with first aid, but if necessary call a First Aider to treat cuts, bruises and bumps to the head.

First aid boxes

All classrooms and nursery have basic first aid boxes visible on the window ledges to the left of the door.

Teaching Assistants are to be responsible for ensuring all boxes on their corridor and classroom are kept fully stocked and any items required to be reported to Pastoral and Welfare team.

KS1 Main box on corridor on book case next to door on KS1 corridor.

KS2 Main box in the dining room.

First Aid Box

- Mobile first aid kit in the main office.
- Each year group has a mobile first aid kit.
- First aid box in the staffroom
- First aid box – KS1 corridor

Pastoral team maintains all first aid boxes.

First Aid supplies are stored in the upstairs classroom in a locked medical cabinet.

Accident procedure requiring hospital attention

The emergency services & parents will be contacted by the office staff, Business Manager, Pastoral Team after consultation with a member of the SLT; or a member of SLT. Staff should notify the first aider who assesses injury.

All accidents to the head from the shoulder upwards must be logged in accident book, kept by first aid box. A school manager is on duty each lunch hour and should be informed of any serious problems.

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First aid lunchtime

TA's are to inform the Deputy/teacher in charge in order to assess any serious injury or condition found in a child.

The Deputy /teacher in charge or any member of the TA team is sufficiently trained to administer First Aid.

If further medical attention is felt to be necessary, The Deputy/teacher in charge is to inform a member of the SLT. Should a child or member of staff be in urgent need of attention the emergency services should be contacted immediately.

Accident Form: - To be filled in whenever a child needs further medical attention.

The accident book which is kept in the Office will be completed by the relevant First Aider. The accident book is to be signed off at H & S committee meetings.

Pastoral and Welfare team to be responsible for all first aid boxes in KS1 and KS2, Nursery and the main store of first aid.

Accidents:

Accident forms for both children and staff must be filled in immediately.

All forms are kept in the front office in a filing cabinet under accidents to children and staff.

All forms are to be completed as indicated in the accident file– then signed by the Headteacher.

A mop and bucket is available in the far corner of canteen in case of any accidents during the lunch break.

Appropriate footwear should be worn at all times in the canteen.

Copies for:

Office File

Child/Staff Member's File

Original to be sent by Headteacher/Senior Deputy Headteacher/Deputy Headteacher to:
Health and Safety Department

Health and Safety Adviser | Health and Safety Team

Deputy Chief Executive's Department

Blackpool Council | Second Floor

Number One Bickerstaffe Square

Talbot Road

Blackpool

FY1 3AH

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- a) **Personnel** – Everyone who was involved in witnessing the accident will supply information to the Deputy Headteacher who will sign the accident form.
- b) **Children** – Deputy Head will be responsible for ensuring that the accident form is completed by the appropriate person who was on duty, witnessed or dealt with the accident.

Any child who is feeling unwell and sent to the office, is made comfortable, observed for a time and if still unwell, is seen by member of the SMT. A decision will then be made about contacting parents.

ALL bumps above shoulder to be noted in accident books and parents sent note stating a bump has taken place. Pupil's teacher to be informed of incident whether the child remains in school, or goes home. Bump note to be handed directly to parent by teacher. Acknowledgement slip to be returned to school by parent and put in child's green folder.

Procedures for giving medicine:

Staff will not be asked to administer medicine to children. Nominated first aider will supervise pupil's taking their own medicine.

- Parents complete and sign request for medication form where it is stored in a locked medical cabinet.
- Parents to bring the dose for the day to the office
- Liquid medication – must be in the original bottle
- Pills/Tablets – in a named sealed envelope

Inhalers are located in identified bags in the classrooms. Record sheets to be completed for every dose taken. Each dose must be taken in the presence of an adult.

Long Term Medication –

Parents need to discuss and agree administration with the Inclusion Manager and an appropriate care plan is implemented.

Epi Pen – Designated staff are regularly trained in the use of epi-pen.

Procedures are in place and are discussed with staff for identified children with epilepsy and nut allergy.

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Smoking policy

School operates a Non Smoking Policy which includes the use of electronic vapour 'e' cigarettes.

Drug statement

Roseacre Primary Academy is committed to the overall health and safety of all its members and will take appropriate action to safeguard their wellbeing.

The Academy will promote an awareness of the dangers of drug misuse and supply and will provide advice and support where necessary.

The drugs policy should be consulted should any incidents arise and the procedures stated should be followed.

Safe disposal of needles and syringes

Site supervisor must be informed in order to ensure appropriate disposal.

Lancashire Care NHS – How to use the Needle and Syringe Safety Packs

- Follow instructions on Sharp safe Bin to open (see diagram 1).
- Using plastic tweezers, grip needle and syringe.
- Insert, needle first, into bin.
- Follow instructions to close bin (see diagram 2).
- Clean hands and tweezers with medicated wipe.
- Do not lock bin until full (each bin holds approximately ten needles and syringes).
- When bin is full, lock following instructions (see diagrams 3 & 4).
- As each bin is filled, contact Environmental Services on **01253 478456** to remove.
- For replacement safety packs, please contact Needle Exchange Co-ordinator via the school nurse on **01253 655465**

KS1

Duties Dry Days

- 2 playground supervision
- 1 First aid post – centre door, to check classrooms and cloakroom areas on corridor.
- 2 supervising children on packed lunches.
- 2 pouring drinks for dinner children – if child does not want cordial when offered, please give a drink of water – all children must have a drink.

Duties Wet Days

- 3 KS1 Hall supervising all children
- 1 supervising children leaving dining hall going to KS1 Hall
- 3 supervising children in dining hall

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Playground Duties

- Refer all cuts and bruises to First Aid post on corridor.
- Refer all bumps to the head to Pastoral and Welfare team.
- Supervise all children in playground and encourage sensible games.
- Do not leave playground until 'afternoon whistle' is blown.
- Do not leave the playground unattended at any time.
- Ensure the gate is secure and do not let any visitors in.
- Ask **all visitors** to go to the main front entrance of the school.
- Do not at any time allow a child to be picked up from the playground.
- Children are not allowed to climb on anything in the playground.

First Aid Post

- To administer minor first aid treatment to cuts and grazes.
- To complete bump notes

KS2

Duties Dry Days

- First aid Post – in small canteen
- Dinner supervision
- Supervising the children waiting to go for packed lunches.
- Supervising dinner line
- Main gate (Playground)
- Year 3 door (supervising toilets)
- Supervising MUGA area

Duties Wet Days

- 1 supervising dinners
- 1 supervising sandwiches
- 1 collecting dinners/packed lunches
- 2 on corridors
- 2 In KS2 Hall/helping corridors
- 1 supervising in Rec dining hall children entering/leaving dining hall

Playground Duties

- Refer all cuts and bruises to First Aid Post on corridor.
- Refer all bumps to the head to Pastoral and Welfare team.
- Supervise all children in playground and encourage sensible games.

- Do not leave playground until 'afternoon whistle' is blown.
- Do not leave the playground unattended at any time.

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- Ensure the gate is secure and do not let any visitors in.
- Ask **all visitors** to go to the main front entrance of the school.
- Do not at any time allow a child to be picked up from the playground.
- Children are not allowed to climb on anything in the playground.

First Aid Post

- To give minor first aid treatment to cuts and grazes.
- To fill in bump notes

Roseacre Primary Academy Security and Safety of Children

While it is difficult to make the Academy site totally secure, we will do all we can to ensure that the building is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

All exterior doors of the Academy are made of Brazilian mahogany for strength and long lasting, with the exception of the Year 5 / 6 cloakroom which is made up of good quality redwood and glazed with wired plate glass for security and safety.

All the exterior doors are fitted with a 'dead' lock and a night latch with the exception of the art area which is a 'dead' lock only and the Year 5 and 6 cloakroom door which is a 'dead' lock operated with a turn knob on the inside and a yale type key on the outside.

The front door on Stonycroft Avenue is open from 7am to 6pm. Access to inner area of building is gained by using the electronic swipe card access system.

Visitors to the building enter by the front door on Stonycroft Avenue. Visitors are met by the administrative staff, who deals with their initial enquiry. Once the identity and purpose of visit of the visitor has been ascertained, the visitor may be admitted to the Academy to wait in the entrance area.

We require all adult visitors who arrive in normal hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the premises.

Teachers will not allow any adult to enter their classroom if the Academy visitor's badge does not identify them.

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At 8.50am each day all the exterior doors are secured by the night latches, which ensures that doors are locked from the outside but can be opened from the inside.

At 17.30 each day all the exterior doors are taken off the night latches and then dead-locked for the night – leaving the school by the front door at 6pm, having set the intruder alarm before doing so. (All outside gates are padlocked at night).

Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities and all learning areas are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.

We do not take any child off the site without the prior permission of the parent.

The School Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled, 'people who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

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Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

Healthy Schools Initiative

This school fully supports the aims of the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

Electronic Communication

We use the Internet and e-mail and we have a school website and an app.

All Academy members may communicate with others through the Internet. There are many benefits, but also a number of possible dangers. Rules for the use of the Internet are contained in our Safe Use of the Internet policy. Safeguards in our Academy include constant adult supervision, sites being filtered by our service provider, controlled links, and the use of child-friendly search engines.

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The Internet may be used in lesson 'live' for lesson content and for interactive teaching programs.

Our school website provides information about the Academy, and an opportunity to celebrate children's work with the worldwide learning community.

Members of staff, classes as a whole, and individual older children will all have their own staff-provided e-mail accounts.

Parents and carers are required to sign permission slips for their child to use the Internet in the Academy. A record of those who do not have permission is held by each class teacher, and by the main office.

The Health and Welfare of Staff

The Academy takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay who will advise on the wellbeing service provided to staff.

The Academy will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the Academy will take the matter very seriously, and take action in line with the Academy protocol and notify the police.

General Maintenance Contracts

Contractors

The Academy currently buys into the Local authority Property Services for Contractors used in the Academy. **(See Appendix 1)** for guidance prepared by the authority and Property Services re: Contractors on Site.

Electrical Safety

Inspections are carried out annually by M(UK) Ltd. Log kept by site staff. Each plug should carry a colour coded label with a date. Please note if the label is not on the plug or the date on the label is over 1 year and report this to the Headteacher.

Personal Electrical Equipment – which has not received an inspection should not be used by children and used by staff at their own risk. The Academy needs to buy any electrical equipment used on a regular basis. The same applies to borrowed equipment.

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Lighting – Working Environment

Annual Inspection carried out by Automatic Alarms Ltd – Log kept by site staff – Flickering lights need to be reported and changed on the same day. The flickering of fluorescent lights should be reported **IMMEDIATELY** to the Site Supervisor who will then replace it as soon as possible, but certainly within 24 hours. The light should be switched off.

PE Equipment

Annual Inspection carried out by Crown Gymnastics.

Infectious Diseases

The Headteacher will undertake to inform the Area Health Authority of any reportable infectious diseases. The Headteacher will also inform staff, parents, District Office and Governors.

Head Lice

The Academy follows the North West Lancashire Health Authority advice. Pastoral and welfare team to be informed when head lice occur. They will inform the school nurse based at South Shore Health Centre.

Visitors and adults working in class should be advised to have their long hair tied back.

Fire Extinguishers

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the site supervisor to ensure they are in position and that the pins are in place.

PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an **independent service contractor/councils engineering insurers** inspects the PE equipment.

Play Equipment

All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the **PE coordinator** will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

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Portable Electrical Equipment

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (earthed) items will be tested within 14 months.

Risk Assessments

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

Computer Workstation Assessments

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' (See H&S Manual for schools, pages 1.180.) for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual for Schools, page 1.175.) If staff have any questions on DSE they should initially speak to their line manager.

Fire

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

Fire order based on the outcomes have been produced and these are as displayed, whilst fire drills are carried out four times a year, twice in terms 1&2, once in terms 3 & 4 and once in terms 5 & 6.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

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Hazardous Substances

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The school COSHH assessment is kept by site staff and summary information is kept where substances are stored/used.

If staff have any questions on hazardous substances they should initially speak to their line manager.

Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

H&S LEGISLATION.HASAWA.APPENDIX 3.2009 S1 PAGE 1.042 HASAWA.APPENDIX 3 (CONT)

Water Assessment

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

The school water assessment is kept in the office.

Workplace

An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations.

The school Workplace assessment is kept by site staff.

The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

Work at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any

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involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

Safeguarding

The Academy has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is available via the website and also the leaflet 'Safeguarding Guidance for Staff Working with Children and Young People'.

Educational Visits

Procedures, guidelines and documentation are clearly set out in the Educational Visits Policy. This should be consulted and followed when a visit is planned and carried out.

For all residential visits staff must complete and submit a LA EVOLVE online request form. This is initially submitted Phase Leaders before the Senior Deputy Headteacher and Headteacher for approval.

A risk assessment must be carried out prior to visits taking place.

Emergency contact numbers to be left in school before any visit off the premises.

Methods of Transport –

By Foot:

All children when using the pavement need to be with responsible adults who are situated to the front, to the rear and, when necessary, at regular intervals, on the road side, to ensure safe movement and well-being. Care should be taken when crossing any roads and each situation will require the decision of the supervising teacher.

By coach/bus:

Identification/emergency notices to be taken and displayed on each coach.

All children must have adequate seating and remain seated whilst the vehicle is in motion. Children should not be allowed to sit on the front seats or next to the Emergency Exits. Safety belts to be requested and must be worn at all times. Mobile Phone to be taken by staff.

By Train:

All children must have a seat and remain seated whilst the train is in motion other than whilst being accompanied to the toilet by a responsible adult.

Other methods of transport must be discussed in detail with the Headteacher at an early planning stage and relevant guidelines agreed.

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Hazards – working environment

Hazards should be reported to the Deputy Headteachers who will take action to render the hazard safe and then inform the Headteacher.

Environment

In the case of malfunction in the heating, lighting, ventilation and safety repairs, this should be reported to the Site Supervisor and ensure Property Services arrange for the repairs to be carried out.

In case of emergency breakdowns in these areas, the site should take immediate action to report this to Property Services and then inform the Headteacher (See Form appendix).

It is the responsibility of all staff that the school maintains a tidy environment and that stairs and corridors remain clear.

Handling

Staff should refer to Manual Handling Booklet.

All staff should consult Manual Handling Booklet before lifting. Non-teaching staff receive manual handling training.

Office Equipment

- | | | |
|-----------------|---|--|
| 1. Computer | | Regular eye tests for Office Staff who use computers |
| 2. Photo Copier | } | to be used |
| | } | by nominated members |
| 3. Duplicators | } | of staff only |
| 4. Shredder | | To be unplugged when not in use |

Chair to be carried one at a time by the children.

Scissors

In the classroom and in a labelled place.

- Only used under supervision
- Number of scissors – check sharpness and quality regularly.
- Handling – Children should be shown correct procedure.
- Children should be seated not moving around when using.
- Paper cutters should be used by staff and stored on the corridor. Children to use under close supervision with the teacher present.

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Glue Guns

- Safety area clearly marked.
- Maximum of two persons in area.
- White glue guns only.
- Blue guns for Teachers.
- Not stored in classroom.
- Children to wear overalls or aprons to protect clothes.

Cookers

- Only to be used in the DT Room under adult supervision. Safety straps mark off an area where children should not be allowed when cookers are in use.
- Fire blankets are in position.
- All children must pass a Health and Safety Course before they can use the Food Technology Room.

Knives

- Located in the science cupboard in the DT Kitchen and kept in a labelled box at a safe high in a locked room (staff only have access to key).
- Signage indicating location of knives is displayed in the DT Kitchen with instruction for staff only.

ICT

- All computers should be closed down and turned off each evening.
- At weekends and holidays they should also be turned off at the electrical input socket.

Drinks

- Please do not ask a child to carry coffee/tea mugs.
- All cups to be returned to the staffroom after use. Do not leave cups in the classrooms or halls.
- Drinks should not be taken into the Libraries or ICT Suites.
- Food and Drink should be stored in the staff kitchen not in classrooms.
- Hot drinks should be consumed in safety beakers in all areas accessed by children.

Occupational Health Team

The health and welfare of all staff is of importance to Roseacre Primary Academy.

For staff who wish to have the support of the above team they should contact their line manager.

- Occupational Health & Safety Team – Telephone 01253 477264

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Risk Assessment Procedure

Risk Assessments are carried out in line with risk assessment procedure. The risk assessment proforma is available via Google drive in the Health and Safety room. Representatives from each aspect of school life receive training in Risk Assessment.

The Occupational Health & Safety Manual is sited in the Business Manager's Office.

Assessments to be carried out working through the identified areas (see attached list).

Risk Assessment Procedure

- To identify any perceived risk which may be a Health and Safety Hazard
- To discuss identified risk with the Health and Safety Committee Chairperson, to evaluate risks and action to be taken
- To record risks that need follow up action on the appropriate form (see attached)
- To store these in the Risk Assessment File, which is stored in the front office
- To ensure action is taken by the appropriate body and recorded
- To monitor risks identified.

Visits Off-site

- Swimming
- Sports Day – Blackpool Arena
- Class/Year Team Visits
- Visitors to us and our building

Caretaking and Cleaning Staff

Site Supervisor	Ms D Barras
Cleaners	Mr Jenkins /Ms Tonks/Miss Gillott

Senior Management Team

Headteacher:	Mrs J Carroll
Senior Deputy Headteacher	Mr S Hickey
Deputy Headteacher	Ms J Logan
Business Manager	Mrs A Penn

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Health and Safety Committee

Leadership Rep:	Mr S Hickey
Teaching Rep:	Mrs A Conuel
Admin Rep:	Mrs A Penn
NUT Rep:	Mr S Hickey
Non Teaching	Mrs L Carr
Cleaning Staff Rep:	Ms D Barras
Governors Rep:	Mr H Parish (Chair)

Fire Safety – Emergency Procedure Plan for Roseacre Primary Academy

The purpose of this Emergency Procedure Plan is:

To ensure that both staff and pupils know what to do if there is a fire and to ensure that the building can be safely evacuated by everyone present.

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Appendix 1

Guidance For Heads Of Establishments And Others Who May Have To Deal With Contractors Working On Or In Borough Council Premises

Health and Safety Implications for Contractors on Site

This brief guidance has been prepared in conjunction with the Department of Property Services for use by Borough Council staff that may have responsibilities for dealing with contractors on their sites. It aims to provide an outline of the Health and Safety responsibilities a head of establishment/building manager etc and a contractor have towards each other, when work is undertaken at an occupied site/establishment.

N.B. This guidance is applicable to all types of contractor, not just building maintenance contractors e.g. itinerant DSO Employees, office equipment maintenance, window cleaners etc. and supersedes previous guidance of which you may be aware, published by Property Services i.e. the yellow booklet.

A. On Arrival at the site/establishment the contractor(s):

Must report to the Head of the establishment or other officer who may, for the time being, be acting in that capacity.

B. When preparing to leave the site the contractor(s):

Must notify the Head of the establishment or other officer who may for the time being, be acting in that capacity, that they are leaving the site (i.e. the contractor should be booked on and off site).

C. Information you require from the contractor prior to work commencing:

The name, address and telephone number of the contractor (name and address is on the 'Beacon Order Notification' if the work is organised by Blackpool Borough Council Property Consultancy).

Description of the work to be undertaken by the contractor i.e.

- a) Location of the work
- b) Type of work (e.g. electrical)

Who or what could be affected by the contractor's work? For example: if the contractor is working on a roof, are the people or services in the room/area below likely to be affected or at risk?

D. The contractor's responsibilities to you:

Contractors whilst at your site/establishment are responsible for:

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- Controlling all risks arising from their operations.
- Advising you of any hazards arising from their activities which could affect your health or safety or that of your staff, clients, services users etc.
- Providing their own suitable work equipment to enable them to undertake any work they have come to do, in a safe manner, i.e. provide their own ladders, tools etc. Contractors should not use equipment belonging to your establishment.

E. Your responsibilities to the contractor whilst on your site:

- You must provide the contractor with any information which may affect his/her health or safety whilst on your site that might arise from your activities i.e.
 - a) The location of any asbestos that you may know about.
 - b) Any hazardous substances/materials/activities which the contractor may come into contact with etc.
- You must make the contractor aware of your site's emergency evacuation procedures and what they need to do if they discover a fire or hear the fire alarm.

If You Believe A Contractor Is Not Working In A Safe Manner, What Should You Do?

1. Work organised by the Department of Property Services:

- a) If you consider there is an imminent risk of death or serious injury to your staff, clients, service users etc. arising from the contractor's activities on your site, you should request the contractor to stop work immediately and seek further advice from your Building Liaison Officer or Clerk of Works.
- b) If the contractor seems to be working in an unsafe manner, but there appears to be no serious or imminent danger, you should advise the contractor of your concerns. If the contractor continues to work in the same manner, and then contact the person responsible for organising the work on site, i.e. your Building Liaison Officer or Clerk of Works to enable them to take appropriate action (check scaffolding, serve an improvement notice etc.)

2. Work organised by others:

- a) Follow the same procedures as above, but contact the relevant officer for organising the work, i.e. DSO Management, your departmental health and safety officer/adviser, line manager etc.

Remember We All Have A Responsibility For Health And Safety At Work:

If you require any further information or assistance with dealing with contractors, you should contact your departmental safety officer/adviser.

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Appendix 2

Safety Policy Statement

The Governors of Roseacre Primary Academy are fully committed to the establishment and maintenance of appropriate health and safety standards which will protect the staff and the pupils in their charge whilst at school.

The Governors recognise that the need to identify and control work-related risks is important to safeguard all persons on the Academy premises.

To this end particular attention will be paid to meeting statutory requirements in respect of:

- The safety of plant equipment, buildings and safe systems of work.
- A safe workplace and safe access and egress.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- A healthy working environment.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises.
- Adequate welfare facilities and suitable protective clothing and equipment.
- Arrangements for the safe introduction of new plant, machinery, substances and procedures.

The Governors will ensure that:

- The Local Education Authority's Safety Policy and Codes of Practice are fully implemented.
- A Roseacre Primary Academy Policy is produced to supplement the LEA Policy, is reviewed regularly and brought to the attention of all employees.
- The Academy's staffing structure appropriately reflects the delegated responsibilities for carrying out the arrangement for Health and Safety.
- A Health and Safety Committee is established comprising representatives from the Governing Body, School Management Staff and Trade Union representative. The Governor Representative will report back to the Building and Sites Committee and to the Full Governing Body.
- The school has examined its responsibilities for health and safety and has made the necessary provisions in terms of resources for meeting these obligations.
- Regular health and safety reports, including the results of accident investigations and statistical analysis are provided by the Headteacher as part of an ongoing monitoring system.
- Staff training in Health and Safety subjects is accorded a high priority and will include induction, role related and specific topic training as necessary.
- Full use is made of the specialist services provided by the Blackpool Borough Council in the form of the Occupational Health Unit and the Health and Safety Section of the Chief Executives Department.

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APPENDIX 3

HEALTH AND SAFETY COMMITTEE: ZONAL INSPECTION

INSPECTION CHECKLIST Zone Date..... Inspection Team			
Combustible materials and sources of ignition	Yes	No	N/A
Are there flammable substances and combustible materials and are they being controlled effectively?			
Are all flammable substances and combustible materials stored safely i.e. in specially designed containers or stored?			
If portable heaters are in use are they fixed in position at a safe distance from any combustible materials and suitably guarded?			
Are lengths of flexible cable kept to a minimum?			
Is the upholstery or furniture in good condition?			
Is the workplace free of rubbish, waste paper or other materials, which could catch fire or be set alight?			
Are there suitable measures to protect against the risk of arson e.g. security?			
Means of Escape			
Are there sufficient exits for the number of people present?			
Do exits lead to a place of safety?			
Are all gangways and escape routes free from obstruction			
Are all internal fire doors clearly labelled?			
Can all fire safety signs and fire exit notices be clearly seen?			
Are all doors used for escape available for use?			
Are exits clearly indicated and are all escape routes adequately lit?			
Where appropriate, do doors used for means of escape open in the direction of travel?			
Can doors used for means of escape be easily and immediately opened without the use of a key?			
Are the floor surfaces on escape routes free from tripping and slipping hazards?			
Are stairways in a good state of repair?			
Are all vents and service ducts etc. suitably protected to prevent the spread of fire, heat or smoke?			
Fire Alarm			
Can the alarm be raised without anyone being placed at risk from fire?			
Are the fire alarm call points clearly visible and unobstructed?			
Fire Fighting Equipment			
Is there sufficient firefighting equipment of the correct type?			
Are portable fire extinguishers, fire blankets, etc. suitably located and available for use?			
Have the portable fire extinguishers been serviced within the last year?			
Signs and Signage			
Are all fire doors correctly indicated by signs?			
Is all firefighting equipment correctly indicated by appropriate signage?			
Are all escape routes correctly indicated by appropriate safety signage? ie green & white running man symbol?			
Inspection carried out by	Name	Signature	Date of next inspection

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No Policy can be completely effective without the full co-operation of all concerned with the safe operation of Roseacre Primary Academy. The Governing Body will, therefore, strive to gain this degree of commitment from the staff through participation, encouragement and support.

This policy will be kept electronically on the 'Shared Drive'. A paper master copy will be held by the Headteacher.

Reviewed by
Business Manager
Senior Deputy Headteacher

December 2017

Next review: Spring term of 2019