

# Woolton High School

## Health and Safety Policy 2022-23

The school aims to provide a safe and healthy working environment for pupils, staff and visitors, as well as minimising risks in its daily routines.

### Organisation

The Health and Safety of pupils, staff and visitors is primarily the responsibility of the Governing Body, in consultation with the Head teacher, any Health and Safety Representatives and the Caretaker. However, all teachers and other staff share the oversight and responsibility for the prevention of dangerous practices, faulty equipment, the fabric of the building and outdoor areas, etc.

Each member of staff must take all reasonable steps to ensure that every pupil in his or her care is not exposed to unacceptable risks.

The Health and Safety Coordinator is Mr. K Monti whose duties include:

- Attending relevant meetings and communicating information to colleagues.
- With the aid of fellow employees, carry out regular inspections of the work place.
- Ensure that First Aid supplies are accessible and in liaison with the Clerical Officer ensure that stocks are maintained at an appropriate level.
- Organise in conjunction with the Site Manager, the annual checking of all electrical equipment.

The required numbers of staff are trained in Basic First Aid in the Work Place.

## **Procedures**

### **Hazards / Dangerous Incidents**

The Health and Safety Coordinator should be informed if a member of staff is aware of a hazard or dangerous occurrence. If the situation cannot be remedied within the School's expertise / resources, then contact will be made with the relevant authorities, e.g. the site manager for referral to the facilities management provider.

### **Fire Procedures / Evacuation**

Class areas have signs, which display relevant evacuation procedures in the event of a fire or other critical incident. Pupils should be made aware of these and verbally instructed. Records of inspection and testing procedures of equipment are also maintained.

Fire practices will be held at once a term. The purpose of these is to ensure the safe and effective evacuation of the school in the event of such an emergency.

- Anyone discovering a fire should immediately operate the nearest alarm and alert the Head teacher or Deputy/ senior member of staff on site.
- On hearing the alarm, teachers will immediately escort the children out of school by the nearest safe exit. The class register must be taken so that a roll call can be taken.
- Fire marshals should carry out a search of the building and then go to the assembly area.
- The children must walk in an orderly way and assemble in the hard yard lined up in classes.
- Teachers must quickly check that all their children are safely out of the building by checking their registers.
- If anyone is missing, the senior person on duty must be immediately informed so that a search can be mounted or the Fire Brigade informed.
- Everyone should remain on the yard until told to return, or clear the area, by the Head teacher or senior member of staff.
- In the event that there is risk of explosion, after initial register check pupils and staff will assemble outside the school premises near to the exit gate of SFX.

## **First Aid Procedures**

The first aid boxes are located in the Administration Office, the vocational building, the medical room, Ms Powell's office and the Fitness centre.

(Please see First Aid policy)

All accidents are to be recorded in the Accident logbook (located in the Administration Office) and reported to a First Aider and the senior member of staff. Consideration should be given to whether or not parents (or emergency contact) should be consulted by telephone, especially in cases of a bang to the head.

There should be two First Aid boxes in the minibus for sport and educational visits.

## **Illness**

If a pupil feels unwell during the day teachers are expected to use their discretion / experience to decide whether he / she should be sent home. If in any doubt consult the Head teacher or Deputy Head or first aider. If a pupil is to be sent home, the school office must contact the parents.

## **Medication**

Please refer to the school Medical Policy.

## **Asthma**

Pupils with asthma are encouraged to take a full part in all activities of the school. Each teacher is aware of asthmatic pupils.

Inhalers must be named and kept in an accessible place. Clear guidance for their correct usage should be obtained from parents. Inhalers need to be accessible on school visits or during Physical Education.

## **Intruders**

Please refer to the school Intruder Policy.

## **Preventative Strategies / Procedures**

### **Daily Routines**

Teachers are responsible for all the pupils in the school, not just the ones in their own classes. Consequently, we must ensure that the school is run in an orderly manner along acceptable and agreed ways. Sensible behaviour is always encouraged and the pupils should also be encouraged to walk in an orderly manner, especially on the staircase.

### **During break times**

All staff are responsible under the direction of the Head teacher for the supervision of pupils. If the weather is not suitable to go outside, then the pupils will have to stay in their class areas. Pupils can go to the toilets but must return to their classes. Pupils must be adequately supervised.

### **End of the Day**

Pupils should be supervised in the meeting room/form room and then into taxis.

### **Valuables**

We have a policy of no valuable items at Woolton High and parents are encouraged to prevent pupils bringing them into school. This includes mobile phones or other valuable items as it presents problems of disruption, safety and security. Valuables must be handed in to the office or stored in the pupil's locker for safe keeping until they can be returned home safely.

## **The Classroom**

Everyday classroom equipment can be potentially dangerous. For further advice, please refer to the LEA guidance on classroom equipment and specialist equipment.

**Pencils** should never be sharpened at both ends, or to such a point that they become lethal weapons.

**Pen lids** - pupils should be positively discouraged from putting these in their mouths to prevent the possibility of choking / swallowing.

**Powdered Wallpaper Paste** often contains an anti-mould ingredient, which can be poisonous.

**Craft Knives** need to be very carefully supervised and should not be left out.

**Staple Guns** can be dangerous weapons if fired at someone.

**Hole Punches** can also punch holes in fingers.

**Paper Cutters** should be carefully supervised.

**Scissors** should always have rounded points, unless very carefully supervised.

**Compasses** - the traditional type should not be used in school.

**Water Pots** should be plastic, not glass. A glass jar will be inevitably broken with potentially serious consequences.

**Chairs** Serious injury can result from losing balance. Pupils need constant reminding of this.

**Sewing Needles** should not be left out. Pupils should be carefully supervised when using them.

**Displays** - make sure that these are well supported and don't have any sharp staples, etc. left especially when removing.

## **Practical lessons**

- All practical lessons potentially require the use of dangerous tools, machines and equipment. All tools, machines and equipment must be used with health & safety in mind. Any member of staff engaging in practical lessons must have a current risk assessment in place. New risk assessments must be shared with the health & safety coordinator.
- All resources, tools, machines or equipment must be stored away safely before and at the end of each lesson.
- Any hazardous liquids or materials must be stored in a locked safe place.
- Appropriate PPE must be worn at all times.
- When in dusty environments, staff must create appropriate ventilation by opening windows and doors.
- Staff must not use any resources, tools or equipment unless they are confident and know how to use them safely.
- Any staff who need inset on how to safely use tools, machines or equipment safely must request and receive this prior to using it.
- Staff must ensure that they have done everything possible to create a safe environment before any practical work starts.

## **Educational Visits**

Under Health and Safety legislation the employer has a duty to ensure the health and safety of all those involved in a school visit, so far as is reasonably practical. The leader of the party is deemed to have control of the group and has immediate responsibility for maintaining the health and safety of the party, as far as is reasonably practical.

There should be an assessment of the hazards implicit in a visit, including the probability of an injury actually occurring and the practical precautions, which need to be taken to control the risks.

The organiser in conjunction with the Head teacher should consider the suitability of the visit and ensure that care is taken to minimise any risks. Pupils should never be taken off site without the parents being aware of the details of the visit and its purpose. A permission slip must be signed by parents. Points to consider include:

- Planning and organisation
- Familiarity with the place to be visited
- Transport
- Age, aptitude and experience of the pupils
- First Aid facilities
- Staffing level and accompanying adults to supervise
- Points of contact in case of an emergency.

For all off-site activities please see authority guidelines. Please also refer to and complete the relevant risk assessment proforma before any visit takes place. These can be found in the administration office and must be handed to the Deputy Head teacher or Educational Visits Coordinator on completion for inspection and advice.

### **Electrical Equipment**

It is imperative that all electrical equipment is in sound working order. All electrical equipment is tested annually. If there are any doubts about safety at any time then the machine should be immediately switched off at the mains and the Head teacher informed.

The following guidelines should be adhered to:

- Equipment should be well situated away from water.
- Pupils should always be supervised when using electrical equipment.
- Pupils should not be allowed to carry computer equipment or large electrical items such as televisions, video players etc.
- If electrical extensions are used, then they should not trail across passage ways or where there is a likelihood of a trip hazard.

**This policy was agreed in July 2022**

**This policy will be reviewed in July 2023**

