



## **St. Matthew's CE Primary School** **Health, Safety and Welfare Policy**

### **1) INTRODUCTION**

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the Local Authority, takes responsibility for protecting the Health & Safety of all children and members of staff.

This statement is issued in accordance with the Health & Safety at Work Act (1974). It supplements the statements of Health & Safety policy, which has been written by Birmingham City Council and its Education Department.

It will be discussed and amended, if necessary, by the Governing Body of the school on a two-year cycle.

### **2) THE SCHOOL CURRICULUM**

We teach the children about Health & 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, during Topic Week some classes look at people in the local community; such as the police and fire service. Through such topics, 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 also show them how to move and play safely in PE lessons.

Health & 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.

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.

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

Each class has the opportunity to discuss problems or issues of concern with their teacher.

### **3) SCHOOL MEALS**

Our school provides the opportunity for children to have a meal at lunchtimes. Free School Meals is a benefit awarded in respect of children in KS2 where the parent/carer or guardian is in receipt of one of the following benefits:

Income Support

Income Based Job Seeker's Allowance

Support under part VI of the Immigration and Asylum Act of 1999

Child Tax Credit (with income below a certain limit as assessed by the Inland Revenue)  
The Guaranteed Element of State Pension Credit.  
All children in EYFS and KS1 have a free school meal, as per government policy.

We ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children in Foundation Stage and Key Stage One are provided a meal and fruit daily, free of charge.

If children choose to bring their own packed lunch, we expect them to bring healthy food and snacks. We provide them with a suitable place to eat it; expect children to use a plates and cutlery accordingly. All children are supervised them during lunchtimes, regardless of the lunch 'status'.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth and offer little nutritional value, we do not encourage sweets to be eaten in school at lunchtime. Children in Key Stage Two are encouraged to bring fruit to eat during morning break. Children are encouraged to drink water at appropriate times throughout the school day.

#### **4) SCHOOL UNIFORM**

It is our policy that all children wear the school uniform when attending school, and when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parent/carers, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

It is the responsibility of all staff to ensure that the school uniform policy is enforced.

We ask parent/carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parent/carers and request that they make sure their child leaves home with the proper uniform on. If a parent/carer is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent/carer. We ask parent/carers not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parent/carers to discuss their child's appearance with us if there are any religious or cultural issues involved that we might be unaware of.

Children should wear appropriate footwear and clothing to school. Any footwear that may cause an accident to the pupil or others is unacceptable in school e.g. high-heeled shoes.

On grounds of Health & Safety we do not allow children to wear jewellery in our school unless the jewellery has specific cultural or religious significance.

#### **5) CHILD PROTECTION**

The named person with responsibility for child protection (Designated Safeguarding Lead) in our school is Rita Devi, who liaises with a named Governor. We will follow the procedures for child protection drawn up by the Headteacher, LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the DSL about their concerns.

We require all adults in school to have undergone a DBS check, in order to check that there is no evidence of offences involving children or abuse.

All the adults in school have shared responsibility for keeping our children safe. We have a duty to report any concerns to the Designated Safeguarding Lead. All staff must be committed to the welfare and safeguarding of children and young people.

## **6) SCHOOL SECURITY**

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school 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).

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

All staff will question any unknown person in school.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Building Site Supervisor or a member of the School Leadership team immediately. The Building Site Supervisor will warn any intruder that they must leave the school site straight away. If the Building Services Manager or the SLT have any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

## **7) SAFETY OF CHILDREN**

It is the responsibility of each teacher to ensure that all curriculum activities are safe and that a risk assessment has been undertaken. Similarly, the various Curriculum and Resource Leads will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a member of staff has any concerns about pupil safety, they should bring them to the attention of the Headteacher, before that particular activity next takes place.

We do not take any child off the school site without informing the parent/carer.

If an accident does happen, and it results in an injury to a child, a member of staff will do all h/she can to aid the child concerned. Staff at St. Matthew's has received recent and up to date training in First Aid. A member of staff with up to date training will always be on the school premises between the hours of 8.30 and 3.30 pm (4.45 pm if a twilight after school club is taking place). Staff members are qualified to respond to incidents requiring treatment/support. We keep a First Aid box in all classrooms and in the First Aid area (outside of class Year 3/4).

If necessary, a member of the Admin Team will telephone for emergency assistance.

We record in the school accident book all incidents involving injury, and in all cases we inform parent/carers. Should a child sustain more than a minor injury, we contact the parent/carer through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parent/carers inform us when contact details change.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written record will be

made. Copies of these records will be kept on the shared area or/and in the Child protection cabinet, located in the Headteacher's office.

## **8) RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE**

All staff are responsible for the Health & Safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils;
- be aware of and implement safe working practices and to set a good example personally; identify actual and potential hazards and introduce procedures to minimise the risk;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of Health & Safety arrangements;
- provide the opportunity for discussion of Health & Safety arrangements;
- investigate any accident or incident where personal injury and verbal abuse could have arisen and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private hire vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used;
- ensure that any person using a vehicle to transport any child or adult on school business have correct insurance that covers the transportation of such individuals on business use and evidence of this provided to the Headteacher or Governing Body before any child or member of staff is carried in any vehicle.

## **9) FIRE AND OTHER EMERGENCY PROCEDURES**

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once per term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

## **10) FIRE DRILL**

All members of staff should make themselves familiar with the Fire Instructions.

All members of staff should make themselves familiar with the routes to safety from their own classrooms, from the School and Hall and from any other location where they may find themselves with children.

All members of staff should make themselves familiar with the location of fire alarms and fire extinguishers, especially those nearest to their classrooms.

## **11) FIRE PREVENTION**

The following advice should be observed:

- i. Where possible, remove electric plugs from socket outlets when not in use, especially at the end of the day.
- ii. Ensure that flammable liquids are stored in a cupboard of fire resistant structure.
- iii. Do not leave combustible waste lying around.
- iv. Close all doors and windows when leaving the building.

On arrival in the playground during fire drill a head count should be the first priority. The results should be immediately reported to the Headteacher.

A record of all Fire Drills is kept with the Building Site Supervisor.

All visitors to, and parent/carers working in, the school must leave the building and assemble in the main playground.

## **12) FIRE PREVENTION EQUIPMENT**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the annual inspection of fire extinguishers and the testing of the fire alarm system. Never allow extraneous material to cover an extinguisher. Always ensure extinguishers are easily accessible.

In case of fire, emphasis should be on safe evacuation rather than on fighting fires with extinguishers.

All spent extinguishers must be reported to the Building Site Supervisor.

## **BE FIRE AND SAFETY CONSCIOUS**

### **KEEP ALL EXITS AND APPROACHES CLEAR**

### **FIRE EVACUATION**

- ❖ Do you know the route out of school? See Building Services Manager for details.
- ❖ Do you know where to line up?

## **13) EDUCATIONAL VISITS**

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the Educational Visits Policy).

## **14) HEALTH**

All staff are to be informed of children who are epileptic and are to be aware of action to be taken.

If a child with no past history of epilepsy has a seizure, parent/carers should be contacted immediately and medical advice sought.

There are publications available regarding the care of children and adults who suffer with HIV/AIDS. All body spillages will be cleaned up in accordance with HIV/AIDS prevention procedures.

## **15) MEDICINES**

See Medicines Policy.

## **16) INTERNET SAFETY**

See E'Safety Policy.

## **17) THEFT OR OTHER CRIMINAL ACTS**

The teacher or Headteacher will investigate any incidents of theft involving children or members of staff. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident.

## **18) THE HEALTH AND WELFARE OF STAFF**

The school 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 & Safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay.

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

**The School follows the guidelines set by DfE on remodelling the workforce and reducing teacher workload.**

## **19) MONITORING AND REVIEW**

The Governing Body has a named Governor (**Ian Stewart**) with responsibility for Health & Safety matters. It is this Governor's responsibility in conjunction with the BSS to keep the Governing Body informed of new regulations regarding Health & Safety, and to ensure that the school regularly reviews its procedures with regard to Health & Safety matters. The Governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The Governing Body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to Governors annually on Health & Safety issues.

## **20) RESPONSIBILITY OF THE GOVERNORS AND HEADTEACHER**

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Local Authority;
- make arrangements for the implementation of the Authority's accident and incident reporting procedure and draw this to the attention of all staff at the school as necessary;
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health & Safety inspection team;
- report to Birmingham City Council any defect in the state of repair of the buildings or their surrounds, which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- N.B. The Governing Body will deal with all aspects of maintenance which are under their control and report to Urban Design (Local Authority Department) any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
- monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff Birmingham City Council Property Maintenance Department), hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of Health & Safety at the school. Such delegated responsibility must be defined as appropriate;
- regularly monitor the well being of all school staff with respect to their physical and emotional well being associated with duties relevant to their job;
- annually undertake risk assessment based on security and personal attack situations;
- implement procedures for recording personal attack including verbal and non-verbal actions.

## **21) DUTIES OF THE PERSONS DELEGATED TO ASSIST IN THE MANAGEMENT OF HEALTH & SAFETY**

Vedran Kozaric is the delegated person for the management of Health & Safety at St. Matthew's School. He shall:

- assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
- monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
- co-ordinate arrangements for the design and implementation of safe working practices within the school;
- investigate any specific Health & Safety problem identified within the school and take or recommend (as appropriate) remedial action;
- order that a method of working ceases on Health & Safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- ensure that staff with control of resources (both financial and other) give due regard to safety;
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- N.B. The above role must not be confused with that of the Health & Safety Representative, which is a trade union appointment to enable the representation of staff interests in Health & Safety matters.

## **22) RESPONSIBILITIES OF ALL EMPLOYEES**

All employees have a responsibility under the Act to:

- take reasonable care for the Health & Safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Local Authority and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
- ensure that tools and equipment are in good condition and report any defects to the relevant member of staff;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, classrooms and general accommodation are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards, are reported to the Headteacher;
- bring to the attention of the Headteacher any problems, personal or other, that might affect the Health & Safety of the children in their care.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH & SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.**

Please note the following:-

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant Health & Safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteers or persons working in school for any length of time need to have an induction from the school employee responsible for inducting on Safeguarding and Health and Safety matters. (Kim Blewitt and Vedran Kozaric)

**23) RESPONSIBILITIES OF PUPILS**

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene;
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with resources provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parent/carers) aware of these responsibilities through direct instruction, notices and the school prospectus .

**24) SAFETY AUDITS AND RISK ASSESSMENT**

These will take place at termly or annual intervals and will be undertaken by

The BSS.

A cycle of audits and assessment will be as follows:

**FIRE RISK**

**SCHOOL SECURITY**

**HAZARD ASSESSMENT**

**CRITICAL INCIDENT RISK**

All audits and assessments will be graded upon a timed scale of remedy ranging from immediate to monitoring situation.

The Governing Body will undertake continued follow up of issues.

## **25) CONTRACTORS**

See Appendix A – Health & Safety Policy extracts relevant for contractors.

1. All contractors working on the school site must take full legal responsibility for all work undertaken.
2. They must ensure that all equipment and materials are of no danger to other school users and that the working site is closed off.
3. No combustible material or equipment must be stored on the school site.
4. An appropriate fire extinguisher must be available in the vicinity of the working contractor.
5. All electrical equipment used must have protection from earth leakage and have evidence of portable electrical testing in the last 12 months.
6. A contractor must not use school equipment.
7. On commencement of work, a permit of work must be obtained from the school and upon completion signed off.
8. All electrical, mechanical and structural alterations must be tested and a certificate of worthiness given to the school.

## **26) LETTINGS**

The Governors and Headteacher must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Building Services Manager knows of any hazard associated with the above, he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.

## **27) ELECTRICAL APPLIANCES**

1. All portable electrical appliances must be tested annually according to current legislation and recorded on the appliance.
2. A named person must be given for the safety and security of all electrical appliances.
3. All equipment that fails such testing must be taken out of service and repaired or destroyed.
4. All school users must make a visual check of equipment being used and all suspect equipment reported immediately and not used.
5. Any electrical equipment brought from home must have a test of electrical safety before it can be used and if kept in school will be subject to the same testing requirements.
6. Only equipment that has double insulated casings and internal parts are to be used in

school.

7. No adapter plugs are to be used on the premises.

8. If an extension lead is used then it must be protected by an RCD breaker.

9. Only qualified personnel must repair or alter electrical equipment in the school.

Please refer to the following policies for further information: First Aid, Medicines in School, Physical Education, Safeguarding and Educational Visits.

This policy will be reviewed at any time on request from the Governors, or at least once every three years.

***Updated by Vedran Kozaric - BSS – Oct 2018***

***Date agreed by the Governing Body: Oct 2018***

***Policy to be reviewed in Oct 2020***

**HEALTH & SAFETY POLICY EXTRACTS RELEVANT FOR CONTRACTORS WORKING**

**ON SCHOOL SITE**

- 1. Visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.
- 2. All visitors to the school must report to the Admin Team at the office located at the main entrance/and upon leaving sign off.
- 3. All visitors must be signed into the appropriate record book and wear a school identity label.
- 4. Access to children will be denied unless for authorised educational and welfare reasons by legitimate parties or identified legal guardians of the children.
- 5. All entrance doors must be kept closed.
- 6. All contractors working on the school site must take full legal responsibility for all work undertaken.
- 7. They must ensure that all equipment and materials are of no danger to other school users and that the working site is closed off.
- 8. No combustible material or equipment must be stored on the school site.
- 9. An appropriate fire extinguisher must be available in the vicinity of the working contractor.
- 10. All electrical equipment used must have protection from earth leakage and have evidence of portable electrical testing in the last 12 months.
- 11. A contractor must not use school equipment.
- 12. On commencement of work, a permit of work must be obtained from the school and upon completion signed off.
- 13. All electrical, mechanical and structural alterations must be tested and a certificate of worthiness given to the school.
- 14. The whole of the school site is subject to a No-smoking policy. There are no exceptions.

**Signed by .....**

**on behalf of ..... CONTRACTOR**

**Date .....**

**PERMIT OF WORK**

**NAME OF CONTRACTOR** \_\_\_\_\_

**NAMED PERSON UNDERTAKING WORK** \_\_\_\_\_  
**DESCRIPTION OF WORK TO BE UNDERTAKEN**

**DESCRIPTION OF SAFETY  
REQUIREMENTS**

**PERSONS  
TO BE NOTIFIED OF WORK**

**DATE OF WORK COMMENCEMENT** \_\_\_\_\_

**TIME OF WORK COMMENCING** \_\_\_\_\_

**SIGNED ON BEHALF OF SCHOOL** \_\_\_\_\_

**SIGNED ON BEHALF OF CONTRACTOR** \_\_\_\_\_

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**COMPLETION CERTIFICATE**

**DATE OF WORK COMPLETED** \_\_\_\_\_

**TIME OF WORK COMPLETED** \_\_\_\_\_

**SIGNED ON BEHALF OF SCHOOL** \_\_\_\_\_

**SIGNED ON BEHALF OF CONTRACTOR** \_\_\_\_\_

