



**Geoffrey Field Junior School
Health, Safety and Welfare Policy
Updated Jan 2023**

1 Aims and 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, healthy and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

The School aims to establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.

The School will have robust procedures in place in case of emergencies and will ensure that the premises and equipment within are maintained safely and are regularly inspected.

2 Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

Geoffrey Field Junior School follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and Responsibilities

3.1 The Local Authority and Governing Body

Reading Borough Council has ultimate responsibility for health, safety and welfare matters in the school, but delegates its responsibility for the strategic management of such matters to the school's governing body.

The school governing body delegates operational matters and day to day tasks to the head teacher and staff members.

3.2 The Governing Body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day to day responsibility to the headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety (activities on or off the school premises).

The governing body, as the employer, has a duty to:

- assess the risk to staff and others affected by school activities in order to identify and introduce health and safety measures necessary to manage those risks
- inform employees about risks and the measures in place to manage them
- ensure that adequate health and safety training is provided
- The governing body will nominate a governor responsible for health and Safety

3.3 The Head Teacher

The head teacher is responsible for health and safety day to day. This involves:

- implementing health and safety policy
 - ensuring there is enough staff to safely supervise pupils
 - ensuring that the school building and premises are safe and regularly inspected
 - providing adequate health and safety training for all school staff
 - reporting to the governing body, or nominated governor, on health and safety matters
 - ensuring appropriate evacuation and lockdown procedures are in place and regular fire drills are held.
 - ensuring that in their absence, health and safety responsibilities are delegated appropriately
 - ensuring that all risk assessments are completed and reviewed
 - monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment (PPE), where necessary
- In the head teacher's absence, the school business manager assumes the above day to day health and safety responsibilities

3.4 Health and Safety Lead

The school business manager is the health and safety lead.

3.5 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- cooperate with the school on health and safety matters
- work in accordance training and instructions
- inform the appropriate person of any work situation representing a serious and immediate danger so that remedial actions can be taken
- model safe and hygienic practice for pupils
- understand emergency evacuation and lockdown procedures and feel confident in implementing them

3.6 Pupils, parents and visitors

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site and for reporting any health and safety incidents to a member of staff.

3.7 Contractors and peripatetic teachers

Contractors and peripatetic teachers to the school will agree health and safety practices with the health and safety lead or head teacher. Before work begins a contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and relevant insurance paperwork.

4 The school curriculum - safety

4.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the head teacher before the activity takes place.

4.2 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

4.3 As a school we understand the responsibility to educate our pupils on online safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom

4.4 The school filters internet content to prevent children from accessing material that is illegal or is inappropriate in an educational context and the age of the children. The filtering system cannot, however, provide a 100% guarantee that it will do so; because the content on the web changes dynamically and new technologies are constantly being developed. It is important, therefore, to understand that filtering is only one element in a larger strategy for online safety and acceptable use. It

is important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school. (See also the GFJS Child Protection and Safeguarding Policy and the School Technical IT Policy) The school uses an online safety platform that monitors pupils' use of language and images and flags up any inappropriate content. The platform also warns the school remotely to lock pupils' accounts should a critical incident occur.

5 The school curriculum – subjects

5.1 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 technology and science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

5.2 As part of the PSHE curriculum, we teach environmental education and also in sex and relationship education and drugs education. (See PSHE Curriculum and the Sex Education Policy.) This focuses on children understanding and developing healthy relationships and recognising when these may not be happening and what actions they can take to raise a concern and keep themselves safe.

5.3 Our school promotes the spiritual growth, reflection and welfare of the children through the whole curriculum and organisation of the school, but particularly through the RE curriculum, through special events such as harvest festivals, and through assemblies.

5.4 Teachers lead discussions about suitable concerns the children have generated and they have received training to ensure that these issues are dealt with sensitively and thoroughly.

5.5 As a school we understand the responsibility to educate our pupils on online safety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

6 School meals

6.1 Geoffrey Field Junior School provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. 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](#).

6.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

6.3 Our school promotes a healthy lifestyle. We therefore encourage children to eat healthy snacks at break time.

7 School uniform

7.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

7.2 We are sensitive to the religious or cultural beliefs of the pupils when we agree our policy for uniform and it is the responsibility of the head teacher to ensure that the school uniform policy is enforced.

7.3 We ask parents to equip their children with the necessary uniform and school equipment, including PE and swimming lessons, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, we do all it can to support the parent.

7.4 On grounds of health and safety the wearing of jewellery is discouraged. Stud earrings are permitted but all other forms of jewellery are not allowed. Earrings must be removed before a child can participate in PE and games or, if this is not possible to cover them with a plaster.

8 Safeguarding of children (see also Child Protection and Safeguarding Policy)

8.1 There is a named person responsible for child protection and safeguarding in the school. This is the SENCO, supported by the head teacher and the designated safeguarding team (deputy head and family worker).

8.2 If an adult suspects that a child is at risk, they should immediately inform a member of the designated safeguarding team about their concerns.

8.3 Staff are asked to complete a 'Concern Form' if they have concerns about individual children. These are passed on to one of the designated safeguarding team who decides what action should be taken. This action is recorded on the bottom of the Concern Form. The designated safeguarding team review all safeguarding concerns at their monthly meeting. Staff also have access to a class log where they can record day to day information which may later be referred to as part of a referral.

9 School security

9.1 The school site is kept secure. The children's entrance is locked at 8.45am and re-opened at 2.45 pm. Visitors can only enter the school through the main reception, where they are met by the school's office team.

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

9.3 Identification badges will indicate whether the visitor has been DBS checked (green), or whether the visitor needs supervision when working in the school (red - no DBS check). Staff will challenge visitors who are not wearing a badge or who are wearing a red badge who are not adequately supervised.

9.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they raise the alarm immediately by contacting the school office.

9.5 The head teacher delegates responsibility for the security of the school site in and out of school hours to the site controllers. They are responsible for the visual inspection of the site and for the intruder and fire alarm systems.

9.6 The head teacher, Deputy head teacher, school business manager and site controller are key holders and will respond to an emergency.
The school has a nominated alarm response for notifications of alarms out of school hours.

10 Accidents and Accident Reporting

10.1 If an accident does happen, resulting in an injury to a child, first aid will be given. Our Office Manager and School Administrator have First Aid at Work Certificates and other members of school staff are trained in Paediatric First Aid.
Each area of the school has a first aid box and there is a central box in the school office.

10.2 We record incidents involving minor injury on an accident report form and, if warranted, we inform parents. More serious incidents are also recorded on the RBC online portal. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. We hold details for two emergency contacts for each pupil. (see also GFJS First Aid Policy and GFJS Data Retention Policy).

10.3 We record accidents at home that have resulted in an injury or medical treatment for a child that have been reported by a parent/carer to the school.

11 COSHH (Control of Substances Hazardous to Health) including Children's Medicines.

11.1 Schools are required to control hazardous substances, which take many forms including:

- chemicals and products containing chemicals
- fumes
- dust
- vapours
- mists
- gases and asphyxiating gases
- germs that cause diseases such as legionnaires disease
- medicines

Control of substances hazardous to health (COSHH) risk assessments are completed by the school business manager and circulated to all employees who work with hazardous substances. Staff will also be provided with relevant protective equipment, where necessary.

Staff will use and store hazardous products in accordance with instructions on the product label, kept in the original container with clear labelling and product information.

Hazardous products (with the exception of some medicines) will be kept locked in an area not accessible to pupils.

All COSHH products will be disposed of appropriately according to specific disposal procedures.

Emergency procedures, for clearing up spillages or accidental ingestion or inhalation are stored in the school business managers office in the COSHH file.

11.2 Legionella

The school will complete a routine water risk assessment.

Relevant actions will be implemented to keep pupils and staff safe.

The risks from legionella are mitigated by actions performed by the site team such as temperature testing, flushing of little used outlets especially during the holidays, descaling taps, etc.

11.3 Medicines, with the exception of Epipens are kept in the school office. Epipens are kept in a safe and secure place in the area of where the child is working and the emergency pack is taken onto the playground at break and lunch from the office. The school also encourages parents to leave an

additional epipen in the school office, should there be any issue with the first pen or if a second pen is needed to be administered. Each epipen is named/dated and children with specific allergies are identified using photographs (the office administrator regularly checks that epipens are up to date and will remind parents should the epipen need replacing. However, it is the parents responsibility to ensure that the epipen is in date and functioning). (See also GFJS Supporting children with Medical Conditions Policy and GFJS First Aid Policy) Any ADHD medication such as Ritalin is kept in the school safe. Any medicines stored in the school fridge are in a suitably labelled sealed container.

11.4 Inhalers are kept in area medical boxes in the main office and are regularly checked.

11.5 Seizure medication such as Buccolam is kept in the school office.

11.6 Parents of all pupils who keep medication in school give their written consent via a medical forms provided by office staff - Allergy Action Plan / Asthma Action Plan / Written Consent for Medication.

11.7 All staff are informed about children who have medical needs and those on medication through a medical list which is published each term. Individual Health Care plans (IHCP's) are in place for all pupils with more serious or continual medical conditions.

11.8 Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by certified and competent Gas Safe engineers.

All gas appliances are checked and tested annually along with lines and ventilation.

11.9 Asbestos

Staff are made aware of the hazards of asbestos, the location of any in school and the action they are required to take if they suspect that they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found or is suspected on site.

12. **School Trips and Off-site visits**

12.1 When taking pupils off the school premises the school will ensure that:

- risk assessments are completed for the visits and any relevant activities being undertaken
- all off site activities will be appropriately staffed
- staff will take a mobile phone for contact with school if required, a portable first aid kit, information and medication required for the pupils involved in the off site activity along with parent's contact details.
- there will always be one first aider on every off-site activity
- we do not take any child off the school site without the prior permission of the parent. (see off site information file)
- coaches, mini-buses and cars used by the school have seat belts. Children are instructed to wear these at all times.

13 Risk Assessments

13.1 Formal risk assessments are carried out when children leave school premises for any reason using the Evolve computer system. This is overseen by the EVC and the head teacher. Risk assessments for adventurous or residential visits are checked by the LA in addition to the school.

13.2 Risk assessments may also be carried out if children are likely to cause any kind of risk to themselves or others as a result of their emotional or social needs (see risk intervention risk assessment strategy document).

13.3 Individual risk assessments are carried out for off-site activities if a child has a medical condition that would require 1:1 supervision for specific activities e.g. water related or require a specialist trained member of staff to accompany the pupil e.g. pupil with diabetes or epilepsy

13.4 Risk assessments will be carried out in any circumstances where the risks to pupils or staff are increased (e.g. staff pregnancy; parental dispute over custody).

13.5 Risk assessments will be provided by any external providers supplying lessons or activities to pupils such as RE Inspired, Karate, etc.

14 Reporting health and safety hazards

14.1 Staff, pupils and visitors are encouraged to report any hazards noticed directly to the school office. Minor concerns can also be recorded in the site controller's record which is kept in the school office. Serious concerns should be reported immediately to the Headteacher or School Business Manager.

15 Visitors

15.1 All visitors sign in at the school office are issued with a visitor's badge – see 9.2 and 9.3.

15.2 On arrival, new visitors are given a leaflet with information about what to do in the event of a fire, the need for evacuation, how to report hazards and safeguarding arrangements.

16 Fire

16.1 The school has a clear fire evacuation procedure which is displayed throughout the school with a detailed diagram. Emergency evacuation procedures are tested at least three times during the academic year and every time there is an alarm, practice or real alarm, a report is made which records the time taken and any difficulties or delays. Procedures can then be adapted as necessary.

16.2 Fire emergency exits, assembly points and assembly point instructions are clearly identified through training, signage and notices.

16.3 Fire risk assessment of the school is regularly reviewed.

16.4 Fire alarms and equipment are regularly checked in accordance with current legislation and weekly checks of the fire alarm testing takes place.

16.5 New staff are trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by trained staff only, and only then if staff are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly point on the playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The School Administrator will take a register of all staff and visitors
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs (personal emergency evacuation plan PEEP) and fire risk assessments will also pay particular attention to those with disabilities.

17 Staff Training

17.1 Staff will receive certain aspects of Health and Safety training as part of their induction.

17.2 All staff are required to undertake training in Health and Safety to enable them to provide a safe working and learning environment. There are 5 levels of responsibility for Health and Safety, and staff will receive the appropriate level of training for their role. For some staff or roles it may be necessary to complete additional training such as First Aid and Fire Warden training as appropriate.

17.3 The head teacher, school business manager and site controllers will receive appropriate training to their position and responsibility including: legionella awareness, manual handling training, ladder training, etc.

18 Equipment

18.1 All equipment and machinery is maintained in accordance with the manufacturer's instructions, and advised maintenance schedules are observed.

All new purchased equipment will meet the appropriate educational standards

All equipment is stored and labelled appropriately with correct hazard signs and contents.

18.2 Electrical Equipment

All staff, and pupils are responsible for handling electrical equipment sensibly and safely.

Any pupil or volunteer who handles equipment does so under the supervision of the member of staff who directs them.

Any potential hazards are reported immediately.

Portable Appliance test (PAT) will be carried out annually.

Repairs to portable or installed equipment will only be carried out by a competent person.

18.3 PE Equipment (including outdoor play / gym equipment)

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff will check that equipment is set up correctly.

Any concerns with PE / gym /outdoor equipment will be reported to the School Business Manager. All PE equipment and outdoor play / gym equipment will be inspected annually, with a management plan for any actions required.

18.4 Display Screen Equipment

All staff who use computers daily as a significant part of their normal work will have a display screen assessment (DSE) carried out. "Significant" is taken to be continuous/ near continuous spells of an hour or more.

19 **Lone working and Working at Height**

19.1 Lone working may include:

- late working
- home or site visits
- weekend working
- site controller duties
- site cleaning duties
- working in a single occupancy office

Potentially dangerous activities, working at height, working with chemicals should not be undertaken when working alone.

The lone worker will ensure that they are medically fit to work alone.(see Risk Assessment for Lone working, RBC Corporate Code of Practice: Personal Safety and Lone Working)

19.2 Geoffrey Field Junior School will ensure that work is properly planned, supervised and carried out by competent staff who have completed a "Ladder and steps user Course".

Pupils are prohibited from using ladders.

Staff will wear appropriate footwear when using ladders

Contractors are expected to provide their own ladders for working at height

Before using ladders, staff are expected to conduct a visual inspection to ensure its safety. (See Risk Assessment for working at Height, RBC Corporate Code of Practice: Working at Height)

20 **Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment, furniture.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are appropriately trained if their role includes lots of manual handling.

Staff and pupils are expected to use the following basic manual handling procedures:

- plan the lift, assess the load. If it is awkward or heavy, use a mechanical aid or ask another person for help.
- Take the most direct route, ensuring that it is clear from obstruction and as flat as possible.
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees, keep you back straight, feet apart and angled out. Ensure that the load is held close to the body and firmly. Lift smoothly, slowly and avoid twisting or stretching where practicable.

See Risk Assessment for Manual Handling

21 **Monitoring and Review**

21.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

21.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

21.2 The headteacher implements the school 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.

21.3 The headteacher reports to governors termly on health and safety issues.

21.4 This policy will be reviewed by the School Business Manager every three years. At every review the policy will be approved by the Head Teacher and Governor responsible for health and safety

22 **Links with other Policies**

This health and safety policy links to the following policies:

- GFJS First Aid Policy
- GFJS Supporting Children with Medical Conditions Policy
- GFJS Data Retention Policy
- GFJS School Technical IT Policy
- GFJS Child Protection and Safeguarding Policy
- GFJS Rainbow Plan
- GFJS Risk Assessment for Lone Working
- GFJS Risk Assessment Working at Height
- RBC Corporate Codes of Practice