


## HEALTH & SAFETY POLICY

### DATE PALM STATEMENT of INTENT

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit:**

- ✓ To build **Strong Foundations for Character Development** that:  
Instil values; inspire each pupil; display best manners.
- ✓ To have **Lofty Branches of Educational Excellence** that will:  
Provide a broad and varied range of experiences and learning opportunities; help each pupil progress and develop in all aspects; support their skills and talents.
- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to:  
Become responsible and confident citizens; make a positive difference; commit to charitable endeavours; become effective contributors towards Britain’s future.

Reviewed by	Position	Signature
Sharifa Khatun	Head Teacher	S.Khatun
Afsana Khanam	Deputy Head / DSL	
Sabina Yesmin	Safeguarding Governor	S.Yesmin

<b>Reviewed:</b> March 2023
<b>Next review date:</b> March 2024

# Health and Safety Policy

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The Health and Safety at Work Act 1974 requires employers to provide a safe place of work that is without risk to health and to ensure the health and safety of others who may be affected by their undertakings. The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the Service Area. Copies and subsequent amendments will be made available to all employees.

## Aim

Date Palm primary school will provide a safe and healthy working and learning environment for staff, pupils, visitors and volunteers, this will be achieved by implementing the health and safety objectives detailed in this Policy.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

## Responsibilities

It is the responsibility of all members of the school community (teaching and non-teaching staff, parents, pupils, volunteers and governors) to follow this policy, and ensure its implementation.

## Governing Body

It is the responsibility of the Proprietors to review this policy annually and incorporate any necessary changes as required by law or guidance from the local authority.



## Head teacher

It is the responsibility of the Head teacher to take responsibility for the day-to-day operation of this policy. The Head teacher is also responsible for:

- making yearly inspections/risk assessment to ensure that a safe and healthy environment is maintained;
- establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergencies and that fire-fighting equipment is available and maintained, and;
- responsible for facilitating safety training for staff.

## Staff

It is the responsibility of all staff members to promote a spirit of safety-consciousness amongst children, ensuring that they are conscious of their responsibilities in taking reasonable care for their own safety and that of others. As such, they are required to:

- Have regard for any health and safety guidance issued by the manager or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as that of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out on the premises, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the manager.
- Inform parent/carers of safety issues.

Staff will also:

- be good role models - vigilant and careful;
- take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others, and;
- provide opportunities for children to discuss appropriate health and safety issues.

## Pupils

Pupils have a responsibility to develop a growing understanding of health and safety issues and to conduct themselves in an orderly manner in-line with the school codes, and take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.



## Parents

It is the responsibility of parents to ensure that children attend school in good health and provide prompt notes to explain all absences.

Parents are also responsible for:

- ensuring early contact with school to discuss matters concerning the health and safety of their children or of others;
- allowing children to take increasing personal and social responsibility as they progress throughout the school;
- accepting responsibility for the conduct of their children at all times, and;
- ensuring that the school has up-to-date contact addresses and telephone numbers.

## Implementation and Organisation

### Involvement of all members of the school community

Issues of health and safety are discussed regularly at staff meetings. There is a planned programme of training for all staff. Frank and open debate about health and safety issues is encouraged at governors' meetings.

### Teaching children about health and safety issues

The curriculum is rich in opportunities for children to consider health and safety issues. These include:

- a programme of age-appropriate health education lessons;
- circle time - a forum for discussion held in every classroom once a week;
- the compilation of a set of rules to begin the school year by each class at the beginning of the autumn term, and;
- regular school meetings and class council.

## Standard Health and Safety Guidance

Staff shall comply with the following requirements as a minimum:

- The rooms used in the setting should be free of unstable stacked chairs and tables (or anything heavy on shelves) which can be pulled over by young children.
- Ensure that any wiring is made safe
- Where radiator covers are present, to ensure covers are not broken.
- Check for everyday hazards on the floor as young children may put small items in their mouths, e.g. drawing pins, used staples, safety pins, pen lids etc
- Ensure that windows at the children's height have safety locks. Otherwise ensure that children do not have access to them.
- Ensure that the room is well-ventilated, warm, draught free and cleaned each evening.
- If a room has a door without a window panel, it is important to have a note on the outside of the door advising people to "open the door carefully, as children may be behind it".
- Ensure baby safety gates/doors are always closed.
- Ensure all fire exit doors remain closed and free of toys and clutter.
- All electric sockets at children's height must be covered with protective caps.
- Hot water taps must be checked daily to ensure temperature is moderate.
- Toilet area are frequently checked for cleanliness and separate cloths provided to clean seats, handles etc.
- Cleaning equipment must be kept out of the reach of children.
- Bins must be emptied daily and have a secure lid on them.
- The parent/carer should provide spare clothes when accidents occur.
- All spillages are cleaned up immediately and a 'Wet floor' sign is placed at the spillage site.
- Hot drinks are not taken into areas where children are based.
- All gas and electric appliances and fittings conform to safety requirements.

### Sleeping Children

Staff will ensure that sleeping children are safe and keep a record of checks for them. Staff will supervise sleeping children at all times and adhere to Health and Safety Regulations. See EYFS Policy for further details.

### Supervision

Staff must ensure that children are not left unsupervised at any time during activity sessions. In the event of staff shortages, available space will be restricted, or classes merged to ensure that children are adequately supervised. The manager will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session. Staff must communicate their movements to members of their team at all times and ensure adequate supervision is provided. Staff will perform regular headcounts of children under their care especially when moving from one place to another. A staff member will always lead children from one place to another, and where another member of staff is present (especially in EYFS) they should be at the end of the line.

## Accident prevention, reporting and investigation

All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible. Any potential hazards should be promptly reported to the senior management team. They will respond immediately to investigate and rectify the hazard.

All accidents are recorded in the school Accident Book. Parents are notified as soon as possible in the case of accidents to children and must sign the accident slip and head injury form if applicable. For this purpose, an up-to-date contact list is maintained by the school office. Prompt investigation of all serious accidents is undertaken by the Headteacher in order to establish cause and adopt remedial measures.

## First aid provision

All classrooms have a first aid kit, this must be taken to the playground at lunch time as well as any school trips. An additional first aid kit can be found in the medical room and front office.

First aid kits must be stored out of the reach of children, but in a place which is easily accessible to staff member. The first aid point should have a sign displayed to let staff and users know where it is.

In the case of a more serious accident the qualified first aider must attend to the child and an ambulance should be called immediately by another staff member. Parents/Guardians must be informed immediately and advised that an ambulance has been called. If a child needs to be taken to hospital, they will be accompanied by a staff member who will remain until the Parent/Guardian arrives.

## Fire precautions

All staff and pupils are made familiar with this policy.

A termly fire drill is held, monitored and timed in accordance with guidelines from the local authority. Daily/weekly checks and maintenance of fire alarms and fire-fighting equipment are undertaken by the administrator. Chameleon systems have been commissioned to make periodic checks on all fire safety related equipment.

See Fire safety and evacuation policy.

## Use and control of substances hazardous to health

Such substances are stored, clearly labelled, in locked cupboards which are not accessible to children. All staff are advised about the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves). All products we use have gone through a COSHH risk assessment.

## Statutory Notices

The 'Health and Safety Law' poster is displayed in the staff room where employees can read it.

## Electrical safety

Any faults must be reported immediately. Annual PAT test must be carried out on all electrical equipment. Children may not bring any mains powered electrical equipment from home for use in school.

All head injuries and serious accidents:

- Should be referred to a first aider, the incident recorded and the child seen by the Head teacher or the Head.
- A letter must be sent home and given directly to the parent.
- If a serious accident occurs the AIR needs to be completed online by a member of Admin staff which is sent to Health and Safety at LBTH.

RIDDOR incidents (see HSE website [www.riddor.gov.uk](http://www.riddor.gov.uk) for further details) must be reported to the Incident Contact Centre (ICC) by telephone (0345 300 9923). The appropriate form is completed over the phone by ICC staff. In each case the ICC will return a hardcopy as confirmation of notification. Senior leaders will review and report RIDDOR incidents.

The following is required for RIDDOR incidents:

- 'Over 3 Day' absence injuries to employees (including self-employed persons working on school premises) are reported to the ICC within 10 days,
- 'Reportable Diseases' as notified by doctor's certificate are reported to the ICC within 10 days, 'Fatal', 'Major' injuries to employees and pupils/visitors and 'Dangerous Occurrences' are reported immediately to the ICC .

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care, not those which arise from play or sport activities or which arise from health conditions.

'Major' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours

'Dangerous Occurrences' are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will apply.

'Reportable Diseases' are only those listed in the Regulations and notified by employees' doctor's certificate. These diseases are extremely rare but the following could arise in a school situation:

- Cramp in the hand or forearm due to repetitive movement;
- Traumatic inflammation of the tendons of the hand or forearm;
- Carpal tunnel syndrome;
- Leptospirosis, tetanus, Tuberculosis;
- Hepatitis from work involving contact with human blood products or any viral hepatitis, Legionellosis from exposure to contaminated water supplies;
- Occupational dermatitis from work involving a wide range of substances including strong acids and alkalis, detergents, bleaches, mineral oils, paints, solvents.

### Special medical conditions

All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency. All medicines (including inhalers) brought to school must be lodged with the school office and clearly labelled with the child's name, the dosage and the frequency of dosage must be provided in writing. Asthma pump, Epi pens and Eczema cream for daily use may be kept securely in the classroom.

### Road safety

Parents are encouraged to park away from the school to avoid congestion at the school gates. A reminder is given to all children regarding road safety before leaving the school premises for play time and school trips. A staff member is always appointed to be in charge of manning the road.

### Personal hygiene

A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands when entering the building, after using the toilet, before lunch and the provision and maintenance of suitable facilities for this. Pupils with long hair are encouraged to keep it tied back at all times. There is coverage of 'menstruation' in the programme of Health Education for older pupils. A stock of sanitary towels is kept in the school office. Sanitary disposal equipment is available in the girls' toilet.

### Promoting healthy food choices

Parents are encouraged to supply snacks and packed lunches which are healthy and well balanced. A study of healthy and balanced diet is included as part of science and PSHE.





## Playground safety

A daily risk assessment is carried out before children enter the playground. There is conscientious supervision of playgrounds involving at least two staff for each class. School rules about playground behaviour are designed to maximise playground safety.

## A safe physical environment

There is a No Smoking Policy in all areas of the school buildings and grounds.

Care is taken to ensure provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.

Children are taught to dispose of rubbish appropriately and any litter is promptly and regularly collected by the premises manager.

A variety of security measures have been installed including lighting, alarm systems and CCTV.

## Personal safety and risk assessments

Staff members must not lift any heavy objects which may cause unnecessary injuries. Any such tasks should be assigned to the premises manager.

Staff members must not ask pupils and/or parents to do any tasks that may cause injuries or accidents e.g. ask pupils to get resources from the cupboard or do photocopying.

Staff must alert the administrator if they feel that a risk assessment is needed to safeguard their own health and safety or that of others using the school premises or under their care.

This policy will be reviewed annually