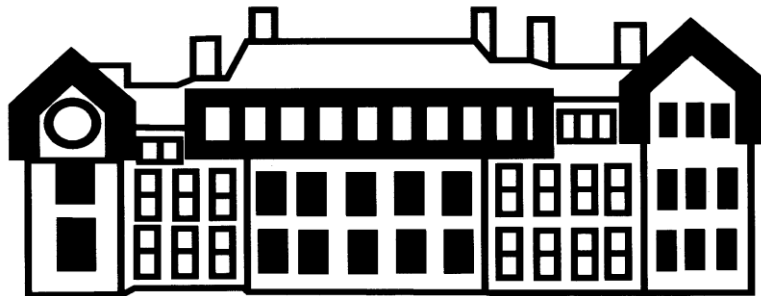


GORDON



SCHOOL

Health, Safety & Welfare Policy

Ratification date: February 2023

Review date: February 2026

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)

Health, Safety & Welfare Policy

1, Introduction

The health, safety and welfare of all the people who enter Gordon Primary School are of fundamental importance. We aim to provide a safe, secure and pleasant environment. The Governing Body takes responsibility for protecting the health, safety and welfare of the children, staff and visitors to the school and delegates this responsibility to the Headteacher.

SECTION A – PUPILS’ HEALTH, SAFETY AND WELFARE

2, Physical Health of the Pupils

We adopt a whole-school approach to the physical health of the pupils, which includes:

- a curriculum where the importance of healthy living is promoted. Learning time in subjects such as science, PSHE and PE is used to explore the importance of eating a balanced diet, taking regular exercise, hygiene, sleep, avoiding hazards, etc.;
- adhering to *Healthy Schools* requirements;
- effective *Safeguarding* and *Child Protection* policies, procedures and training which are firmly embedded in the school, including DBS checks for staff and regular volunteers;
- having nutritionally balanced school meals;
- giving advice on healthy packed lunches to parents;
- allowing pupils to access water in classrooms;
- staff members being paediatric first aid / general first aid trained and available to administer to pupils at any time during the school day;
- having an *Administration of Medication* policy;
- having a *Supporting Children with Medical Conditions* policy;
- devising healthcare plans with parents/carers and the school nurse;
- staff receiving annual epi-pen training;
- having wall-mounted first aid boxes with information about children with health issues in every classroom;
- basic first aid training for Upper Key Stage 2 pupils (when available);
- adhering to NHS guidance on children needing to be clear of the symptoms of sickness and diarrhoea before returning to school;
- an *Intimate Care Policy* which ensures that children with toileting issues are supported safely and with dignity;
- using assemblies to promote the importance of taking care in the sun;
- making a range of equipment available at lunchtimes to encourage children to be active;
- providing out-of-school sports clubs and participate in inter-school sports events to promote exercise;
- having a defibrillator on site;
- producing risk assessments in line with national guidance in the event of a pandemic.

3, Physical Safety of the Pupils

We adopt a whole-school approach to the physical safety of the pupils, which includes:

- a curriculum where the importance of maintaining personal safety and the safety of others is promoted. Learning time in subjects such as science, computing, PSHE, technology and PE is used to explore the importance of using equipment safely so as to avoid accidental or deliberate harm;
- drugs education to alert the children to the dangers of substance abuse;
- an *E-Safety Policy* and *Acceptable Use Policy*;
- a programme of visitors from the emergency services speaking with the pupils;
- *cycling proficiency* training and road safety officers meeting the pupils;
- participation in the *Junior Citizen* project;
- staff members being paediatric first aid / general first aid trained and available to administer to pupils at any time during the school day;
- detailing accidents on the online recording system;
- a school uniform which enables children to move around the school and participate in activities is in place;
- a *Security Policy* which dictates how we maintain a secure site;
- a staff identity badge system;
- an electronic signing-in and identity badge system for visitors;
- effective *Safeguarding* and *Child Protection* policies, procedures and training which are firmly embedded in the school, including DBS checks for staff and regular volunteers;
- an *Educational Visits Policy* and an Educational Visits co-ordinator who ensures risk assessments are carried out and that we achieve at least the minimum ratio of adults to children for trips;
- all members of staff having responsibility for keeping the area they work in tidy, organised, free of rubbish and for ensuring equipment that could cause injury is kept out of the reach of children;
- the Premises Manager having responsibility for ensuring the school is kept safe, for carrying out risk assessments when necessary, avoiding potential hazards, ensuring rubbish is cleared away, keeping the playgrounds free of animal faeces and litter and for ensuring that damage to the building or grounds is repaired, replaced or removed;
- all members of staff having responsibility for removing or alerting the Premises Manager to anything they feel could be a potential risk to safety;
- adhering to legal requirements for safety checks such as legionnaires disease and asbestos;
- PAT testing of all electrical equipment in the school;
- having half-termly fire drills;
- having trained fire marshals;
- having emergency procedures in the event of evacuation or lock-down;
- participating in an annual Health & Safety audit led by the Local Authority;
- a *Behaviour & Discipline* policy which ensures the safe conduct of all pupils,
- providing the staff with guidance on when and how it is appropriate to restrain a pupil (see *Behaviour & Discipline* policy);
- providing on-site visiting workers with a Contractors Induction Pack setting out rules, regulations and our expectations for conduct.

4, Emotional Welfare of the Pupils

We adopt a whole-school approach to the emotional welfare of the pupils, which includes:

- a curriculum where the importance of emotional welfare is promoted. Learning time in subjects such as PSH and SRE is used to explore feelings, how events affect us and the impact our actions can have on others.
- assemblies which have PSHE themes and time for reflection;
- working with external agencies to ensure that the needs of all pupils are met as effectively as possible;
- effective *Safeguarding* and *Child Protection* policies, procedures and training which are firmly embedded in the school, including DBS checks for staff and regular volunteers;
- an *Anti-Bullying* policy which advises the staff on how to prevent and, if necessary, respond to incidents of bullying;
- using the methods advocated in the *Restorative Approaches to Transforming Conflicts* to build, maintain and repair pupils' relationships;
- having an in-house Learning Mentoring service for vulnerable children;
- making the staff aware of children who are experiencing difficulties or are new arrivals;
- an *Induction Policy* which supports pupils new to the school;
- having a *Whistle-Blowing* policy;
- adhering to *Safer Recruitment* procedures when appointing new staff.

SECTION B – ADULTS' HEALTH, SAFETY AND WELFARE

5, Physical Health of Adults

Many of the measures in place to secure the pupils' health are also effective at securing the health of adults. However, these additional measures are in place:

- an *Absence and Return to Work* policy;
- a *Leave of Absence* policy;
- statutory breaks;
- contact details for who to contact in an emergency for each staff member;
- details of medical conditions and prescription medication are collected by the office staff;
- *A Guide to Managing Menopause in the Workplace* (document produced by CIPD and BUPA)

6, Physical Safety of Adults

Many of the measures in place to secure the pupils' safety are also effective at securing the safety of adults. However, these additional measures are in place:

- the Premises Manager is the Health & Safety Officer;
- guidance of acceptable clothing and footwear;
- *Working at Height* guidance;
- *Lone Working* guidance;
- a warning about the actions the school will take if staff are faced with aggressive or threatening behaviour is displayed in the foyer;
- guidance for staff on how to manage meetings with parents / carers who are upset or angry;

- an understanding between staff that they need to intervene if they see a parent / carer behaving inappropriately towards a colleague.

7, Emotional Welfare of Adults

Many of the measures in place to secure the pupils' welfare are also effective at securing the welfare of adults. However, these additional measures are in place:

- an appreciation of the staff's work/life balance;
- policies and other documents are available on shared computer area;
- concerns from the staff are reported to the SLT via phase meetings;
- CPD is in place to enable staff to feel confident about their role;
- the SLT are pro-active in assessing and addressing issues related to health, safety and welfare of staff;
- staff are encouraged to have union membership;
- there are facilities that enable the staff to address their basic needs;
- staff have access to the *Employee Assistance Programme*;
- there is a *Leave of Absence Policy* for times when staff need time off work for emergencies;
- the *Complaints Policy* includes details of how staff members can complain if they feel they have been treated unprofessionally or if other policies and procedures have not been upheld
- *A Guide to Managing Menopause in the Workplace* (document produced by CIPD and BUPA)

8, Taking a Common-Sense Approach

It is not possible to list every measure that is in place to secure the health, safety and welfare of pupils and adults. It must be remembered that our procedures are not limited to only the measures listed in this policy. We must also be aware that, even in the safest environments, accidents may happen. We cannot guarantee fully anyone's health, safety and welfare. Therefore, it is vital that, in addition to the school's duty to everyone who enters the premises, individuals take personal responsibility and adopt a common-sense approach to reducing risks as much as possible. In most cases, a few simple precautions will reduce or eliminate the risks that could cause harm.

9, Monitoring & Review

The Headteacher oversees the implementation of the *Health, Safety and Welfare Policy* on a daily basis and ensures that all staff have access to the details of the policy.

The Headteacher, in conjunction with the SLT and the Premises Manager, monitors the effectiveness of this policy. The Headteacher reports to Governors at termly Resources Committee Meetings on *Health, Safety and Welfare* issues. This policy is reviewed every three years or sooner if deemed necessary.