



Springfield  
Infant School

# **Springfield Infant School and Nursery**

## **Health and Safety Policy**

### **Vision Statement**

**'Space to grow and wings to fly'**

Autumn 2023

September 2023

## **Health & Safety Policy Issued by the Governors of Springfield Infant School and Nursery**

*Springfield is a Rights Respecting School.*

*Article 3- The best interests of the child must be a top priority in all actions concerning children.*

*Article 12 – Every child has the right to say what they think in all matters.*

*Article 29 – Every child has the right to develop their personality, talents and abilities.*

### **Section A - Governing Body's Statement of Intent**

#### **Declaration**

The Governing Body fully supports the aims and objectives of the West Sussex County Council and the Director of Education in seeking a safe and healthy work environment. This document is supplemental to the Education Authority's policy statement and aims to set out the arrangements by which the Governing Body will assist in achieving a safe working environment.

The Governing Body recognises and accepts its responsibilities for allocating sufficient resources to the School Leadership Team in order that they may discharge their functions under Health and Safety legislation.

It will be the Governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure health and safety at work.

The Governing Body recognises and accepts its responsibilities for ensuring the maintenance of safe access and egress, the maintenance of the premises and the minimising of risks to health arising from plant or substances used on the premises, in so far as they are competent under the Scheme for Local Management of Schools.

So far as is reasonably practicable, every assistance will be given to the Director of Education in fulfilling their legal responsibility to achieve a safe working environment for employees. Equally, the Governors rely upon prompt and competent assistance from the Director of Education in fulfilling their responsibilities and duties.

#### **Safety Duties**

To achieve the objectives laid down above, the Governing Body accepts the following duties: -

- to participate in and arrange for inspection of the School premises in order to identify any risks to health and safety arising from the buildings, grounds, any fixtures or

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contents, the uses to which they are put and arrangements for safe access and egress. The inspection report shall be considered by the Governing Body which will determine any actions to be taken and any follow-up inspection required;

- to take all reasonable practicable steps to ensure that the procedure for employing a contractor at the premises includes a requirement that such work is undertaken in a safe manner, so that the contractor does not expose the County Council employees or persons using the premises to significant health and safety risks;
- to ensure contractors work safely, the Governing Body will direct that relevant personnel follow the guidelines "Contractors on School Premises" issued by the Authority;
- to ensure that procedures are in place for the prompt reporting and rectification of any defect in the premises likely to affect people's health and safety. This includes the recording of such reports and subsequent actions and the minuting of these at appropriate meetings and discussions.
- to record and report any defect or concern together with the action taken to rectify the situation this would include any minutes of meetings and of discussions with employees, the Headteacher or members of the Governing Body;
- to ensure that an item entitled "Health and Safety" is included on the agenda of termly Governing Body meetings;
- to co-operate with the Director of Education to achieve their legal obligations as specified in the Health and Safety at Work Act, Statutory Orders and European Directives, in particular to ensure that appropriate steps are taken to:-
  1. undertake Risk Assessments and record any actions/plans
  2. provide training for safety,
  3. disseminate information,
  4. provide adequate supervision
  5. monitor Health & Safety standards and systems of management

The Governing Body will abide by any instructions and take heed of any information issued by the Director of Education and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of systems for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in the appendices to this document.

## **Section B – Organisation of the Health & Safety system at Springfield Infant School and Nursery**

- The chairperson of Governors is Mr. Richard O'Callaghan
- The associated Governor with nominated responsibility for Health & Safety is Mr. R O'Callaghan.
- The responsibility for day to day oversight of the governors responsibility is vested in the Headteacher
- The headteacher will be assisted by Mrs. Natalie Howie (Deputy Headteacher)
- Staff interests are represented by Miss Natalie Collins
- Child interests are recognised by Springfield Infant School

Responsibility for the management of safety/welfare matters is the Headteacher, Premises manager and school Business manager and school office staff.

- Administration of Medication
- Cleaning and Caretaking/Premises
- Contractors on school premises
  
- Control of substances hazardous to health  
Headteacher/Premises Manager
- Display Screen Equipment
- Educational Visits
- Electricity
- Fire Safety
- Hiring premises
- Lone Working
- Maintenance
- Manual Handling
- Mental Health and well being
- Noise
- P.E.
- Playground safety
- Risk Assessment
- Science & Technology Curriculum
- Storage
- Staff Welfare
- Stress
- Training
- Violence to Staff
- Work Equipment

## School Health and Safety Management/Communications

### Organisation

<b>Level 1</b>		
	<b>Governing Body</b> Chair of Governors Mr. Richard O'Callaghan	<b>External Advisors</b> <ul style="list-style-type: none"> <li>• <b>LEA Managers</b></li> <li>• <b>Buildings Maintenance surveyor-property department</b></li> <li>• <b>Health &amp; Safety (PSU) advisors</b></li> <li>• <b>Co. Secretariat-Risk Management section</b></li> </ul>
	<b>Health &amp; Safety Governor</b> Mr. R O'Callaghan	
	<b>Headteacher</b> Mrs. Becky Wycherley	
<b>Level 2</b>		
	<b>Deputy Headteacher</b> Mrs. Natalie Howie	<b>Premises Manager</b> Mr. Paul Guttridge
<b>Teaching Staff</b>	<b>Admin./Clerical Staff</b>	<b>Cleaning Staff</b>
<b>Pupils</b>	<b>Visitors (Parents, Contractors, Volunteers)</b>	<b>Maintenance Staff</b>

## **Allocation of Functions:**

### **Level 1:      **Governing Body, Health & Safety Governor, External Advisors, Headteacher, Deputy Headteacher****

- Take day to day responsibility for all health & safety matters in school
- Liaise with Governors/LEA on policy issues
- Chair governors Resources committee and ensure policy is activated
- Ensure that problems in implementing the health & safety policy are reported to the LEA
- Draw up departmental procedures and review annually
- Arrange for staff to be informed/trained
- Undertake risk assessment and record any actions/plans consequent to these assessments

### **Level 2:      **Union/Staff Representative, Caretaker/Premises Manager****

- Check procedures are followed
- Act on reports from level 3 and report problems to level 1

### **Level 3:      **Teaching Staff, Admin/Clerical Staff, Cleaners****

- Check classroom/work area is safe
- Check equipment used is safe before use
- Ensure safe procedures are followed
- Ensure protective equipment is used
- Report defects to level 2
- Carry out special tasks (e.g. first aid, membership of health & safety committee).

## **Communications**

In all matters of consultation and co-ordination with employees and the LEA, the governing body will rely on the Headteacher either to make arrangements or to act on their behalf.

### **Springfield First Aid Policy**

- The Headteacher will be responsible for overseeing the arrangements for first aid within the school and ensuring procedures and guidance laid down in the “Education Dept First Aid Policy” are followed.
- Suitable and appropriate first aid cover will be maintained at all times during the school day whenever possible.
- The Headteacher will identify first aiders training needs and arrange for the appropriate training for first aiders and appointed persons.
- Emily Hood will check first aid boxes/cupboards are fully stocked on a weekly basis.
- A record of all first aid administered will be kept.
- First aiders will maintain effective communication.
- Strict hygiene rules must be followed at all times.
- Suitable and appropriate portable first aid kits must be taken on all off-site activities.

## **Springfield Policy on the Recording and Reporting of Incidents and Accidents**

- The person responsible for overseeing the arrangements for accident and incident reporting and recording within the School is the Headteacher.
- All serious accidents and incidents will be reported electronically on the WSCC emergency reporting site. All other minor accidents will be recorded in the local accident log by the first aiders.
- The First Aider or Class Teacher will inform the pupil's parents of an accident to their child where this is considered necessary.
- All head injuries must be reported to parents using the standard letter. All serious head injuries will require a phone call home, all other insignificant head bumps will require a courtesy text home. During lunchtimes the mid-day meal supervisors will be responsible for ensuring that the appropriate paperwork is completed and the standard letter given to the class teacher. During morning playtimes, the class teacher on duty will be responsible for the above.
- First Aiders are responsible for First Aid at all times during the school day.
- If any member of staff suffers injury at work they must complete the appropriate accident form, providing full details of the injuries and the manner in which they were sustained.
- No member of staff is to take a child to hospital using their own car without parental permission or unless extreme emergency. The child will be taken to the hospital by either their parents or by ambulance.
- A qualified First Aider must accompany a class during an off-site activity.



### **Administration of Medication Policy**

- The Headteacher is responsible for overseeing the arrangements in respect to the administration of medication.
- All staff will make themselves familiar with the West Sussex County Council Guidance on the Administration of Medicines in School and Dealing with Emergencies Document and follow recommendations. It gives advice on many issues, including :-
  1. drugs to be held in School;
  2. medicines likely to be brought to School;
  3. notes of guidance for children suffering with epilepsy, asthma and diabetes.
- Medication in the form of antibiotics is not to be given in School whenever possible. Usually antibiotics should be given three times per day by parents (before school, after school and before bedtime).
- Maintenance drugs may need to be held at the school for conditions such as fits and cystic fibrosis.
- A record of any medication given must be recorded on the form overleaf or on a form agreed by the parent.
- Where medication is given it must be accompanied by written instructions from the parent. A request form is included in the West Sussex County Council Guidance Manual (pages two to five of the Guidance for Detailed Information).

**All First Aid and Medication administration is documented and recorded.**

## Asthma Policy

### Information

- Asthma information packs can be found in the office and in the class cupboard in every class along with the named inhalers of all children in that class.
- An asthma letter will be placed in the Starting School booklet stating that if a child is asthmatic then an inhaler **must** be available at school. The relevant page must be completed by the parent /guardian to inform the school as to whether a child is asthmatic or not.

### Register

- The School will keep a regularly updated register of children known to have asthma and an inhaler in school. This will be distributed to all teachers and TAs and first aiders.
- All children will be encouraged to administer their own inhaler when required in the presence of an adult, but younger children may need help and supervision. Inhalers will be kept in the classes blue bag and the dosage to be administered will be written down by the parent. If the inhaler is given / taken a record will be written on blue asthma slip.

In the event of an emergency, a member of school personnel will ring for an ambulance.

### Emergencies

#### **Call an ambulance if: -**

- No relief is obtained within five minutes of treatment;
- The child is distressed, unable to talk or blue.

### School Off-Site Activities

- The School will ensure that all children registered as asthmatic carry their inhaler.
- Staff will ensure they are aware of all children with asthma.
- Letters concerning the trip state that a child registered as asthmatic must have an inhaler to take on the trip or they will be unable to go.

### Springfield Maintenance Policy

- All buildings, the school grounds and general access of grounds are inspected by the LEA. The Governors will inspect annually, the site and report defects where expertise allows.
- Any aspects of buildings or grounds causing concern must be reported to the Headteacher by **ANYONE** who identifies a problem.

### Springfield Mental Health and Well Being

We recognise how important it is that staff are calm, supportive and non-judgmental to children who disclose a concern. Staff listen rather than advise, they make it clear that the concern may be shared with the Mental Health Lead or Safeguarding Lead and recorded in order to provide the appropriate support for the child.

All disclosures are recorded and held on the child's confidential file with the Headteacher.

The school will contact parents/carers to discuss any concerns they have about a child and next steps.

Here are some examples of how we support positive mental health across the school.

Staff	Employee Helpline Employee support and materials available Staff notice board/information Staff Shout Outs Access to Mental Health First Aider Training opportunities Materials available Senior Leadership Team available if staff need to speak to someone Fully committed supportive governors Mental Health and Well-being file with relevant documents
Children	Campaigns, assemblies to raise awareness of mental health Displays around the school Playground Monitors – friendship bench Pupil voice – ILP, EHCP reviews Junior Governors Emotional Literacy skills – naming feelings Early Help – TAF meetings Self-regulation strategies – how to calm down Feelings thermometer Nurture group Polar bears sensory room Lunchtime nurture room

	Read2dogs Yoga/wellbeing sessions Worry monsters – who to go to if they are worried Praise/thumbs up boards PSHEC curriculum Circle times Learning Mentors Referrals to external agencies School Nurse Early Help – Therapeutic work, Play Therapy Transition programmes for next classes and next schools
Parents	Parent Evenings Early Help – TAF Meetings Coffee Mornings Community Links – Community House Including parent Workshops School Mental Health First Aiders

### **Springfield Educational Visits Policy**

Springfield use an online planning tool for outside school visits. – EVOLVE

(Educational and Vocational Opportunities Leading to Valuable Experience)

The benefits of using EVOLVE are:

- Regular checking of standards delivered by external providers;
- Monitoring of appropriate qualifications of external and internal staff providing adventurous activities;
- Access to relevant national standard training for Educational Visits Coordinators (EVCs), LOtC, Visit Leaders, Off-Site Safety Management and First Aid;
- Emergency planning support and validation training for senior management teams and governing bodies;
- Risk assessment training, templates, advice and guidance;
- Regular opportunities for up-to-date training on legislation and current good practice for off-site educational visits;
- Networking, liaison, support and communication;
- The services of the Outdoor Education Adviser.

## **Springfield Policy**

- All off-site activities will be undertaken in accordance with the West Sussex Off-site regulations.
- Staff will visit the site before taking the children there to ascertain any hazards.
- Parental permission will be required for any visits, other than local visits.
- The teacher organising the visit will be responsible for informing the secretary about the visit at least two weeks prior to the visit taking place as the school participates in the LEA block Insurance scheme. All visits will be covered by insurance if the activity/venue is deemed to be safe i.e. not rock climbing for example.
- The teacher in charge should record outcome of visit and collect site risk assessments and attach to EVOLVE.
- All risk assessments will be completed online on EVOLVE and checked and signed off by Natalie Howie or Headteacher.
- A first aider will accompany the children on the visit and take a first aid kit.
- In an emergency the teacher in charge will contact the school immediately.
- If parental assistance with transport is required, the teacher organising the visit will be responsible for informing parents that they will need to show evidence of appropriate car insurance (i.e. business use) to the office secretary/bursar.
- Teachers will ensure that all children wear seatbelts.
- The teacher in charge must ensure that they have a mobile phone with them.
- The teacher in charge must ensure that children with inhalers take them on the school trip.

## Springfield Electricity Policy

- The Premises Manager is responsible for overseeing the arrangements for electrical safety throughout the School.
- All electrical equipment within the School will be tested annually by an approved and accredited contractor and records of these tests maintained in the main office. Each item is marked as 'safe' on the plug. Items considered dangerous are marked DO NOT USE and will be placed in the Blue storage stock room. These items must not be used until they have been repaired by an authorised electrician and then carry the official 'safe' mark on the plug.
- **No portable equipment is to be brought from home for use in the School without the appropriate checks.**
- Maintenance of electrical equipment and wiring of plugs must only be carried out by a competent person. **Staff should carry out simple visual checks on electrical equipment before switching it on** for example:
  1. Check that the equipment has an up to date sticker on it.
  2. Check for frayed cables/exposed wires/loose connections.
  3. Check for damaged plugs and sockets.
  4. Check that the casing of any equipment is not missing.
  5. Check that there are not any loose cables etc. that could cause someone to trip.
  6. Check that the equipment is in safe place e.g. electrical equipment not next to a sink.
- Any electrical faults must be appropriately labeled and isolated, if possible, and then reported to the main office, immediately.
- Pupils will be given instructions on electrical safety where they are required to use electrical equipment in their lessons.
- As part of their training, First Aiders will be aware of what must be done if someone suffers an electric shock or burns. First Aiders will need to know how to respond if they are present when someone receives an electric shock.
- Consideration must be given to the use of residual current devices (R.C.D.s) where appropriate in order to safeguard pupils and staff from electric shocks. For example, staff will need to consider whether the circuit is protected and whether the electric item is likely to get damp.

**Springfield Policy on**  
**Expectant and Nursing Mothers**

- The Headteacher will be responsible for overseeing the arrangements to safeguard the health, safety and welfare of expectant mothers.
- Staff members will inform their line managers if they are pregnant.
- A risk assessment will be carried out with a view to identifying, removing or controlling the risks to expectant mothers. Their work, for example, may need to be re-organised to avoid the need to carry out heavy lifting or standing for long periods of time.

**Springfield Policy on the  
Control of Substances Hazardous to Health (COSHH)**

- The Premises Officer will oversee the arrangements with respect to hazardous substances. They will be labelled and kept in the cleaning cupboard which will always be locked.
- The SBM/Premises Manager will ensure that risk assessments have been carried out by Wightman and Parrish for all hazardous substances used and safety data sheets will be held in the Premises Manager's locked cleaning cupboard.
- Children are not permitted to enter the Premises Officer's cleaning cupboard at any time.
- The risk assessment data sheets will be kept by the SBM.
- All staff will follow precautions when using hazardous substances, such as the wearing of protective gloves. Children are not to use hazardous substances.
- Personal protective equipment, such as goggles, should be kept clean and in a good condition. These items must be worn where manufacturers of hazardous substances have recommended their use.



## **Springfield Lone Working Policy**

- Staff will try to avoid working alone whenever possible, for example, arranging work so that it coincides with other members of staff working late, if this is possible.
- Staff must not work alone after 6pm without the agreement of the Headteacher.

Staff working late will: -

- make themselves aware of the essential contact numbers (the SBM etc.);
- inform their family and next of kin of their intentions to work late and expected time of completion;
- lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained);
- if possible, inform other members of staff working late when they leave.

## **Springfield Manual Handling Policy**

- The Headteacher will be responsible for ensuring the safety of staff with respect to manual handling.
- Manual handling (which includes lifting, pushing, pulling and carrying) will be avoided so far as is reasonably practicable.
- When a manual handling task cannot be avoided a trolley or other mechanical aid will be used when available.
- The Headteacher will carry out a risk assessment for all manual handling tasks which cannot be avoided.
- All staff that have to carry out such activities will be provided with training in correct lifting techniques.
- All staff will seek assistance to move an item that is difficult to lift or move.

## **Springfield Display Screen Equipment Policy**

- The Headteacher will be responsible for overseeing the arrangements with respect to safety in the use of display screen equipment (D.S.E.).
- A risk assessment will be carried out for all display screen equipment workstations on site. These assessments will be reviewed upon alteration or change of the workstation.
- Staff will be informed of their entitlement to eyesight tests and the funding available for spectacles prescribed for display screen equipment work. The Headteacher or School Business manager will arrange for the necessary forms to be completed.
- Arrangements will be made to ensure that all habitual display screen users (those who use display screen equipment for an hour or more continuously on a daily basis) have work breaks or changes in activity during the course of the day.
- Equipment, such as footrests, document holders and screen filters will be provided if considered necessary following the risk assessment.
- Admin staff undertake annual Display Screen Equipment safety training

## **Springfield Storage Policy**

- All staff will be responsible for the cleanliness, tidiness and organisation of the storage areas.
- Storage areas are to be kept clean and tidy with all items in an agreed order. All staff should know where within the storage areas specific items are kept.
- Where possible items should be stored within storage areas so that they can all be easily reached. If not possible then step-ladders or other equipment should be provided to minimise any bending or stretching movements.
- All flammable materials are to be kept in flameproof containers and separately from combustible items, such as paper, files and items of clothing. Fire doors will be necessary where such materials are stored.
- Where flammable materials or dangerous items are stored the storage area will be kept locked. A booking out system will be established so that the location of all items is known.
- Step ladders are not to be used by staff unless they have the relevant training. A small set of steps with a guard and 'stop feet' should be used.

## **Springfield Fire Safety Policy**

This policy outlines how emergency procedures shall work under abnormal as well as normal circumstances so far as reasonably possible.

- The Headteacher will be responsible for coordinating fire arrangements within the School.
- Procedures which are to be followed in the event of a fire will be prominently displayed in every classroom, corridors, staff room, offices and brought to the attention of all new staff and pupils. Staff will familiarise themselves with the procedures.
- Fire drills will be carried out on a half termly basis and are to be practiced by all staff and pupils.
- All new staff and pupils will be shown the escape routes out of the building and the location of the assembly point, in case of evacuation. Assembly points will be clearly shown using green and white cards marked 'assembly point'. Routes will be kept clear and unobstructed.
- Staff will not attempt to put out fires (of any description) but will activate the nearest fire alarm and commence evacuation procedures.
- In the event of a fire the duties of individuals are explained on the Springfield Fire Drill.

## **Springfield Lockdown Policy**

This policy outlines how emergency procedures shall work under abnormal as well as normal circumstances so far as reasonably possible.

- The Headteacher will be responsible for coordinating lockdown arrangements within the School.
- Procedures which are to be followed in the event of a lockdown will be prominently displayed in every classroom, corridors, staff room, offices and brought to the attention of all new staff and pupils. Staff will familiarise themselves with the procedures.
- Lock down drills will be carried out on a yearly basis or as necessary and are to be practiced by all staff and pupils.

### **Springfield Work Equipment Policy**

- The Headteacher will be responsible for ensuring the safety of staff and pupils with respect to work equipment.
- All work equipment, including machinery and tools, will be inspected regularly and be kept in a good state of repair.
- All staff will receive training and instructions on the safe use of equipment and notices should be prominently displayed.
- All pupils who are required to use machines or tools in their lessons will be instructed in their safe use. They shall be adequately supervised at all times.
- Appropriate protective equipment shall be worn at all times.

## **Springfield Risk Assessment Policy**

- The Headteacher will oversee arrangements with respect to risk assessments.
- Already some risk assessments have been carried out on hazards found within the school environment by WSCC. These can be found within the Schools Health and Safety Information System.
- Some risk assessments may need to be carried out for hazards specific to Springfield Infant School and Nursery. Where these are identified risk assessments will be carried out using our own forms based on WSCC forms.
- More comprehensive guidance on the specific steps of carrying out a risk assessment is to be found in the Schools Health and Safety Manual.
- Risk assessment will need to be reviewed periodically and whenever conditions change.
- On occasions where generic guidance on a risk may not be sufficient to maintain or control that risk, a dedicated risk assessment will be undertaken by School staff.
- Any significant findings of this assessment will be communicated to those who may be affected by any of the risks identified. These will need to be documented and subsequently actioned.
- All educational visits will have a risk assessment through EVOLVE, which will be authorised by the Educational Visits Coordinator (EVC), Natalie Howie and the Headteacher, Becky Wycherley.

## **Springfield Training Policy**

- The Headteacher will be responsible for overseeing general arrangements with respect to training.
- The Headteacher and Deputy will be responsible for identifying training needs of the staff.
- All new staff are to be given induction training which will include information on safety procedures to be followed (that is, fire drills, accident reporting and safety rules).
- Training will be provided to staff on safety issues associated with their work, such as, training in correct lifting techniques.
- Senior Teachers will make themselves aware of sources of health and safety training within the Authority. A number of courses are offered by the Health and Safety Group on safety issues which can be booked through the West Sussex County Training Unit. These include such topics as risk assessment, personal safety and manual handling training.
- Staff members who have health and safety responsibilities will attend such courses as mentioned above, as appropriate to their role.
- All staff training must be recorded detailing the following: Training provider, date and frequency of renewal.



## **Springfield Mental Health and Well Being Policy (see separate school policy)**

- The Headteacher and Inclusion Manager will be responsible for ensuring staff and children are supported and mental health and well being is a priority across the school.
- School to have at least two mental health first aiders
- School to have a named mental health lead – Miss Natalie Collins

The implementation of the policy for promoting positive mental health in school:

- Will give school a cohesive and co-ordinated approach to mental health
- Should underpin all policies and practices currently used in school
- Will raise awareness as to how the whole school community can look after their own mental health and that of others
- Will help to de-stigmatise mental health
- Will support people and provide opportunities that enable everyone to reach their potential
- Will strengthen relationships and provide opportunities for different ways of working
- Will provide foundations for life-long learning
- Will promote and strengthen resilience throughout the whole school community and empower everyone to face life's challenges

## **Springfield Playground Safety Policy**

- The Headteacher will be responsible for overseeing the arrangements with respect to playground safety.
- Consideration will be given as to the number of pupils who can safely use the playground at any one time. It may be necessary to stagger break times to minimise the risk of collisions.
- Pupils will be adequately supervised at all times when they are using the playground.
- Any play equipment provided will be, so far as is reasonably practicable, safe for children to use. There should not be, for example, any sharp edges.
- Regular inspections of the playground will be carried out by the Premises Officer and Headteacher and equipment maintained in a safe condition.
- An annual inspection by a qualified body will be undertaken on playground equipment.
- Access to hard playground areas will be restricted during inclement weather. Salting and gritting will be carried out by the Premises Officer when necessary.
- Playground supervisors will be suitably briefed on their role and responsibilities by the Headteacher.
- Children will be informed of the rules to be followed in the playground to help ensure safety.



## **Springfield Sun Safety Policy**

Springfield Infant School and Nursery is committed to the health and safety of the children in its care.

### **AIM:**

To protect children in the school whilst playing in the sun.

To safeguard children in severe heat conditions.

To build an awareness of safe behaviour in the sun establishing good habits for the future.

Ways to keep children safe:

- Pupils should wear hats and sun cream when outside
- Parents advised to apply sunscreen of at least factor 30 before school and then to send in a small amount to re-apply during breaks & lunchtime. Children should apply their own sunscreen where possible but staff should assist those that are struggling and need support.
- Teachers should make a judgement as to the temperature of classrooms and arrange to teach in cooler areas where possible
- Where possible, all doors and windows should be opened and classroom blinds should be drawn
- PE lessons should be carefully planned to avoid sun exposure, unnecessary exertion and dehydration
- Ensure children are appropriately clothed e.g. Polo-shirts with sleeves
- Discourage children to wear jumpers
- Children encouraged to wear hats
- Outdoor activities adapted to focus around the areas of shade.
- Ensure that outdoor play is minimal during the hottest part of the day and shade is always provided.
- Staff awareness of children being at play in the sun and moving them into areas of shade.
- Children are able to access the indoor environment and fresh drinking water is available at all times.
- Encourage staff to act as role models

### **Springfield Contractors on School Premises Policy**

- The Headteacher will be responsible for overseeing arrangements with respect to the employment and control of contractors within the School.
- Meetings will be held with the contractor(s) prior to work commencing to ensure that they understand procedures to be followed and rules that must be adhered to whilst working at the School.
- Consideration will be given before work commences of the risks posed to pupils and staff while the contractors are working at the School, for example, noise, dust and hazardous substances. It may be necessary on occasions for work to be undertaken outside normal school hours.
- Measures will be put in place to control the risks while contractors are working at the School. It may be that the area in which they are working can be cordoned off or that pupils can be moved to classrooms away from the area in which the work is taking place. All hazardous substances and equipment will be kept out of pupils reach.
- Pupils and parents will be informed of the work taking place and will be given clear instructions as to rules to be followed whilst the contractors are working at the School.
- Contractors will sign to have read the asbestos register.(electronically)
- Once the contractors have completed the work the site will be checked to ensure it is safe.

## **Springfield Noise Policy**

- The Headteacher will be responsible for overseeing the arrangements to control noise within the School.
- Risk assessments will be carried out in work areas which are known to be noisy (for example contractors on site). Further action and assistance will be taken as necessary.
- Excessive noise levels will be reduced to a reasonable level.
- Hearing protection (ear defenders or ear plugs) identified by risk assessment, must be worn at all times.

All staff to report any worries or problems regarding Health and Safety at work to the Safety Representative. Safety Representative to report to Headteacher.

### **Cleaning and Caretaking**

The school follows the policy and guidelines issued by West Sussex County Council. The Premises Officer must follow the guidance in The Code of Safe Working Practice, Caretakers and Cleaners and COSHH – Risk Assessments – Caretaking and Cleaning.

### **Science and Technology**

The school adopts the guidelines as set out in the West Sussex County Council Education Department document 'Health and Safety in Science and Technology'.

### **Physical Education**

The school adopts the guidelines as set out in the West Sussex County Council Education Department document 'Health and Safety in Physical Education'. The Policy on the Wearing of Jewellery is in memorandum 5/99.

### **Hiring Premises**

The school will follow the guidelines in the Health and Safety Manual section 'Contractors'.

### **Stress**

The Governors recognise that stress related problems are not a sign of weakness. To help people deal with stress we will:

- Analyse the cause of stress, listening to peoples' perceptions
- Encourage openness and group discussion
- Make everyone aware of the symptoms associated with stress
- Be supportive and allow for individual coping strategies.

### **Violence to staff**

The L.E.A. policy on Violence at Work is set out in the school's Personnel Manual. All violence must be reported to the headteacher immediately.

## **Health & Safety Information for all Staff**

The authority, its officers and the governors and managers of schools share a common aim to secure health, safety and welfare of employees, pupils and visitors to school premises. Ensuring a safe and healthy environment helps all who work and study in schools to achieve their best.

The way that Health & Safety issues should be handled are laid down in the Schools Health & Safety Manual. Up-dates are issued from time to time. Extra publications have also been produced covering safety issues for Off-Site activities.

Additionally recognised Trade Unions may appoint Safety Representatives by statutory right. They will function in accordance with the Health & Safety Commission's 'code of practice for Safety Representatives'.

In addition to any specific responsibilities which may be delegated to them, all staff must:

- Make themselves familiar with and conform to the school safety policy, including any instructions and requirements for safe methods of work.
- Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting.
- Take reasonable care of all safety equipment and clothing given into their possession and report any defects.
- Always wear safety equipment when undertaking jobs for which it is required and use all safety devices provided.
- Report all accidents, damage, hazards and defects to the Headteacher, including any disturbance of asbestos. If necessary evacuate the school.
- Conduct their activities so that they provide no risk to health and safety of those persons under their control or supervision.

**School Safety Representative for teachers and ancillary staff  
Natalie Howie**

**School Safety Representative for cleaning staff/maintenance staff  
Paul Guttridge**