

Normanby Primary School

Ironstone Academy Trust

Corporate Health & Safety Policy

Updated: July 2017

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**AS REQUIRED BY THE
HEALTH AND SAFETY AT WORK ACT 1974**

GENERAL STATEMENT OF INTENT

Every employee of Ironstone Academy Trust should be aware of the Trust's Statement of Safety Policy.

Every employee of the premises should also read the Departmental Policy which draws attention to the specific obligations of the Department.

This Policy Statement meets specific needs of the premises employees, service users and members of the public who may use the premises.

All employees are reminded of their duties under Section 7 of the Health and Safety at Work Act 1974. Section 7 enables the premises to successfully carry out practices that are developed to ensure compliance with the act.

All employees have the responsibility to co-operate with Supervisors and Managers to achieve a healthy and safe workplace. Each employee also has responsibility to take reasonable care of themselves and of others who may be affected by their activities at work.

The management will, so far as is reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for the employees in these premises. We also accept responsibility for the health and safety of service users and other people entering or using these premises.

This policy allocates duties for safety matters and particular arrangements as set out.

This policy will be reviewed and updated particularly when changes occur either to premises or personnel and ensure this policy is kept up to date.

Signed:

Date: July 2017

INTRODUCTION

Introduction

Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

It is the responsibility of every adult, working in school, to take all due precautions to protect themselves and the children from all potential risks and dangers.

Supply teachers, visitors and contractors have a personal and professional responsibility to take cognisance of Health and Safety Policy and Procedures which are publicised in the Staff and Visitors Handbook and the Policies /Procedures File situated in the staffroom.

There is a Health and Safety Library and a designated Notice Board in the staffroom and staff are required to read notices regularly.

Children will be made aware of the general safety precautions to be taken through clear parameters of behaviour that could affect the health and safety of themselves and others.

Evacuation procedures will be practised as legally required (minimum one per annum) and the time taken to evacuate the building reported to the Governing Body of the school.

RESPONSIBILITIES

The following persons have responsibility for health and safety at these premises. Advice will also be taken from the School Nurse, by the responsible person or other professionals as required.

GOVERNING BODY/HEAD TEACHER

The Headteacher on behalf of the Governing Body has overall and final responsibility for health and safety in the premises and for drawing the attention of employees in these premises to this Statement of Health and Safety Policy.

SPECIFIC RESPONSIBILITIES:

DEPUTY MANAGER

Mr K Wood (Deputy Head Teacher) is responsible for health and safety in these premises in the absence of the Head Teacher.

FIRE WARDENS

All members of staff.

FIRST AID

There are three Certificated First Aiders (JB, HB, KH) who have a current first Aid at Work certificate

4 Teaching assistants hold a current full Paediatric/Adult First Aid certificate

12 Teaching assistants hold a current Emergency Paediatric First Aid certificate

9 Lunchtime Supervisory Assistants completed an Emergency Response First Aid course in October 2013

Mr C Faulkner, member of the Cleveland Mountain Rescue Team, has first aid and CPR training.

All members of staff are expected to assist with First Aid if needed.

A First Aid Rota for playtimes and lunchtimes is operated by some of the above named First Aiders.

Day	Playtime 10:30-10:45	Lunch 1 11:50-12:15	Lunch 2 12:15-13:00
Mon	K Hutchinson	A Taylor	A Taylor
Tues	H Burke	H Burke	H Burke
Weds	A Taylor	A Taylor	A Taylor
Thurs	H Burke	A Taylor	H Burke
Friday	A Taylor	A Taylor	A Taylor

RISK ASSESSORS

All members of staff.

COSHH ASSESSORS

Mr C Faulkner (Head Teacher)
Mr K Wood (Deputy Head Teacher)
Mr M Mooney (Caretaker)

ANY OTHER SPECIFIC SAFETY RESPONSIBILITY:

Mr K Wood is the Health and Safety Leader.

REPORTING FAULTS

All staff are responsible for reporting faults that need attention on the Premises/ Equipment Fault Reporting Form or to the Head Teacher, Caretaker or the Health and Safety Leader.

GENERAL FIRE SAFETY

1. All staff are responsible for checking routes.
2. Mr M Mooney is responsible for the testing of alarms weekly. Weekly testing is done from a different fire call point each week.
3. Fire Drills - Mr C Faulkner is responsible for carrying out a fire drill termly.

TRAINING

Mr C Faulkner and Mr K Wood are responsible for organising staff training programmes in health and safety.

INDUCTION

Mr Carl Faulkner is responsible for Induction of all staff, and when appropriate, volunteers.

VISITORS

All visitors to the school must report to the Office and sign in using an electronic signing in system on an iPad. Visitors will be issued with an identification badge with their photograph on it and stating their name. A visitors to school policy is displayed at the main Reception and visitors are asked to read it.

FIRST AID

If a child has an accident in the classroom or in the playground the teacher or Supervisory Assistant will assess the injury initially and if required the child will be sent to the First Aid Treatment Room (food tech room) with an adult or with another child to receive first aid or, at lunchtime, to the designated Supervisory Assistant. If an injury is considered serious help must be summoned immediately and the Health Register, (kept in the staffroom) and Serious Illness Board, checked. Children who have serious health conditions have an individual care plan and these are displayed in the staffroom. Entries are in classes and alphabetical order.

ALL head injuries will be checked by a 'first aider'. Major head injuries will be reported to a member of the SLT and the relevant documentation completed.

Minor head injuries will be monitored throughout the day and reported to the parent at home time by means of an 'accident slip'. Alert stickers or notes are given to children who have had a head bump to inform all adults in school.

If a child is given an 'Accident slip' the teacher must be informed, if convenient, and the child must be told to tell their parents, put their note in their reading packet to give to their parents and to tell their parents as soon as possible.

Unless the head injury is of a minor nature, parents will be informed and requested to take their child home as a precaution.

In addition, a similar system operates for all other injuries.

Minor accidents and incidents at lunchtime are to be recorded in the ACCIDENT BOOKS carried by a Supervisory Assistant. An 'accident slip' will be issued to inform parents of minor accidents, where a visible injury is evident, and to maintain a school record when first aid is administered.

Injuries which are judged to require medical treatment/diagnosis will be referred to the hospital and the parent contacted at the same time. If parents cannot be contacted a note should be posted through the letterbox or a message left on the answer phone informing the parent of the incident and asking them to contact school as soon as possible. The child will be taken to hospital by ambulance or car and accompanied by the Head Teacher or Deputy Head Teacher who acts in 'loco-parentis' if treatment needs to be given. An ambulance should be called to serious accidents to enable paramedic attention to be given at the earliest opportunity.

The nearest Supervisory Assistant will attend lunchtime accidents and follow the above procedure.

Serious accidents MUST be recorded in the ACCIDENT BOOK which is situated on the wall in the Office. There are separate books to record injuries to children and to adults. The accident form must be completed and signed by the person administering the first aid, and the Health and Safety Leader informed. A **Serious Incident** form must be completed (ACC4) and forwarded to the H&S Executive for any accident which requires treatment in the local hospital's A & E department.

**If in doubt about the seriousness of an injury
ALWAYS seek a second opinion from a first aider.**

First Aid boxes are situated in the:

East Building: School Office and in every Year Group teaching area

West Building: Food Technology Room (designated area for first Aid) Every year Group teaching area

First aid boxes are checked on a regular basis by Year Group teaching assistants and a record kept by designated first aiders.

Every Year Group has its own first aid kit included in its Educational Visits box.

Note: Plasters are usually for use of adults only.

It is a designated responsibility of the first aiders to check these on a regular basis. All members of staff must always report any shortage immediately.

There is a first aid box for taking on school visits. This will be replenished by the year group Teaching Assistants. Replacement stock is stored in the medical cupboard in the Office.

Staff must take all precautions to protect themselves when treating children who are bleeding or vomiting. Staff must cover open wounds with a waterproof dressing and wear plastic gloves and aprons. Soiled materials must be placed in a plastic bag for disposal.

Plastic gloves are available in classrooms, first aid boxes and the Office. Disposable aprons are in the school Office.

If a child is sick 'Bioman, Emergency Spillage Compound' should be applied as soon as possible. It is kept in the Office, Nursery and Reception classes

Spot cleaning, following application of the Compound, will be carried out by the Caretaker, if available, or staff at other times.

For further information see Appendix 1.

MEDICAL REGISTERS

A Register of children with Asthma and Medical Problems is reviewed annually and revised when necessary, given to each teacher and a copy displayed on the Health and Safety Notice Board in the staffroom, for reference by all staff, including Supervisory Assistants. The Health Register is maintained by Mrs Miller and Mrs Hart. The information is also at the front of each class attendance register and should be noted by teachers and Supply teachers.

A copy of the medical form of each child on the above Register is kept in the staffroom and should be checked prior to any concerns of more serious injuries or incidents relating to any child. It is a blue ring binder file, titled Health Register, kept on the bookshelf in the Administrator's Office. In the recently updated Health register, children who have asthma are highlighted in blue and children who have a serious medical condition are highlighted in red.

MEDICINE IN SCHOOL

- Medicine will not be administered to children by staff, without the appropriate paperwork being completed.
- Parents (or their representative) of children completing courses of medication who are well enough to attend school, may visit school at any time to administer that medication.
- Medication not prescribed by a doctor will not be allowed in school.

In exceptional circumstances, preventative medication or emergency medication may be administered by trained staff, after arrangements have been confirmed in writing with parents/carers.

Please refer to the **Medical and Medicines Policy** on the school website

ASTHMA

- Children with asthma who have preventative treatments will keep their medication with them or in the Office as appropriate to the child. Nebulizers must be kept in the Office or classroom and administering must be supervised by an adult.
- A file of information of all children with asthma is kept in the staffroom and a list of children with asthma is displayed inside the cover of each class register.
- The school has been advised that each child must have their own medication at school, but in a life-threatening emergency any treatment available should be used.

Parents are responsible for keeping their child's medications up to date.

EPILEPSY AND DIABETES

Specific medication and instructions for its use are kept in the Health and Safety File.

Parents are responsible for keeping their child's medications up to date.

Designated members of staff, who have had specialist training, are appointed to supervise the medication and care of diabetic children in school.

ANAPHYLAXIS

Anaphylaxis is an acute, severe, allergic reaction which can be triggered by a variety of allergens (especially peanuts, nuts, eggs, cows, milk, shellfish). In its severest form the condition is life threatening. Children with the condition will each have a Protocol agreed by parents, school and Health Authorities. They have an Individual Care Plan agreed and signed by parents. This document is kept on the Health and Safety noticeboard. Staff have annual training on the use of the Epipen. Each notified child will have a personal, named box containing the Epipen and procedures to follow in the event of an attack, kept in the school Office. Parents are responsible for keeping their child's box up to date. Children who have an Epipen in school will have a specific card (a green triangle with a photograph of the child) kept in the classroom to be used by the teacher to summon immediate adult assistance.

Every effort will be made to keep nut products away from children suffering from nut allergies e.g children's parties.

OTHER SERIOUS HEALTH CONDITIONS

Children suffering a serious health condition, such as peanut allergy, epilepsy, diabetes, coeliac, reflex anoxic seizures, or a major illness or debilitating condition, will have their photograph and a profile of their illness, symptoms and treatment to be given, displayed in the staffroom for the awareness of all staff. They also have Individual care plans.

ADULTS

If a member of staff is absent for three days or more due to a specific accident at school e.g. a broken foot or arm, the correct form will be sought from the LA, completed and sent to the LEA for their assessment.

The EMERGENCY TAG

If a member of staff requires urgent assistance, for any reason, a child should be sent to the nearest adult with the Emergency Tag. Children need to be reminded by teachers termly of the purpose and procedure regarding the use of the Tag.

The summoned colleague will respond immediately and send the tag to the Head Teacher, Deputy Head Teacher or First Aider who will attend urgently.

The situation will be assessed and the appropriate procedure followed.

The children should be familiar with this procedure in case the staff member is incapacitated.

If a member of staff is ill or has an accident, the procedure must be followed as for children, except for parental notification.

Emergency Contact for all staff is kept by the Head Teacher.

EMERGENCY PLAN

A separate policy and set of procedures has been developed by the Head Teacher to deal with a catastrophic emergency. This Emergency Plan details roles of responsibility for the Head Teacher, members of the Senior Leadership team and governors in the event of such an emergency. The policy, roles of responsibility and all procedures are kept in an Emergency Grab Bag in the main school office. The Grab Bag contains a list of items which will be essential in such an emergency. All staff have been briefed on the Emergency Plan.

EDUCATIONAL VISITS OUT OF SCHOOL

There is a summary of the school's 'Policy and Procedures for Educational Visits' in Appendix 2, which must be adhered to in all aspects.

SUPERVISION AND CHILD PROTECTION

All adults working with or supervising children must have criminal background clearance. All staff, and children, sign up to the school 'Acceptable Use' Policy for ICT. Use of ICT is monitored by the Head Teacher and LA. Children receive regular training in Internet Safety and all PCs in school have the safe use of the Internet SMART guidelines displayed as the PCs wallpaper.

FIRE AND EMERGENCY PROCEDURES

- Fire doors should be kept closed at all times.
- The fire bell, a continuous ringing sound, will be activated in the case of any emergency which requires the evacuation of the building (fire, bomb, gas leak).
- The fire bell will be activated to alert everyone on the premises to follow the evacuation procedure.
- The Head Teacher, Deputy Head Teacher or Secretary will dial 999.
- An electronic register system operates in school. Staff keep a laminated class list in their classrooms where absences are noted. This will be used for a head count upon evacuation of the premises.
- Children who have medical appointments will be indicated in the class register.
- When the roll call is complete with all children checked, the children will all raise their hands to signal that all the children are accounted for.
- Return to the building is only permitted when the 'all clear' has been given by the emergency services, or the Head Teacher (three loud whistles).
- The escape routes for each area are posted clearly on the wall. These are well known and regularly practised.
- It is the responsibility of all staff to be aware of the exits, alternative exits and assembly points.
- Escape routes must be kept clear at all times and all doors easily opened from the inside.
- **Anyone who discovers a fire should break the glass in the nearest firebox to activate the fire bell and then dial 999.**

- Evacuation must be in an orderly manner.
- Personal belongings must not be collected.
- No teacher should leave his or her class to return to the building. No person should return to the building until the 'all clear'.
- Any 'missing persons' should be reported to the Head Teacher immediately.

EMERGENCY LOCKDOWN PROCEDURE

The signal for this is an intermittent bell which will be triggered from the main office.

A senior member of staff will inform office staff to ring the emergency services

The procedure for this is as follows:

- Close all windows and draw blinds
- Move children away from windows
- If children are outside, take them calmly to the nearest entrance door and gain entry. Move to a safe internal space such as a corridor, hall or their classroom, if this allows.
- Lock classroom doors if this is possible
- If threat level increases, using professional judgement, barricade door with furniture and tell children to get under tables.
- Await for all clear or further instructions, keeping children as calm as possible.

EVACUATION OF BUILDINGS AT LUNCHTIMES

In the event of the fire alarm being activated at lunchtime, the procedures to be followed are given in Appendix 10.

Special consideration must be given to children with disabilities.

GAS AND ELECTRICITY SUPPLIES

The Head Teacher/Caretaker/Health and Safety Leader is responsible for the isolation of gas and electricity supplies.

THE FIRE LOG BOOK

The Fire Log Book is displayed in the Office and must be completed at all relevant times including fire drills, visits of fire officers, alarm checks and extinguisher checks.

The Caretaker has a Health and Safety File, which is kept in the Caretakers Room, with a timetable and record sheets of Testing that is to be carried out.

Members of staff who have any concerns about fire and emergency procedures must contact the Head Teacher or Safety Leader.

EVACUATION OF PLAYGROUNDS (Fire, toxic alert, undesirables, dogs)

If there is a need to evacuate the playgrounds in an emergency, staff should blast the gas horn kept in the Head Teacher's room and the children should stand still before entering the buildings in an orderly manner.

DOGS ON THE PLAYGROUND

THREE WHISTLES must be blown and the children must stand still. If a member of staff requires urgent assistance two children should be sent to the Office or staffroom. The dog must be removed and secured in the East bin area. The dogcatcher should be contacted immediately (tel 0845 6126126). If the dog is presenting a danger in the playground the evacuation procedure should be followed.

VEHICLES ON THE SCHOOL SITE

Parents must adhere to the safety notice and not bring their cars onto site during school hours.

All vehicles must adhere to the **5 m.p.h.** speed limit.

Raised crossing points have been installed and clearly marked, to encourage pedestrians to cross the road and walk on the footpath.

Staff and visitors are asked to park with the utmost care.

Parents of children who have certain medical conditions/disabilities have specific permission to drive inside the school premises and park their cars to allow their children to gain easy access to school. There is a designated disabled parking bay within the school site.

CHILDREN LEAVING SCHOOL PREMISES DURING SCHOOL HOURS

In the event of a child leaving school without an adult (absconding), the parents must be telephoned immediately. Should the parents not be contactable, or able to attend to the matter immediately, the Head Teacher or a senior member of staff, must drive to the child's home and the school administration staff must inform the police of the situation.

ASSAULT PROCEDURES (Adults and Children)

In the case of an assault the Head Teacher should be informed immediately (using the Emergency Tag) following the summons of aid from the nearest adult. A doctor/ambulance and the police should be called if necessary.

Written accounts must be made of the incident, as soon as possible, whilst it is still fresh in the victim's and witnesses' minds and a report form, Notification of Assault, completed. Any 'weapons' should be retained as evidence.

The Children's Services will be informed the same day.

A statement on procedures for incidents of violence towards staff is available in the staffroom.

Staff making home visits should always inform office staff of the time, purpose and address that they are to visit. It is advised that staff take a mobile phone when visiting families. Handbags and other valuables should always be left at school. Personnel alarms are available and should be taken on home visits.

BUILDING SECURITY

External doors are fitted with special locks. Always lock outside doors if possible when you enter or leave the buildings, as this will reduce the possibility of assaults against adults and children. Access to the two main doors between the building is by an electronic 'beeper' fob which only staff have.

All visitors to the school must enter by the main doors and will only be admitted once they have informed the office staff of the purpose of their visit.

All staff must maintain a constant vigilance regarding all visitors to school.

POTENTIAL HAZARDS

Equipment, tools, cleaning fluids and other resources, used by cleaners and contractors, are potential hazards if left unsupervised. It is essential that all personnel in school take reasonable precautions to prevent accidents. All equipment and cleaning fluids will be stored in a locked cupboard.

COSHH

Any potentially hazardous substances used in school must be reported to the Health and Safety Leader to be assessed.

COSHH assessments are available in the school office for staff reference.

GENERAL CARE

- Staff pregnancy information should be shared so that precautions can be taken to prevent unnecessary risks, such as from use of VDU's or infectious contacts.
- Children must not touch plugs and sockets.
- Trailing leads must be avoided at all times.
- All electrical equipment must be checked regularly by staff and defects reported
- Sharp tools, such as paper trimmers, scissors, knives, and pins must be used under supervision.
- Children should be given very clear instructions regarding movement and use of PE equipment.

RISK ASSESSMENT

Educational Visits Risk Assessments

A Risk Assessment must be completed by the visit leader for all 'out of school visits'.

Generic Risk Assessments are available for all general identified risk areas e.g. playgrounds, and must be adhered to by all members of staff.

RISKS TO BE IDENTIFIED:

Rough, boisterous play	Faeces
Children lifting and carrying one another	Hurrying
Wet floors	Steps
Spillages	Damaged floors
Swing doors and door hinges	Hygiene considerations, toilets, sinks
Playground - broken glass, etc	Intruders
Damaged fences, gates.	Dogs

SPILLAGES

- Water and paint should be cleaned and dried using newspapers or paper towels and clothes and mops.
- Bioman Emergency Spillage Compound should be used to cover and dry up vomit.
- Plastic gloves must be worn to clean up blood and vomit and the area disinfected.
- Materials used must be put into a sealed plastic bag for disposal.
- Spillages in the dining room must be cleaned up immediately by the Supervisory Assistants or the Kitchen Staff and the area left safe and dry.

As responsible adults we must remain alert to all potential dangers in and around school. It is necessary to constantly remind children of ways to keep safe, such as not running in the building, not lifting or carrying each other, avoiding rough, boisterous games and being wary of road safety and the risk from strangers.

Children and adults should move around school keeping to the left-hand side except when the building is being evacuated when special circumstances prevail and speed is of the essence.

All potential hazards should be reported to the Head Teacher, Health and Safety Leader and Caretaker.

'Activity' specific Risk Assessments should be carried out by members of staff for activities deemed to present a possible risk.

Risk Assessment templates are available 'on-line' in **'Shared Work'**.

SEN Children Risk Assessment

The Health and Safety Leader will complete an assessment where required e.g. children with physical difficulties. These will be compiled with the children's carers to identify possible risks.

Working at home Risk Assessment

When appropriate Staff who are able to work from home (for example during agreed Planning Preparation and Assessment time) should inform the Head Teacher in writing of

their intention to do so, and that they have made suitable provision for their own Health and Safety.

A copy of **all** assessments should be given to the Health and Safety Leader to be kept in the Risk Assessment file.

Assessments are revised annually and all staff must sign the file to verify they have read them.

Contractors

Contractors are responsible for carrying out any Risk Assessments they deem necessary in the completion of their work on site. Contractors must complete an AW3 form which will be signed by the contractor and a member of school staff. Contractors must also be made aware of the school's emergency procedures.

THE ROLE OF THE CARETAKER

The Caretaker should inform the Head Teacher and staff of any potential hazards such as wet floors or the presence of contractors in school.

The Caretaker has specific responsibility for checking the building for anything that may cause harm or could be a potential danger.

The Caretaker will carry out visual checks on electrical plugs, sockets, wires and equipment. The school will ensure Annual PAT Testing is undertaken.

A Premises/Equipment Fault Reporting Form (blue) should be completed and given to the Caretaker, Head Teacher or Health and Safety Leader, as appropriate.

The Caretaker will regularly inspect moveable equipment such as audiovisual trolleys, TV stands, computer trolleys and OHP trolleys.

Generally staff, should connect and disconnect electrical equipment.

The caretaker will report any premises issues to the Head Teacher and liaise directly with the school's Premises Manager, Mr Dave Ashwell.

VANDALISM

Any incidents of vandalism which might create a hazard to children and adults must be reported to the Head Teacher, Safety Leader and Caretaker so that the appropriate measures can be taken.

BOMB ALERT

If any person receives a telephone call or other warning:

1. KEEP CALM.
2. Elicit from the caller as much information as possible about:
 - the whereabouts of the bomb
 - the expected time of explosion
 - the reason for the bomb being planted
3. Do not replace the handset - the call may be traceable.
4. Sound the fire alarm.
5. Notify all staff.
6. Each teacher will complete the roll call then proceed with their children to the end of the main field. (In the event of an explosion, the playground would not be a safe distance from the building).
7. Telephone the Police 999 on the mobile or another telephone.

8. Arrange for as many children as possible to be collected by parents who will be notified when it is safe to return to the building.

USE OF LADDERS IN SCHOOL

Any person using ladders in school must abide by the Ladder Policy, see Appendix 3.

CONTRACTORS

Contractors must abide by their own and the school's safety procedures.

All contractors must report to the Head Teacher who will attempt to ensure that they will not present any safety hazards to the children or staff.

A Permit to Work should be issued where necessary and Comprehensible Information is available and should be consulted.

Members of staff must report any breach of safety regulations to the Head Teacher or Safety Leader.

SMOKING

The school site is a NO-SMOKING area.

SUPERVISION

- Children should be supervised or under the direction of an approved adult at all times.
- During every lunchtime a supervisory assistant will monitor the only open entrance to school to ensure no child leaves the premises and to monitor people entering the premises.
- When the building is being evacuated, noise can be a hazard if instructions need to be heard. Children should, therefore, leave the building in silence.
- Teachers are to be 'on duty' promptly.
- If staff, including Supervisory Assistants at lunchtime, are called away from the playground or classroom to deal with an incident, another member of staff or Supervisor must cover the absence.

SUN PROTECTION

In very sunny weather children are encouraged, where possible, to take shelter in the shade.

A number of canopied shaded areas have now been installed in the school grounds.

If the temperature is considered too extreme the children will be kept indoors during the lunchtime break.

The wearing of sunhats and covering of arms is recommended to avoid sun damage.

Children may apply their own sun protection cream.

Water bottles are available at all times.

PE EQUIPMENT AND CLOTHING

PE Equipment is checked annually in accordance with the academy contract. If a fault is detected, the piece of equipment should be withdrawn from use until it has been checked and repaired.

The PE Leader, Health and Safety Leader and Head Teacher should be informed so that appropriate measures can be taken.

It is the responsibility of every member of staff to ensure that:

- Apparatus is set out in a manner which is safe for use by the children, including the stability of each piece of apparatus. Teachers **MUST** check that floors are dry and safe for use before each PE lesson.
- All pupils must be aware of, and abide by, the rules for carrying apparatus.
- All pupils must be aware of, and abide by, the STOP signal.
- Clothing for PE should be streamlined to prevent snagging on apparatus.
- It is also essential for hygiene purposes, that a change of clothing is worn for PE
- A school outfit for PE may be bought from school.
- Bare feet are safest on apparatus.
- Plimsolls may be worn for movement and indoor games lessons.
- Hair should be tied back from the face so as not to restrict the child's view.
- Jewellery will not be worn for PE lessons.
- Earrings must be removed or covered with plasters.
- Staff need to be vigilant to potential risk.

CLASSROOM PRACTICE IN SCIENCE, DESIGN TECHNOLOGY,

FOOD TECHNOLOGY, ART AND SWIMMING

Refer to the curriculum documents or Appendices 4, 5, 6,7 and 8.

Children will be trained in the correct use of all specialised resources and the appropriate behaviour to adopt whilst using potentially dangerous equipment so as to prevent accidents to themselves and others. Staff are to adhere to the guidelines in the Be Safe Science booklet.

TRAINING

Training in the use of electrical equipment is given to staff when it is purchased, leased or replaced.

Handbooks/Instructions for general 'Electrical Equipment' are kept for reference in a folder in the staffroom.

Handbooks and instructions for office equipment will be kept in a folder in the school office.

If staff encounter difficulties, they should refer to the Head Teacher, Deputy Head Teacher or Health and Safety Leader

Handbooks/Instructions for use for office equipment are kept in the School Office.

New staff/supply staff should contact a member of the senior staff or Secretary for training.

The only person qualified to undertake minor electrical repairs is the Caretaker, who has passed an electrical competence course. An electrician must carry out all other work.

STRESS MANAGEMENT

The Head Teacher and senior staff practice an 'Open Door' policy for any member of staff to discuss concerns, problems or issues that may be causing pressures or difficulties either professionally or personal. If 'In House' support is inappropriate, or the staff member requires additional or more professional help, a contact number is displayed on the staffroom noticeboard

APPENDIX 1

GENERAL FIRST AID

ACCIDENTS

If there is a serious accident on the playground or school site do not move the injured person, send immediately for a First Aider and Head Teacher or a member of staff. Isolate the area around the injured person.

Before treating any injured person, any exposed cuts or abrasions on the First Aider should be covered with a waterproof dressing.

Hands should be washed before and after applying dressings.

Whenever blood and any other body fluids have to be mopped up, disposable plastic gloves and apron should always be worn and paper towels used.

These items should be placed in plastic bags, kept in the first aid boxes and disposed of safely.

MINOR CUTS AND ABRASIONS

- Minor cuts should be cleaned with warm water, soap if necessary and tissues.
- Dry cotton wool should never be used.
- Antiseptic cream should not be used.

HEAD INJURIES

- A cold compress, 'Medichill' ice pack, should be applied to a head bump, if judged to be necessary. They are kept in the chill compartment of the 'fridge in the staffroom.

- Any injury resulting in loss of consciousness, worsening headache, nausea or dilating pupils should be referred to a doctor.
- Parents must always be informed if their child has received a head injury.

BURNS AND SCALDS

- Such injuries should be immediately immersed in cold water. Creams must NEVER be applied.
- Any burn greater than 2 1/2 cm in diameter should be referred to a doctor.

EYE INJURIES These should be irrigated with tepid tap water before seeking medical advice

APPENDIX 2

POLICY AND PROCEDURES FOR EDUCATIONAL VISITS

Planning the Visit

(a) Preparation:

It is important to have a thorough knowledge of the location before a visit, taking into account these points:

- i) Toilets, shelter, meal arrangements.
- ii) Recognition of potential hazards.
- iii) Emergency procedures and communications.

A RISK ASSESSMENT FORM must be completed as soon as possible before the school visit.

A list of groupings of children to adults must be left in school with the Head Teacher.

(b) Staffing:

When planning an educational visit, the ratio of staff to adults will vary according to the nature of the visit and the following factors will be taken into account when deciding the appropriate ratio.

- i) The age of the pupils.
- ii) The ability / maturity of the pupils.
- iii) The location visited.
- iv) The nature of the activity.
- v) The level of hazard which may be involved.

Generally, however, it is essential to have at least two adults on any other than the most local or routine journeys, so that in an emergency there is always one responsible adult to stay with the party. For visits including an overnight stay it is also preferable when accompanying a mixed party to have female and male adults present throughout.

(c) Other Adults Accompanying the Party:

The presence of parents or adults other than teachers on a visit does not guarantee that they will act in a supervisory role. However, if they are regarded as suitable and recruited for this purpose, they must be told by the party leader of their expected duties and responsibilities. The overall conduct of the visit will remain the responsibility of the party leader. It is the school policy that any parents accompanying an educational visit will NOT have their own child in the group they are supervising.

THERE MUST BE NO SMOKING WHILST IN THE COMPANY OF CHILDREN OR AT ANY TIME DURING A SCHOOL VISIT.

Organising the Visit

(a) Discussion with the Head Teacher or EVC:

When the details of the proposed visit are established, discussions must take place with the EVC in order that safety factors may be checked.

(b) Appointment of the Group Leader:

The named 'teacher in charge' is acting in 'loco parentis' throughout the visit. One teacher should be appointed as Group Leader. That person need not be the most senior member of staff present, but it is desirable that he/she should have had experience of similar activities.

(c) Briefing Staff:

All accompanying staff, including any adults other than teachers, should be briefed by the party leader to establish:

- i) The foreseeable potential hazards, from the natural environment, from the man-made environment and where appropriate, (for younger children particularly) from strangers who may be encountered.
- ii) Any specific safety procedures which have to be followed.
- iii) The need for regularly checking numbers:
It is essential that a list of participating children is held by the staff leading the party with an additional list being held by the person at the emergency contact point (see note iv below). Where subgroups are formed, amended lists should be given to the subgroup leaders. Finally, group membership should be checked at regular intervals for recall purposes, especially before and after a change in location.
- iv) Emergency arrangements made known to all: first aid, recall signals, communication, rendezvous points. In making contingency arrangements, it is always safest to assume the worst combination of circumstances. It is vital that an emergency contact number is available to parents BEFORE a visit takes place. When a visit takes place partly or wholly outside school hours, this number SHOULD NOT be that of the school.
- v) A mobile phone should be taken on all visits out of school and switched on for the duration of the visit.

(d) Briefing Parents:

Parents should be given as much information as possible regarding any event which involves their children being out of school.

(e) Briefing Children:

It is essential to prepare the children taking part in order to avoid misunderstanding and to draw their attention to any potential hazards.

(f) Parental Consent Forms:

A signed consent form MUST be received by the school prior to a visit out of school which includes details of any medical conditions we should be aware of and emergency contact information. A copy of the consent form will be kept in school and a copy taken on the visit.

Insurance

Teachers should ensure that insurance is up to date before the visit is due to take place.

Travel

A bus or coach with seat belts fitted must always be used and children and adults use them on all journeys.

APPENDIX 3

POLICY AND PROCEDURES FOR THE SAFE USE OF LADDERS

General Use

- Ensure the ladders have been erected correctly.
- Do not use the top platform for work.
- Avoid over reaching.
- Avoid use when children are about.
- The feet of the ladder should be on a firm, level surface.
- If possible get another adult to foot the bottom of the ladder.
- Only one person should be on the ladder at any one time.
- Examine regularly to make sure the ladder is in good condition.
- Carry and store the ladders safely.
- Ensure the ladder is appropriate for the job, for example mounting displays or roof access.
- Wherever practicable, the top of a single ladder should be securely fixed to the structure so that it cannot slip.
- Ladder users will be appropriately trained in the use of them

APPENDIX 4

SAFETY IN SCIENCE LESSONS

All staff must follow the guidelines issued in the documents “Be Safe” and “Safe Use of Household and Other Chemicals”. Both of these documents are displayed on the Health and Safety Notice Board in the staffroom.

Guidance for safety in science lessons can be found in the Science Policy.

APPENDIX 5

SAFETY IN DESIGN AND TECHNOLOGY

- The arrangement of furniture and resources in the classroom should ensure easy access to tools and materials. Children's movement around the room to obtain resources should be held to a minimum.
- The areas where children are working should be uncluttered. Bench tops should be cleared of tools and pieces of material at frequent intervals so that work is not obstructed or made difficult. The floor should be kept free of debris.
- Children should be encouraged to be responsible for their own safety and to tell the teacher about faulty and dangerous practices they see.
- Children should know how to use all the tools that are available to them and how to keep the work area tidy by returning the tools to their correct place.
- Adequate work space must be provided. Only two children should be working at a workbench at any time.
- Children using DT tools should always be under direct supervision and in the teacher's line of vision.
- Children should use the correct item of equipment for each job, even if it means waiting.
- All items being sawn, filed or drilled must be held in a vice to prevent the material from moving about, enabling the child to concentrate on controlling the tool safely and efficiently.
- Cutting, filing or drilling tools should usually be used two-handed. All drills should be on stands.
- Children must be taught that if a tool is dropped it must be left to fall to the floor with no attempt to catch it.
- Children must be taught that hands must be kept behind the cutting edge.
- * **Hot glue guns should only be used by adults.** Care must be exercised so that the hot glue gun does not contact the skin. The glue gun should always be switched off after use and replaced in the glue gun stand.
- PVA and glue sticks melted in the glue gun may be used. Rubber based adhesives must never be used in school.
- The basic junior hacksaw is the only hacksaw approved for use in Primary schools.
- All tools must be maintained in good condition and ready for use.

- Cutting tools present fewer hazards when kept sharp.
- Craft knives should not be used by any pupil.
- Goggles may be available for the children to wear, but the wearing of them is optional. If goggles are provided, they should be the correct size for the child and the lenses should be clean.
- Some activities such as sawing a piece of wood may require only indirect supervision after careful instruction has taken place. Other activities, such as using very hot water or dye, will require constant supervision by an adult.
- We must ensure that parents and any other adult helpers are aware of our safety policy and know and understand it. Any person helping with DT should be instructed in the safe use of tools.

Wood

The children should always use Jelutong.

Polystyrene

Fine dusts from polystyrene are recognised as hazardous. Polystyrene should not be used by children in school. Poly-block, which is a thin sheet of polystyrene used for printing may be used, as it is known to be non-hazardous.

Glass

Glass jars represent a particular hazard and should only be used with great care and with adult supervision.

Textiles

- All scissors must be maintained in a sharp condition or be replaced if they are blunt. When cutting fabric children need sharp scissors. When sewing, the correct type of needle should be used.
- When working with dyes, children should wear protective clothing and avoid skin contact with the dye.
- When working with hot wax, as in batik work, there must be an adult closely supervising the children. The children must avoid skin contact with the hot wax. Wax must only be melted in a pot purchased especially for this purpose. The pot prevents the wax overheating.
- Irons should be thermostatically controlled and only used by an adult.
- An ironing board, with adjustable height and safety pad, and iron should be positioned carefully in the classroom to avoid a trailing flex. They must be used away from a thoroughfare.

APPENDIX 6

SAFETY IN FOOD TECHNOLOGY

- Children must not be left unsupervised in the Food Technology room.
- All areas where the children are working must be kept clean.
- Paper towels should be available where the children are working.
- Food preparation should not take place alongside activities that involve dusts from wood or clay.
- Food should be stored in a clean, dry place in lidded containers.
- Perishables should be bought as required so they are fresh when used.
- Equipment should be stored in a cupboard reserved for this purpose - not on open shelving or on a trolley.
- No wooden utensils should be used.
- The sink used for washing cookery equipment should always be clean and hygienic.
- Children should wash their hands before handling food.
- Children should not be allowed to taste mixtures containing uncooked eggs.

Cookers and Equipment

- Cookers must be placed in suitable positions for users' safety and electrical safety in the Food Technology room and Nursery.
- A safety grid should be placed around the hotplates.
- A fire blanket must be adjacent to all cookers at all times.
- Thick oven gloves should be used when handling hot baking tins.
- Microwave ovens should be placed on a secure surface, away from water, close to a plug to avoid a trailing flex and away from a thoroughfare.
- All cookers must be cleaned after use.
- Sharp knives must be stored separately from other cutlery and their use directly supervised by a responsible adult.
- Spillages of liquid should be mopped up immediately.
- Any adult using the Food Technology room is responsible for ensuring that equipment is left clean and safe.

Children with nut allergies should not come into contact with any form of nut product during Food Technology lessons.

APPENDIX 7

SAFETY IN ART LESSONS

Clay

- Clay itself presents no dangers but it is wise not to let the material dry out completely so that it becomes dusty.
- Working clay in close proximity to food must be avoided. If the two activities do occur in the same room at the same time, the clay must be kept wet at all times so that no dust arises. The greatest possible distance should also separate the two activities.
- It is recommended that clay be placed on a separate board, which can be removed from the class while it dries.
- After an activity involving the use of clay, all surfaces must be wiped with warm water and soap.

COSHH Assessments

Assessment forms are available for gold and silver spray paint and glazes and slips for clay work.

Staff **MUST NOT USE** glazes, slips or metallic spray paints unless they have read the relevant assessment forms. These forms can be found in the COSHH file that is kept in the staffroom.

APPENDIX 8

SWIMMING

Swimming forms part of the school curriculum being a statutory element within the National Curriculum from 1st September 1994 and as such all pupils are required to participate in this activity at either Key Stage 1 or Key Stage 2.

Throughout the lesson, from leaving the classroom until returning to it, the "Duty of Care" is the responsibility of the teacher. It is, therefore, important that the teacher knows the number of pupils that they are taking to the pool and that group registers are completed appropriately.

The instructor carries out the instructing in the art of swimming and is responsible for doing this in a safe environment and in an acceptable manner, with the teacher assisting. At the end of the instruction the responsibility for the pupils is handed back to the teacher. Throughout the entire time however, the teacher has the overriding responsibility to monitor and check, where appropriate, any detail that the teacher may feel requires adjustment. Care should be taken to ensure that changing rooms are adequately supervised.

Specific Duties of the Instructor

The conduct and the safety of the children whilst they are on the pool surround and in the water are the responsibility of the instructor. This includes rules that may apply to individual pools, or as indicated in the pool "Normal Operating Procedures".

Specific Duties of Teachers

When the Education Authority hires swimming pools, schools are visitors on District Leisure Department property and are subject to any specific rules that might apply for that building.

The teacher has responsibility for:

- Ensuring that the "duty of care" is carried out at all times.
- Familiarising with changing routines.
- Taking a full part in the lessons.
- Maintenance of a class register.
- Supplying swimming instructors with details of children who may be suffering from a specific medical condition.
- Being aware, as appropriate, of the 'Normal Operating Procedures' for the pool being used.
- Checking the number of children prior to entry into the water and leaving the building.

Supervision

- The instructor and teacher should be able to see all children in their group at all times when they are in the water. Except in an emergency the instructor or the teacher should NOT enter the water.
- From their position on the pool surround the swimming instructor and pool attendants must be able to carry out any rescue procedures. Pool attendants who are employed in public pools are also responsible for observing all persons in the pool and taking appropriate action as circumstances warrant.
- There should be an agreed and known method whereby pupils are able to communicate with the instructor and/or the teacher should difficulties arise.
- Pupils should be made aware of and understand the emergency procedures relating to the clearing of the pool should this contingency arise.
- Teachers must be aware of the location of the nearest life saving equipment, first aid equipment and telephone.

Medical

- Careful consideration needs to be given to pupils with a range of physical and medical problems. As a general rule the child's General Practitioner should be asked to give medical clearance in this type of instance before a child is allowed to participate. The parent of the child should also give written permission. In cases such as epilepsy, observation whilst swimming must be on a one to one basis. (The child's parent could be asked to assist with this observation.)
- Children who are not fit or able to participate in the lesson should not attend the swimming baths.
- There has been a great deal of debate about verrucas and the guidance which is given, at the moment, is that before participating in swimming children with verrucas must be receiving adequate treatment for the condition and the lesion should be covered with a satisfactory occlusive dressing.

Swimming Pool Safety

The swimming instructor is responsible for ensuring the safety of pool users. Staff should however bear the following rules in mind and explain them to their children.

Rules and Safety Code

The following rules have been drawn up for safety and enjoyment of the facilities:

- Children with long hair must wear a swimming hat or have their hair tied back.
- Children with verrucas do not need to wear a verruca sock.
- Children/Adults are strictly forbidden to swim alone.
- Clothes must hang on hooks in the changing rooms and the rooms kept tidy.
- Walking on the pool surround whilst wearing outdoor shoes is forbidden.
- Children must not run on the pool surround or edge.

- Children must not push others.
- Sweets and chewing gum are forbidden.
- Unruly behaviour - ducking/acrobatics in the water – is forbidden.
- Goggles should not be worn unless the wearer has sensitive eyes. Check with the instructor that they are of an approved material. A form must be obtained from the office to be filled in by the parent.
- Jewellery must not be worn, including earrings.
- If a child feels unwell he/she must not enter the water.
- Children must not swim after a heavy meal.
- Children should be discouraged from holding their breath and swimming long distances under water.
- Children must not enter the water if they have open sores or skin infections.
- Children should be especially careful if they have a medical condition such as epilepsy, asthma, diabetes or a heart condition. Asthma inhalers must be taken to the baths with the appropriate children and kept available at the poolside.
- **STAFF MUST INFORM THE SWIMMING INSTRUCTOR ABOUT SUCH CHILDREN.**
- **Children must always do as the instructor says. If the whistle is blown they must:**

STOP LOOK LISTEN

HEALTH AND SAFETY IN ICT

Details of Health and Safety in ICT can be found in the ICT Policy and Internet policy

APPENDIX 10

LUNCHTIME FIRE EVACUATION PROCEDURES

IF THE FIRE ALARM SOUNDS AT LUNCHTIME

The priority is to evacuate the buildings IMMEDIATELY

HALL and EAST BUILDING

The Supervisory Assistants on duty, with the teacher on duty and all other adults, must shepherd the children out of the Hall via the nearest fire door to them, and out of the building, to assemble on the front playground.

To ensure that this evacuation is orderly and well controlled, there should be an adult at each exit directing the children and making sure the children leave in single file. Lunch boxes must be left on the tables.

As the last children leave, one adult must check the toilets before leaving (and checking) the classrooms – one adult in Foundation Stage wing, one adult in Year 4/6 wing.

Children must stand in lines on the playgrounds, if possible class lines, ready for a head count.

Everyone must remain on the playground until the 'all-clear signal' (three whistles).

EAST BUILDING

Supervisory Assistants and all other available adults must ensure that all children are on the playgrounds, by making a check of all toilets and teaching areas. Children on the playgrounds must stand in lines, if possible class lines, ready for a headcount.

ALL ADULTS – All other adults in school at the time the alarm sounds must evacuate the buildings and support the above actions.

Teachers should move to the playground their children normally use and move to another only if the majority of their children are there. The Head Teacher and Deputy Head Teacher is responsible for taking Registers from the school office, so that a Register check can be made.

The all-clear will only be given when ALL children have been accounted for and the buildings are found to be safe to return to.

This policy was revised in July 2017

Health and Safety Leader K. Wood