



# Health & Safety Policy

Drafted By:	Louise Hepple
Date:	October 2016
Ratified by Governors:	11 <sup>th</sup> November 2016

## Contents

Aim .....	5
Fire Drill .....	6
Lunchtime Fire Procedure .....	7
Fire and Bomb Alerts .....	7
Smoking Policy .....	8
Car Parking .....	8
Policy on Children Moving Equipment .....	9
PE and Sports Equipment .....	9
Furniture .....	10
Items Children Should Not Move .....	10
Security of the Premises .....	10
Class teacher .....	11
Site Supervisor .....	11
Headteacher/Deputy Headteacher .....	11
Contractors on Site .....	12
Guidance for Contractors on Site .....	12
Policy on the Use of Hazardous Substances in School .....	13
Policy on the Administration of Medicines during School Hours .....	13
Policy on First Aid in school .....	15
Safety/HIV Protection .....	15
Recording Accidents .....	15
First Aid Boxes .....	15
First Aid Supplies .....	15
Person Responsible for Supplies .....	16
Allergies/Long Term Illness .....	16
Courses .....	16
Accidents .....	16
Accident Documentation/Reporting .....	17

## Aim

The aim of our school is to create an atmosphere of carefulness both in and out of school; this is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officers, etc. It might also be through a health related topic such as smoking.

At Winsor Primary School, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene, etc.

A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime, fruit or vegetables provided as a morning snack in Foundation Stage and Key Stage 1. It is optional for parents to provide this for pupils in KS2. Milk is available for all children who want it over the course of the school day.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment, e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations, e.g. a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into PE kits. They are expected to be bare footed for some activities indoors as bare feet grip better, and to wear plimsolls or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery, for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, taking care of property, etc.

Following LA guidance, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

Winsor Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the Medical Room in the main building as is the school record of first aid book and a list of any allergies children have. (There is an additional first aid book in the Early Years Building). Additional first aid boxes are also placed in marked places around the school. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are completed for any accident/incident of a more serious nature and/or requiring professional medical attention, or caused by any defect in the school or its equipment.

The Site Supervisor, under the direction of the Head Teacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The Site Supervisor and LA employees maintain a clean and tidy building and grounds. All staff employed at Winsor Primary School should be aware of safety expectations and report any dangers that they see immediately. Any minor repairs are reported to the Site Supervisor either by email or using the MLE. Any minor repairs or maintenance are completed by the Site Supervisor, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

## **Fire Drill**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

All classes should leave their classroom through the door leading onto the playground or the outside areas. Each class should proceed to the appointed place which is at the far end of the junior playground near to the 5-a-side.

The register will be brought to each class.

Take your register, and check that all the children are present, then it will be collected by a senior member of staff.

Nobody is to go back into school. If a child is missing, it must be reported to a senior member of staff.

Once your register has been collected, you will be advised when to go back into class.

Please make sure your children walk in and out of school sensibly, and line up quietly.

If your normal exit is blocked for any reason, then use the nearest available exit

### ***Lunchtime Fire Procedure***

- All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building.
- Lunchtime supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- The Head Teacher or Deputy Head Teacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

### ***Fire and Bomb Alerts***

In the event of a fire or bomb alert the Head Teacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children.  
(See fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed

- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will children and adults be allowed to re-enter the premises
- The designated staff Fire Wardens check the building to ensure that all the staff and pupils have been evacuated from the building.

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

### ***Smoking Policy***

- It is the policy of the Governing Body that Winsor Primary School is a no-smoking school.
- Smoking is not permitted on school premises by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building.

### **Car Parking**

Car parking is a concern at Winsor Primary School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school should leave a note of their car registration number with the School Office in case the car has to be moved, etc.

Where there is provision for disabled parking, only blue badge holders should use these spaces. At no time should the space reserved for school transport be obstructed.

There is contact with Safer Neighbourhood Police and the Road Safety Officer who will talk to parents and children and provide leaflets and posters to display and send out.

Letters to parents emphasise the following:

- The dangers of parking in inappropriate places and thus restrict the visibility of both children and oncoming cars.
- Use of the crossing patrol instead of driving right up to school.
- Not parking on yellow lines.
- Dropping children off at their gates then driving on to keep the traffic flow moving, rather than parking and waiting.
- Any sporting events - children and staff should normally have left by 6pm unless other arrangements have been made.
- Educational visits - try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am

Personal contact is made with any adult who continually parks in an obstructive way (by Head Teacher or Site Supervisor). All comments by parents or neighbours will be followed up.

### **Policy on Children Moving Equipment**

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must **ALWAYS** be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### ***PE and Sports Equipment***

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many

children are needed for moving each piece of equipment (this should include how to bend).

### ***Furniture***

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed, then the Site Supervisor will supervise if available.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

The PA system must only be moved and set up under adult supervision.

Small items of equipment that are not heavy, including PE trolleys, etc. can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### ***Items Children Should Not Move***

- Computers - monitors can easily fall off trolleys, or wires get caught
- Televisions - must be moved by staff only.
- Piano - although on wheels, it can tip, and feet or fingers become trapped
- Cookers on trolleys - too heavy and awkward
- Paper cutters

### **Security of the Premises**

All teachers have a responsibility to ensure the security of the school.

The Head Teacher and Site Supervisor are the designated key holders and are responsible for the security of the building.



### ***Class Teacher***

It is the responsibility of the Class Teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises. The outside classroom doors are to remain locked when the room is left empty during the day.

### ***Site Supervisor***

It is the responsibility of the Site Supervisor to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

### ***Head Teacher/Deputy Head Teacher***

It is the responsibility of the Head Teacher or Deputy Head Teacher to perform the above functions in the absence of the Site Supervisor.

All visitors are required to report to the *General Office*.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

These points must be adhered to, but in no way detract from the open door policy of the school.

## **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head Teacher, Site Supervisor or School Business Manager
- All contractors must report to the general office where their identity will be checked. The Site Supervisor/Business Manager will then be informed of their arrival
- Disclosure & Barring Information given to school before work undertaken. Where an appropriate DBS check has not been undertaken the contractor will be supervised if they will have contact with children
- Contractors will work under close supervision of the Site Supervisor so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area, or area should be fenced-off to ensure safety of the children

All work will be monitored by the Site Supervisor and any concerns reported to the Head Teacher, the contractor concerned and the appropriate department at the LA.

### ***Guidance for Contractors on Site***

We have been recommended by the LA to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Avoidance of clothing that could be considered unsuitable, offensive, revealing or sexually provocative
- Talking to the children (our children are asked not to talk to strangers) or having any contact

- Prohibition from giving personal contact to any child, young person, or their parents
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Inappropriate language
- Playing music during school hours
- Using only defined access routes

### **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Headteacher or Deputy Headteacher of any difficulties

### **Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

No member of staff will administer medicine for casual ailments to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine. Should this not be possible, the parent can complete a form requesting that their child be supervised while taking prescribed medicines. The correct dosage and times it must be taken must be clearly marked on the prescription label and on the permission slip. The Welfare Assistant or first aider on duty will then supervise this. Asthma inhalers will normally be kept in the classroom or in the case of older children on their person.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered.

For the school to agree to assist in long term medication:

- A care plan must be put in place and signed by the parent/carer, School Nurse and Inclusion Manager. The care plan must give detailed instructions of medication to be taken and dosages
- Only a named member or members of staff may administer the medication following full training.
- The medicines must be brought into school in a properly labelled container which states:  
(a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should inform their child's class teacher and make arrangements with the Welfare Assistant who will also inform the Head Teacher and Inclusion Manager. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

## **Policy on First Aid in school**

First Aiders are on duty in the medical room every break time and lunch time. If a child is being sent in from the playground, they should always be accompanied by a responsible child. If a child requires first aid during lesson time, then the child should be accompanied by an adult or responsible child to the Welfare Assistant. A list of qualified first aiders is displayed around the school.

### ***Safety/HIV Protection***

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels, etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### ***Recording Accidents/Incidents***

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept in the Medical room. All details need to be filled in, including any treatment given. Where necessary an electronic return should be made to the LA under SP137.

### ***First Aid Boxes***

Location

The location is marked by a green cross.

Contents

- Scissors
- Antiseptic cream
- Bandages
- Plasters, single and strip
- Antiseptic wipes
- Sterile gauze
- Disposable gloves

### ***First Aid Supplies***

Extra and additional more specialised equipment for first aid boxes is kept in the Medical Room.

### ***Persons Responsible for Supplies***

Welfare Assistants and Health and Safety Co-ordinators are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying them if the supplies in any of the first aid boxes are running low.

### ***Allergies/Long Term Illness***

A record is kept in the medical room of any child's allergy to any form of medication (if notified by the parent) any long-term illness, for example asthma, and details on any child whose health might give cause for concern. A note of all medical conditions is kept on our pupil database (Sims).

### ***Courses***

First aid courses are arranged as necessary to ensure sufficient cover across the school.

### ***Accidents***

Accidents must be recorded and reported if necessary, following the LA guidance in Standard Procedure (SP) 137.

If the accident is more than a minor one for child or adult, please report it immediately to a First Aider who will send for an ambulance if needed and contact parents or next of kin.

Procedure to follow:

- Always fill in the first aid book for minor injuries (including all bumps on the head). A book is kept in the medical room.
- If a child has a bump on the head a letter should be sent home and/or contact the parent/guardian. The Class Teacher should also be informed if the child is to return to class. The letters are kept in the Medical Room. Notify the School Office if more letters are needed.
- Where necessary complete in the accident/incident form SP137 and return it electronically to the LA.

### ***Accident Documentation/Reporting***

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Reporting of school accidents/incidents should be made to the LA under SP 137