

Ravensthorpe Primary School



Health and Safety Policy

Headteacher: Mr Martin Fry
Chair of Governing Body: Mr Joe Smith

Date: September 2019

Review Date: September 2020

Ravensthorpe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Ravensthorpe Primary School
Health and Safety Policy

Introduction

THIS DOCUMENT IS a statement of the aims, principles and strategies for Health and Safety at Ravensthorpe Primary School.

IT WAS DEVELOPED through a process of consultation with staff and approved in September 2018.

THIS POLICY WILL BE REVIEWED in the Autumn of 2019. A schedule for the review of this, and all other, policy documents is set out in the school's strategic plan.

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 officer etc.

It might also be through a health related topic such as smoking.

At Ravensthorpe 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, and healthy break time snacks.

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 shorts and T shirts. They are expected to be bare footed for indoor activities as bare feet grip better, and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear jewellery around their necks and only wear stud earrings, 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, care of property etc.

In accordance with LA safety regulations, 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 child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

Ravensthorpe 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 school office as is the school's accident register, accident forms and a list of any allergies children have. First aid boxes are also kept in Stage 1, Key stage 2, and the Food technology areas. 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 filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Site Manager, 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 Manager and designated employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Caretaker, or through the use of authorised contractors. Any equipment or hazardous substances are 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.

The nearest fire exit routes for each classroom or activity area

Foundation Stage and Key Stage 1 assemble at the furthest end of their playground (NB if there was a fire in the Reception classroom corridor – the class would exit from the outdoor area gate.)

Key Stage 2 assembles on the field by the exit gate.

The Pre-school and Nursery to assemble at the front of the school

The register will be kept to each class.

Staff will take the register, and check that all the children are present and indicate to the senior staff member. (Please make sure they come round the outside of the building.)

Nobody is to go back into school. If a child is missing it must be reported.

When all the registers have been received, staff will wait for confirmation that the incident/drill has ended.

Classes may then go in.

Staff should make sure that children walk in and out of school sensibly, and line up quietly.

If the normal exit is blocked for any reason then the nearest available exit should be used.

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 permission be given to classes enabling children and adults to re-enter the premises

Smoking Policy

- It is the policy of the Governing Body that Ravensthorpe Primary School is a no-smoking school
- Smoking is not permitted in any area of the school 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 Ravensthorpe 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 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 badge holders should use these spaces.

There is regular contact with police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out. The Site Manager places special bollard signs next to double yellow lines around the site as a reminder to parents about safe parking and drop off.

Regular letters to parents emphasise the following:

- Care of our neighbours
- 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
- Trips – try to arrange coach time before or after school begins (8.50 p.m.)

Personal contact with any adult who continually parks in an obstructive way by Head teacher.

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), for example netball posts – one child at each end.

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 Manager will supervise.

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

The modular stage should be assembled by a trained member of staff.

Large electrical equipment including televisions and computer trolleys must only be moved and set up under adult supervision.

Small items of equipment include laptops, PE trolleys etc. These 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
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Paper cutters – sharp blade, can tip

Security of the Premises

The Head teacher, Deputy Head teacher, School Business Manager and Site Manager 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.

Site Manager

It is the responsibility of the Site Manager 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 Manager.

In addition, the Head teacher is responsible for the security of the premises during the school day.

All visitors are required to report to the General Office and sign the visitor's book

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.

Any parent or visitor is welcome in school but is asked to report to the office first.

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 or Site Manager
- All contractors must report to the general office. The Site Manager will then be informed of their arrival
- Contractors will work under close supervision of the Site Manager 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

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

NB See sheet below to be given to contractors.

Guidance for Contractors on Site

Refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Head teacher or School Business Manager.

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 substances which may be hazardous must:

- Check the substance against the COSHH register

- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure or for controlling exposure
- Inform the Head teacher or Deputy Head teacher of any difficulties

Policy on First Aid in school

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher, nursery nurse or non-teaching assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher, nursery nurse or TA as appropriate. At lunchtimes first aid is administered by the First Aider or the midday supervisor.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

Names of qualified first aiders are on the Health and Safety display Board in the staffroom and school office.

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

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept by each first aid box. All details need to be filled in, including any treatment given.

First Aid Boxes

Location

Children's kitchen

Key Stage 2

Outside KS2 toilets

Contents

- Bandages
- Plasters, single and strip
- Antiseptic wipes
- Sterile gauze
- Disposable gloves
- Resuscitation face shields

First Aid Supplies

Extra and additional more specialised equipment for first aid boxes is kept by the Office

Person Responsible for Supplies

The First Aiders 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 School Secretary if the supplies in any of the first aid boxes are running low.

Allergies/Long Term Illness

A record is kept on ScholarPack MIS and also in a file in the staff PPA 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.

Courses

The school first aiders ensure that all first aid certificates are kept up to date and reviewed as appropriate

Accidents

Reportable accidents fall into these categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence

Accidents should be reported to:

Andy Baker, Health and Safety Adviser
Peterborough City Council
Town Hall
Bridge Street
Peterborough
PE1 1HQ
01733 452526

The accident should be reported on the LA 'Prime' reporting online database system.

If the accident is more than a minor one for child or adult, please report it immediately to the Head teacher or Deputy Head teacher who will send for an ambulance if needed and contact parents.

When in doubt, contact parents/guardians.

Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the school accident book for minor injuries (including all bumps on the head, minor cuts and grazes). This book is kept in the school office.

If a child has a bump on the head you must send a first aid slip home and/or contact the parent/guardian. The first aid slips are found next to the first aid boxes.

- A parent is always contacted if a child suffers a more serious injury (e.g. sprained ankle, cut to the eye area etc) a slip is filled out to take to a GP/ A&E if required.

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury. All serious accidents should be added as a note to the child's file on ScholarPack MIS.

Reporting School Accidents

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. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Reporting School Accidents

Staff have a duty to report 'near misses' (children and staff) to the Office Manager where action needs taking to prevent potential accidents. A form for this is held in the school office. H&S Governor will monitor this and report to the Governing Body.

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on the Form within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than seven days (excluding the day of the accident)

Pupil Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported LEA 'Prime' reporting online database system if the accident arose out of or in connection with these activities.

Health and Safety Executive

Health & Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013