

Health and Safety Policy

New End Primary School

Rationale

The Governing Body and Headteacher recognises that it is their duty to ensure, so far as it is reasonably practical, that all those at New End Primary School are not exposed to risks to their health and safety. The Governing Body and Headteacher accepts that they have a responsibility to take all reasonable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the Governing Body and Headteacher is to provide a safe, healthy working and learning environment for staff, pupils and visitors.

The Governing Body and Headteacher believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body and Headteacher will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

Aims

As a school, we aim

- to ensure that all children, staff, parents and visitors to the school are safe.
- to ensure that Health and Safety regulations are followed at all times

Governing Body and Staff Responsibility

Role of the Governing Body

The Governing Body has the ultimate responsibility for Health and Safety in the school. The Governing Body will:

- Ensure that Health and Safety regulations are followed at all times
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and that this is reviewed each year
- Ensure Health and Safety inspections are carried out by the Site Care Manager and Designated Governor each term.
- Identify and evaluate all risks relating to accidents, health and school sponsored activities
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

Role of the Headteacher

The Headteacher, in conjunction with the Governing Body, has the ultimate responsibility for Health and Safety in the school. The Headteacher will:

- Ensure that Health and Safety regulations are followed at all times
- Ensure Health and Safety inspections are carried out by the Site Care Manager and Designated Governor each term.
- Ensure that Camden undertake a Health and Safety inspection each year
- Encourage staff, pupils and others to promote health and safety
- Monitor the standard of health and safety throughout the school, including all school based activities
- Monitor first aid provision
- Ensure that accident forms are passed onto the Health and Safety Officer at the borough
- Report to Governors on details of Fire Drills each term
- Report to Governors on any Health and Safety issues that require further attention and resourcing
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

Role of Site Care Manager

The Site Care Manager will:

- Conduct regular safety inspections around the school
- Report, as appropriate, any health and safety concerns to the Headteacher
- Be involved in termly Health and Safety inspections with the Designated Governor
- Be involved in the yearly inspection by Camden LA
- Be responsible for ensuring all electrical equipment is inspected and safe to use
- Be responsible for ensuring that the testing and servicing of all alarms and fire fighting equipment is carried out each year as required
- Ensure a fire drill is completed each term
- Ensure all signs used meet the statutory requirements

Role of Staff

Members of staff will:

- Ensure that they are aware of and follow Health and Safety issues recorded in this policy
- Make risk assessments when using a piece of equipment
- Ensure that their classroom or working space is organised so that the flow of children around the room does not cause risk
- Ensure that routes to the most commonly needed resources and areas are clear
- Ensure that no dangerous or unsafe items are left in classrooms or working spaces
- Ensure that children are never left unattended in classrooms or other areas around the school
- Inform the Headteacher or Deputy Headteacher if a child vacates their room or area where they are working without permission
- Ensure that on School Trips, correct supervision is provided at all times
- Demonstrate to children how to use equipment such as scissors or other tools in a safe manner
- Ensure that children do not touch electrical sockets
- Ensure that they use appropriate equipment such as step ladders (rather than chairs) when displaying work, hanging work, etc
- Inform the Site Care Manager of any health and safety hazards in the classrooms or work spaces
- Record any significant accidents that they witness using the appropriate form and hand onto the Headteacher
- Ensure that they attend relevant school based INSET

Role of First Aiders

First aiders will:

- Ensure that First Aid boxes for the playgrounds, classrooms and trips are kept in stock
- Complete Head Injury form to parents when they deal with a child who has suffered a bump to the head
- Record any significant accidents that they deal with using the appropriate form and hand onto the Headteacher
- Record aware of Health and Safety issues recorded in this policy

Organisation

Information for the Health and Safety areas listed below follow:

- Accidents in School
- Accidents out of School
- Electrical Equipment
- Equipment around the School
- Fire Regulations and Emergency Procedures
- Hazardous Materials
- Medicines in School
- Physical Education
- School Security
- School Trips
- Science

Accidents in School

The Designated First Aiders are Denise Hudson, Joy Shedell and Debbie Walberg. Peter Davis also is a first aider trained in paediatric first aid.

In the event of an accident happening, the following procedures will be followed:

1. Procedures for Minor accidents

Bumped knees/elbows - get child to apply cold compress. If minor, these do not need to go to a First Aider.

Grazes - get child to apply cold compress. If minor, these do not need to go to a First Aider.

Small cuts - Get child to apply pressure if minor. If concerned about depth of cut, get child to apply pressure to cut and send to a First Aider.

Splinter - send to a First Aider. If sticking out, they can remove it. If embedded, they cannot but will telephone parents.

Bleeding nose - Send to a First Aider depending on severity.

Items / Objects in eyes or ears - send to a First Aider

2. Procedures for Dealing with Head injuries

Let the child get up independently - do not try to assist.

Send to a First Aider.

If the child cannot stand independently, following procedures below.

A phone call is always made to the parents on the day of the incident.

3. Procedures for dealing with Major Accidents

E.g.; Suspected broken bones, child loses consciousness, fit

If accident occurs in the classroom...

Do not move child

If having a fit, move furniture away from the child and protect their head with a cushion.

Send a child or other adult to the office immediately to inform them of the accident.

Stay with the child.

The Headteacher, Deputy Headteacher or Office staff will inform a First Aider.

Once first aider has arrived, the Class Teacher's responsibility is with their class, not the injured child. This may mean that you need to remove your class to another area. E.g.; library, hall, ICT Suite. The important thing is to keep the other children calm.

Once the First Aider has assessed the situation, they will make the decision whether an ambulance is called. The First Aider will stay with the child/adult.

The Headteacher, Deputy Headteacher, Office Staff or a First Aider are the only people who telephone for an ambulance.

The Headteacher, Deputy Headteacher, Office Staff or a First Aider will then contact the parents.

If accident occurs in the playground...

Do not move child

Send a child or other adult to the office immediately to inform them of the accident

Clear the scene of the accident by moving children to another part of the playground. One adult stays with the child until a First Aider arrives, the other adult monitors the other children.

The Headteacher, Deputy Headteacher or Office staff will inform a First Aider.

Once First Aider has arrived, the adults responsibility is with the other children, not the injured child. The important thing is to keep the other children calm.

Once the First Aider has assessed the situation, they will make the decision whether an ambulance is called. The First Aider will stay with the child/adult.

The Headteacher, Deputy Headteacher, Office Staff or a First Aider are the only people who telephone for an ambulance.

The Headteacher, Deputy Headteacher, Office Staff or a First Aider will then contact the parents.

In case of an emergency where an ambulance has been called, the Headteacher deals with the emergency with the First Aiders. The Deputy Headteacher deals with the school continuing as normal.

If the Headteacher is absent, the Deputy Headteacher takes on this role as Acting Headteacher.

If the Deputy Headteacher is Acting Headteacher or the Deputy Headteacher is absent, a named Acting Deputy will ensure the school continues as normal. This will be member of the Senior Management Team.

Someone dealing with the accident will update the staff involved as soon as possible - but staff need to recognise that this may not be immediately.

Accidents out of School

A mobile phone and small First Aid kit is always taken on an outing - no matter how short.

The following procedures will be followed if a child is injured off site:

- If on site of a museum, swimming pool, etc, there should be a designated First Aider on that site that you can call upon. They will assess the situation and make a decision.
- Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.
- If in between sites (e.g.; bus stop), use common sense. If ambulance is required, call immediately. Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.
- If an ambulance is called for off site - a staff member from the school must accompany the child. Always inform the school which hospital the child is being taken to.

Electrical Equipment

The Site Care Manager is responsible for ensuring the safety of all electrical equipment.

Electrical equipment can only be used if it has been inspected, tested and labelled by the Site Care Manager. Staff must not attempt to repair any electrical equipment, but should pass it immediately onto the Site Care Manager who will ensure that it is repaired appropriately.

Equipment around the School

Staff should visually check equipment before using it in lessons. If there are concerns regarding the health and safety of any piece of equipment, it should be labelled and then entered in the Site Care Managers Report Book in the staffroom. (i.e.; broken bench, etc) If urgent, a message should be sent to the Site Care Manager immediately.

Fire Regulations and Emergency Procedures

a) Fire Hazards

Displays hanging from the ceiling should be reasonably spaced..

Lessons that involve heating or the use of potentially dangerous equipment must be carefully supervised. (See Science Policy and note on equipment)

The Site Care Manager should be informed of any fire hazards immediately.

b) Fire Alarms and Equipment

The Site Care Manager is responsible for ensuring that all alarms and equipment is tested as required.

c) Fire Drill

Fire Drills are completed every term. Timings are noted for evacuation of the building and for the completion of marking the class registers. These timings are reported to governors.

Each class has a map, on the wall, showing the fire drill for the class. Children line up and leave the building silently. Outside doors must be shut after leaving. Classes line up at designated spot some distance from the building. Registers are called and returned to either the Headteacher or Deputy Headteacher immediately.

No child or adult should return to the building until the Headteacher or Deputy Headteacher gives the all clear.

d) Emergency Procedures

In the case of an emergency (e.g.: fire, bomb threat, etc), all occupants of the building should be evacuated immediately.

In these situations, everyone should be evacuated off site as soon as registers have been completed using the outside gates (on Flask Walk grassed area). Everyone should be evacuated to a safe place such as or another local school. In case of an evacuation, the Headteacher will ensure that details of children are taken to the evacuated site in order that parents and carers can be informed.

Hazardous Materials

All hazardous materials must be kept under the Site Care Manager's supervision at all times.

These materials include fixatives, hair spray, white spirits, mentholated spirits, etc.

Medicines in School

The school discourages medicines in school and parents are regularly reminded of this in newsletters.

Where necessary due to ongoing medical issues, medicines can only be given to a child when the parent has authorised this on a written proforma.

All medicines must be kept in the secure boxes. They are overseen by a first aider.

No medicine should ever be kept in a classroom.

Physical Education

The PE equipment will be inspected once a term by the PE Leader and annually by an equipment maintenance company.

Staff should check the apparatus before use. If faulty equipment is found, it should be removed from use and the PE Co-ordinator notified.

Staff should ensure that children wear appropriate clothing and footwear for PE sessions. No jewellery, except small stud earrings, can be worn.

School Security

The school has an Entry System which uses an identity key fob system to access the buildings during working hours. All staff have an identity key fob.

All school gates are locked throughout the day. The only exception is at the end and beginning of days. Visitors to the school must use the intercom to access entry.

a) Visitors to the School

All visitors to the school should report to the Admin. Office on arrival.

All visitors must sign in and out in the Visitors Book situated in the Main Office.

Prospective parents who want to visit the school will be given an appointment time with the Headteacher.

Expected visitors will be recorded on the information board in the staffroom.

Staff should challenge anybody on site who is not known to them without a school visitor's card and escort them to the Admin. Office.

b) Procedures for Dealing with Difficult Parents

There may be times when a parent or other adult becomes particularly distressed over an incident that has happened in school. This may result in behaviour that is unacceptable.

If a parent or carer approaches a member of staff to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with either the Headteacher or Deputy Headteacher present. If the parent or carer will not accompany the member of staff to the office, the member of staff should get another adult to immediately get the Headteacher or Deputy Headteacher.

If a parent or carer approaches a member of staff in a classroom or the playground when children are present to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with either the Headteacher or Deputy Headteacher as you are currently supervising children. If the parent or carer will not go to the office, the member of staff should follow the following procedures;

- Get another adult to oversee the class or playground and escort the parent or carer to the Office.
- Get another adult to immediately get the Headteacher or Deputy Headteacher.

At all times staff should remain calm in the manner in which they deal with the parents or carers. This can be difficult, but remember that you should remain professional.

The Headteacher or Deputy Headteacher will always follow up situations of conflict. The school will not tolerate members of staff being treated inappropriately. Staff members will be kept up to date with this follow up.

If staff see or hear conflict between parents or between a parent and a child that is not their own on the school premises, they should immediately inform the Headteacher or Deputy Headteacher via the Office. Parents and carers are not allowed to approach a child other than their own to discuss concerns.

Parents and carers who behave in an inappropriate manner towards staff, other parents or children will be warned that any further incidents may lead to them being banned from the premises. Incidents of a serious nature will result in the immediate banning of the parent or carer.

School Trips

A Risk Assessment form should always be completed before a class trip. When organising a visit, staff should make sure that travel arrangements, routes and facilities at the venue are clear to all the adults accompanying the trip before leaving. Children should be grouped and know which adult is in charge of their group. Adults should have a list of the names of children in their group. The children should be clear on the behaviour expected of them on route and when at the venue.

Children must be adequately supervised on trips. The ratio for supervision is as follows:

Children under 5 years of age	1:5
Key Stage One	1:8
Key Stage Two	1:10

When travelling on public transport, children should be clear about the routines for getting on and off – especially when travelling at peak times. When waiting for a bus or tube, children should stand against the wall and wait until their teacher instructs them to get on. An adult should always be the last one to get on or alight.

Checks should be made on a regular basis to ensure all children are accounted for.

A small First aid box should always be taken on all trips.

A mobile phone should always be accessible on a school trip – no matter how short the distance being travelled.

If there are any problems or difficulties, the school must be informed.

Science

Teachers should be aware of safety issues and ensure adequate supervision at all times.

Common safety issues to be aware of include:

- Whenever possible, avoid using glassware: plastic containers are more suitable.
- Candles or night-lights should be stood in sand in a metal tray.
- If children need to pick plants, warn them to pick with the hand they don't eat with.
- If growing cultures, use sealed containers in which to do so.

If using the portable cooker, teachers need to ensure that they have read the risk assessment on this particular piece of equipment. (See Site Manager)

See A.S.E. booklet “Be Safe” for further guidance.

Autumn Term 2016

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