



## **Glaphorn C.E. Primary School**

### **Health and Safety Policy**

Reviewed: April 2016

**Date of Next Review: April 2019.**

Person responsible: Katherine Towns, Head

Shared with staff - April 2016

Reviewed by Finance and Premises Committee - April 2016

Signed by Fraser Stephen-Smith,  
Chair of Finance and Premises Committee:

Date:

A record of this policy is available in the school file that is kept in the office for access for all staff and governors.  
(To be read alongside Behaviour and Discipline policy, Drugs policy, Curriculum policies, Safeguarding policy, Educational Visits Policy, Risk assessments and LA Health and Safety Management folder)

## General Statement

The school will attempt to minimise the incidence of all workplace risks under the Health and Safety at Work Act (1974).

## Aims

The aim of the 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, e.g. a safe place to play which could include Science, English or Design Technology, and for the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

At Glapthorn, children are encouraged to develop healthy habits through good health and hygiene routines. A positive policy for healthy eating is maintained at school with fruit provided free for all children and access to water at all times through the home provision of individual water bottles.

We believe that children learn best through practical experiences and an active involvement in all areas of the curriculum. Children are taught to have care 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. pond, pollution, soil studies
- when on educational visits

## Roles and responsibilities / Monitoring

The 'Management of Health and Safety at Work Regulations 1992' lay great stress on the need to manage Health and Safety within an organisation. These regulations also point to other concerns, such as training, competency of persons involved and risk assessment.

**The Governing Body** has a statutory duty to ensure adequate Health and Safety standards are maintained on premises under their control and, in practice, to comply with the Local Authority's directions.

**The Headteacher** is responsible for day-to-day management of Health and Safety. As the Health and Safety representative, it is their job to keep Health and Safety files in order and up-to-date, to receive and act on all correspondence from the LA Health and Safety Department and other bodies. They should ensure that all members of staff have access to educational packs relating to Health and Safety and attend appropriate training. The Headteacher should carry out an annual audit of the premises. They should carry out a less formal inspection at least termly - a minimum of six times a year. They are responsible to the Governing Body for managing Health and Safety within the school. This will include daily monitoring of the site by either the Head or Cleaner-in-charge. The Head will monitor the accident book at least termly - a minimum of six times a year to identify patterns in the accidents to determine actions needed. This is reported to the Finance and Premises Governing Body Committee.

**The Classroom Teacher** is the manager of each child's education and of the classroom itself. In terms of Health and Safety, the classteacher is responsible (to the Headteacher) for the use and storage of materials that are potentially dangerous to the children as well as to themselves, helpers and visitors.

**The Cleaner-in-charge** under direction of the Headteacher, is responsible for ensuring that the building provides a safe and clean environment for the children. They must maintain a clean and tidy building. The grounds maintenance and any minor repairs or maintenance is undertaken by the external Grounds maintenance team or authorised contractors. Any hazardous substance/equipment is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

We have a limited number of school rules, which are for safety reasons, such as walking around school, care of property etc.

## Physical Activities (P.E.)

For any physical activity, children should change into PE kit. They are expected to wear trainers outside and to be barefooted for most inside activities as bare feet grip better. It is part of our school policy that children should not wear any jewellery for PE and only small ear studs and watches the rest of the time.

### **Educational Visits**

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents and risk assessments are carried out for all sections of the visit. Children are expected to wear appropriate clothing for the activity planned. The correct adult to child ratio is always followed and a first aid kit, mobile phone and list of emergency numbers is taken. A First Aider should always be available. The Educational Visits Coordinator will be afforded the necessary training as required. A record of this training is kept by the Head Teacher.

### **Emergency Procedures**

Glaphorn 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 three times a year (in the Autumn, Spring and Summer). All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. In the event of a fire or bomb alert, the Headteacher or person designated will:

- ring the fire alarm
- phone 999 for the Fire Brigade and Police
- check that the evacuation procedure has been followed
- remain at the entrance to the school to meet the Fire Brigade/Police and direct them to the incident

All children and adults must remain outside until the all clear is given.

### **Fire Signs**

Fire signs are displayed around school and are not obscured. Fire equipment is located according to advice given by Local Authority. Fire alarms are checked regularly by the contractor. The Cleaner-in-charge checks the fire alarms weekly and she checks emergency lighting monthly and records this in a book kept in the office. All staff are responsible for knowing where fire equipment is situated.

### **Fire drill**

As soon as the fire alarm sounds, all children and adults must stop what they are doing and sensibly and quietly walk out of the building through the nearest exit. Exit routes are clearly displayed. The School Administrator, Headteacher and classroom assistants have assigned areas to check on the way out. After evacuation, when adults and pupils are assembled in the playground, the register is brought to each class by the School Administrator. Registers are checked to ensure all children are present. Nobody is to go back into school. If a child is missing, it must be reported. The Headteacher will check that class numbers tally.

### **Lunchtime Fire Procedure**

The Lunchtime Supervisors will supervise the evacuation of the children with help of the rest of the staff as quickly as possible. The Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

### **First Aid**

Our policy on First Aid is in line with DfE recommendations 1998. The provision we provide is reviewed annually to ensure it is adequate. It will be reviewed more frequently if any changes take place. There should always be a First Aid trained person on site and a list of the First Aiders is displayed in the First Aid room. Most support staff are First Aid trained. A record of these qualifications is kept in the school office.

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 (in line with DfE recommendations 1998) is kept in the first aid room as is the school accident register. A first aid box is also kept in each classroom. 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 accident book is filled in for any accident beyond a slight graze. If in doubt, the accident book should always be filled in. Head injuries are highlighted in yellow. All head injuries and any more serious bumps and cuts are communicated to parents by a form and sticker sent home with the child and usually verbally, either by phone or directly to the parent.

Children who may be ill always have their temperature taken. If the temperature is raised, the parent will be phoned to collect their child. If not, a judgement is made on whether the child needs to go home. The LA advice is followed with regard to contagious illnesses and children are not allowed back to school until either advised by their doctor or under the guidance given (see yellow file).

## **Medicine in school**

Medicines will only be administered if a child has an on-going problem e.g. asthma, hayfever, when a child requires long-term medication but is fit for school. In such cases, parents put in writing both their permission and dosage and ensure that the medicine is brought into school and collected by an adult. In the occasional cases when a child is fit enough for school but finishing off a course of medicine, the medicine will be administered under the same guidelines. In most cases, if a child needs medication, they are unlikely to be fit for school. Medication is stored either in the fridge or in the first aid cupboard out of reach of the children. All medication administered must be recorded in the medication book. \*See school asthma policy, appendix 1.

Please note staff are not required to administer to medication as part of their contract and any involvement would be purely on a voluntary basis.

## **Allergies**

A record is kept on the inside door of the First Aid cupboard and in class registers.

## **Safety/HIV protection**

All staff must always use disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, paper towels etc.) are disposed of safely, NOT in a bin that will be used by the children. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home. Yellow waste bags are provided for disposal.

## **Accidents**

Accidents fall into four categories

- fatal
- major injury/diseases
- to employees resulting in more than 3 days consecutive absence
- other accidents

Accidents in the first three categories should be reported to the HSE/LA by phone and in writing using Form 2508. Major injuries include fractures (except to the wrist or hand, ankle or foot), loss of sight, amputation and any injury that results in the person being admitted to hospital for more than 24 hours unless it is just for observation. (For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents (Annex A)

Accidents arising out of connection with work are reportable to the Health and Safety Executive under the regulations of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

## **Smoking Policy**

Glaphorn has a No Smoking policy throughout the school site.

## **Child Protection**

The Headteacher and Associate Head are the named people responsible for Child Protection in the school. The designated teacher should be informed if the Head is not available. The school has an agreed Safeguarding policy.

## **Design & Technology / Science Equipment**

Teachers must supervise the use of all woodwork, craft and science tools. Scissors should always be carried by the blades pointing downwards if walking with them.

## **P.E. Equipment**

All large PE equipment is checked annually by a specialist firm. All teachers are responsible for ensuring apparatus is safe before each PE session. Defective equipment should be taken out of use immediately and reported to the Head.

## **VDU Operation**

Staff using or involved in the use of VDU equipment must assist in the undertaking of workplace risk assessments and, upon request, will be offered a free eye test for the purposes of working with display screen equipment.

## **Lifting and Manual Handling**

The risk of injury due to the manual handling of loads is recognised by the school and all measures will be taken as necessary to reduce such risk through individual risk assessments. Training in the proper handling techniques will be given as appropriate and only those persons trained should be asked to move heavy weights. Under no circumstances will pupils be allowed to lift or move heavy or awkward weights. Consideration will be given to pregnant workers in line with EU directives.

## **Portable Electrical Appliances**

These are tested annually. Staff are aware how to operate equipment safely and correctly.

## **Swimming**

Advice issued by Oundle swimming pool is followed plus a risk assessment has been done covering our trips to the pool.

### **Kitchens**

Where cookers are used, children should be under constant supervision. Children should not use sharp knives to chop ingredients.

### **Waste Disposal**

The school will ensure that all waste produced will be disposed of in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care) to a licensed waste disposal site via a registered carrier.

### **Hirers and Contractors**

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises are familiar with this policy. They should comply with all statutory and advisory safety requirements and not interfere with, or misuse anything, which is provided in the interests of health, safety or welfare.

### **Security**

All visitors should report to the school office and sign in and out.

Any stranger on the premises should be challenged by a member of staff if not expected (see weekly diary). All means of exit shall be secured during the school day and entry to the school is restricted to the front door, using the entryphone system. The outside doors will only be open from 8:45am-9am and 3:00pm onwards. Robins class door will be open during lunchtimes to allow free access for the children but will be locked at all times when the children are inside. Entry can be gained either with a key or knocking in which case an adult will open the door upon checking the identity of the visitor through the window. A gate with keycode secures entry to the main playground area of the school.

### **Car Parking**

A risk assessment has been done following changes in site access. (See appendix 2)

This will be reviewed annually and rewritten in light of any changes.

## **Appendix 1     Asthma Policy**

This policy has been written with advice from the DfE and the National Asthma Campaign.

1. This school recognises that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.
2. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local authority) and pupils. Supply teachers and new staff are also made aware of the policy.

### 3. **Medication**

Immediate access to reliever inhalers is vital. Reliever inhalers of children are kept in the classrooms. All inhalers must be labelled with the child's name by the parent. School staff are not required to administer medication to children except in an emergency, however many of our staff are happy to do this. School staff who agree to do this are insured by the local authority when acting in accordance with this policy. **All school staff will let children take their own medication when they need to.**

### 4. **Record keeping**

At the beginning of each school year, or when a child joins the school, parents are asked if their child has asthma. From this information the school keeps its asthma register which is available for all school staff. This information is also recorded in each class register. If medication changes, parents are asked to inform the school.

### 5. **PE**

Taking part in sports is an essential part of school life. Teachers are aware of which children have asthma from the asthma register. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson and complete a warm up of a couple of short sprints over five minutes before the lesson. If a child needs to use their inhaler during the lesson they will be encouraged to do so. The teacher in charge is responsible for ensuring she takes the inhalers along when children go swimming.

## 6. The school environment

The school does all that it can to ensure the school environment is favourable to children with asthma. Any school pets would be moved into a different classroom/area of the school which the child does not access if they aggravated a child's asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

## 7. Making the school asthma friendly

The school ensures that all children understand asthma. Asthma can be included in key stages 1 and 2 in science, design and technology, geography, history and PE of the national curriculum.

## 8. When a child is falling behind in lessons

If a child is missing a lot of time from school because of asthma or is tired in class because of disturbed nights sleep and falling behind in class, the class teacher will initially talk to the parents. If appropriate, the teacher will then talk to the school nurse and special educational needs co-ordinator about the situation. The school recognises that it is possible for children with asthma to have special educational needs because of asthma.

## 9. Asthma attacks

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the following procedure:

1. **Ensure that the reliever inhaler is taken immediately**
2. **Stay calm and reassure the child**
3. *Help the child to breathe by ensuring tight clothing is loosened*

### **After the attack**

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities.

The child's parents must be told about the attack

### **Emergency procedure**

Call the child's doctor urgently from the secretary's office using the asthma register to find out the number of the child's GP if:

- the reliever has no effect after five to ten minutes
- the child is either distressed or unable to talk
- the child is getting exhausted
- you have any doubts at all about the child's condition

**If the doctor is unobtainable, call an ambulance**

## Appendix 2 Traffic Safety on School Sites Risk Assessment

### **What vehicles come on to the site and at what times?**

Staff cars. Most cars arrive in the morning between 8 and 9:30. Some cars leave the site at lunchtime. Most leave after the end of school. Occasionally delivery lorries come on site but most park at entrance and bring deliveries in on foot.

### **How many vehicles come on to the site?**

Approximately 12 cars. This is acceptable for the size.

### **Is the site congested?**

Yes but staff park their cars with due awareness of others.

### **Site management.**

There are not clear signs showing parking as it is always staff parking. Speed limits are irrelevant considering the small space involved.

### **Do vehicles have to reverse?**

All cars should reverse into their space so they can easily drive out at a time when there may be children present on the site. This helps to ensure the safety of pupils.

### **Are pedestrian routes separate?**

Yes

### **Are there any vulnerable user groups on site?**

Young children on the site should be supervised at all times by a teacher.

Pre-school age children should be supervised by parents.

Gates are in place to separate the car park from the pupil entrance. These are manned by staff at the end of school to keep children inside until collected by a parent.

Disabled children park in the car park and staff must always be aware of the possibility of children in the car park.

### **Are there any existing control measures?**

Minimal supervision levels are required according to county recommendations as we are a small primary where pupils are collected by parents and there is minimal traffic movement on the site.

Letters to parents have made clear that parking is for staff (and those with special needs requiring them to need to park in car park).

To be read alongside School Travel Plan.