

Health & Safety Policy



Reviewed: September, 2016
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HEALTH and SAFETY POLICY

The school's designated Health and Safety Officer is currently the Head Teacher, Mrs Alison Stephenson

Aim

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

This safe, secure environment 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 and can be through 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, sun awareness, healthy eating.

At Harlow Green Community Primary 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.

We believe that children learn best through first hand 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
- 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 any form of jewellery, for safety reasons.

School rules are implemented for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with the local authority's safety regulations, educational visits are carefully planned in advance, with staff risk assessment visits made. 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.

Harlow Green Community 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. Fully equipped first aid boxes are kept in the medical room, all cloakrooms and the main office. The school's minor accident slips are also kept in the medical room. A list of any allergies children have is kept in the staff room, general office and class teachers files. 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 premises coordinator, under the direction of the head teacher, is responsible for ensuring that the school building provides a safe and healthy environment for the children. The site premises coordinator and hygiene technician employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the PFI facilities management service, 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 point and assemble sensibly and quietly in the playground.

The office manager will collect the class registers from the general office and take them out into the playground. The registers are handed out to each class teacher by office staff.

The class teacher will check that all the children are present, and will report back to the headteacher.

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

The school admin staff will carry out a headcount of all visitors and contractors onsite against the sign in books.

When all the registers have been checked, they are returned to the school office manager.

The headteacher will give the all clear and inform classes when they may then go back in.

If the normal exit is blocked for any reason then the class teacher and children should use the nearest available exit

Lunchtime Fire Procedure

- All midday supervisory staff on duty in the playground shall on hearing the fire alarm gather all children together away from the buildings and ensure no child re-enters
- Midday supervisory staff on duty in the dining areas shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- Midday supervisory staff or class teachers in classrooms where children are eating or engaged in lunchtime leisure activities shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- The Head Teacher or the 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 headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children
- 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
- The headteacher will give the all clear and inform classes when they may then go back in
- 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 Harlow Green Community Primary is a no-smoking school
- Smoking is not permitted in any area of the school or grounds by staff, parents or visitors
- E-cigarettes are not permitted in any area of the school or grounds by staff, parents or visitors
- No-smoking signs are clearly displayed around the building

Car Parking

Car parking is a concern at Harlow Green Community Primary School as it is a hazard for those who use the school. It is also a hazard for local residents 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 and the 20 mile an hour speed limit outside the school should be observed at all times.

A barrier is used at the main school entrance to reduce the number of cars on the school site.

Visitors parking at the school should leave their car registration number with the general office in case the car has to be moved etc. If there are no parking spaces available then all cars must be parked outside of the school grounds.

There is regular contact with traffic police who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Consideration for our local residents
- Not parking on yellow lines
- Dropping older children off then driving on to keep the traffic flow moving, rather than parking and waiting

The headteacher will make personal contact with any adult who continually parks in an obstructive way. All comments by parents or local residents 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 a large number of chairs are needed then the site premises coordinator will supervise.

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

Staging blocks are heavy and require the site premises coordinator to assemble or disassemble. Children should not attempt to lift or move the blocks.

Small items of equipment include CD players, PE trolleys etc. The children can move these freely.

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 tables, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade
- Staging blocks

Security of the Premises

The PFI facilities management service is responsible for the general 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 Premises Co-coordinator

It is the responsibility of the site premises coordinator 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

It is the responsibility of the PFI facilities management service to arrange for a suitably qualified person to perform the above functions in the absence of the site premises coordinator.

Head Teacher

The head teacher and/or the site premises coordinator are responsible for the security of the premises during the school day. The two external gates are locked once the children are in school and opened again at the end of the school day.

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 wait outside the cloakrooms or classrooms so that the children are able to enter or exit the school in an orderly fashion.

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

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

Contractors on Site

- Contractors are required to telephone and make appropriate arrangements prior to visiting the school. They must either contact the school admin manager or PFI facilities management service
- All contractors must report to the general office. The headteacher or site premises coordinator will then be informed of their arrival
- Contractors will work under close supervision of the Head Teacher/school admin manager or site premises coordinator 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 playground, then all equipment and machinery must be cleared away during playtimes and lunchtimes

All work will be monitored by the PFI facilities management service and any concerns reported to the Head Teacher/school admin manager.

Guidance for Contractors on Site (Instructions to be given to all contractors at the outset of any new major building, repair or refurbishment work)

We have been recommended by the Health and Safety Inspector for Gateshead Council to ask you to 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/school admin manager or site premises coordinator.

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 the 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 emergency 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)

At Harlow Green Community Primary School employees are not legally required to administer medicine or supervise a child taking it. The prime responsibility for a pupil's health rests with the parents; (the term 'parents' in this policy includes guardians and carers) they are responsible for making sure their children are well enough to attend school.

It is generally accepted that school staff may support pupils with administration of prescribed medication or support a medical need whilst acting in loco parentis. However, this does not imply a duty upon school staff. Each request to support a pupil with a medical need will be considered on an individual basis. Parents should liaise with the head teacher to reach an agreement on the school's role in supporting their child's medical needs. No medication will be administered without prior written permission from the parents. Medicines will only be administered when it would be detrimental to a child's health if the medicine is not administered during the school day. Under no circumstances will aspirin or other preparations containing aspirin be given to children under the age of 16.

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

- Parents must complete an official medical form, available from the general office, giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- 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/carer should liaise with their child's class teacher. 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

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

During lesson time first aid is initially administered by the class teacher or teaching assistant. Thereafter, help and advice is sought from one of the school's seven designated first aiders. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should request the assistance of a designated first aider. At lunchtimes the midday supervisor administers first aid.

If there is any concern about the first aid, which should be administered, then the school's designated first aiders must be consulted.

The qualified designated first aiders are:

Mrs Batey, Mrs Cunningham, Mrs Forbes, Mrs Lewis, Mrs Madgwick, Miss Rowe and Mrs Waddle.

Safety/HIV Protection

Staff must always wear disposable gloves when treating any accidents/incidents, which involve body fluids. They must make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely and placed in the clinical waste bin. 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 the school's minor accident file. Relevant details need to be filled in, including any treatment given. Accidents of a serious nature must be recorded on the council's online accident form by the school admin manager, signed by the Head Teacher or the Deputy Head Teacher, and forwarded on to the Health and Safety Executive department of Gateshead Council.

First Aid Boxes (including travel)

Location: medical room, nursery kitchen, main office, staff room, hall cupboard, school kitchen and cupboard outside year one (G40).

Recommended list of contents: leaflet giving general advice on First Aid, 20 individually wrapped sterile adhesive dressings (assorted sizes), two sterile eye pads, four individually wrapped triangular bandages (preferably sterile), six safety pins, six medium sized individually wrapped sterile un-medicated wound dressings, two large sterile individually wrapped un-medicated wound dressings, disposable gloves, moist wipes.

Persons responsible for Supplies

All first aiders have the responsibility for checking the contents of the first aid boxes on a half termly basis to replenish stock. Mrs Batey is responsible for notifying the office manager if any of the supplies in the medical room are running low.

Allergies/Long Term Illness

A record is kept in the general office 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.

Continued Professional Development

First aid courses are arranged on a cycle to ensure First Aid certificates are maintained Ladder safety and fire safety training is provided on an annual basis to all staff.

Accidents

Accidents fall into four categories:

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

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive of Gateshead Council using the appropriate online official accident form.

The accident should be reported by telephone immediately, and then confirmed in writing on the accident form. A list of what constitutes a major injury is itemised below. Category 3 accidents are reported to the Health and Safety Executive within seven days on the accident form.

If the accident is more than a minor one for child or adult, staff must report it immediately to the headteacher or the deputy headteacher who will send for an ambulance if needed and contact parents.

When in doubt, contact should be made with the parents/carers.

Other Accidents

These are the accidents, which more commonly occur in school.

Procedure to follow:

- Always fill in the school's minor accident file for these injuries (including all bumps on the head, but not minor cuts and grazes).
- If a child has a bump on the head, staff must send a note home and/or contact the parent/carer. The notes are kept in the staffroom, medical room and phase team cupboards.
- If the injury is deemed to be more serious than minor, then the official online accident form should be completed. This includes any accident resulting in the parent/carer being sent for to take the child to the family doctor or to hospital for further treatment.

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 twenty-four 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 twenty-four hours in hospital, then the accident must be reported as a major injury.

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 if the accident arose out of or in connection with these activities.

Employee Accidents

Any accident to an employee resulting in a fatal or major injury must be reported to the Health and Safety Executive immediately by telephone. The details must be confirmed on the official online accident form within seven 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 three days (excluding the day of the accident) there is no need to telephone, but the official online accident form must be completed and sent to the Health and Safety Executive within seven days of the accident.

Health and Safety Inspections

The Head Teacher and Governors carry out a health and safety inspection of the school's premises and equipment each term to identify any potential hazards or concerns. The headteacher will authorise for any resulting repair work to be completed and will include a health and safety update in his termly report to the governing body.

Signed:

Print name:

Position:

Date: