



**St Thomas of Canterbury Catholic
Primary School**

Health and Safety Policy

Reviewed: November 2020

Next Review: November 2022

Signed (Headteacher): C Redmond

Signed (Chair of Governors): C Clark

INTRODUCTION

This document outlines the framework and procedures for an active policy of Health and Safety at St Thomas of Canterbury Catholic Primary School. It must be read in conjunction with all other safeguarding policies.

Staff will be kept informed, wherever possible, about changes in policy at national, local and school levels but each member of staff is responsible for checking these documents or consulting the Health and Safety Representative if they are uncertain as to their responsibilities.

Reference was made to many documents and regulations in drawing up this policy including:

- The model policy document supplied by Medway Council.
- The model policy document obtained from the website of the Archdiocese of Southwark Commission for Schools and Colleges.
- The Responsibility of School Governors for Health and Safety (The Education Reform act 1988, An Education Service Advisory Committee document, 1992)
- Health and Safety: advice on legal duties and powers (DfE)

STATEMENT OF INTENT

It is, and will remain the commitment of St Thomas of Canterbury Catholic Primary School under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, to conduct its activities in such a manner as to prevent adverse effects on the environment and the health, safety and welfare of staff, pupils and others as far as possible, in particular:

- To maintain the school in a condition that is safe and without risk to health, with safe means of access.
- To provide and maintain a safe working environment for staff and pupils without risk to health and with adequate facilities and arrangements for their welfare at school.
- To provide plant and equipment that are safe, without risk and are adequately maintained.
- To provide staff and pupils' information, training and supervision as is necessary to promote health and safety.
- To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment, health and safety.

GOVERNING BODIES ROLES AND RESPONSIBILITIES

The school's Governing Body is accountable and responsible for ensuring:

- That arrangements exist for the school to comply with its Health and Safety responsibilities.
- That the Senior Management Team adopts, reviews periodically and amends, as appropriate, the School Health and Safety Policy.
- That adequate funds and materials required to meet all statutory requirements, including Medway Council's Health and Safety requirements are budgeted for.
- That periodic monitoring inspections are carried out to maintain and enhance the school safety performance.

- That the effectiveness of the policy is periodically appraised and any necessary changes made.
- They take a direct interest in the policy and publicly support all those carrying it out.
- An individual governor is appointed to be responsible for Health and Safety.
- The Health and Safety Governor will liaise regularly with the school's Health & Safety Officer/Head Teacher.

HEAD TEACHER'S ROLES AND RESPONSIBILITIES

The Head Teacher is accountable to the Governing Body for implementing and monitoring the school's Health and Safety Policy by:

- Taking day-to-day responsibility for all health and safety matters in the school.
- Ensuring that responsibility is assigned and accepted at all subordinate levels.
- Liaising with the school governing body and Medway Council on policy issues.
- Ensuring that staff have sufficient information, instruction, training and supervision to enable them to comply with safe systems at work, established rules and working practices.
- Appointing a member of the Senior Management Team as the Health and Safety Representative within the school.
- Ensuring that temporary or new staff are fully instructed in all aspects of safe working within their area of control.

HEALTH AND SAFETY REPRESENTATIVE'S RESPONSIBILITIES

The school's Health and Safety Representative is accountable to the Head Teacher (the Governing Body if it is the Head Teacher), for implementing the school's Health and Safety Policy, rules, procedures and working practices by:

- Ensuring that where unsafe working practices and unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.
- Ensuring that safe working practices are defined and adhered to.
- Reviewing and updating risk assessments.
- Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported and remedial action implemented.

- Sharing the outcomes of investigations.
- Dissemination of information.

STAFF RESPONSIBILITIES

Members of staff are responsible and accountable to maintain a safe area of work by:

- Ensuring that classrooms / work areas are safe.
- Ensuring that all equipment and materials are safe before use.
- Ensuring safe procedures are followed.
- Complying with Risk Assessments.
- Ensuring that protective equipment is used where required.
- Complying with the school's Health and Safety Policy at all times.
- Reporting all health and safety hazards to the Health and Safety Representative or the Head Teacher.
- Taking action to remedy/report hazards immediately.

TRADE UNION REPRESENTATIVE'S RESPONSIBILITIES

Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with the School Management Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in schools.

PUPILS' RESPONSIBILITIES

Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the school's Health and Safety Policy by:

- Complying with the school's health and safety rules and requirements at all times.
- Complying with safety instructions given by members of staff.
- Wearing any safety equipment provided and making proper use of safety devices at all times.
- Reporting all safety hazards to members of staff.
- Reporting all accidents, incidents and near misses to members of staff.

VISITORS' RESPONSIBILITIES

Visitors to the school have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the school's Health and Safety Policy by:

- Complying with the school's safety rules and requirements at all times.
- Complying with safety instructions given by members of staff.
- Wearing any safety equipment provided and making proper use of safety devices at all times.
- Reporting all safety hazards to members of staff.
- Reporting all accidents, incidents and near misses to members of staff.
- Signing Visitors' Book.

CONTRACTORS' RESPONSIBILITIES

Contractors to the school have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the Health and Safety Policy by:

- Signing the Visitors' Book.
- Providing and using appropriate safety equipment.
- Acknowledging safety brief.
- Providing Risk Assessments for activities and Method Statements.
- Working to agreed Method Statements.
- Complying with the Health and Safety at Work Act 1974 (HASAWA 74).
- Read the Asbestos Management Plan

GENERAL PRACTICES

Classroom Safety

USE EVERY OPPORTUNITY TO INVOLVE PUPILS IN, AND RAISE THEIR AWARENESS OF, GOOD HEALTH AND SAFETY PRACTICES.

- **Walking** - Staff should insist that children walk around the school buildings in a reasonable and safe manner. Children caught running should be reminded of the reason this rule exists.
- **Fire doors** - Always to be kept unlocked and exit way to them be kept free from obstructions.
- **Jewellery** Should not be worn at all
- **Chairs and stools** - Children should work sitting on a chair/stool of correct height for the desk provided.
- **All electrical equipment** - should be physically checked by the teacher for signs of damage, (especially the cable and connections to the plug and equipment itself). Any potentially dangerous equipment to be withdrawn and reported immediately. All equipment is Portable Appliance Tested (PAT) tested yearly.
- **Potentially dangerous equipment - Compasses, craft knives, glue gun etc.** - These should only be used by children who have been instructed by teachers in their correct and safe use. Most children will continue to need direct teacher/helper supervision when using such items, this to be decided by the teacher. Stanley knives must not be used by children.
- **Floor spillage** - Some floor areas are very dangerous when wet. Mop spills up immediately and get a warning sign to display over the wet area if necessary. Cloths/mops used to clear up spillage of dangerous substances should be thoroughly rinsed out by staff or disposed of in liaison with the Site Manager if potentially dangerous.

'COSHH' (Control Of Substances Hazardous to Health). **THESE ITEMS SHOULD BE USED WITH CLOSE TEACHER SUPERVISION AND KEPT IN A LOCKED CUPBOARD**

- Teachers are responsible for knowing what these substances are and evaluating the risk of using them. Often, alternative safer materials are available. Teachers should be aware of appropriate medical treatment if children or staff become affected by them in the event of an accident. ALL SUCH ACCIDENTS MUST BE REPORTED.
- **BROKEN GLASS** - should be cleared up by staff and disposed of in such a way that the children, Site Manager/Cleaners or refuse collectors are not put in danger.

- **USED CRAFT BLADES** and other dangerous items should also be treated with great care when being disposed of.

NB. PLEASE LIAISE WITH THE SITE MANAGER IN THESE MATTERS

Fire Precautions

Every work area of the school shall have a clearly visible FIRE NOTICE which gives details of the procedure for evacuation in the event of a fire.

Spare copies are available from the school secretary.

- Fire Drills are held once a term.
- The Fire Alarm/Call Points are tested weekly by the Site Manager.
- Visitors are asked to sign in and out of school so that when a fire drill takes place the visitors can be accounted for. The visitors' book is taken to the assembly point along with the registers.
- Extinguishers are checked weekly by the Site Manager for signs of physical damage.
- Extinguishers are checked annually by external contractors.
- The school must have at least one member of staff trained as a 'Fire Marshall'.
- Any extinguishers accidentally or otherwise discharged (even if only partially) must be reported immediately to the Headteacher who will make arrangements for it to be refilled as soon as possible.
- Procedures for Fire Drill - A copy of procedures for fire drill/emergency escape are on display in each school room and it is every adults responsibility to familiarise themselves with it.
- Any problems experienced during fire drills will be recorded and appropriate action taken.

Reporting and Recording Accidents

We need to keep a record of accidents which occur in school for the following reasons:

- We can review our accident records and make suggestions for improving safety in school.
- In case any member of staff wishes to make a claim for industrial injury.
- In case any person wishes to make a claim of negligence.

We have a legal obligation to report certain injuries or illnesses to the Health and Safety Executive.

MAJOR PUPIL AND STAFF ACCIDENTS

- Send a member of staff to call an ambulance immediately. Administer First Aid if possible until a trained First Aider can get to the scene. If casualty is on the floor do not attempt to move. Check breathing pathway is clear and that the injured party is covered up and kept warm until the ambulance service arrive. Keep safe at all times.
- Certain accidents arising out of or in connection with work are reportable to The Health and Safety Executive (HSE) under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. This summary gives practical advice to schools on compliance with this duty.

ACCIDENT BOOK FOR EMPLOYEES

- This is kept in staff room for all employees to make their own entries as required. Accident books must be kept for a period of 3 years after the date of last entry. Near accidents can also be entered so measures can be taken to minimise hazards. If the Employee cannot make the entry then the Health and Safety Representative should do so. Initial Management investigation of Accident/Incident forms must then be completed by the Headteacher or person in charge.
- A copy of all accident forms should be sent to the Local Authority and a second copy kept in a secure holding area in school.

REPORTING FATAL AND MAJOR INJURY

- Any accident to an employee resulting in a fatal or major injury must be reported to HSE immediately by telephone (RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences). The details must be confirmed in writing within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from his/her normal work for more than 3 working days, (excluding the day of the accident), there is no need to telephone, but the appropriate form must be completed and sent to the HSE within 7 days of the accident.

PUPIL ACCIDENTS: (and visitors not at work)

- Fatal and major injuries to pupils on school premises during school hours must be reported to the HSE in the same way as those to employees. However, injuries during play activities in playgrounds arising from collision, slips and falls are not reportable to the HSE unless they are attributable to:
 - ◆ the condition of the premises (e.g. potholes in the playground) plant or equipment on the school premises, or
 - ◆ 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 if the accident arose out of or in connection with these activities.
- If a pupil's accident does not result in a fatal or major injury the accident is not reportable.

ACCIDENTS OF A SERIOUS NATURE (when medical treatment is necessary)

- An Local Authority accident form must be filled in. This is signed by the Headteacher and a copy sent to the area education office with a copy kept on file. These forms can be found in the staffroom.
- Parents **MUST** be informed if a child has had an injury which needs explaining or if side effects may develop later or if any further treatment may be needed. The person to inform the parents will be determined by the individual circumstances. Generally, it will be the class teacher or secretary, but it may be the Headteacher.
- A First Aider will administer emergency treatment.
- Pupil emergency information is kept in the Secretary's Office and on our Security Information Management System (SIMS). Any staff finding errors should inform the secretary.
- A member of staff will accompany a child to hospital in an ambulance and stay with them until parents/carers arrive.

MINOR ACCIDENTS (collisions, trips and falls etc.)

- These should be recorded by the class teacher in the Class Accident Book. If it occurs at break or lunchtime, it must be recorded in the playground accident book which is kept in the secretary's office. If the accident involves a minor head collision a bump note should be sent home with the child. Parents should be informed if a child has had an injury which needs explaining or if side effects may develop later or if any further treatment may be needed. The person to inform the parents will be determined by the individual circumstances. Generally it will be the class teacher or secretary, but it may be the Headteacher. Midday Supervisors should inform Class Teachers of lunchtime accidents so appropriate measure can be taken. Midday supervisors will record accidents and action taken in book provided for this purpose.

ARRANGEMENTS FOR CLEANING-UP MEDICAL HAZARDOUS SUBSTANCES

- Staff should always wear protective gloves when dealing with spillage of 'body fluids' (blood, vomit etc). Any spillage to be cleaned up using the sterilising fluid or disinfectants provided for this purpose. This to be clearly marked and locked in a cupboard.
 - ◆ Disposable gloves are available in each classroom and in the medical room.

ELECTRICAL SAFETY

- **EQUIPMENT WHICH APPEARS DAMAGED OR FAULTY IN ANY WAY MUST BE TAKEN OUT OF USE IMMEDIATELY. CLEARLY LABELLED AS 'NOT TO BE USED', AND THE HEALTH AND SAFETY REPRESENTATIVE INFORMED.**

Electrical power breakers

These MUST be used with computers and televisions to minimise the danger of electrical surge.

Equipment Testing

- All portable equipment should be tested annually in the manner approved by Medway Council. All equipment checked should carry a sticker with the date of the last check.
- **You should assume that items without stickers have not been checked. Please bring these to the attention of the 'Health and Safety Representative' AS SOON AS POSSIBLE.**

N.B. CHILDREN MUST NOT PLUG ELECTRICAL EQUIPMENT INTO THE MAINS OR OTHER LEADS INTO EQUIPMENT UNLESS EXPRESSLY ASKED TO DO SO BY A TEACHER.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- The following list is of school specific risk areas/substances - it is not exhaustive. Teachers should make clear provision for the supervision of these activities and the use and supervision of these materials. They should only use items on the COSHH register and carry out appropriate risk assessments.
 - ◆ Cleaning materials
 - ◆ White spirit
 - ◆ Photographic chemicals
 - ◆ Wood dust
 - ◆ Aerosol fixative
 - ◆ Washing up liquids and cleaning materials used in kitchens e.g aerosol foam cleaners
 - ◆ Aerosol adhesives - spray mount and photo mount
 - ◆ Small scale use of adhesives
 - ◆ Herbicides pesticides used by gardeners

COSHH NOTICES

- These should be clearly posted on cupboard doors where items are stored, listing the hazardous substance and what action to take if an accident occurs. (Spare copies available from the school secretary).

SUBSTANCES

- Aerosols and spirit based correcting fluids and/or glues are not allowed to be used by pupils in school. These items should be confiscated by staff and returned home with a note to remind them.

FIRST AID

FIRST AIDERS - A number of members of staff have First Aid qualifications.

- The duties of the official first aiders are:
 - ◆ keep up to date with DfE and LA advice and instructions
 - ◆ keep up to date with first aid training
 - ◆ advise the headteacher when staff may need to know new information with regard to first-aid or when existing procedures need to be reviewed.
 - ◆ take **EQUAL** responsibility with **ALL** staff for administering first aid and for minor injuries, (grazes, slight cuts and bruises).
 - ◆ to advise staff who may be unsure on appropriate treatment or courses of action to be taken.
 - ◆ staff are offered 'First Aid' training on a three yearly cycle

FIRST AID BOXES

- The Office Manager checks first-aid boxes each term and ensures stocks are re-ordered when necessary.
- There is one statutory and two travelling first aid boxes.
- The statutory one is located in the medical room. If more than two classes book outings on the same day a third travelling first aid box will be required. The travelling boxes are in the office. Staff must sign for these.

- First Aid Boxes should be clearly labelled and with a white cross on a green background. If there is no official first aider to check contents any staff using box should:
 - ◆ inform secretary of any items used so they can be re-ordered
 - ◆ remove and replace expired or damaged contents
 - ◆ inform secretary if any items are missing or out of date.
- Disposable plastic gloves should be stored near the first aid box.
- All teachers have first aid 'bum-bags' which they must carry around when going out of doors for activities such as PE/Games.

CONTENTS OF FIRST AID BOXES

- The permitted contents of First Aid Boxes are restricted to those items that can be used by an untrained person to treat themselves and others without the risk of exacerbating injuries. 'Statutory' First Aid Boxes may contain **ONLY** the following items:
 - ◆ a printed card listing the contents and a leaflet giving general guidance on first-aid.
 - ◆ individually wrapped sterile dressings
 - ◆ sterile eye pads with attachment
 - ◆ triangular bandages (sterile or, if not, with suitable sterile coverings for serious wounds)
 - ◆ safety pins
 - ◆ selection of medium large and extra large sterile unmedicated dressings
 - ◆ where mains tap water is not immediately available at least 900ml of sterile water, or sterile normal saline solution, should be provided.
- 'TRAVELLING FIRST AID KITS' must be made available to groups taking part in outside activities and should contain at least a card giving general advice on first-aid, 6 individually wrapped sterile adhesive dressings, one large sterile unmedicated dressing, 2 triangular bandages, 2 safety pins, and individually wrapped moist cleaning wipes. (The wipes should not be impregnated with alcohol).

AMBULANCE (and children taken to hospital by staff)

- A member of the school staff will accompany any child being taken to hospital. (The person that goes will depend on the circumstances and availability of staff at the time of the accident). They should take the child's information card from the school office and brief notes about the circumstances surrounding the accident/illness. Parents/carers will be contacted by the school secretary informing them of the accident and the location of the hospital. Wherever

possible two members of staff should accompany a child to hospital if the child is not going in an ambulance.

- All accidents necessitating a visit to the hospital **MUST** be recorded on the appropriate accident form(s) (See Reporting and Recording Accidents).

Infectious Diseases

- Cases of some infectious diseases are notifiable and these requirements are listed in (Annexe 7 appendix 3 of the Medway Framework for Health and Safety).
- Responsibility for notifying MOEH (Medical Officer for Environmental Health) rests with the school nurse.
- Following notification the school nurse and the MOEH may instruct precautionary measures such as the decontamination of certain areas. Early notification is important.
- The minimum time a pupil should be excluded from school for certain diseases is also indicated. Children sent to school with infectious diseases should be returned home as soon as possible with a note reminding parents not to send them back until the problem is cleared-up.

Human Immunodeficiency Virus (HIV)

- It is conceivable that we may have a child in school one day with the HIV virus and either be aware or unaware of this at the time. If we always maintain effective barrier techniques with all medical treatments it will certainly help.
- ARRANGEMENTS FOR CLEANING-UP MEDICAL HAZARDOUS SUBSTANCES
(Refer also to Medway guidance).

Trips out of School – See also Educational Visits Policy

- A teacher must be nominated as 'Party Leader'.
- The Head teacher must be informed and an entry made in the school diary and the Head teacher's diary.
- If children are to receive instruction in activities from staff outside school, the party leader should check that the personnel have appropriate qualifications.
- A risk assessment should be completed, usually by the group leader, well before the visit and should be approved by the Educational Visits Co-ordinator. A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise. Specialised information for some visits may be necessary and the Education Visits Co-ordinator should ensure that the person assessing the risks is competent to do so. A copy of the risk assessment should be kept in the

'Risk Assessment File' in the Head's office and a copy should be taken on the trip by the group leader.

- On arrival at location the party leader should make an immediate assessment of risks and hazards and take appropriate action.
- Staff should carry emergency details of children with any special medical details. Parents should inform teachers of any recent medical condition.
- Staff should also carry a mobile phone and ensure it is charged before each trip.
- It is important to have a high enough ratio of adult supervisors to pupils for any visit. The adult/child supervision ratio will always be within Department for Education's guidelines. The factors to take into consideration include:
 - ◆ Sex, age and ability of group;
 - ◆ pupils with special educational or medical needs;
 - ◆ nature of activities;
 - ◆ experience of adults in off-site supervision;
 - ◆ duration and nature of journey;
 - ◆ type of any accommodation;
 - ◆ competence of staff, both general and on specific activities;
 - ◆ requirements of the organisation/location to be visited;
 - ◆ competence and behaviour of pupils;
 - ◆ first aid cover.

Group leaders should assess the risk and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge.

In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency.

Where there is more than one teacher/supervisor a group leader should be appointed who has authority over the whole group.

Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents/Volunteers may be used to supplement the supervision ratio. They should be carefully selected, Disclosure and Barring Service (DBS) cleared and ideally they should be well

known to the school and the pupil group. Anyone who has not had a criminal conviction check should never be left in sole charge of pupils.

The group leader needs to be clear about procedures for vetting volunteers who wish to be supervisors or drivers, in particular for residential visits. The suitability of potential supervisors should be assessed by the group leader and the head teacher at an early stage of the planning process

- Drivers should fill in the appropriate forms, stating that they have appropriate insurance cover, license, tax, MOT etc. These forms can be found in the risk assessment file.
- Children must not be taken on a trip unless parents have completed appropriate permission slips.
- The 'Party Leader' must ensure that the travelling first aid kit is taken on the trip.
- Staff who plan educational visits, especially if they are residential, should use as guidance the DFE publication 'Health and Safety of Pupils on Educational Visits', copies of which are kept by the Head teacher and in the Health and Safety Box in the Staffroom. All residential and activity visits must be approved through 'Evolve' system.

P.E. Apparatus, Activities and Lessons

- Staff teaching P.E., Games or Swimming must be familiar with 'Safe Practice in Physical Education'
- Pupils should be 'suitably dressed for physical activities for reasons of safety, to allow for freedom of movement, and to maintain appropriate body temperature.
- No Jewellery or watches should be worn.
- Children must have appropriate training shoes or plimsolls for P.E. and Games in the hall, playground or field (See also special note - Football).
- Staff should be instructed how to use the school P.E. apparatus by staff who are experienced in using it. The P.E. apparatus must have an annual inspection and faulty items must be repaired, replaced or withdrawn from use.
- Staff should refer to the schools 'Apparatus Handling' policy

Football

- For football activities that involve game situations, children must wear correctly studded boots and shin pads. For football activities that involve non-tackling skills practice - e.g. running with a ball - children can wear training shoes that are suitable for the conditions and

proposed activity. Shin pads are not necessary for these activities. Children without shin pads and correctly studded boots (but with other appropriate footwear) can take part in a game situation but

- (1) they must play in goal
- (2) they are not allowed out of defined area
- (3) no other child is allowed into this defined area

Swimming Lessons

Note: This procedure applies to all lessons taken as a class group as part of normal school activities. It is not applicable where tuition is provided (at school expense) by a third party organisation (e.g. Medway Council). In such cases, lessons will be subject to the procedures of the provider organisation.

- All swimming parties must have a teacher who is 'formally in charge' of the party. Groups must be accompanied to and from the swimming pool by a ratio of at least one adult to fifteen children. This ratio must be risk assessed. Classes of 31 children require a teacher and at least 2 other adults.
- At the pool the teacher remains formally in charge of the group whether he or she has any swimming life saving certificates or not. The teacher must be aware of safety facilities and procedures at the particular pool they are using. This includes the location of the nearest telephone, first aid box and emergency alarm.
- If the teacher does not have the Rescue Test for Teachers of Swimming (renewed every two years) or the 'Life Saver' with a current life saving certificate at Bronze medallion level - there must be an adult present with this qualification who remains at the pool side for the whole of the session.
- Ratios of adults to children who are taking part in the swimming session, that is to be maintained at pool side.
 - ◆ Less than 20 children - 2 adults; 35 children - 3 adults; More than 35 - do not go swimming.
- Children with Epilepsy - the Headteacher advises of the safety precautions that are to be taken and risk assessments must be completed.
- No adult should be teaching a swimming session with more than 14 children, where children are swimming out of their depth.
- Jewellery or watches are not to be worn by children.

After School Activities not Supervised by a Teacher e.g. Football/Netball

- The teacher dismisses his/her class in the usual manner to the appropriate exit (see staff handbook) at 3.35. If the child does not return to school the teacher has discharged his/her responsibility at this time.
- If the adult taking the after-school activity is not in the appropriate place the children will be taken back to school by the teacher in charge.
- To take part in an after-school activity the children must return permission slips to a designated teacher. The designated teacher should ensure that adults in charge of clubs do not let any child attend who has not returned a permission slip.
- A designated teacher will remain in school until all children have left once the after-school activity has finished.

Outdoor Play Areas and Wet Weather Play

Staff should follow school policy. Adults may only take hot drinks into the playground in a suitable container with a lid e.g camping mugs. Glasses are not permitted.

Bomb Alert

In the event of Bomb alert a controlled evacuation will take place, managed by a senior member of staff. See also Lockdown Policy.

Environment

Defects in heating, lighting, ventilation, etc. should be reported to the school Site Manager in the first instance and to the Health and Safety Representative if not rectified in a reasonable period of time. The Health and Safety Representative will liaise with the Head teacher about these problems.

Medicine in School

The School has a policy and practice guidelines on supporting pupils with special medical needs in school (Medicines in School). Teachers are given details of any children in their class who have medical conditions including asthma.

- All asthma inhalers are kept in an easily recognisable box which is readily available at all times.
- They are sent home at the end of each academic year.

Epipens – all staff have training once a year on how to use epipens. These pens are kept in the School Office with a photograph of the child.

New Staff

New staff should be advised by the Headteacher as part of their induction to read this policy document and to seek clarification from the Health and Safety Representative as to any points they do not understand.

Reporting Arrangements

ANY MEMBER OF STAFF noting a potential hazard has a duty to report it **AS SOON AS POSSIBLE** to the school's Health and Safety Representative or **IMMEDIATELY** to the Headteacher or Assistant Headteacher if the hazard warrants this.

General Health Matters

Staff

Common reasons for teacher absence from school are:

- Back related injuries
- Stress related illness

To minimise these possibilities some common sense measures can be followed:

- Teachers and Teaching Assistants should not bend over children's desks but should squat down on haunches.
- Staff should not lift any objects they are not accustomed to lifting (e.g. heavy filing cabinets).
- Staff should be provided with adjustable and movable swivel chairs if they request such a chair.
- Staff should refer to appropriate Risk Assessments in the Risk Assessments File.
- Staff who are pregnant should consult the relevant Health and Safety documents and follow recommendations of their union so as not to put themselves at risk. Risk assessments will also be completed by a member of the Senior Leadership Team.

Pupils

Pupils are encouraged to 'be healthy'

- Drinking water is available for all children and they are encouraged to drink it throughout the day especially in warm weather.

- We have 'Sun Safety Guidelines' and copies are sent to all parents at the beginning of summer term.
- Fresh fruit is available, free to FS and KS1 children.
- Children are involved in a range of school and after school sports, exercise and fitness clubs.
- We encourage healthy living and eating in a variety of ways such as drama workshops, special talks from visitors and well planned cross - curricular lessons.

COVID-19

In the light of the need for children to behave differently during the coronavirus pandemic, the following rules must be adhered to in order to keep pupils, staff and the wider community safe. Children must:

- follow school instructions on hygiene, such as handwashing and sanitising
- follow instructions on who they can socialise with at school and where they can/cannot play
- move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) and follow social distancing rules
- follow expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- tell an adult immediately if they are feeling unwell
- follow rules about sharing any equipment or other items including drinking bottles
- follow instructions regarding use of toilets
- never cough or spit at or towards any other person

If rules are not followed and children pose a threat to other children or staff they may not be allowed to remain in school during this period of time when social distancing and other government guidelines must be adhered to.

Parents must follow any altered routines for arrival or departure. They must not congregate outside the school gates, the main office door or on the playground but respect social distancing rules.

The school will adhere to all government guidance whenever possible. They will regularly review the school's risk assessments and keep parents up to date of changes.

Other Documentation

Risk Assessments

The 'Risk Assessment File' in the Head's Office contains a variety of every day risk assessments. The Health & Safety Officer/EVC regularly monitors, reviews and updates these assessments. It is his/her responsibility to ensure that risk assessments are conducted for all activities that need risk assessing, as required by health & safety legislation. All risk assessments in relation to Coronavirus will be on the school website for all stakeholders to view.

Emergency Plan

The school also has an 'Emergency Procedures Plan' for school trips which is kept in the Head's Office and the main school office. Staff taking children on school trips must also take the 'Away Team' information from this plan with them in case of an emergency.

Asbestos Management Plan

The school has a detailed and up to date asbestos survey report that clearly identifies the location of asbestos containing materials. The report has clear guidelines on emergency procedures should an asbestos emergency occur.

Appendix A - Health and Safety Personnel

Chair of Governors : Mrs C Clark

Executive Head: Mrs C Redmond

Health and Safety Representative : Mrs C Redmond

Paediatric First Aiders : Deanna Kemp & Debbie Moley

First Aid for Schools certificate is held by most teaching staff

