

Upton Westlea Primary School

Health and Safety Policy



Approved by staff: October 2016

Signed: K Carruthers

Approved by Governors: October 2016

Signed: M Williams

Review Date: October 2017

A School Policy for the Health and Safety of its Community

Introduction

It is our intention that the school should be as safe an environment as far as reasonably practical for all members of its community, children and adults. Some aspects of Health and Safety have already been discussed in the policy on pupil supervision.

1. Responsibilities

1.1

The persons responsible for health and safety are the Head teacher and Site Maintenance Officer. It is their role to check that the following occur:-

- Fire drills to be carried out at least once a term.
- Governors to be kept informed of fire drills, risk assessments and other health and safety checks which occur throughout the year.
- Risk assessments to be carried out termly by the Health and safety Governors.
- Risk assessments are carried out before a school trip and the necessary county guidance followed.

1.2

There is a governor from the Community sub committee, the Headteacher and the maintenance officer who are responsible for checking on health and safety within the school building. These checks are carried out termly and a report made.

1.3

It is the responsibility of staff and governors to ensure that all reasonable steps are taken to rectify or isolate any dangers which exist within the boundaries of the school. It is also our responsibility to make children aware of possible sources of danger within and outside the school and to educate them in safety procedures in order to reduce the risk of personal injury or injury to others.

1.4

It is the responsibility of co-ordinators to do risk assessments for their subject areas. This is to ensure the safe working practices which are necessary to ensure the risks associated with primary school curricular activities are adequately controlled. The details of this can be seen in the "Safety in the Primary School Curriculum Activities" guidance book which all staff will be familiar with.

1.5

We follow county guidelines for all health and safety issues.

2. The school Curriculum

2.1

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the

science curriculum we teach children about hazardous materials, and how to handle equipment safely.

2.2

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

2.3

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. **(See the Drugs Education Policy and the Sex Education Policy.)**

We follow the Heart Start programme which aims to teach children from 5-11 basic life support skills. There are 2 different levels of guidance given to children; **level 1** 5-8 yrs (the conscious and unconscious casualty) **level 2** 8-11yrs (non breathing casualty, choking and serious bleeding). These programmes are delivered by staff following training from professionals **(see Heart Start programme)**.

2.4

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.

2.5

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Every class has a 'worry box'. Teachers handle these concerns with sensitivity.

2.6

It is also part of the L.A.'s responsibility to work with the Health Authority in order to ensure that proper monitoring of the health of pupils is carried out and the school will co-operate fully with the authorities in this respect.

2.7

We follow county guidelines for health and safety in all areas of the curriculum.

3. School meals

3.1

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

3.2

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

3.3

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. Fruit is brought for snacks as crisps and chocolate bars are not allowed.

4. Child protection

4.1

There are three named people responsible for child protection in the school. These are the the headteacher, the Learning Mentor and the deputy headteacher.

4.2

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

4.3

The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

5. Safety of the School and its Grounds

5.1

Our aim is to ensure that the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

5.2

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

5.3

Every effort will be made to keep the building and grounds in a good state of repair in order to minimise the risk of accidents to members of the community.

5.4

Areas where particular care needs to be taken are the interior and exterior of all buildings, the playground, fields, boundary hedges and fences etc.

5.5

Children must be made aware of places where they must not play at play times i.e.

1. Inside school buildings including the toilets
2. The entrance to school buildings, and front of school
3. Round the back of school buildings and scout hut where they cannot be seen by the teacher on duty.

Children should also be discouraged from playing potentially dangerous games at breaktimes.

Certain areas are completely out of bounds to children at all times i.e. the kitchen, the maintenance officer's storage area. Certain items of equipment can be dangerous and

must not be touched by the children, i.e. heating and electrical appliances, except under close supervision of the teacher, if appropriate.

5.6

Children are taught that they must not stand on furniture etc nor climb inside or outside of the school. Nor must they go on P.E. apparatus unless supervised by a teacher.

6. Personal Health and Hygiene of Pupils

6.1

It is of paramount importance that the school knows about any on-going health problems which individual pupils may have prior to entry into school e.g. asthma, allergies. For this reason parents are asked about this prior to their children entering the school.

As soon as pupils enter the school they are taught about adopting healthy and hygienic habits in order to safeguard their own health and reduce the risk of spreading infection to others. The following are emphasised and are incorporated into the curriculum:-

6.2

The importance of body cleanliness and clean clothing, which is changed regularly. Always wash hands thoroughly with hot water and soap before meals, handling food and immediately after going to the toilet.

Clean teeth regularly especially after breakfast and before going to bed at night.

6.3

The children are taught that they must **not** eat or drink anything unless they know it is safe and that they know what it is. They are taught that some substances are poisonous and are very harmful.

7. Illness at Home or School

7.1

If children become ill at home and are not fit to attend school, parents are asked to keep their children at home until they are fit. This is especially important if they catch an infectious disease which requires the production of a doctor's note in order to enable the child to be re-admitted to school. For guidance on which diseases require children to be kept at home until they are cleared we follow LA Guidelines which can be found in the LA Manual.

7.2

Lice and scabies are two of the most common infestations which can affect the human body. Head lice is not primarily a problem of schools but of the wider community. If a child is found to have head lice we follow County Guidance and send a letter to the parents of that particular child. It is not deemed to be effective to send a letter to every child in the school or class as this can cause undue anxiety. If the case recurs with the same child then the school nurse becomes involved. Letters will occasionally be sent to parents asking them to do a head check and treat their child if necessary. This will be treated as a special exercise to help prevent head lice. Information and guidance on the treatment of head lice is sent out twice yearly and at new parent meetings.

7.3

Children with long hair are asked to tie it back. This is to reduce the risk of catching headlice and as a health and safety measure generally.

7.4 If children become unwell at school, parents will be contacted and asked to collect their children from school as soon as possible. Details of emergency telephone numbers

for every pupil are kept at the school. We also have a texting system in use which enables us to inform all parents immediately there is a problem. In all cases it is important for parents to consult their doctor if the child does not recover within 24 to 48 hours or if they do not know what the problem is.

8. Accidents at School

The accident procedure which the school will follow is as follows:-

8.1

Minor Accidents - Cuts, Grazes etc.

All teachers and midday assistants have appropriate knowledge to deal with minor cuts and grazes and will be dealt with as follows:-

1. Wash the wound with cold running water
2. Use a medi-wipe to clean the wound - NEVER USE COTTON WOOL - IT IS NOT STERILISED
3. If necessary use a plaster or bandage to stop bleeding or flow of blood from staining clothes.
4. Sterile disposable gloves will be worn when treating cuts and grazes.

A supply of first aid materials is kept in a box in the First Aid Room. There is also a box of medical supplies in the school kitchen, on the Junior Landing and in the technology room.

Any accident major or minor must be dealt with promptly. If the injury appears more serious than a minor cut and requires further attention or if there is a degree of doubt, and it is possible that further medical help may be required, the following procedure should be followed:-

1. Inform the Head (or deputy if she is not available)
2. Contact the parents to let them know what has happened. Ask parents to pick the child up, if necessary, and agree with parents what action should be taken. In case of emergency phone for an ambulance first, then inform parents either at home, at work or other emergency number.
3. Ask First Aider to attend to the accident making the injured person as comfortable as possible.
4. All accidents which need treatment must be recorded on a **Minor Incident form** which is kept in a folder in the first aid room. Completed forms must be returned to the school office where they are filed.
5. In the event of someone needing to go to hospital an accident **Report Form A** must be completed and given to the school office staff to be sent to the Health and Safety team. These forms are kept in the office.
6. A letter will be sent home notifying parents of an injury (unless very minor).

N.B. (a) If there is any doubt about whether to contact parents, contact them to cover yourself

(b) If it is not possible to contact parents or friends, the Head must act "in loco

parentis".

8.2

Head Injuries

Look out for:-

1. Vomiting
2. Concussion - loss of memory re events causing accident
3. Headaches
4. Loss of vision / squint / dilation of pupils
5. Dizziness / drowsiness / coma. Do not let person go to sleep
6. Weakness of limbs

In any event of any of the above the child's parents should be contacted immediately and the child taken to hospital.

All other head injuries should be reported to parents at the end of the day regardless of the symptoms. Head injury letters are kept in the Accident file.

8.3

Nose Bleeds

1. Use gloves to treat.
2. Hold head forward about 45 degrees - do not tilt backwards.
3. Pinch nose - hold nostrils for up to 10 minutes, tell victim to breathe through the mouth.
4. If still bleeding after 10 minutes continue holding nose for a further 10 minutes
5. If still bleeding ask parents to collect child and take child to doctors or hospital.

9. Administration of Medicines (see additional Asthma and Medicines Policies)

The following procedures are in line with advice set out by the local authority and Health Safety Executive.

9.1

Parents are advised that children who are unwell should not be sent to school.

9.2

Doctors sometimes advise parents that pupils may attend school while needing to take medication, either for some ongoing complaint or allergy, e.g. asthma, diabetes or they are recovering from a minor illness requiring treatment using anti-biotics but are deemed no longer infectious and are considered well enough to attend school.

9.3

1. Parents will be advised that they are responsible for administering medication and the following should happen if a child needs medication during the day - either the child returns home at lunchtime or the parents comes to school to administer the medicine. Staff cannot be held responsible for the administration of medication. The exceptions to this are where staff are able to

- Look after inhalers
- Use an epipen in the case of severe allergies

10. Safety of Pupils outside School

10.1

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.

10.2

We do not take any child off the school site without the prior permission of the parent.

10.3

Full risk assessments are carried out before any trip takes place. Copies of these risk assessments are given to the Head and the Chair before the trip takes place. Depending upon the nature of the trip a copy may be sent to the LA.

10.4

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We aim to have a trained first aider on every trip. A First aid pack is always taken out on a trip. **The following staff at the school have been trained in first aid, Mrs J Capewell, Mrs J Gold, Mrs Carline, Mrs Barratt, Mrs Erskine, Miss J Shepherd, Mrs Kershaw, Mrs McCluskey, Mrs D Woollen, Mrs Wellings, Mrs Lennon, Mrs Speed, Mrs Lenihan, Mrs Lee, Miss McPherson-Hill, Mrs Holmes(EYFS), Mrs Davies , Mrs Grimshaw, and Mrs Gittins. This covers staff across the school, in different Key Stages and also as Midday Assistants giving us full coverage across the school.**

10.5

Should any incident involving injury to a child take place within the school day, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

10.6

We record all incidents involving injury and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

11. Seat belts

11.1

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

11.2

Parent helpers who transport pupils to and from events at school are asked to sign a form to say that they have fully comprehensive car insurance and are eligible to transport children.

11.3

Children below a given height (see new guidelines 2006) or are below the age of twelve, are only taken in a car if they have a booster seat. Parents have been given guidance on this also. In an emergency (going to hospital) then a child can be transported without a booster seat if one is not available.

12. General safety

As the children grow and progress through the school the children are taught about various aspects of personal safety outside the school.

These include:-

12.1

Road Safety

- a. The dangers of roads to young children
The Green Cross Code
- b. Cycling Proficiency - the children in the upper age groups are given the option of cycling proficiency training.

12.2

Water Safety

- a. The children are made aware of the dangers of water especially rivers ponds and canals.
- b. The children of the junior age groups are taught to swim on a regular and systematic basis.
- c. Children are aware of where they can access drinking water in the school. We have three water dispensers which are mains connected and children can fill their water bottles from these throughout the day. **(See policy for control of Legionella and water quality)**

12.3

Railways

The children are taught about the dangers of going near railways, especially in view of the close proximity of the recently electrified Chester to Birkenhead and Liverpool line.

12.4

Other sources of possible danger including talking to or going with strangers, possible dangers in the home, building sites.

External agencies are often brought into school in order to talk to children and re-inforce the work done by the school in relation to various aspects of safety e.g. Police, Road Safety Department, Fire Service, Railway Police.

13. Health and Safety of Staff at the School

13.1

All members of staff at the school are asked to disclose information relating to their physical and mental health before they are appointed to the staff of the school. This is of particular importance to the health and safety of pupils and it includes personnel who handle food, i.e. the school cook.

13.2

Some of the aspects of the sections on Health and Safety of Children are relevant to pupils, especially those relating to the use of school equipment and cleanliness and hygiene in the school and maintenance of school buildings and grounds.

13.3

If members of staff become ill and are no longer fit to work they will be sent home and a relief teacher will be brought in if possible.

The school abides by procedures laid down by the L.A. relating to staff illness.

If an accident occurs to a member of staff the standard accident procedure will be adhered to.

13.4

Several children in school suffer from asthma and so the following notes have been attached. Should a child suffer from another illness, e.g. diabetes, severe allergies or haemophilia then all staff would be made aware of the procedure to follow in the event of an emergency.

13.5

Staff induction includes Health and Safety advice to new staff. Staff are asked to sign this advice to say that they have been informed about these issues.

13.6

Staff using PCs on a daily basis (office staff) are asked to carry out a VDU safety check once a year.

14. Theft or other criminal acts

14.1

The teacher or head teacher will investigate any incidents of theft involving children.

14.2

If there are serious incidents of theft from the school site, the head teacher will inform the police and record the incident in the incident book.

14.3

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

15. Lettings

15.1

All agencies or individuals who let any area of the school are asked to carry out their own Risk Assessment. A copy of this should then be kept in the main office. This should be reviewed in the light of any changes which occur.

16. Contractors

16.1

Contractors carrying out work for the school will be vetted for their Health and Safety Performance. They will be required to assess the risks to anyone who might be affected as a result of their performance.

This policy is regularly updated in accordance with the curriculum review cycle and all staff will have a copy.
This policy was last updated.

Signed: **K Carruthers (Headteacher)**

Signed : **M Williams (Chair of Community Sub Committee)**

Review date October 2016

Next review date October 2017