



St Eanswythe's Church of England Primary School

**Policy for
Health and Safety**

Aim

We aim to create a Christian environment in which each child is valued and special and in which respect for the rights and needs of others is nurtured. Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Health and Safety Policy ensures that we have in place effective procedures to enable us to achieve this aim. We aim to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

St Eanswythe's School cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or herself and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole curriculum, sometimes through topics – for instance, a safe place to play. It might also be through a PSHE topic, for instance smoking or drugs. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in their classrooms and during assembly.

At St Eanswythe's School, children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Break-time snacks are provided: consisting of fresh fruit.

St Eanswythe's School believes that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils 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, e.g. a pond/pollution/soil studies
- ◆ when on educational visits.

For any physical activity, children change into PE kits. They should not wear shoes or trainers for gymnastics activities (unless they have a foot infection), as bare feet grip better, but should wear trainers or other suitable footwear for outside activities. Children are not permitted to wear any form of jewellery, for safety reasons.

St Eanswythe's School has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, etc.

In accordance with the LEA safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Risk assessments are done. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the leader always takes a first-aid kit and list of emergency telephone numbers.

St Eanswythe's School has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system.

The Site Manager (Sue Lamberton), under the direction of the Head Teacher, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Site Manager and cleaners maintain clean and tidy buildings and grounds. Any equipment/hazardous substance are locked away. All equipment is to British Standards and is maintained regularly.

Fire Drill

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes are identified in each classroom and general work area. These are also written in the Staff Handbook.

The children should walk out of the building(s) calmly and line up quietly. Adults should prevent panic. The School Secretary, will give the Class Registers to the class teachers, who should take the roll-call and check that all the children are present. The Register should be returned to the School Secretary (preferably by an adult) via an external route.

Nobody should go back into the building. If a child is missing this should be reported to the Head Teacher.

When all the Registers have been checked, the Headteacher will signal it is safe to re-enter the school.

Lunchtime Fire Procedure

If the fire alarm is sounded, adults on duty in the dining hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building. All rooms should be checked including the toilets.

The Senior Leadership Team will ensure, as far as it is reasonably practicable, that everyone is out of the building.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Head Teacher should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.

The Head Teacher, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

Child Protection

At St Eanswythe's staff follow the Child Protection procedures. See separate Child Protection policy.

Safety in the Sun

During the summer months please make sure that your child has sun cream applied before they come to school. They can also bring sun cream for reapplication during the day. Please ensure this is in a labelled bottle.(no aerosols please) Children should also bring sunhats which can be worn at playtimes and lunchtimes.

Smoking Policy

It is the policy of the Board of Directors that St Eanswythe's School is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school. No-smoking signs are displayed prominently around the building and grounds.

Car Parking

Car parking is a major concern at St Eanswythe's School, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Drivers parking cars near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

Visitors, who have been given authorisation to park at the school, should leave a note of their car registration number with the school office in case the car has to be moved.

There is regular liaison with the Community Police Officer, who will talk to parents and children and provide literature to display and send out.

Regular newsletters to parents emphasise:

- ◆ our neighbours: consideration for those who live and work in the vicinity of the school
- ◆ Using local parking facilities instead of driving right up to the school
- ◆ not parking on yellow lines
- ◆ at sporting events: children and staff should leave by the designated route

St Eanswythe's School admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

Animals in School

- St.Eanswythe's School ensures that animals kept in school are acquired from an accredited source and are healthy.
- School pets should not come into contact with wild animals (e.g. mice/rats). Wild animals, whether dead or alive, should not be brought to school.
- People with cuts or infections should not touch the animals. Animals can bite and scratch and resulting wounds must be treated carefully. (See the section on first aid.) These incidents must be reported to the Head Teacher and parents.
- Food for animals should be stored carefully and safely to stop it becoming infested and it should be stored away from the children.
- The care of animals during school time and holiday time should be considered very carefully (i.e. cleaning, feeding etc.).

Dogs

If parents collect their children with a dog, it must be restrained effectively and well behaved. If any issues occur the dog concerned will be banned.

Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should **always** be supervised by an adult when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

PE and Sports Equipment

When using large apparatus, children should be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

Furniture

Chairs should be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. Tables need one child at each end. No child should attempt to lift a table single-handed.

When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

Items Children Should Not Move

- Computers – wires can get caught and monitors can easily fall off trolleys.
- Piano – although on castors, it can tip and trap feet or fingers.
- Paper cutters – dangerously sharp blade.
- Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

Security of the Premises

All teaching staff, the bursar and the caretaker are the designated key holders and are responsible for the security of the building. (See Policy for Security.)

Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off before they leave the premises.

Caretaker

It is the responsibility of the caretaker to check that all locks and catches are in working order that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, the Head Cleaner has a duty to ensure that all the windows are closed, that the CCTV is recording, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Head Teacher/Deputy Head Teacher

The Head Teacher/Deputy Head Teacher/designated member of staff perform the above functions in the absence of the Site Manager.

The Head Teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. All cloakroom doors must be closed during the school day, except at lunchtime and break times.

Any parent or visitor is welcome in school but is asked to report to the office first, sign the visitors register and wear a visitors badge. Children enter and leave school by different doors, according to their year group. Accompanying adults should wait outside the building at the beginning and end of the school day.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

The Headteacher, is responsible for Health and Safety in the school and day-to-day implementation of the policy.

The appointed Director for Health and Safety should visit the school at least once a school year to carry out a full Health and Safety Check along with updating and reviewing the various risk assessments. The findings of the visits should be reported to the appropriate committee and Headteacher in order for areas of concern can be addressed and problem areas rectified.

Contractors on Site

- Contractors should telephone the Head Teacher/Site Manager and make appropriate arrangements before commencing work.
- When they arrive, all contractors should report to the School Office and the Site Manager, sign in and out of visitors register and wear a visitors badge. Contractors work under the close supervision of the Site Manager, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Head Teacher, the contractors and the appropriate department of the LEA.
- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/Dining Hall during break times and lunchtime.

NB: The guidance sheet below should be given to contractors.

Guidance for Contractors on Site

St Eanswythe's School complies with the recommendations of the Health and Safety Inspector (Kent LEA) and requests you to refrain from the following practices.

- Smoking in the building or in the grounds, as St. Eanswythe's School is a no-smoking school.
- Talking to the children (who have been taught not to talk to strangers).
- Moving vehicles while children are at play.
- Leaving equipment lying around or unattended.
- Playing music during school hours.

If you have any problems, please see the Head Teacher or Caretaker.

Policy on the Use of Hazardous Substances in School

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register, which is kept in the School Office.

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Head Teacher/Deputy Head Teacher.

Science

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should never be used by the children.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be

put into the mouth. Some things might need to be disinfected. Children should not use liquids that give off vapours. Some glues can be hazardous both from the flammability and inhalation point of view. Objects should not be pushed into the ears or nose.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should *never* handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Eye protection should be worn when chisels are in use. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessment should be carried out.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment 'loaned' to the school should be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

Technology

All equipment should be stored safely and returned to its correct storage place after use. Craft knives should only be used by an adult.

Hardboard should be used to protect surfaces when using tools. An adult should always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

Some woods are treated and can be harmful to children. 'Donated' wood should not be accepted unless the source has been investigated.

Glue Guns

- When using glue guns, the children should be well supervised. Younger children should not use the guns.
- Designate an area for using the glue gun. Only one child should be in the area using the gun at any one time. Keep all the other children well away.
- The item being glued must be left for a few minutes to cool.
- If a child should burn him/herself, the wound should be run under the cold tap. If there is doubt about the severity of the burn, the designated First Aider or the Head Teacher should be consulted.

Food Technology

St Eanswythe's School recognises the importance of cooking and baking as part of the Technology Curriculum but is aware that certain children are allergic to various foodstuffs. Basic hygiene practices are observed, such as the children washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean with a cloth after the cooking/baking has taken place.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a Music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments should be returned to the music cupboard after use.

Protective Clothing

- Aprons should be worn for all painting activities. If handling soil for any activity, gloves should be worn.
- Teachers should have goggles to hand, in readiness for science activities requiring their use.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

Physical Education

St Eanswythe's School always has the safety of the children in mind. There is a risk element to Physical Education of which the School is aware. (See following notes.)

General points to be considered when teaching PE

- The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into PE kit for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- If a child constantly forgets their PE kit, a letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

Gymnastic Safety

- Large pieces of gymnastic apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson.
- The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- The children should be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- Is the apparatus suitable for the age of the children? The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.
- Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of teacher's/parent's cars and crossing roads.

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate work insurance cover should be arranged, as neither St Eanswythe's School or Kent LEA insure teachers when carrying children.

Parental Support

Teachers should ensure that they have copies of all the relevant documentation before asking parents for their assistance.

Dance Safety

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear pumps.
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the hall on which children could harm themselves.

Swimming Rules

Male and female staff should accompany the children whilst at the swimming pool, the senior teacher having a list of all the children in his/her care and the numbers involved.

The children should be counted on leaving school, on entering and leaving the pool.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the pool should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

Staff to pupil ratio must be at least 1:20 on the poolside. Staff must be in/around the changing rooms when the children are changing; however, teachers should not embarrass the children. Children with long hair should wear swimming caps.

Policy on the Administration of Medicines during School Hours

See separate Supporting Children with Medical Conditions Policy

Policy on First Aid

See separate Policy on First Aid in School

Health & Safety Records & Files

Health and safety files are in place. The files and records need to be kept up to date at all times and should accurately reflect what is happening at the school. These files are kept in the school office. The files in place include;

Coshh information file: -

- Safety data sheets for all chemicals used on site
- Coshh assessments for all chemicals used on site
- Staff Coshh training records

- Confirmation obtained from cleaning contractor that staff have been fully trained in the safe use of chemicals

Health and safety records file:

- Maintenance calendar
- Health and safety training records
- Gas safety information for kitchen equipment
- Boiler testing records
- Current waste transfer note
- 5 year site electrical circuit test certificate
- PA test certificate (In fire file)
- Gym equipment service records
- Health and safety governor reports
- Health and safety insurance information
- Lift service information
- Tree safety inspection reports
- Playground equipment inspection certification
- Legionella risk assessment

Caretakers records file. –Playground check records

- Water temperature testing records
- Ladder safety check records
- Access to height training records
- Relevant dangerous task and equipment risk assessment records – copies from risk assessment file
- Relevant safety data sheets for chemicals used by caretaker – copies from master Coshh file

General risk assessment file

- Departmental risk assessment records
- Transport risk assessment records

Visits risk assessment file

- Personnel risk assessment records – pregnant ladies risk assessments etc
- Location supplier risk assessment records
- Contractor risk assessment records

Date:march 2017

Signed: *J E Garrett*Headteacher

Signed: *RO. Allsop* Chair of Directors

