

CARLTON COLVILLE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

It is of fundamental importance to provide a safe, secure and pleasant working environment for all the adults and children who work and learn in our school. This Policy sets out the local procedures for our school.

ORGANISATION

The Headteacher or Deputy Headteachers in her absence, has the prime responsibility in the school on a day to day basis to ensure that satisfactory safety performance is achieved. The Governing Body will have a large part to play in this process with overall responsibility for health and safety on the school site. The Site Manager who is a Governor on the Buildings/Premises Working Party monitors the school site daily, responding to all health/safety concerns promptly.

Further to this, all employees should have a regard for their own health and safety and that of others including pupils and colleagues. It is their responsibility to communicate any concerns to the appropriate person (see below) so that any potential hazards can be quickly rectified.

Individual members of staff/governors are responsible for the particular areas as follows:

- **First Aid Room** - Mrs Laura Francis - Senior First Aider
- **Early Years Paediatric First Aider** - Mrs R Bullard - Nursery Nurse
- **Planned Health and Safety inspection of whole school building** - Governors Buildings/Premises Working Party at least annually
- **Safety Training** - Headteacher/Business Manager/Site Manager
- **Incident Reporting/Investigation** - Headteacher and all staff
- **Liaison with Contractors** - Site Manager, Administrative Staff
- **Updating Health and Safety Policy** - Headteacher and Governing Body
- **Fire Precaution and Evacuation** - Site Manager, Headteacher and all staff
- **Risk Management** - Site Manager, Headteacher and Building/Premises Working Party
- **Regular test of fire alarm system** - Site Manager
- **Swimming Pool** - Headteacher/Site Manager

ARRANGEMENTS

Procedures that ensure there is a safe school environment are listed below:

Communication

Health and Safety information is passed to staff during staff meetings in the staff handbook and through written information on notice boards, keeping safe area or copied for each member of staff.

First Aid

First Aid equipment is located in the First Aid Room and in each Year group activity area and Nursery Kitchen. First Aid trained members of staff are on First Aid duty at playtimes and lunchtimes. The majority of Teaching Assistants are first aid trained, one has "Enhanced First Aid in the Workplace" training and three have paediatric first aid. All essential training is updated as required. Specific training, eg EpiPen, Asthma, Diabetes etc is arranged linked to pupil community care plans. Additionally, the school has its own care plans as and when needed for vulnerable pupils.

Risk Assessments

The school has a range of risk assessments which are displayed in appropriate places. This includes a Fire Risk, Swimming Risk and "Outdoor Learning" Risk Assessment. A complete master set of Risk Assessments are kept in the "Keeping Safe" area located in the staffroom and office.

Incident Reporting

- There is a book in the First Aid Room to record all minor incidents. Major incidents are recorded in the Accident Book kept in the school offices and copies are sent to the Local Authority.
- If a child has an accident involving a head injury, the child is given an "Oops I've bumped my head sticker" and the child's parent/carer is told of the incident either by telephone or at the end of the school day. Anything of a more serious nature is immediately dealt with by a telephone call to parents/carers.

Medical Treatment

- Medicines are only administered when a disclaimer has been signed by the parent/carers giving details of the medicine and the quantity that has to be administered following the prescription by the family doctor.
- Any tablets that need to be halved should be sent in already halved by parents.
- The school reserves the right not to administer medicines if it is felt that the appropriate criteria has not been met.
- Only designated members of staff can administer medicine. Other than the Headteacher and Deputy Headteachers these are Mrs K Everett-Day, Mrs C Brown and Mrs S Hodge.
- Medicines are clearly labelled and stored in the school safe (in the case of Ritalin etc) or in the school office fridge (in the case of antibiotics).
- When medicines are administered details of name, amount, and time it was administered are recorded and initialled on the disclaimer.
- Health Centre/GP telephone numbers are available in the school office
- An ambulance will be called when the degree of first aid requires immediate professional attention.
- There is a list of children's medical needs and conditions including allergies and asthma kept in the school office.
- There are Allergy Lanyards kept in the Dining Hall for those children who have food allergies. These are worn whilst in the Dining Hall.
- First Aid Boxes are checked regularly in the First Aid Room, Year group areas and Nursery Kitchen.

Intimate Care

- Support Staff will be responsible for Intimate Care as occasionally children have accidents and need changing. Spare clothes are available. All Support Staff are DBS checked and can change a child independently. A school Intimate Care Record will be completed, passed to the Classteacher and shared with parents.
- If there are any ongoing medical reasons for toileting difficulties, staff need information and guidance from relevant doctors or the school nurse. This may result in a Care Plan.

Fire Procedures

- The school building and grounds is a designated **No Smoking area**.
- Fire evacuation procedures are displayed in all classrooms and throughout the school. Fire drills are held termly in order to practise evacuation.
- Pupils are required by law not to misuse anything provided in the interests of health and safety such as fire extinguishers. We teach our pupils to understand and respect this requirement.
- The school keeps a log of Fire Drills, Fire Alarm Panel testing and Fire Alarm Activation Points.
- Annual checks of Fire Extinguishers are made by an authorised contractor.

Safeguarding

- The Headteacher and, in her absence, Mrs Easter and Mrs Carruthers are the Alternate persons responsible for Safeguarding Children in the school. There is also a Named Governor Mr Jones for Safeguarding Children.
- Any member of staff who considers a child may be in vulnerable circumstances must follow the guidelines set out in the Schools' Safeguarding Policy.
- All staff receive Safeguarding Training and follow clear procedures as and when required.
- The Site Manager undertakes specific training such as "Working at Height".
- Health Professionals are accessed for a range of pupil needs e.g. Epipen and Asthma training.
- Community Nursing Staff liaise with school and parents to formulate care plans.
- In addition the school has its own individual care plans to agree protocols with parents to meet the health needs of pupils.
- Care Plans are displayed in the staffroom and First Aid Room.
- In the case of food allergies these are displayed in the School Kitchen, alongside the Allergy Lanyards.

School Security

- While it is difficult to make the school site totally secure, we do all we can to control access and reduce any risks.
- All visitors must report to reception which is clearly sign posted and can only gain access to the school via the office staff.
- All visitors must sign in and out of the premises and are required to wear school identification.
- Any visitors behaving inappropriately should be reported to the office immediately where the schools Code of Conduct will be actioned.
- There is a lock code system on main external doors and internal door in the Foyer.
- Afterschool Club children wear blue bibs to be easily recognised.

Staff

- Staff must take reasonable care of their own and others' health and safety.
- Staff must inform the Headteacher or Deputy Headteachers in her absence of any serious risk or hazard.
- Any member of staff who needs advice about a health issue related to the work place must inform the Headteacher or Senior Leaders.
- Any violence to staff by a pupil will be taken extremely seriously and the parents of the child informed immediately.
- In extreme cases of threat or violence the 'Red Card System' would operate (refer to Positive Behaviour Policy).
- Any incident of violence to a member of staff by another adult will be reported to the police immediately.
 - Any adult behaving in a dangerously threatening manner would be informed that they were no longer permitted on school premises and the LA would be notified.

Electrical Equipment

All staff must report any concerns about electrical equipment immediately. This is checked professionally as per current legislation.

Swimming

The school has a pool on site for swimming lessons. A trained swimming instructor is employed and present at all times at poolside including some staff and volunteer helpers.

The school buys into the Suffolk Norse Swimming Service which provides Health, Safety and Best Practice guidance. The Site Manager maintains the water quality and hygiene aspects of the pool alongside monitoring by Clearwater Technology Limited.

Playground

The adult supervision is as follows:

Before school - a member of staff outside.

Break-times

- Upper school - three members of staff outside.
- Lower school - Three members of staff outside and another person based in the First Aid Room.

Lunchtimes - a minimum of eleven and a maximum of fourteen midday supervisors.

After school - members of staff assist with children crossing the car park area.

This adult pupil ratio may be adjusted accordingly if and when pupil numbers fluctuate.

Contractors

On arrival, contractors report to Reception to sign in. An Asbestos Report is kept in school for contractors to sign. Staff are informed in advance of any disruption that may be caused.

School Curriculum

There are numerous learning opportunities across the curriculum when Health and Safety issues are addressed.

- **P.E.** - reference should be made to the Suffolk County Council document 'Safe Practice in Physical Education' (Located in the "Keep Safe Box" in the staff room).
- **Science** - Reference should be made to the Association for Science Education Document 'Be Safe' (Located in the "Keep Safe Box" in the staff room).
- **Design and Technology** - Advice should be followed as given by the Design and Technology Advisory Team and safety procedures should be evident in planning. Where appropriate there should always be two members of staff during Design and Technology activities.

- **P.S.H.E. and Circle Time**

These lessons provide opportunities to deal with such issues as respect for each other's bodies and how to look after themselves, care of the environment and drugs (see Drugs Education Policy held in staffroom). Circle time allows children to discuss problems or issues of concern and gives teachers time to help children discuss and overcome any fears and worries they may have.

- **Sex & Relationships** - The school has a SRE Policy and always works in agreement with Governors and parents/carers, e.g. Learning Together Workshops.

Major Critical Incidents

In the event of a Major Critical Incident, reference should be made to the school's Critical Incident Policy.

Risk Assessments for Educational Visits

The Deputy Headteacher is the Educational Visits Co-ordinator and ensures all Risk Assessments are undertaken for educational visits. The administrative staff ensure the Risk Assessments are uploaded to EVOLVE.

Road Safety when out on Visits

- When crossing roads with pupils, we have no authority in law to stop the traffic.
- Any adult with a group of children is likely to indicate they want to cross and cars are likely to stop and wait but wherever possible cross at a pelican or zebra crossing.
- If there is a crossing patrol in the street you are crossing, the patrol should be used as they have the authority to stop the traffic.
- Where possible we request police assistance to cross busy main roads.

Theft or Other Criminal Acts

- The teacher or headteacher will investigate any incident of theft involving children. However, no teacher or headteacher has the right to 'search' a child's bag or drawer without the child's or parent's permission (Human Rights Act 1998).
- If there are serious incidents of theft from the school site, the headteacher will inform the police.
- Should any incident involve physical violence against a member of staff, it will be reported to the headteacher and governors who will support the teacher in question, if he or she wishes the matter to be reported to the police.

Vehicles on Site

- A Traffic Safety Policy clearly sets out safe procedures for our school community.
- The Site Manager/Assistant Caretaker provide additional supervision within the Traffic Safety Zones on the car park at the beginning and end of the school day.
- All members of staff have parking facilities on the school site.
- There is a designated area outside the kitchen for delivery vans.

Use of Hazardous Substances (COSHH)

- Refer to Drug Education Policy.
- Chemicals/ Cleaning materials etc. Before any substances are purchased or brought into the school, advice is sought from either the LA Core Property Advisor or the supplier to assess any risks associated with their usage
- The school maintains a list of substances used, their risk assessments and instructions for use. These are held in a file marked **Hazardous Substances** in the Site Manager's room. All materials are kept in the Site Manager's room which is kept locked at all times.

Emergency Closure

If there are adverse weather conditions, heating problems, floods etc. the following criteria is used:

- Will the children get to school safely?
- Can staff get to school safely?
- Can we provide a school meal?
- Will the children get home in the evening?
- Are the conditions in school warm and comfortable?
- Are the buildings and premises safe for everyone?

If the answer to any of the above is doubtful then decisions have to be made by the Headteacher and Senior Leaders.

If there is prior warning in weather conditions the Headteacher will consult with other Headteachers and the Zone Emergency Officer.

If a decision to close the school is made; we will follow the Procedures for school closure.

This policy will be reviewed annually and discussed with staff at the beginning of each academic year.

Date approved: Autumn 2016

Review Date : Autumn 2017