



St Mark's CE Primary School

Health & Safety Policy

Policy Statement and Guidelines

Policy Date: Autumn 2017

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Health and Safety Policy

Aim



As a RRSA school, all stakeholders have 'the right to be safe'. The aim of our school is to create an atmosphere of carefulness and positive risk assessment both in and out of school; this is for all users of the school, children, staff, parents and the community. All staff must be aware of Safe Working Practices in the curriculum and children taught about how to consider and carry out risk assessments in their day to day activities in school.

This carefulness includes:

- The ability of each individual to protect him/herself/children.
- Concern and consideration for the safety of others.
- Knowledge of what to do in certain situations.
- Alertness and control.
- Cultivation of good habits.
- Strict adherence to local authority policies and safe working practices – Copies on the SCC Intranet and school web site.

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology and the involvement of outside agencies such as the police, Fire Brigade, Road Safety Officer etc. It might also be through a health related topic such as smoking.

At St Mark's, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime and no break time snacks apart from fruit.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom, and through risk assessment in planning documents.
- When using equipment e.g. scissors, tools, PE apparatus.
- When moving around the school.
- When carrying out investigations e.g. pond, pollution, soil studies.
- When on educational visits.

General

For any physical activity, children and staff must change into appropriate PE kit. They are expected to be bare-footed for indoor activities as bare feet grip better, and to wear trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery for safety reasons. Tape must be applied if an item cannot be removed. Religious bangles must be covered by a sweatband to protect the arm.

We have a limited number of school rules, which are for safety reasons, such as walking around school, playing within sight of an adult, care of property etc.

In accordance with LEA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed, and a first-aid kit and list of emergency phone numbers taken. Staff must read the Offsite Activity book published by the DfE and comply with the LA and school expectations in all cases. All activities must be planned with the Head teacher and the Head of Operations and signed off 48hrs in advance of the trip.

St Mark's has set procedures in case of emergency in school, such as fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.

St Mark's also has a lock down procedure in case of intruders. The Site Manager and Head of Operations under the direction and delegation of the Head teacher are jointly responsible for ensuring that the building and grounds provide a safe and healthy environment for the children. The Site Manager must maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Site Manager/Assistant Site Manager or through the use of authorised contractors. All equipment/hazardous substances are kept locked away from the children. All equipment is to British Standards and is maintained regularly. Regular meetings between the Site Manager and Head of Operations should be held to update risk assessments. Phase leaders have a responsibility to address health and safety issues in their areas of control.

Meeting Agendas

All meeting agendas must have a Health and Safety item to ensure opportunity for discussion and consideration are given and action points are raised if applicable.

Accidents and Incidents

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be

dealt with by any member of staff. However, we have qualified staff to deal with the more serious accidents. See medical room for details. Fully equipped first-aid boxes are kept in the school office and each separate building. The school's accident book, accident forms and a list of any allergies children have are kept in the school office. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away and if necessary, an ambulance called for.

In order to comply with legislation and fulfil statutory responsibility, the School must make sure that All employees and contractors are aware of accident/incident reporting procedures

- All accidents and incidents are reported, recorded on the Virtual Health and Safety Management System (VHSMS) and investigated.
- All notifiable incidents are reported to the Health and Safety Executive (HSE).
- Appropriate corrective and preventive action is taken to ensure the safety of employees, contractors and members of the public.
- All staff must complete the Injury/Accident Remote Form on line on the young Southampton website <https://scc.infoexchange.com/InjuryAccident> either by accessing by themselves or seeking support from the Head of Operations or Head Teachers PA.

Minor accidents (for pupils only) are recorded in the accident book located in the medical room. Parents in the EYFS, Year 1 and 2 will speak to parents at the end of the day to share with them any issues that may have arisen due to bumps or minor injuries during the day. All head bumps / injuries are phoned through to parents /guardians and a note sent home as well.

Accidents books are monitored monthly to check for patterns of incidents so any issues are addressed.

Fire Drill (see fire policy for more detail)

The Fire Evacuation Point is on the field, pupils and staff should take the shortest, safe route to the field. They must walk on the pavement along Stafford Road unless evacuation officers are in place and be aware of traffic when crossing the service road.

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building via the nearest exit.

Close all doors.

Silence is essential.

Exit routes for each classroom or activity are placed in each area.

A member of the office staff will bring the registers to each class at their assembly points, whilst another will check off visitors and staff.

Class teachers take registers using the register numbers and check that all children are present, and then return them immediately to the member of office staff.

If a child is missing it **must** be reported. The Head teacher or nominated adult will locate missing people and report back to the assembly point as soon as possible.

When all registers have been received, a member of office staff will inform the Head teacher of the all clear or further investigation required.

When the Head or delegated adult gives the all clear, classes may walk back sensibly and silently, one class at a time.

If your normal exit is blocked for any reason, then use the nearest available exit.

If escape is impossible, room door should be closed firmly and gaps sealed with clothing etc if practical. Windows should be opened and occupants should wait calmly until help arrives. (Fire Brigade advice)

Lunchtime Fire Procedure

All adults on duty in the playground shall on hearing the fire alarm gather all children together away from the buildings and ensure that no child re-enters the buildings.

All adults on duty in the dining area shall evacuate all children from the building and ensure on the way out that the toilets are vacated.

The Head teacher and Deputy Head teacher will ensure, as far as is reasonably practicable that the rest of the building is vacated.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Head teacher or designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure).
- Phone 999 for the Fire Brigade and Police.
- Check that the evacuation procedure has been followed.

- The Deputy Head teacher or delegated adult will remain at the front of the school to meet the emergency services and direct them to the incident.
- All children and adults must remain outside.
- Only when the all clear has been given will pupils and staff be sent back into the building.
- If the alert is a practice, then the Fire Brigade must be informed before the evacuation takes place.

n.b if it is a bomb alert the alarm must not be rung but b evacuate code passed in person.

Lockdown

In the incident of a lockdown, the Headteacher or designated individual should use the alert system to notify staff. Staff should immediately carry out lockdown procedures. This is 3 rings of the wet play bell and telephone calls made to Year R, Year 1, Year 2 and PaintPots. The “all clear” will be one long ring and calls again made to Year R, Year 1, Year 2 and PaintPots.

Smoking Policy

It is the policy of the Governing Body and LA that St Mark’s is a no smoking school.

Smoking is not permitted in any area of the school by staff, parents or visitors.

No smoking signs are clearly displayed around the premises.

Car Parking

Car parking is a concern at St Mark’s as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings and parking restrictions should be observed at all times. All cars should reverse park up to the wall in the car park for safe exit.

Visitors should enter their car registration number when signing in at the office in the case the car has to be moved.

Where there is provision for disabled parking, only disabled badge holders should use these spaces.

There is regular contact with Traffic Police and the Road Safety Officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

Care of our neighbours.

Use of the crossing patrol instead of driving right up to the school.

Not parking on yellow lines.

Not dropping children off at the gates or parking and waiting.

Sporting and other events – children and staff information displayed in the office.

Breaches of the above will be followed by discussion with the Head teacher and a letter explaining the policy and action to be taken.

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and tables.
- Sports equipment.
- Small items of equipment.

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing regularly. Chairs must not be stacked higher than x6. Children should not use the chair trolleys.

PE And Sports Equipment

When using large apparatus, children must be trained how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example benches – one child at each end.

Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed, then the Site Manager will assist/supervise.

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

Staging is heavy and needs at least two children per piece as they are awkward to handle. Children need to be told how to pick them up and put them down so that their fingers and feet are not trapped.

The PA system must only be moved and set up under adult supervision.

Small items of equipment include Laptops, CD players, PE trolleys etc. The children can move these freely. TV's should be on a trolley with at least two children accompanying it.

Always make sure that when any item of furniture or equipment is being moved from one room to another, that there is another child available to open and close doors.

Items Children Should Not Move

Computers – monitors can easily fall off trolleys or wires get caught.

Piano – although on wheels, it can tip and fingers or feet become trapped.

Cookers – too heavy and awkward.

Common sense should be used at all times regarding items that may be heavy, sharp, hazardous etc.

Security of the Premises

The Site Manager, Head of Operations, Head teacher, Deputy Head Teacher and one additional cleaner are designated key holders and are responsible for the security of the building.

Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises. Blinds must be drawn. At holiday times, articles should be removed from vision and locked away or moved to a secure area.

When working late, all staff must inform the Head teacher or key holder of where they will be working and the time they plan to leave. No staff should work alone.

Lone Working

If lone working is unavoidable authority must be obtained from the Headteacher and the findings of the risk assessment adhered to and a plan must be agreed which enables another nominated member of school staff to ensure the safety of the lone worker until they leave the school premises or home visit.

Staff are to maintain contact with the nominated person. If the nominated person is concerned or contact is lost they must: -

- Try and contact one of the following the
 - School 02380 772968 (in case anyone is in the main building and the lone working is in one of the other buildings)
 - Headteacher: 07828 723391
 - Deputy Headteacher: 07810 144137
 - Head of Operations: 07538 322616

Staff should give their family members the above information in case they are concerned about the whereabouts of the member of staff.

If there are concerns in either case the police should be contacted on 999.

Site Manager

It is the responsibility of the Site Manager and in the absence of the Site Manager, the Assistant Site Manager to check daily that:

- All locks and catches are in working order
- The security of the building and site is working properly.
- The CCTV cameras are working properly.

Before leaving the premises to check:

- All windows are closed.
- The doors are locked and secure.
- The security alarm is set.
- All gates are locked.

Occasionally a member of staff is the last to leave – if this is the case, the last three items above become their responsibility.

Head Teacher/Deputy Head Teacher

The Head teacher is responsible for the security of the premises during the school day; delegated responsibility for the estate is given to the Head of Operations.

Any parent or visitor to the school is welcome but MUST report to the office and sign in. This must be adhered to but in no way detracts from the open door policy of St Mark's.

Contractors on Site

Contractors must telephone and make appropriate arrangements prior to visiting the school. They must contact either the Site Manager or Head of Operations.

All contractors must report to the school office. The Site Manager/ Head of Operations will then be informed of their arrival.

Contractors will work under the close supervision of the Site Manager so as not to endanger the Health and Safety of children and adults in the school.

Any equipment that contractors bring into the school must be stored in a safe place away from corridors, classrooms or any other areas being used by adults or children.

No repairs or maintenance can be carried out in areas, which children or adults are occupying; this includes cloakrooms and toilet areas.

If contractors are working near children's play areas, then all equipment and machinery must be cleared away during this time and the contractors must leave the area. Alternatively, the area must be taped off/barricaded and children banned from the site area.

The Site Manager will monitor all work and any concerns reported to the delegated person, the Head of Operations and Head teacher, the contractor concerned and the appropriate department of the LEA.

NB: See sheet below to be given to contractors.

Guidance for Contractors on Site

We have been recommended by the Health and Safety Inspector (Southampton City Council) to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no smoking school.
- Talking to the children (our children are asked not to talk to strangers).
- Moving vehicles when children are at play.
- Working on or near playgrounds when children are at play.
- Leaving equipment around.
- Playing music during school hours.
- If you have any problems, please see the Site Manager or Business Manager.

Policy on the Use of Hazardous Substances in School

All substances that may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register. and seek approval by the Site Manager.

Any member of staff must:

- Check the substance against the COSHH register.
- Follow procedures laid down for use.
- Be aware of procedures for avoiding exposure and for control.
- Inform the Head teacher or Deputy Head teacher of any difficulties.
- Staff should apply the above guidelines to items brought from home e.g. art materials.

Policy on the Administration of Medicines in School

From time to time, parents request that the school should dispense medicines that need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis due to the chronic nature of their illness e.g. asthma or epilepsy.
- Children who are suffering from casual ailments e.g. coughs and colds.

Generally no member of staff will administer medicine apart from the First Aider, Office Team, Head teacher or Head of Operations. Medication can only be administered if it is requested by the parent/ guardian. Administration of medicines should be witnessed and logged in the file kept in the medical room.

If it is unavoidable that a child has to take medicine in school for treatment of a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be a purely voluntary basis.

A consent form must accompany all medicines and this must be used in conjunction with the "sell by" date of the medicine. Checks will be done at the beginning of each term to monitor contents of boxes and dates for the medicines.

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

Parents must write to the school giving authorisation for medicines to be administered to their children.

The medicines must be brought into school in a properly labelled container that states: (a) the name of the medicine, (b) the dosage and (c) the times for administration.

Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the /guardian should liaise with the Head. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

The use of RITALIN or similar must be monitored carefully and tablets double locked in a secure cabinet. The Head teacher must know who is taking RITALIN/ additional medication.

Policy on First Aid in School

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

During lesson time, first aid may be administered by a first aider in the office or the child may be sent to the medical room and seen by a first-aider. If an accident occurs in the playground and first aid is required, the child should be sent to the medical room as above. Lunchtime supervisors have first aid training and can deal with most situations without resort to the services of a first-aider.

If there is any concern as to the first aid that should be administered then a qualified first-aider should be consulted.

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely then placed in the medical room bin. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

The procedures for dealing with spillages of bodily fluids

- Deal with the child first observing privacy dignity and respect
- Wash hands before and after changing is done
- Staff to wear fresh aprons and disposable gloves while changing a child
- Let another member of staff know where you are and what you are doing (see intimate care policy)

- Soiled nappies securely wrapped and disposed of appropriately
- Changing area/ toilet to be left clean.
- Place paper towels over the soiled area
- Spray with cleanser/disinfectant
- Repeat until area is properly cleaned
- Dispose of soiled towels in sealed bag and put into bins in recycling area outside
- Place sign over area till dry