

SCHOOL SAFETY POLICY

Policy Statement

As the Head Teacher I recognise my responsibility for giving effect to the Director of Education's safety policy on the protection of all school staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of my school.

In association with the Governing body, I will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which I exercise control. Applying the principles of risk management I will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, I will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the LEA.

It is equally the duty of all school staff to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, co-employees, pupils, and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

Signed: Head Teacher

Date:

Signed:Chair of Governors

Date:

Head Teachers Responsibilities

In addition to the responsibilities assigned to Head Teachers under Section 4 of the Education Department's Safety Policy, the Head shall also be responsible for ensuring, so far as is reasonably practicable, all health and safety matters affecting the operations and activities of the school, including those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of the Education Committee's policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility.

Head Teachers therefore:

- * take day-to-day responsibility for all health and safety matters in the operations of the school.
- * ensure effective communications on health and safety matters exist between the school and the Education Department's Safety Co-ordinator (see Education Safety Policy).
- * co-ordinate work with the Governing Body and the LEA to achieve standards and procedures prescribed for health and safety.
- * provide Governors with an annual report on all matters affecting health and safety in the school.
- * together with school staff, assess and control the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken.
- * chair the school's health and safety committee, or other forum, at which health and safety matters are discussed.
- * evaluate the need for health and safety training of staff and arrange its delivery.
- * bring to the attention of the Governing Body and the LEA any matters of health and safety that cannot be resolved, or are of imminent danger of any person.
- * liaise with contractors, or their representative undertaking any works on the school site, to ensure the safety of all persons exposed.
- * ensure LEA guidance on fire precautions and fire safety in schools is implemented and complied with.
- * co-operate with accredited safety representatives appointed by recognised Trade Unions in accordance with the LEA agreement.
- * keep the school's health and safety policy under review and bringing any amendments to the notice of all staff.

The Head Teacher will be advised and guided in these responsibilities by specialists appointed by the LEA. Particulars of these specialists will be made known to the Head Teacher and Governing Body through health and safety publications and

information circulated by the Senior Assistant Director (Development) at County Hall.

The caretaker is responsible to the headteacher and Governing Body for :-

* ensuring, so far as is reasonable practicable, that safety and health provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.

* ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly stored when not in use

*ensuring that all waste materials for the school are disposed of in accordance with the LEA policy

*maintaining a clean and effective boiler area, including the safe storage and delivery of fuels if necessary

*maintaining a high standard of housekeeping by a weekly site inspection - ie checking gates are secure, litter kept to a minimum, any drug paraphernalia removed, dog mess dealt with as soon as possible, blinds maintained in good working order, coat pegs are safe etc

*Maintaining water maintenance and fire alarm test books

*reporting to the Headteacher any problems or imminent danger associated with his responsibilities, as soon as it is practicable to do so.

signed Caretaker

date

First Aid

There is one designated first aider and several trained first aiders in school - please see the list in the staff room

First Aid Boxes are to be found at these points :-

Staff room - used for playtime injuries and more serious injuries for children in school

Nursery - used for all injuries involving Nursery children

PE store in hall - used for any injuries during PE

Each box conforms to regulation guidelines. Supplementary Boxes have wipes, gloves and plastic bags for minor injuries. Supplies are checked by the designated first aider every term. However if any of the above are in short supply please refill from stock in staff room and tell the first aider if we need to order more.

Midday supervisors and playtime staff have a bag that they take outside containing medi-wipes for minor grazes.

All staff are advised to use the plastic gloves provided when treating an injury that is bleeding. Used wipes, gloves etc should be put into the sealed designated bin provided for this purpose. If using a supplementary box please put the soiled wipes, gloves etc into a small plastic bag and seal securely before disposing of them.

Medical Conditions

A list of all children in school with known medical conditions is kept in the staffroom near the first aid box and the midday supervisors have access to one in the dining room, and one that they take outside. Information about each child with a known medical condition is also kept at the back of the class register. In the Nursery the list is on display in the kitchen so that parent helpers can see it as well. This is in line with the Disability and Discrimination Act guidelines.

Children who suffer from asthma need to keep inhalers in a cupboard in the classroom where they can have easy access to them at all times. Any inhalers for Nursery children are kept in the yellow cupboard.

Medicines are not normally administered by school staff. However in the case of essential regular medication eg ritalin a child may be given medicine at school provided permission from the parent and administration details are recorded on the appropriate form. In this case the medicine must be brought to the staff room where it will be kept in the designated locker and the child must come to the staff room to be given the medicine.

Accidents at School

Minor injuries

Treat appropriately consulting a trained first aider if necessary.

Date, injury, circumstances and treatment should be recorded on the accident sheet, and initialled by the member of staff involved. Please make sure the class teacher is informed.

Any child receiving a bump on the head should take a "bump note" home to parents at the end of that day. (These are kept in the same cupboard as the first aid supplies in the staff room)

Injuries giving cause for serious concern

Do not move the child, send for help. Consult a trained first aider, or the head teacher if none of these are available.

Inform parents if possible.

If a hospital visit is necessary an ambulance must be called to take child and an adult to hospital.

Date, injury, circumstances and treatment must be recorded in the accident book and initialled by the member of staff concerned. Then it will also be necessary to fill in an accident form.

Playground Supervision

Playtimes

The bell outside the office will be rung at the beginning of every playtime. There will be one teacher and one other adult on duty every playtime when all the classes are out. No children should be in the playground without adult supervision.

In case of a minor accident the injured child will be treated from the first aid bag. In case of a serious accident an adult will go for help.

The teacher on duty will ring the hand bell at the end of playtime and send a message to the other members of staff. The children then line up in classes as told.

Classes are not sent inside until the members of staff comes out to collect their children.

Lunchtimes

One midday supervisor is on duty outside at all times and two are present when all the children have finished lunch.

Minor first aid (wiping with antiseptic wipe) is carried out outside by the supervisor on duty. Those children needing more treatment are accompanied into school by another child.

Circumstances and treatment of any injuries are recorded on the accident sheets by the midday supervisor concerned.

At the end of lunchtime the midday supervisors will see the children to their classrooms and supervise them until the teacher arrives. They must inform the relevant class teacher of any accidents or incidents that have occurred.

If a child has appeared distressed by an incident where they have been slightly injured, or if clothing is torn or damaged it is helpful if the class teacher makes a point of explaining the situation to the parent/carer at the end of the day. This avoids possible misunderstandings and reassures the child and the adult of our involvement and concern.

Educational Trips off the School Premises

*Written permission needs to be obtained from parents/guardians before a child may be taken off the school premises. The reason for the trip, the venue, and where appropriate advice about suitable clothes and food arrangements need to be given.(eg plastic containers only please). Parents also need to be asked if their child is travel sick.

Local trips - walking

*Supervision should be no less than one adult to four children and a qualified adult, employed by the school, should be present.

*Children need to be told what sort of behaviour is expected and why it is expected before setting out. Any misbehaviour or disobedience will result in an immediate return to school.

*If shopping the local supermarket will be used if possible as this avoids having to cross the busy main road.

Further afield - by coach

*Supervision should be no less than one adult to six children for Y 2's, one adult to four children for Y1 and reception children, and one adult to two children for Nursery children.

*All adults should be told names of the members of their group with any relevant medical information and given some details of the trip before the day. A staff member must take charge of any child who is likely to behave unpredictably.

*All adults and children must be told about what sort of behaviour is expected and why it is expected before setting out.

*The supplementary first aid box from the staff room and some provision for travel sickness need to be taken onto the coach (bucket with sawdust, wet wipes, plastic bags)

*Children need to be counted on to the coach and the one child to one seat rule observed. The children must remain seated with seat belts fastened for all of the journey.

*At least one adult will have a first aid kit with them throughout the day if there is no First Aid provision on site, and everyone needs to know who has the kit. All group leaders can be given a supply of mediwipes if this is thought helpful.

*All adults need to know about the arrangements for lunchtime and what time the coach will be leaving to return to school.

*The children need to be counted back onto the coach and remain seated with belts fastened as before.

Risk Management by all Staff

All staff will help to maintain a high standard of safety throughout the school by being aware of potential high risk situations and where possible dealing with them themselves or reporting them to the Health and Safety representative, or the Headteacher.

Hot drinks should not be carried around the school at the same time as children are moving about the school. Cold drinks should only be taken into classes in unbreakable containers. Extreme care should be taken when drinks are carried from one part of the school to another. Spills must be wiped up immediately.

Children are not allowed to carry glass or crockery around the school without the supervision of an adult.

When moving around the school children should be encouraged to walk at all times.

All visitors will be asked to sign our visitors book and those who will be staying in the school for any time will be asked to wear a badge to identify that they are an approved visitor.

Classroom Safety

Electric flexes should be tucked away to avoid trips

All spills should be wiped up immediately

Staple guns and sharp scissors should be stored in a safe place

Carpet edges need to be flat

Cleaning fluids and other potentially dangerous substances must be stored in a suitably safe place which is unavailable to the children

Any liquids in the classroom must be constantly supervised and when these are present there should be minimal movement of the children. Empty mugs need to be put in a safe place in the classroom and returned to the staff room at the earliest opportunity.

We need to explain to children the reasons for any rules that we have and discuss any safety measures with them to raise their awareness - eg handing scissors to another person handle end first.

In Case of Fire

Ring fire bell if first to notice fire

On hearing fire bell

- * Identify safe exit
- * All children to leave the room where they are working quickly and quietly
- * Teacher to leave room last after checking all area and toilets clear
- * Children walk to designated class assembly point on large tarmac area
- * School administrator or head teacher will check staff toilets and bring registers from office
- * Teacher counts children and calls register immediately to ensure that all children are accounted for

Location of fire bells

Entrance lobby - near main entrance doors

Hall - near entrance to nursery area

Dining room - near side entrance door

Classrooms - in cloakroom area

Nursery - near toilets

Location of Fire Appliances

Fire blankets - Kitchen

Nursery kitchen

Staff room

Red Powder

(chemical for wood, liquids, gaseous, electrical)

Kitchen

Off hall outside art and craft room

Boiler house

Shared area

Office entrance

Classroom adjacent to library class room

Classroom adjacent to libraryN. Burton class room

Red extinguishers

(water for wood, paper, textile)

Entrance lobby

Nursery

Dining room

kitchen

Boiler house

All Class rooms

NB Staff are not expected to fight the fire, the first responsibility is for the personal safety of all occupants.

Location of fire bells

Entrance lobby - near main entrance doors

Hall - near entrance to nursery area

Dining room - near side entrance door

Classrooms - in cloakroom area

Nursery - near toilets

Location of Fire Appliances

Fire blankets

Kitchen
Nursery kitchen
Staff room

Red Powder (chemical for wood, liquids, gaseous, electrical)

Kitchen
Nursery quiet area with glass doors
Boiler house
Shared area
Office entrance
2 classrooms next to library

Red extinguishers (water for wood, paper, textiles)

Entrance lobby
Nursery
Dining room
Kitchen
Boiler house
All classrooms

NB Staff are not expected to fight the fire, the first responsibility is for the personal safety of all occupants.

When the fire bell rings

- ☺ Identify safe exit
- ☺ Children to walk through safe exit to the large tarmac area
- ☺ Teacher to be last out after checking toilets and all classroom areas are empty
- ☺ Teacher calls register immediately class are on tarmac to check all children are safe

NS

NB

Tarmac

LW

RB

Nursery line up along nursery fence