

Simmondley Primary School
Health and Safety Policy and Procedures

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Policy Approved by Full Governing Body
Date: June 2017

1. Introduction

Health and Safety is an important consideration in our school. We will take all reasonable steps to provide a safe and caring environment for our children, staff and visitors. All personal data and information maintained in this respect will be held in the strictest confidence in line with the relevant legislation.

Responsibilities:

The Governing Body shares with the Local Authority overall responsibility for health and safety.

For its part the Governing Body will:

- ❖ Ensure health and safety has a high profile
- ❖ Ensure adequate resources for health and safety are available
- ❖ Consult staff and provide training opportunities
- ❖ Monitor and review health and safety

The Headteacher will:

- ❖ Develop a health and safety culture throughout the school
- ❖ Take day to day operational decisions
- ❖ Ensure staff are aware of their responsibilities
- ❖ Update governors
- ❖ Draw up health and safety procedures
- ❖ Monitor effectiveness of procedures

All staff will:

- ❖ Support the implementation of health and safety arrangements
- ❖ Take reasonable care of themselves and others
- ❖ Ensure as far as is reasonably practicable that their classroom or work area is safe
- ❖ Record any shortcomings to the school office so they can be recorded in the site maintenance record book

General Health and Safety Arrangements

- ❖ The arrangements for Health and Safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.
- ❖ Smoking is not permitted anywhere on the school site.
- ❖ When contractors are on site they are expected to follow school safety procedure. The Headteacher, Caretaker or School Business Officer will liaise with contractors as appropriate.
- ❖ A yearly check will be carried out by a governor, the caretaker and the health and safety representative to monitor the upkeep of buildings and grounds.
- ❖ The governors agree to appropriate training for staff in relation to health and safety.
- ❖ All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.
- ❖ Monitoring and Review of Health and Safety Arrangements
- ❖ All staff will carry out monitoring on a day to day basis.

- ❖ The Caretaker will monitor school grounds and premises daily.
- ❖ Monitoring by governors will be via the Finance, Premises and Staffing (Resources) Committee and the Headteacher's Report.
- ❖ The policy will be reviewed annually.

2. Equipment

- ❖ Any equipment in school should be used safely and for its intended purpose only.
- ❖ Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly. No second hand equipment must be introduced to school without the agreement of the Headteacher.
- ❖ Electrical equipment will be tested regularly in accordance with Derbyshire County Council policy. Plugs and leads will be visually checked regularly.
- ❖ Any electrical equipment used outside must be attached to the electricity supply through an RCD and any lead should be covered by mats to allow safe passage over the wire.
- ❖ Electrical sockets should be switched off before a plug is removed.
- ❖ Fire fighting equipment and alarm systems are maintained via annual contract.
- ❖ PE equipment is maintained via an annual contract.
- ❖ Hazardous substances such as glazes, cleaning materials, etc are kept locked in appropriate storage areas.

3. PE

- ❖ All children will change into suitable clothing for the activity in which they will participate - details of clothing are in the school handbook.
- ❖ Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to the children and allows a greater degree of manoeuvrability for demonstrating skills or accessibility to a child should an accident occur.
- ❖ The wearing of jewellery and nail varnish by children is not permitted. If ears are pierced, studs only may be worn but they must be removed or taped over for PE. A watch may only be worn if it is named, is not of any great value and is removed for PE. It is advisable to collect all such items prior to the lesson and store them safely.
- ❖ Every child should be taught how to lift and move equipment. Techniques should be revised at least once each year with your new class. It is the teacher's duty to ensure that enough children lift each piece of equipment depending on the age and strength of the children - usually 2 children to lift smaller pieces and 4 for larger pieces of equipment. Children should be stationed at the corners of each piece of equipment and a leader of the group says when the lift should start.

4. General Safety

School Buildings Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building.

- ❖ The car park is separate by a fenced pedestrian path and children and parents are reminded regularly in assemblies and via newsletters that they should not walk through the car park.
- ❖ The classroom entrance doors are shut at 9.00 am and after this time visitors and late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when they leave the building. Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office. The main entrance is locked, allowing access from the school office via an keypad and internal release button

Vehicles

- ❖ It is every member of staff's duty to give the children frequent reminders about not entering and leaving the building via the car park.
- ❖ Children are encouraged to arrive on time and to enter and leave school via the pedestrian entrances and exits.
- ❖ Wherever possible, deliveries should be made once children are safely in the building.

Lone Working

- ❖ All staff should avoid lone working wherever possible by arranging for another colleague to also be on site.
- ❖ Where lone working is unavoidable, staff should ensure that all outside doors are locked and curtains and blinds are closed when it is dark.
- ❖ Fire doors must be unlocked when staff are working on the premises.
- ❖ Any one lone working on a regular basis should have a personal mobile phone with them.
- ❖ When two or more people work late they should try to leave the building together.
- ❖ Cars should be parked as close to the access doors as possible.
- ❖ Where possible, staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety During Call Outs

- ❖ Key holders out on call should be mindful of their own safety.
- ❖ If the police have left the premises a key holder can contact the police and request that they return before they enter the building.
- ❖ Key holders should lock themselves in.
- ❖ Before leaving the key holder should ensure that the school is secure and the alarm reset.
- ❖ If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 0845 123 333 or on 999 if concerned about his or her own or the school's well being

Fire Safety

- ❖ The school will provide a safe and healthy working environment with regard to fire safety.
- ❖ The Fire Policy Statement is detailed at Appendix A.
- ❖ Evacuation Procedures
- ❖ Evacuation procedures detailed at Appendix B are practiced termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan which is shown at Appendix C.

5. Supervision of Children

School Hours:

Key Stage 1

08.40 – 08.50 Gates are unlocked and children may enter the playground with an adult.

08:50 – 09:00 Children come into school

09:00 – 09:05 Registration

09:05 – 09:30 Phonics

09:30 – 10:30 Lesson 1

10:30 – 10:45 Assembly

10.45-11.00 Break

11:00– 12:00 Lesson 2

12:00 – 13:10 Lunch

13:15 – 15:30 Registration/Afternoon lessons with an afternoon break of 15 minutes

School Hours: Key Stage 2

08.40 – 08.50 Gates are unlocked and children may enter the playground with an adult.

08:55 – 09:00 A whistle is blown and children line up. Teachers meet their class and bring them into school.

09:00 – 09:05 Registration

09:05 – 09:30 Guided Reading

09:30 – 10:45 Lesson 1

10.45 – 11.00 Assembly (Monday and Friday 10.30)

11:00– 11:15 Break

11.15 - 12.10 Lesson 2

12:10 – 13:10 Lunch

13:15 –15:30 Afternoon lessons with an afternoon break of 15 minutes

- ❖ Children are expected to arrive at school between 08:50 am when the school and 09:00 am when the registers are called and the classroom doors will be locked.
- ❖ Children arriving after 09:00am will have missed registration and will be marked as "late". They will have to come into school via the main entrance and report as late at the office.

Duties

- ❖ All KS1 teachers should be in their classrooms to receive their children as they come into school from 8.50 am each morning.

- ❖ All KS2 teachers should be out on the playground to receive their children when the whistle blows at 8.55am.
- ❖ At break times all support staff are on duty – we have separate Key Stage breaks.
- ❖ Staff on duty should ensure that they move around and between the playground and check in regularly at the SMUGA.
- ❖ Staff are expected to receive their children as they enter the building at the end of each break and lunchtime.
- ❖ Indoor duties - Teachers should liaise with their partner teacher. Staff should stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.
- ❖ The rota for staff duties is displayed on the staffroom notice board.
- ❖ At the end of the day, staff should supervise the children as they leave school, going out onto the playground with them where possible. Key Stage One staff should ensure they hand over their children to a known adult at the end of the day. If children are not collected by 3.40pm they should be taken by the teacher or teaching assistant to the Sunset After School Club.

Lunchtime Supervision

- ❖ The Senior Midday Assistant, Headteacher and Behaviour Lead teacher are responsible for the organisation and management of lunchtime. They work with a team of midday assistants.
- ❖ However, all staff have a collective responsibility at all times and should speak to children and support the midday team whenever the need arises.
- ❖ Any children working in a classroom or activity area at lunchtime must be supervised by a teacher, teaching assistant or Nurture Play Midday/ Teaching Assistant,

6. First Aid

- ❖ School staff are expected to take reasonable action as responsible adults, to deal with injuries etc that children sustain until the child can, if necessary receive professional medical treatment.
- ❖ The school has trained first aiders in all departments
- ❖ First aid and medical treatment is available in the Medical Room and in the KS1 and KS2 Areas.
- ❖ Disposable gloves should always be used when dealing with blood.
- ❖ First aid kits should be prepared and taken on every school trip to include:
 - Bucket
 - Paper towels and plastic bags
 - Sick Bags
 - Bottles of water
 - Wipes
 - Dressings large and small
 - Micropore tape
 - Plasters
- ❖ Lunchtime Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump on the head or facial injury which causes concern, parents will be contacted and given the option of coming to

school to check the child themselves or leaving the child to recover and return to class.

- ❖ A note should be made in the Accident Book which is kept in the School Office of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved.
- ❖ Any child that goes home should be recorded as doing so and the class teacher informed.
- ❖ Accidents to staff must also be reported to the Headteacher. Reporting forms for both adults and children are available from the school office.

Medication Policy

- ❖ If a child requires prescribed medicines whilst in school the parent must complete an Administration of Medicines Consent form which is held in the school office. Once completed these forms should be kept in the Medical Room.
- ❖ All medication should be stored safely either in the 'fridge, or in the cupboard in the Medical Room.
- ❖ All medication, including inhalers, must be recorded when taken on the appropriate Administration of medicines / treatment form which is kept in the school office.
- ❖ It is the responsibility of class teachers to ensure that children have access to inhalers / medicines on any off-site visits.

Allergies

- ❖ Information about children who suffer from serious allergies will be published in the staff room and in class registers. All staff will be involved of the children involved.
- ❖ Class teachers are issued with lists informing of any medical conditions concerning children and these are updated by parents twice a year at parents evening meetings.

Contagious Diseases

- ❖ Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.
- ❖ We follow the advice published in "Guidance on Infection Control in Schools" - copies in the medical cupboard and the school office. If in doubt we contact the school nurse or doctor.

Headlice

- ❖ Outbreaks of head lice are reported to the parents of children in the class where an outbreak has occurred.
- ❖ In addition we will make contact with parents if we see live lice in a child's hair and SUGGEST that they may want to take them home and treat them.

7. Staff Health and Welfare

Stress

- ❖ Any member of staff who feels they may be suffering from stress should discuss their concerns either with the Headteacher or member of the senior team as soon as possible.

- ❖ Further advice can be found in the School Policy on Managing Stress - copies have been given to all staff.

Safety

- ❖ All staff have a responsibility to be mindful of their own safety when putting up displays or moving equipment and furniture.
- ❖ Staff should not climb on chairs or tables. A step ladder is available for use and is stored in the caretaker's room.
- ❖ Both children and staff should take care when moving or lifting equipment. If in doubt, seek help. (See notes re PE in the curriculum section of this document).

Violence

- ❖ Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

- ❖ Admin staff using VOUs should vary their work routines and follow guidance on regular eye tests.

8. Off Site Visits

- ❖ For all off site visits teachers must read the appropriate section for their activity which is in the Derbyshire Net for Learning.
- ❖ Any off site visit must be approved by the Headteacher.
- ❖ Visits in the local community on foot can take place without individual written permission as long as every parent has completed a generic authorisation when their child entered school.
- ❖ For all other visits, a letter home requiring permission is required. Please ensure that permission letters include emergency contact names and 'phone numbers to be used in an emergency.
- ❖ One copy of the official list of children and adults in the party on a school visit and their 'phone number is to be kept in school office. The list should also include the registration number of any vehicles involved.
- ❖ If the party is travelling on two or more coaches it should also be clear on the official list of children and adults, who is travelling on each coach.
- ❖ Every adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.
- ❖ The pupil: adult ratio will be risk assessed on an individual visit basis depending on the group of children, type of activity and distance travelled.
- ❖ Where transport is by staff car, appropriate documentation must be seen by the group leader. Each adult should also carry an official list with the names of their passengers and appropriate emergency contact details.
- ❖ If the visit is in the evening, the group leader must hold the home telephone numbers of senior members of staff.
- ❖ All coaches hired by the school will have seat belts fitted; adults will ensure that they are used.

- ❖ Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.
- ❖ Children should not sit in the front seats of the coach or in the centre back seat.
- ❖ Children should not be seated by an emergency exit.
- ❖ Children are not allowed to eat or drink on coaches and should sit still and not distract the driver.
- ❖ On a visit involving transport the following should be easily accessible:
Plastic gloves; First aid kit; Lists of names and emergency contact numbers, Drinking water, paper towels, wipes and tissues, sick bags.
- ❖ Teachers/group leaders are responsible for ensuring children have access to inhalers and their medication where necessary.

9. Critical Incidents

The school has in place a dedicated critical incident file which is kept in the school office. Specific responses to critical incidents can be found in appendices D, E and F.

Appendix A - Fire Policy Statement

Simmondley Primary School will provide a safe and healthy working environment with respect to fire safety in its establishment.

The caretaker will be responsible for:

- ❖ Checking all fire doors are free from obstructions and slip / trip hazards
- ❖ Checking all escape routes are clear
- ❖ Checking all fire doors can be opened quickly and easily
- ❖ Checking all fire resistant doors close properly
- ❖ Checking no fire resistant doors are wedged or propped open
- ❖ General housekeeping standards are adequate
- ❖ Keeping the building generally tidy
- ❖ Ensuring that rubbish and waste materials are not allowed to accumulate
- ❖ Ensuring that there is no storage, especially of combustible materials, in unsuitable locations (corridors or electric intake rooms)
- ❖ Ensuring that waste containers are stored externally, secured well away from the building

The named Fire Safety Coordinator is the Headteacher, Deborah Greaves, or in her absence the Headteacher, the Deputy Headteacher, Gillian Ellison. The Health and Safety Representative is the Headteacher.

Responsibilities

- ❖ Checking all areas - Headteacher (overall supervision)
- ❖ Classrooms and next door toilets - class teachers
- ❖ Office area and staff toilets – Elizabeth Kimberley
- ❖ Phoning fire service – Headteacher
- ❖ Registers and visitors book – Elizabeth Kimberley

- ❖ All staff have copies of evacuation plans. Copies of the plans are posted on the internal doors of classroom cupboards and in the school office.
- ❖ The fire alarm is tested weekly by the caretaker and recorded in the fire manual which is kept in the school office.
- ❖ A fire safety risk assessment is carried out by the Caretaker and the Health and Safety Governor each term. A report is then presented to the Staffing and Premises Sub-committee.
- ❖ Systems and extinguishers are checked on a regular basis. This is recorded in the fire manual. The Fire Safety Coordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed as part of the Health and Safety Policy each year.

June 2017

Signed
Headteacher

Signed

Chair of Governors

Appendix B - Evacuation Procedures

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire, nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Head teacher's log and also in the caretaker's log.

On hearing the alarm:

- ❖ Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- ❖ Ensure the classroom is empty before leaving it.
- ❖ Children must line up in register order.
- ❖ Everyone on site, children and adults, must leave by the nearest exit.
- ❖ The Head teacher or secretary will call the fire brigade and check that the office area rooms are empty.
- ❖ The secretary will issue registers and check the signing in book for roll call by class teachers at the assembly points.
- ❖ The Headteacher or designated member of staff will check that all adults and children are accounted for.
- ❖ As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned promptly to the school office. Please ensure that children arriving after registration have reported to the school office and been marked in the register.
- ❖ Teachers should be mindful of any child that is later taken off site for an illness or an appointment.

Appendix C – If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

- ❖ Children walk quietly to the nearest exit and then walk quietly to the assembly points on playground.
- ❖ Children will line up in register order.
- ❖ Everyone on site, children and adults must leave by the nearest exit.
- ❖ The Head or secretary will call the fire brigade and check that the office rooms are empty.
- ❖ The secretary will issue registers and check the signing in book for roll call by class teachers at the assembly points.
- ❖ The Headteacher or designated member of staff will check that all adults and children are accounted for.

Appendix D - Critical Incident Planned Response / Road Traffic Accident Involving Pupils / Accident During School Trips

Immediate Action

- ❖ Remove children from danger if possible /appropriate
- ❖ Contact emergency services
- ❖ Bring children home as soon as possible
- ❖ Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress)

Action as soon as possible

- ❖ The school (most likely the admin officer) will contact the families of those involved. Contact lists are in the school office and in the Critical Incidents Folder. If you cannot get through just ask them to contact the school, do not leave details in the message;
- ❖ If there is death or serious injury the police will inform parents (possibly with a member of staff);
- ❖ Plan communications to and from school. Try to leave a main line free if it expected that parents will be trying to contact the school;
- ❖ Give the same level of information to everyone; provision of a script may be a useful option. The Headteacher and the Deputy head will be responsible for drafting a script (See the Critical Incident File for useful guidance on sharing information);
- ❖ The Administrative Officer will make a note of those parents who still need to be informed. If support is required a designated Teaching Assistant will help;
- ❖ The Headteacher will inform staff and pupils. If sending a letter home this will include factual details and will not apportion blame. Pupils will be told in classes; only facts will be given and there will be no speculation on the causes and consequences;
- ❖ School will contact the Legal Team and the Press Office at Matlock and the Chair of Governors. Members of the media will not be allowed on the school premises and staff will not speak to the media until advice has been obtained from Matlock;
- ❖ If there is a need for an assembly point, the school hall/library or open area can be used. Refreshments will be made by members of staff and brought to the hall. Staff toilets will be made available for adult use.

Appendix E - Critical Incident Planned Response Aggressive Or Violent Incident In School (Attack BY Aggressive Parent Or Pupil)

- ❖ All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or an intruder are on their way to school, all external doors will be kept locked. If appropriate the police will be called.
- ❖ However, should an aggressive parent enter the building and proceed to demonstrate aggressive behaviour to teachers, sometimes in front of pupils the following should be observed:
 - Remove children if possible;
 - Seek help immediately (ask a child to go to the next door teacher);
 - Try to remain calm and ask the aggressor if they would like to sit down to discuss the problem;
 - Staff going to the aid of the teacher should if possible be accompanied by another member of staff;
 - They should remove the children if they are still present;
 - The Headteacher should be informed;
 - If the situation is out of control the police should be called;
 - If the situation can be calmed and the aggressor leaves the building, all doors will be locked;
 - School will contact the legal team at Matlock for advice. The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher / school;
 - No comments will be given to the media and the press officer at Matlock will be informed if necessary;
 - In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police will be immediately informed and will provide guidance.

Appendix F: Critical Incident Planned Response - Disaster in the Community e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate Action

- ❖ If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures);
- ❖ Contact Emergency Services;
- ❖ If the accident occurs outside of school hours accurate information should be sought so that a decision can be made about whether the school should open or not and so that discussions can be based on fact.

Action as soon as possible

- ❖ Inform children of the incident. This should be told simply and without fabrication;
- ❖ Keep the main 'phone line clear so that emergency services are able to provide updates
- ❖ If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly, Emergency Services will advise;
- ❖ Attempt to stick to the normal routine as far as possible.

Later Action

- ❖ Give staff "permission" to talk
- ❖ Contact outside support agencies where appropriate
- ❖ Encourage children to talk - may be necessary to hold a "debriefing" meeting led by an experienced professional
- ❖ Express sympathy (visit those who may be in hospital or have been bereaved)
- ❖ Identify high risk pupils and staff
- ❖ Monitor the effects on all who have been involved
- ❖ Organise treatment or support if necessary