

Gladstone Primary School

Health and Safety Policy.

This Policy applies to all from EYFS to Year 6.

The school aims to ensure that it provides a safe and healthy environment for the staff, children and all visitors who come to the school. Staff, workmen and visitors need to take sensible precautions for their own safety and that of the children. The children should be made aware of dangers and be encouraged to act sensibly at all times.

CITY OF STOKE-ON-TRENT EDUCATION COMMITTEE

The legal responsibilities for health and safety in all workplaces, including schools, are considerable. Everyone connected with a school has some responsibility, under law, for which they can be held legally accountable.

Health and Safety Law places obligations on employers and the LA, as the legal employer of the staff, carries the primary responsibility for the health and safety of staff and pupils in County and Controlled schools.

The day to day management of health and safety throughout the school is the responsibility of the Headteacher.

Safety is about controlling the level of risk of injury by anticipation, awareness of danger and planned management. Our policy has been written to cover these elements.

Risk Assessment

Every employer must now make a suitable and sufficient assessment of:-

1. The risks to the health and safety of persons not in their employment.
2. The risks to health and safety of persons not in their employment arising out of, or in connection with, the conduct of their organisation.

Risk assessment is about identifying any hazards within the workplace and estimating the degree of risk involved. Precautions already in place are taken into account. At Gladstone Primary School we have adopted the following guideline proposals for conducting a risk assessment.

1. Identification of all hazards.
2. Evaluation of their respective risk.

3. Measures taken/proposed to control/reduce risks which are too great
Regular reviews take place. If any significant changes occur which affect the validity of the risk assessment an interim review will be conducted. The completed current risk assessment sheets are logged in the Health and Safety Manual which is kept in the Main Office. Relevant Risk Assessments are issued, read and signed by all staff.

Health and Safety is everyone's responsibility and staff and children are asked to bring any perceived health and safety risks to the attention of the Staff Representative or Headteacher.

Accidents in school

The following procedure **must** be adhered to:

1. Simple first aid can be given, e.g. cleaning a wound etc.
2. In the event of a banged head, a 'Head Injuries Instructions' note **MUST** be sent home and parents should be contacted to give them the opportunity to come into school to check their child's injury. The parent can then make the decision about the need for a child to go home or remain in school.
3. If there is any doubt whatsoever as to the seriousness of the injury, the parents **must** be informed, even if it means ringing them at work.
4. In the case of a serious injury, an ambulance may have to be called - note comments under 3 above re parents.
5. The incident book must be completed for **all** injuries.
6. In the event of a more serious injury, i.e. sent to hospital, an Accident Report must be completed. (1 copy filed for children and 2 copies to the L.A. within 48 hours).
7. If we don't adhere to the above, we can be accused of negligence.

When you are on yard duty **patrol the yards** and decide which area you are responsible for in advance.

- a) Accidents can be prevented
- b) The effects of serious accidents can be reduced
- c) There is less chance of charges of negligence being brought by parents.

First Aid

All Support Staff and Lunchtime Supervisors have received at least one days training and this is updated every three years. Other staff have the full three day training. Those qualified with three day training are:

Mrs Sandra Carter – named First Aider
Mrs Olwen Goodall
Mrs Rachel Davies – Paediatric First Aid
Mrs Jeni Dono – Paediatric First Aid
Mrs Sandra Green – Paediatric First Aid

The midday supervisors administer first aid at lunchtime for minor injuries. More serious injuries for KS1 / KS2 pupils will be dealt with by Mrs Carter. FS pupils to be treated by Mrs Dono, Mrs Green, Mrs Davies in line with EYFS requirements.

1. The date, type of injury, the treatment and the name of the first aider are all recorded in one of three Accident Books located in the Disabled Toilets, Nursery or First Aid Room.
2. More serious injuries must be reported to the qualified first aider. A letter will then be sent out warning parents about signs of concussion for head injuries. Parents will be contacted regarding the injury and given the opportunity to come in to school to check the injury and make the decision re whether a child remains in school or goes home.
3. A report of serious injury will be sent to the Health and Safety Department at the Local Education Office.
4. Any staff accidents must be recorded on the appropriate form and forwarded to the LA.

First Aid Boxes

First Aid boxes must be checked regularly. They are located as follows:

- The Nursery
- The KS1 PPA Area
- The KS2 PPA Area
- The Disabled Toilets
- The Medical Room
- The Community Room

The school kitchen has its own first aid box.

First Aid Boxes for the children should contain:

- Paper towels
- First aid dressings, which may be used, must be individually wrapped and essentially sterile.
- Disposable gloves
- Plasters.

All members of staff are requested to wear disposable gloves when dealing with the spillage of any body fluids. Titan Sanitizer powder should be administered to all spillages and left for 15 minutes before being disposed of in a sealed plastic bag. If the spillage is on the carpet do not use the Titan Sanitizer. Cover the spillage and clean with hot soapy water as soon as possible.

First Aid Emergency Kits:

All classrooms have their own First Aid Emergency Packs

Sick

If a child is physically sick in school the following procedures apply.

1. Send the child to the Office with another child/adult to speak to a designated first aider.
2. If the child has been sick in the classroom cover the sick quickly with Titan Sanitizer (but do not use on carpets use sand or newspaper instead).
3. Clear the sick up and mop the floor with hot water as soon as possible.
4. The designated first aider should phone the child's parents to be collected from school.

Medicines

It is not the general policy of the school to administer medicine in school.

Long term medication, eg. Ritalin, can only be administered if there is a letter from the hospital. Parents are to attend school on a regular basis to bring the medicine in and to sign a book stating how much medicine has been brought into school. The medication can only be administered if there are two members of staff present at that time and relevant sheets signed / witnessed.

The administration of medication can only be given when there has been consent from parents and an agreed care plan is in place.

If staff need to bring medication into school this must be kept in a locked cupboard and not left in handbags or pockets.

Asthma – see Asthma Policy

Emergency Inhalers : We are no longer allowed to treat children with an emergency inhaler

Epi-pens

Staff and pupils who are likely to have a severe allergic reaction are allowed to keep Epi-pens in school. These must be kept in an accessible location in the classroom and for older pupils carried around in a plastic container. All staff will receive training on the use of Epi-pens and vulnerable staff and pupils identified.

Hygiene

All children are encouraged to wash their hands after visiting the toilet and prior to meals and baking activities.

Yards

- Members of the SLMT and Home / School Worker supervise the school grounds from 8.45am each day.
- Gates are to be locked at 9.00a.m. by the Crossing Patrol Warden (front gate) and a member of the SLMT (small car park gate and external gate opposite the Office) who is on duty on the yards that morning.

- No vehicles should enter the yards during playtime unless it is an emergency. If for any reason this should happen all children should stand by a wall or railings and be supervised by several members of staff.
- When on duty please ensure you are on the yard **just before** the bell is rung - an accident to a child, when no-one is on duty, can lead to serious consequences.

Playtimes:

Games Yard Rules

MUGA

To be used for club sessions and also for smaller games / football. This yard is timetabled so that only 2 year groups use this facility at any given time.

Main Yard

Children are allowed to use soft balls and small equipment on this yard during break times and at lunchtimes. The PERS and Play Leaders sometimes organise games / activities. Children are NOT allowed to climb onto the grass banks adjacent to this yard or the areas directly beneath the Fort. This year is used for Years 1 & 2 at break times and dinner times.

Jungle Yard

No football to be played here. This is a quiet yard. No ball games are allowed. At breaktimes Y3 – 6 can use this yard ‘free flow’. Children are not allowed on the DHL slide without staff supervision or if the equipment is wet or slippery. Adequate footwear is needed before going on the slide.

KS2 Climbing Frame Yard

Children are allowed to play on this yard during break times, not at the start and end of the day. Children are not allowed on the climbing frame without staff supervision, or if the equipment is wet or slippery. Adequate footwear is needed before going on the climbing frame i.e. trainers.

Children are allowed to play inside the fort unsupervised. They are NOT allowed to climb on to the fort walls and must NOT retrieve balls from the steep grassy banks adjacent to the fort or climbing frame yard.

FS / KS1 Climbing Frame Yard

Children are allowed to play on this yard during break times, not at the start and end of the day. Children are not allowed on the climbing frame without staff supervision, or if the equipment is wet or slippery. Adequate footwear is needed before going on the climbing frame i.e. trainers.

FS Yard

Staff complete checks daily in line with EFYS requirements. Children are not allowed to play on the grass areas when it is wet. The Secret Garden should only be used under supervision for FS / KS1 pupils though KS2 are able to use the area unsupervised.

The Environmental area

This area is currently out of bounds to all children as it is currently under construction.

Areas around school

- Vehicles should not be allowed on the school grounds whilst children are on the yard.
- If vehicles need to enter the school grounds children should stand by the wall or railings with members of staff supervising.
- Use of Stairs: Children should keep to the left hand side, hold on to the rails and walk when using the stairs. If asked to carry the register box2 children should be chosen to ensure that they are able to hold onto the rail with one hand.
- Use of the Lifts: Children are NOT allowed to use the lift unless accompanied by an adult. The lifts must not be used in the event of fire.

Safety for children at the beginning and end of the school day.

- The school is not officially responsible for the welfare of children until 8.45am. Children are not allowed on the premises before 8.30 a.m. unless there is parental consent – i.e. Breakfast Clubs.
- Unaccompanied children must not enter the school buildings until the first bell rings.
- At the end of the school day children are collected at 3.15 p.m. for the Nursery, 3.20p.m for Reception, Years 1 and 2 and 3.30pm for KS2.
- The bell is only rung at the end of the school day at 3.30pm.
- FS / KS1 children must not leave until someone has come to collect them. The teacher needs to be told if that person is anyone other than a parent/guardian of the child. A member of the FS team is positioned by the 'exit' door to the classroom to prevent any child leaving the building.
- Children below the age of 16 will not be allowed to take pupils home and if staff are concerned that an adult may be under the influence of drugs or alcohol they must inform a member of Senior Management.

- If a parent is not waiting the child must return to the classroom to inform the teacher.
- If parents are not waiting then children must either be kept in class (for FS/ KS1) or taken the Main Office (KS2)
- Children must not go with strangers.
- Children must obey instructions of all staff.
- The electronic gates will be timed to close at 3.45pm

Safety when releasing children from after school events:

Dinnertime

- Children must be supervised at all times.
- Care is to be taken at all times in the dining room entering and exiting appropriately.
- Children are to be instructed in the proper handling and use of cutlery.
- Any particular hazardous situations should be reported to the Health and Safety representative or the Head teacher.

P.E.

- Teachers must ensure that pupils engaged in physical education activities of all kinds, both in school and outside on the playground, are adequately supervised.
- All necessary safety precautions must be taken at all times, particularly in the carrying, erection and dismantling of apparatus.
- It is important that the teacher checks apparatus and the condition of the Hall floor before working on it.
- Each pursuit or sport must be followed in accordance with the accepted code of conduct for safety laid down by that particular pursuit or sport.

Sun

To prevent any problems with the sun it is recommended that children should wear hats whilst out in the sun. They should drink plenty of water. For children to wear sunglasses and / or apply sun cream in school parents need to sign a permission slip.

Swimming

Girls are to wear a one-piece costume and swimming cap. Boys are to wear swimming trunks, not baggy shorts. No jewellery is to be worn whatsoever. Goggles can only be worn if medical reasons have been given. There is a form which needs to be filled in to give permission.

Pregnancies

All pregnancies need to be reported to Senior Management as soon as possible. Arrangements can then be made for cover on the yard and also, alternative arrangements can be made for swimming.

Dangerous Substances and Chemicals

All substances and chemicals must be kept in the correctly labelled containers and locked away from children. Cleaning fluids etc, used by the caretaker, janitor and cleaners should be kept locked away. No cleaning fluids should be kept in classrooms.

No ladders, tools or equipment should be left where children go.

Electrical Equipment

- Equipment must be switched off and unplugged when not in use.
- There are to be no trailing leads or excessive use of adapters.
- Regular visual checks must be made on leads and plugs. Faults are to be reported to the Head teacher.
- Annual records of external electrical check ups are kept in the Office.

Damage

Please notify the Head teacher of any breakage's or damage that occurs in the classrooms or outside. If you judge there is danger, send for the Headteacher or Deputy Headteacher and

keep children away. If repairs to furniture etc, are needed, please log this in the repair book which is kept in the office. Any item beyond repair needs to be written in the book in the office to say it has been thrown away.

Inclement Weather and Related Emergencies

The school will close if there is a risk to the Health and Safety of the staff and children, e.g. a breakdown of the heating system. This will be for as short a time as possible.

Inclement Weather

In the event of heavy snowfall staff must make every effort to get to school. The school will only remain open if there is no danger to the health and safety of the children. There must be enough qualified staff to supervise them.

The HT will inform the staff of any decision to close the school by e-mail as soon as is possible.

Staff need to ring their Phase Leaders if they cannot get into school. Phase Leaders will then contact the Headteacher or Deputy Headteacher by MOBILE PHONE or on their land lines. If staff find themselves stuck in traffic they should contact the school directly (when safe and legal to do so).

The decision to close the school will be at the discretion of the Headteacher in consultation with the SLT and Caretaking Staff / Janitor. If the school is closed the HT will contact the local radio stations re an announcement.

See Gritting Policy

Buildings

Children must use the correct entry and exit doors at all times, especially at home time.

Fire exits must be clearly labelled.

Adequate fire fighting equipment will be available and checked annually. Fire extinguishers are checked annually.

A chart identifying the location of all fire extinguishers is found in the Office – it is the responsibility of all staff to ensure that they are aware of the extinguishers closest to their work areas and the nearest fire exit.

Fire procedure notices will be in all areas.

Fire drills are to be held at least once a term. Children are to be taught and reminded of the procedure regularly.

Security

Mr Phil Holdcroft is Group Site Supervisor and has overall responsibility, together with the Head Teacher, for security.

Raymond Moss is Site Janitor and he works jointly one hour before and one hour after school. If there is time, he may be required to carry out other manual tasks. In this role he is not a cleaner. The teacher that arrives first in the morning is in sole charge of the building until a senior member of staff takes over. During the day, group site staff will only be on premises when required or when sent by Phil Holdcroft (S.S).

It follows that classroom security will have to be much tighter.

Children, who have left to go to High School, should not be encouraged to visit at any time. Any child wishing to discuss any matter before 8.50.a.m should only do so by appointment only. In an emergency a child should come to the Office.

If there are monitors who have your permission to do a job for you, they should be clearly identified with a badge and should report to you any other child who comes into the room. Keep monitors to a minimum.

Staff should check that the external doors to their classrooms are closed when the room is not occupied.

Fire Drill

Children and staff are constantly reminded of the routine to follow in the event of a fire. A copy of the school fire drill is kept on the wall in each classroom. All occupants of the school practise a formal Fire Drill at least once a term.

On noticing smoke or fire, or hearing the fire siren the children will walk onto the yard and form an orderly line and proceed to designated places in the playground to line up. The fire bell is a siren. The office staff will bring out the registers, signing in / out books, visitors books and late books and a headcount and names of children will be done to ensure all children / staff have evacuated the building. Any child / member of staff missing needs to be reported to a senior member of staff.

The Fire Brigade will be called by the Head Teacher, the Deputy Head Teacher, or in their absence, by a senior teacher.

