**Brockhampton Primary School**

**Health and Safety Policy**

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| **Policy Adopted** | **November 2020** |
| **Minutes Reference** |  |
| **Date of Next Review** | **November 2021** |

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| **Signature of Chair of I.A.B.:** |

**1. Introduction**

**Statement of Intent**

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

**Responsibilities**

The I.A.B. has overall responsibility for health and safety. For its part they will:

* Ensure health and safety has a high profile
* Nominate a Health and Safety governor (Keeley Evans)
* 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 the I.A.B
* Develop 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
* Report shortcomings to the Headteacher.

**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 office staff or Headteacher will liaise with contractors as appropriate.

An annual check will be carried out by the Headteacher and external property services to monitor the condition of buildings and grounds.

The I.A.B. agree to appropriate training for staff in relation to health and safety.

All new 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**

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary. All staff will carry out monitoring of the school site on a day to day basis.

Monitoring by the I.A.B. will be via the Headteacher's Report, visits and meetings.

**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 PAT Guidelines. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered 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 the external annual contract.

PE equipment is maintained via an external annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

**3. Curriculum - Use of Resources**

We follow the published guidelines with regard to science, ICT, technology, art and PE. A digital copy of each is kept on the staff shared area. The Subject Leader is responsible for disseminating the information to the staff and pupils.

In addition the following have higher risk aspects:

* Science reference should be made to the 'Safety in Science' document
* Art reference should be made to the 'Safety in Art' document
* Technology reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.

**PE**

**Clothing**

All children will change into suitable clothing for the activity in which they will participate -details of clothing are communicated with parents on induction.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

**Jewellery**

The wearing of jewellery and nail varnish is not permitted.  If ears are pierced, studs only may be worn but must be removed or taped over for P.E. It is advisable to collect all such items prior to the lesson and store safely.

**Lifting and Moving**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment. A leader of the group or teacher says when the lift should start.

**4. General Safety**

**School Building Access**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. The gates are locked at 9.05 a.m. and after this time visitors or late arrivals should use the intercom to 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 leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitor’s badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an intercom.

**Vehicles**

Parents are requested not to bring their cars onto the school site.

Parents collecting children who are injured or unwell should use the designated car parking area across the road. Staff cars should be parked appropriately in the staff car park. Other areas should remain clear.

Wherever possible deliveries should be made once the children are safely in the building. Other trade vehicles should park safely and not block access to the school.

**Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis, is advised to have a personal mobile phone. 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 on call out 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 entering the building. Key holders should lock themselves in. Before leaving the key holder should ensure that the school is secure.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or the school's well being.

**Fire Safety**

The school will provide a safe and healthy working environment with respect to fire safety. The school has an up to date Fire Policy Statement. Evacuation procedures, detailed in the statement, are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school fire evacuation process, which is shown within the statement.

**5. Supervision of Children**

Children should not arrive at school before 8.45a.m. or after 9.00a.m.

**Office Hours**

The school office is open during school hours.

**Duties**

A member of staff needs to be around the playground area to supervise children arriving for school. The whistle is blown at 9.00 a.m.

In KS1 at 3.15 p.m. the classteachers and Teaching Assistants supervise the children being picked up by a named adult, with a password system.

In KS2 the classteachers accompany the pupils down to the main gate where they are collected by their parents/carers. Pupils wait inside the gates on the school premises if they cannot see an adult there to meet them. They are then escorted to the main reception area by their classteacher to wait for their adult.

Pupils catching school buses are supervised by a designated member of staff and escorted onto the bus.

At break times two members of staff are on duty.  Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: the staff on duty cover all of the play areas. The whistle should be blown promptly at the end of break. Indoor Duty:  If it is a wet morning playtime staff 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.

At the end of lessons all members of staff are responsible for making sure that their classroom is clear of children. All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

**Lunch-time Supervision**

The Headteacher is responsible for the organisation and management of lunch times and works with a team of Lunchtime Supervisors.

The Leadership Team also provide support at lunchtime, when necessary.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises. Any children working in classrooms or activity areas must be supervised by a class teacher.

**6. First Aid**

**Health and Accidents to Children or Staff**

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. All support staff receive regular first aid training – this includes paediatric specific input.

First aid and medical treatment is available in the designated KS1 and KS2 medical areas. Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid provision for school journeys are stored in the medical areas as well as other items required to be on hand during a journey

Lunchtime Supervisors have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern other First Aiders will be called to make an assessment. Depending on this a note will be put in the child’s bag and parents will be contacted to make them aware of the accident. With more serious cases 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. Emergency services will be contacted in very serious cases.

A note should be made in the Accident Books, which are kept in the medical areas, of all actions taken. Serious accidents will also require an accident form to be completed and may requirement statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the Headteacher’s office. Reporting procedures include the Local Authority being made aware of the accident.

**Medication Policy**

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge or in the school office. All medication, except 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 the admin staff and classteachers to ensure children have access to inhalers/medicines on any off-site visits.

**Allergies**

Information about children who suffer from an allergy will be published to staff. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. When necessary, the school has annual Epi Pen training for all staff and there is a list of people who are prepared to administer in an emergency.

**Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. If in doubt we contact the NHS Primary Care.

**Headlice**

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

**7. Staff Health and Welfare**

**Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher or senior staff. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

**Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. Both staff and children should take care when moving or lifting equipment. If in doubt seek help. Information on safe lifting techniques is provided via staff training.

**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 allowed through the holding area by the main office until two members of staff are present.

**8. Educational Visits**

Please also refer to separate Educational Visits Policy.

Any visit off site must be approved by the Headteacher, using the school generated risk assessment forms. For any visit to take place off the school site, a letter home requesting permission is required. Also, at the start of the year parents are reminded to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach. Each 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 recommended by the Headteacher for the activity must be met.

Where transport is by car (either teacher or parent) a verbal assurance must be given that the car has an up to date MOT and is considered roadworthy. Each adult should also carry an appropriate emergency contact detail.

Where the visit is in the evening or is a residential, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should 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 by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags/bowls'.

NB: The office staff and classteachers are responsible for ensuring children have access to inhalers and their medication where necessary.

**9. Critical Incidents**

The school has in place contingency measures for critical incidents. Please see the Critical Incidents and Intruders policy for further details.