

Billingham South Community Primary
School



Draft Health and
Safety Policy

October 2022

Date for Review

November 2023



This Policy has been amended and approved by the *Governing Body*.

Health and safety is ultimately the responsibility of the governors of the school, in consultation with the Head Teacher, Health and Safety Manager and the Site Manager. However, all teachers and other staff members share the oversight and responsibility for the prevention of dangerous practices and faulty equipment, which includes the fabric of the building, furniture and fences, gates and playground surfaces etc.

While undertaking their day-to-day work in the school, all staff should take careful note of anything that may cause injury to other members of staff, parents, visitors and particularly to the children.

Any equipment awaiting repair should be put out of use, sent to the office and clearly labelled for the attention of the *Site Manager*.

AIMS

The governors and staff aim to:

- Establish and maintain a healthy working environment throughout the school.
- Establish and maintain safe working practices and procedures for staff, pupils and parents.
- Teach safety where relevant
- Raise awareness and encourage involvement and participation through consultation so as to develop a safety culture in school

ACHIEVEMENT OF AIMS

To achieve these aims the governors will:

- Review this policy annually.
- Monitor the effectiveness of these arrangements and revise where necessary.
- Seek to resolve health and safety problems raised which have not been dealt with through the usual school channels.
- Report to the LEA any issues that are beyond the limits of the governors' responsibilities, but shall take short-term steps to minimise the risk involved.
- Act upon advice and instructions from the LEA and update this document with reference to that advice and instruction (Health and Safety Policy and Resources 2017). This document can be found on the staff shared area.
- Ensure a procedure exists for reporting and recording accidents.
- Ensure that anyone using the school is provided with appropriate information.
- Arrange for new staff and governors to be briefed about health and safety issues.
- Ensure that the teachers inform the pupils of all health and safety procedures.
- Make effective arrangements for the evacuation of the school in the event of a fire or other emergency.

EXTERNAL AREAS

- The maintenance of the external parts of the school site is managed and supervised by the Site Manager.

- The exterior parts of the school grounds, fences , gates etc. are to be kept in good repair and holes or loose wire repaired as quickly as possible as serious accidents can be caused by loose ends of wire, sharp pieces of wood, loose screws, protruding nails.
- Gates should be fastened open or shut and not left swinging, as they are a temptation for children to climb and swing on or trap their own or other children's fingers.
- School gates will be opened at 8.30.
- Gates are locked at 9.15am and are re-opened at 2.45pm. As needed keys for the front gate can be requested from the office. Staff must collect a key for the Cowpen Lane Gate from the office when needed.
- Children attending Breakfast Club will arrive from 7.30 with parent(s)/carers and gain access via main driveway. (See separate Risk Assessment).

PLAYGROUND SURFACES

- The main surfaces such as walk ways and playgrounds are to be salted by the Site Manager at the first sign of freezing conditions. A plan detailing which paths have been gritted is issued to parents in a newsletter at the start of the winter period.
- Similarly, a daily morning check for broken glass and other hazardous materials is to be undertaken by the Site Manager and the danger removed before pupils' access the area.

CAR PARKING/DELIVERY AREAS

- Children are not allowed access to these area, as they are a constant focus for serious accidents when vehicles are manoeuvring to park in and around school. These areas are locked and inaccessible to children during the school day. Extra vigilance must be taken when escorting children through the rear gate.
- Nursery children enter school via the rear gate between 11.30 and 12.30 with their parent(s) / carer(s) when cars are stationary.
- There are three access paths that do not entail children crossing these areas. Car parking and delivery areas are out of bounds for pupils.

THE FABRIC OF THE BUILDING

- This is mainly the responsibility of the Site Manager, but all staff have responsibility to be vigilant in bringing to the attention of the Site Manager or Head Teacher any aspects which may constitute a danger to pupils.
- Damaged brickwork, splintered window or doorframes etc. should all be reported as quickly as possible to the Site Manager in the record book, kept in the Administration Office, for outstanding repairs.
- Windows, particularly on upper floors should have stops fitted to limit the amount by which they can be opened, to prevent a child from falling out.
- LEA personnel carry out annual condition surveys. Action in response to findings should be completed as soon as possible.

INTERIOR OF THE BUILDING

- Maintaining a safer interior is also the responsibility of all staff.
- The halls where PE activities take place are one of the main areas where accidents to children are likely to happen. Teaching staff must be especially vigilant to avoid accidents occurring.
- All moveable apparatus such as benches, climbing apparatus and mats should be checked prior to use and kept in excellent repair.
- Children should wear suitable clothing and footwear for all indoor and outdoor PE activities. Hair should be tied back (boys and girls) so that it does not restrict vision or become caught in apparatus or even other children's fingers. Parents are to be instructed to send pupils with their hair tied back especially for days when PE takes place.
- Earrings should not be worn for PE. Small studs are to be removed by pupils prior to PE starting. There have been quite a few accidents with earrings, where the ear lobe has been split. Often the earring has become caught in the owners or someone else's hair or fingers, while children are taking part in PE activities. All PE activities should take place without undue noise and in a disciplined manner.
- Pupils who are not able to remove studs must be responsible for covering them over with tape prior to the start of the PE lesson.
- PE equipment being used in the hall is to be put out by an adult prior to the lesson commencing.

- Caution and common sense are to be used in allowing pupils to carry smaller pieces of equipment. Please refer to 'Safe Practice in PE'.

HAZARDOUS SUBSTANCES

- Hazardous substances should not be kept in the classroom or anywhere else where pupils might access them. COSHH details are held by the site manager.
- Cleaning materials and chemicals used by ancillary staff are to be locked away at all times during the working day. Pupils are not to access.

HEALTH AND SAFETY IN THE CLASSROOM

- Classrooms should be set out so that easy access is available to all equipment and between tables, chairs and other furniture. Tall storage cupboards are to be fastened to the wall, to prevent them from toppling over.
- Art corners should be close to the sink so that water or paint is not spilled on the floor to become a hazard.
- Dangerous equipment or materials should be kept out of sight and reach of pupils. It is not sufficient for the teacher to tell the children not to use them unless supervised. Knives, sharp pointed scissors, staple guns, technology tools, glue guns, laminators can be lethal in inexperienced hands.
- Teaching staff should refer to the risk assessment for use of the Cookery room prior to any cookery lesson.
- Hot materials and equipment including drinks, irons, cookers, etc. are to be used only under direct and continuous adult supervision.
- Teaching staff must not take hot drinks outside onto the playground at playtimes (unless in protected, lidded cups). Teaching staff may have hot drinks inside in their middle/ shared area but not in classrooms.

THE SUPERVISION OF CHILDREN

- If a child is hurt because of lack of supervision by an adult or by any material, equipment, or situation provided by that adult, very few Education Authorities or governing bodies are able to offer support or protection for that adult.
- Providing you are supervising properly, wherever you are on duty, you cannot be criticised. If, however, you fail to turn up for your duty you are still responsible if an accident occurs. Forgetting or being late is not acceptable as an excuse in law.
- Children should never be sent to stand unsupervised outside classroom doors or sent unaccompanied to another class to borrow equipment, borrow or return books, or take messages etc. No child should ever wander alone around the school when other children are in class.
- No child should ever be allowed to stay after school, without their parents knowing in advance and a permission slip being provided and without direct supervision from a teacher.
- Teachers should be aware that they should not put themselves into situations which make them vulnerable. This could occur if a child and teacher are alone or not visible by other staff.
- Once an accusation has been made, it is very difficult to refute, if you want to speak to a child privately choose a public area in which to do this and choose your words carefully.
- Be especially careful about having physical contact with children. Never grab or push them, and hold a child only when he/she is likely to hurt another child or him/herself or property. Please see Mr Squire, Mrs Hendy and/or Mrs Pawlett for guidance relating to the restraint of pupils. Never shout in a child's face, no matter how they may provoke you.
- The member of staff as the adult party involved must be very self-controlled under provocation. Never try to search a child if you think they have stolen property only a member of the police can do that). You can ask them to turn out their pockets or bags but you can go no further. Be very sure of your facts before you accuse anyone. If you misjudge a child, make sure you apologise, as you would expect them to do if the roles were reversed.

SUPERVISION OF PUPILS ON THE PLAYGROUND

- A rota exists which clearly displays which teachers share the responsibility for supervising pupils at break times.
 - In Key Stage 1, year group staff must welcome pupils into school at 8.40 a.m. Key Stage 2 children are encouraged to arrive at school each day at 8.40 a.m. for their Arithmetic/Mental Maths session. School cannot be held responsible for accidents or incidents before the above stated time.
 - Staff must be visible on the playground as the first pupils enter the playground for morning break and be the last adults to leave the playground at the end of morning break.
 - A member of staff on duty needs to collect and take onto the playground, a 'Walkie Talkie' from the school office in order to notify a first aider of an injury and when playtime has ended.
- A bell will sound to indicate the imminent end of the morning break. There will be a delay of no more than two minutes before teaching staff or playground supervisors blow the whistles. Those teachers not on duty are to be on the playground when the whistle is blown in order to collect their pupils from the yard and supervise them back to classrooms.
- The duty teacher's only priority is to be visible on the playground. Without a teacher outside the pupils are unsupervised. There are a minimum of 2 teachers on duty in Key Stage 1 and a minimum of 2 teachers and 1 teaching assistant on duty in Key Stage 2, each break time. Staff are to position themselves evenly across the site in order to be seen by the pupils in each area. A member of staff needs to be next to/ supervise Fort Henry and The Pirate Ship.
- There is always a first aider available in the first aid room during playtime and lunchtime. (See separate Guidance)

DANGERS OF SOME ORDINARY CLASSROOM EQUIPMENT

- Pupils are to be taught how to use equipment properly

Pencils: Should never be sharpened at both ends, for obvious reasons.

Powdered Wallpaper Paste: Often contains an anti-mould ingredient, which can be poisonous. Only 'child safe' brands are to be used. Check the packaging before use.

Craft Knives: These need careful supervision, as they are razor-sharp. Pupils should be taught to only cut downwards onto a board and never across onto fingers etc. Pupils are taught the correct way of holding, carrying and using these pieces of equipment.

Staple-Guns: Can become a dangerous weapon if fired at another child. Ensure they are stored out of reach when not in use.

Scissors: Should always have rounded ends if being used by a child, unless very carefully supervised.

Compasses: Safety compasses should be provided. If ordinary compasses are provided the points should always be covered by a cork when they are not in use.

Water Pots: These should be plastic not glass.

Chairs: Pupils should be encouraged at all times to sit on a chair correctly and not swing.

Sewing Needles: These should be carefully threaded back into needlework and packed away in a safe place.

Nature Exhibits: Some flowers, berries and fungi are poisonous. Unless you are certain they are safe do not bring them into your classroom.

Glass: At no time should there be any glass in the classroom, unless it is 'Pyrex' used in connection with cooking activities.

Handwork Tools: Make sure all children are instructed how to use the tools and particularly the need to put them away safely.

Tippex: Is a dangerous substance and is only allowed in the classroom for use by adults. We only use water based tippex not the spirit based alternative.

FIRST AID

- The members of staff who have a First Aid Certificate are circulated by Mrs Wilson/Miss Balharry on a regular basis.
- First Aid plans, advice and lists of allergies are circulated to all relevant staff.
- First Aid equipment is located in the First Aid room.

MEDICATION - (See Administration of Medicines Policy)

- It is policy of the school not to administer medicines to pupils. Medicines are not to be brought to school and self-administered unless prior arrangements have been agreed with the Head Teacher in advance. Parents are welcome to come in to school to administer medicines to their child. The use of inhalers by pupils is the exception to this, as they do not present a danger to other pupils.
- Each class teacher is to keep an updated record of which children have inhalers and when they are used. In the event that a teacher believes a child is using an inhaler excessively his will be reported to their parent/carer.
- Some pupils may need regular long-term medication for the control of conditions. Where this is the case special arrangements will be made and the parents should contact the Head Teacher. The Head Teacher may delegate the administration of medicines to another member of staff, including Administration staff.
- All such medicines must be kept in a container and out of reach and sight of pupils. An accurate record of the medicines administered must be kept. These medicines are kept in a locked cabinet in the Business Manager's office.
- Medical Plans for individuals and Groups of children are kept on the Staff Shared Area.

EDUCATIONAL VISITS

- When planning an educational visit, there are some safety rules, which should be kept in mind. Educational visits are to be conducted in line with the DfE guidance for taking pupils off site, a copy of which is in the Head Teacher's office.
- A Risk Assessment needs to be in place for all trips and should be sent to the Head Teacher in advance of the trip taking place.
- Adequate planning and a preliminary visit should be undertaken, where possible, by the teacher in charge to ensure the suitability of the venue for the visit.
- Children should never be taken off site without the parents being aware of the details of the visit and its purpose. The parents must sign a permission slip.

- Adequate supervision must be provided at the minimum levels specified:
 - For pupils between 3 and 7 years (KS1) a ratio of 1:6
 - For pupils between 7 and 11 years (KS2) a ratio of 1:10
- If parents are invited they should not bring pre-school children with them. It is also wise not to put the parent's own child in the group they are supervising. These points should be made clear to parents prior to the visit.
- Frequent counting of the children is absolutely essential.
- If public transport is used, every group of children needs to be supervised by an adult. Remember that often there may be room for only small groups on each bus or train, so a generous ratio of adults to children is needed.
- If using private hire coaches they must have seat belts. Make sure the children remain seated throughout the journey and keep their voices at a reasonable level. Pupils are not to be seated on the front seats of the coach.
- Parents are to be encouraged to limit packed lunches to sensible food that is unlikely to cause travel sickness. (No cream cakes, chocolate, milk shakes, fizzy drinks in cans or glass bottles, etc.).
- Provide plastic bags in case of travel sickness plus a bucket with a lid that has some disinfectant in the bottom.
- Do not allow children to wander off on their own or even in small groups. Any potentially badly behaved children should be in the teacher's group or dispersed across groups directly supervised by an employee of the school. Set a suitable place as a meeting place if anyone should get lost. Emphasise to supervising parents the need to count their group regularly.
- An adult should carry a small quantity of First Aid equipment and all adults should know where the First Aid post is situated at the venue in case of a minor accident.
- Notify parents of the time the trip is expected to return. If you are delayed for any reason, telephone the school that a text can be sent out notifying the new arrival time. Make sure that parents or carers collect all children. In the event of the trip, arriving back at school after the end of the school day children should only be allowed to walk home by themselves if parental permission has been given.

- There must be a teacher in charge of all out of school activities such as visits and sporting events. They must remain with the pupils at all times and until the pupils are collected by their parents. A consent form for participation in sporting events must be completed by all parents prior to the pupil taking part.

FIRE SAFETY

- Fire doors and exit doors are to be kept clear at all times.
- If you discover a fire sound the alarm.
- Periodic checks are made by the Fire Service to ensure that fire safety routes are open and safe.
- Checks are also made to make sure Fire Extinguishers are in correct working order.
- Routes for the evacuation of the building in the event of fire should be clearly marked on maps/plans in every teaching / work area.
- Fire drills take place every term, with teachers checking registers to ensure all children are clear of the building and lined up in the designated safe area, in the grounds. This process is to be conducted with speed and efficiency but also calmly and with due respect to other aspects of health and safety. Mrs Wilson will take an epipen/inhaler. Staff must take all classes inhalers.
- No one is to re-enter the building until it has been declared safe.
- In the event that we are unable to re-enter the building children will be taken to St John's from where parents will be notified and can collect their child.
- No adult is to attempt to put out a fire themselves or use a fire extinguisher. Our role is to ensure that everyone is out of the building as quickly as possible.
- If the Toxic Alert siren is heard all persons are to follow the procedure. Our role is to ensure that everyone is out of the building as quickly as possible.
- An additional Fire Drill Procedure Policy exists in the event of the alarm being raised at lunchtime.

PARENTS WORKING IN THE CLASSROOM

- Parents coming to work in the classroom are a valuable resource and great help to both teachers and children. Parent helpers will require a check; forms are available from the school.
- Teachers/Teaching assistants must not leave their class/group of pupils at any time, even if they are to be supervised by a parent or support assistant.
- Visitors who are qualified teachers but are not being paid by the school are not to be left in charge of a class of pupils.

PRIVATE CARS USED ON OFFICAL BUSINESS

Only those persons authorised, and in possession of the appropriate license & insurance, are to drive vehicles on school business. Proof of the appropriate documentation is retained by school.

HEALTH AND SAFETY WORKING PRACTICES

- The school follows recommendations from the Health and Safety Inspection team with regard to safe working practices. Specific references should be made to the 'Health and safety Manual For Schools' published by Stockton LEA, a copy of which is in the Head's office.