



The Spinney Primary School Health, Safety and Welfare Policy

1 Introduction

1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff. The Health and Safety Law is displayed in the school office.

2 The school curriculum

2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

2.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

2.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

2.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

2.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily assembly.

2.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time and other opportunities to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

2.7 Staff are made aware of their responsibility to the children and where necessary risk assessments are drawn up for specific activities, inline with the advice in the Health and Safety Management folder these are signed off by the Headteacher.

3 School meals

3.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.

3.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

3.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. We promote healthy eating and healthy snacks and water.

4 School uniform

4.1 It is our policy that all children are encouraged to wear the school colours when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

4.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

4.3 It is the responsibility of the Headteacher to ensure that the school colours are enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

4.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school not in the school colours, we will inform parents and request that they make sure their child leaves home with in the proper colours. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

4.5 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

5 Safeguarding and Child protection

- 5.1 The named person with responsibility for child protection in our school are the Headteacher and Deputy Headteacher, who liaise with a named governor. We follow the procedures for child protection drawn up by the LA and the Governing Body.
- 5.2 If any teacher suspects that a child in their class may be unhappy, vulnerable or at risk, they should immediately inform the designated persons for child protection as above and complete a nagging doubt form which can be found in the Staff Room or available from the HT or DHT
- 5.3 The designated person for child protection will follow the procedures as set out in the LA Blue Book. We handle all such cases with sensitivity, and we attach paramount importance to the well being and safety of the child.
- 5.4 We require all adults employed in school to have a DBS check including regular volunteers and contractors will also need to have DBS clearance. A List 99 check will also be carried out for one of occasions.
- 5.5 All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

6 School security

- 6.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review health and safety and security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, property manager and other consultants).
- 6.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 6.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 6.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will assess the situation and warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

7 Safety of children

- 7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum leader has any concerns about pupil safety, they should bring them to the attention of the Headteacher before that particular activity next takes place. The caretaker has a log book to alert and identify hazards

- 7.2** We do not take any child off the school site without the prior permission of the parent.
- 7.3** If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office. A number of staff have been trained in first aid
- 7.4** Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance and will inform parents. First aid is recorded in the first aid books.
- 7.5** We record in the school logbook all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 7.6** Serious injuries, diseases and dangerous occurrences are recorded and reported to the LA who will involve the Health and Safety Executive and other professionals as necessary
- 7.7** Injuries to staff are recorded in a separate accident report book and are investigated as necessary. The headteacher will take action with other members of staff to minimise the reoccurrence of injury wherever possible.
- 7.8** There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

8 Fire and other emergency procedures

- 8.1** Procedures for fire and other emergency evacuation are displayed prominently in around the school. Fire drills are held each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system once a week, which is logged.

9 Educational visits

- 9.1** The school takes its responsibilities very seriously for ensuring the safety of children whilst on educational visits. A full risk assessment is carried out and the HT who is the trained Educational Visits Coordinator assesses the risk assessment to ensure that appropriate measures are considered to ensure the health, safety and well-being of the pupils. This process also includes the ability of the educational leader for the day to take overall responsibility in the head teacher's absence, lead the educational activity and group which will also include other adults. A number of issues need to be assessed including the suitability of the activity to meet the learning objectives, the benefit to pupils and the staff to pupil ratio. (see also the LA Pink File on Educational Visits in the office) and the Educational Visits Policy

10 Transport and Onsite Vehicle Movement

10.1 We use coaches and mini-buses only when three point seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. Occasionally public transport is used to promote the children's understanding of the importance of sustainable transport. In all instances where children access educational visits by transport, parental permission will be sought.

10.2 After 9:30 the school gates are locked by the caretaker. Vehicles only able to use the car park if arranged with the school office. The gates are opened again at 3:30. A one way system operates on the small roundabout on the car park and outside the school to improve traffic flow.

11 Medicines

11.1 Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Where this is not possible office staff will supervise, with signed parental permission and help the child to take the medicine.

11.2 Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.

11.3 Staff involved in administering the medication will receive training where necessary usually from the school nurse.

12 Internet safety (see also Acceptable Use Policy)

12.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

13 Theft or other criminal acts

13.1 The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book.

13.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police.

14 The health, safety and welfare of staff

- 14.1** The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay.
- 14.2** The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.
- 14.3** Staff are advised to avoid working at height (e.g. when putting up a display) or when necessary to use step ladders rather than climbing on a chair or table, to use unless they have attended Ladder training. They are reminded routinely to take responsibility as far as is possible for their own safety and to manage risks carefully. In instances where slip is possible a clear yellow warning notice will be displayed. The two caretakers have attended ladder training.
- 14.4** Staff are advised to avoid lifting or moving very heavy objects but where necessary to ensure there are two people. A trolley is available for staff to use

Staff are advised to avoid Lone Working. Where this is not possible staff are encouraged to follow the procedure outlined in the Lone Working Policy. A full set of essential Staff policies are available on the Spinney website including the Safer Code of Conduct which includes aspects on personal safety and child protection, Grievance and Discipline Policy and Anti-Bullying Policy. Other policies are available on the main policies page.

Staff are advised to take precaution when using and storing specific equipment that may cause injury e.g. the guillotine, the shredder and the laminator etc. They are advised to avoid sitting in small are available for staff use.

Staff are advised to wipe up spills and to remove objects that may cause slips or trips. Where an incident or cleaning has taken place a yellow warning sign must be displayed and is available from the caretaking cupboard, which must be kept locked. The key is held in the school office.

Hazardous products, such as cleaning products comply with COSH code of practice and are stored in a locked cupboard.

Maintenance, Testing and Monitoring.

The school has appointed Strictly Education as its Property Management Service who over see a full schedule of routine and annual testing and examination of the school property and equipment including testing for legionnaires and annual PAT testing, testing of fire extinguishers and the indoor PE and outdoor games equipment. These are all listed in the Strictly Education Planned Maintenance File.

Asbestos

The LA maintains the Asbestos register which is displayed in the 5Cs contractor signing in book.

Critical Incidents – Health and Safety Emergencies

A separate policy Critical Incident Policy sets out the procedures and contacts for dealing with emergencies. A Critical Incident Management team comprising senior teacher and

governors form the CIMT, this team includes the Health and Safety Governor and the Chair of Governors. Critical Incident contact numbers are also displayed in the Headteacher's office.

15 Monitoring and review

- 15.1** The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school's procedures are in line with those of the LEA.
- 15.2** The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 15.3** The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors annually on health and safety issues.
- 15.4** This policy will be reviewed at any time on request from the governors, or at least once every two years.

Policy written January 2013 Rachel Snape (Head teacher) Date for next review January 2015

Reviewed February 2016 Sarah Jelliman (SBM)

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