

# Castlemorton CE Primary School And Pre-School



## School Health and Safety Policy

**Approved by:** LAB

**Date:** September 2024

**Last reviewed on:** September 2024

**Next review due by:** September 2025



# Our Christian Vision

Our vision, as a church and community school, is to express the love of God, both in word and action, pursuing **compassion**, **respect** for others, **courage**, perseverance and **justice**, so that all our pupils may achieve their full potential as students and citizens, and make a difference in the world.

**OUR VALUES**  **Compassion**  **Respect**  **Courage**  **Perseverance**  **Justice**

1 Aim.....	3
2 Accident and Emergency Procedure.....	3
3 First Aid.....	3
4 Allergies/Long Term Illness.....	4
5 Accidents .....	4
6 Access and Egress .....	5
7 Cleaning.....	5
8 Fire Arrangements .....	5
9 Fire and Bomb Alerts .....	6
10 Car Parking.....	6
11 Moving Equipment .....	7
12 Security of the Premises .....	7

## **1 Aim**

The aim of our school is to create an atmosphere of care both in and out of school, for all members of the school community.

### **This care includes:**

The ability of each individual to protect him/herself  
Concern and consideration for the safety of others  
Knowledge of what to do in certain situations  
Alertness and control  
Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum in a variety of contexts and subjects. Where possible outside agencies such as the fire service, police, road safety officers, online safety providers, health and fitness providers or advocates are invited into school to discuss related health and safety issues.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

In the classroom

When using equipment e.g. scissors, tools, PE apparatus

When moving around school

When carrying out investigations e.g. in Forest School, pollution, soil studies

When on educational visits

For any physical activity, children change into shorts and T-shirts. They are expected to be bare footed for indoor activities as bare feet grip better, and to wear trainers for outside activities. Parents are informed that any medical condition in relation to feet is reported to the teacher conducting PE prior to the session taking place. It is part of our school policy that children do not wear any form of jewellery for PE, for safety reasons. Earrings must be taken out or taped up. Medical tape from the school office can be used for this purpose.

In accordance with guidance from the local authority health and safety team and from Bill Taylor (an external adviser that we use to support provision and training for educational visits and outdoor and offsite learning), educational visits are carefully planned in advance, and in accordance with the Educational Visits Policy.

## **2 Accident and Emergency Procedure**

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur.

If the accident requires more than basic first aid, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention or caused by any defect in the school or its equipment. The defect must be reported and entered in the defect log book.

## **3 First Aid**

To manage minor injuries, qualified first aiders are present in school. One day 'Appointed Person' training is also undertaken by a number of teaching and non-teaching staff. Paediatric First Aid and First Aid at Work Certificates are held by key staff responsible for administering First Aid at a higher level in school. There is a clearly marked first aid box in the school office and another readily available for taking on educational visits.

All staff are responsible for completing the accident record book as appropriate. Staff are asked to consider pertinent negatives in their recordings. The book is held in the school office and is only accessible to staff.

Qualified first aid staff always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Any waste (wipes, pads, paper towels etc.) are placed in a medical bin. Any children's clothes are placed in a plastic bag and fastened securely ready to take home.

Head bump injuries are considered serious and a separate system is in place. Letters are sent home for parents to sign and return to school and children are also given a sticker/wristband indicating that a bump has occurred. Staff communicate with parents to inform them of the accident. Governor monitoring takes place as part of the Premises and Health and Safety Committee.

**First Aid Boxes** (contents reviewed after training refreshers)

Location: school office, staff room and in all classes along with a medical bucket.

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

**First Aid Supplies**

Extra and additional more-specialised equipment for first aid boxes is kept by the School Business Manager.

Supplies are also kept of: Antiseptic Spray, Sting spay, lint, Eye baths, Slings, face masks...

**Person Responsible for Supplies**

The School Business Manager (SBM) is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the SBM if the supplies in any of the first aid boxes are running low.

**4 Allergies/Long Term Illness**

Information pertaining to children's allergies and medical conditions is kept in the school office and staff room. Care plans for managing allergies and medical conditions are drawn up with parents. All staff have regular annual updates and are made aware of children who have care plans.

Information concerning children with allergies and asthma is displayed in the staff room and when serving school meals so that it acts as a reminder to all staff.

**Training**

All staff have access to first aid training.

**5 Accidents**

Accidents fall into four categories:

Fatal

Major injury

To employees resulting in more than seven days consecutive absence

Other accidents

Accidents in the first two categories should be reported immediately to:

Worcestershire LA, the Health and Safety Executive and DOWMAT

If the accident is more than a minor one for child or adult, this is reported immediately to the Head of School or SBM who will send for an ambulance if needed and contact parents. When in doubt, staff are trained to contact parents/guardians.

**Other accidents**

These are the accidents, which more commonly occur in school.

The following procedures must be followed:

Always fill in the accident book for minor injuries

If a child has a bump on the head a letter home and/or a head bump sticker/wristband depending on the severity on presentation and after monitoring. Letters are kept in the office.

Parents are informed by telephone, letter or verbally.

**Major Injuries**

Fatality

Fracture (including break, chip, and crack) other than to fingers, thumbs, toes, nose.

Amputation.

Dislocation of the shoulder, hip, knee or spine.

The loss of sight of an eye.

Injury from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation.

Unconsciousness caused by asphyxia or exposure to harmful substance.

Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours,

unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

#### Reporting a Major Injury

This is completed online via the Children's Portal under Health and Safety.

#### Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

#### Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the Health and Safety Executive (HSE) immediately. The details must be confirmed by completing the numbered accident book and a RIDDOR form and sent to the HSE within 15 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than seven days (excluding the day of the accident) there is no need to inform the HSE immediately, but the appropriate forms must be completed and sent to the HSE within fifteen days of the accident.

#### Pupil Accidents (Including accidents to any visitors -not employees or at work on the premises)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

The condition of the premises (for example, potholes, ice, damaged or worn steps etc.

Plant or equipment on the school premises

The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

The health and safety officer, under the direction of the Head teacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The cleaner in charge, site manager and employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by a reliable handyman or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

#### Near Misses

Staff have a duty to report near misses to the Headteacher. Near misses will be discussed and action taken to learn from situations in order to prevent incidents in the future. They will be logged in the incident book.

### 6 Access and Egress

Fire exits are unlocked each morning by Mrs O'Neil, Site Manager.

In instances of snow and ice a pathway is cleared by Mrs O'Neil and salt and sand applied as required. The Head Teacher will allocate this duty in the event of Mrs O'Neil's absence.

### 7 Cleaning

School employs cleaners through a contract cleaning service provider. Staff are aware of the safety measures to undertake when at work. Yellow warning cones are to be used as a protective measure if floors are wet or slippery. Cleaning staff will receive training as necessary from the provider and induction training from school.

### 8 Fire Arrangements

Fire appliances are given a visual checks monthly by the fire marshal and a record is kept of these checks. Chubb Fire inspect fire extinguishers annually. The records are kept in the school office and dates can be seen on each extinguisher.

Fire drills are held at least once a term to ensure safe and quick evacuation of the building in preparation for an emergency. Records of these drills are kept in the school office. All fire doors are clearly labelled and procedures for action in an emergency prominently displayed in each classroom.

### **Procedures**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building in silence through the nearest exit. Children must line up in the designated assembly area on the playground. The children are led out of the classroom by a teaching assistant or designated child. The class teacher will vacate the area when the classroom is empty.

Each classroom has a designated exit clearly marked with a green sign and notified by a Fire notice. If the normal exit is blocked for any reason; the nearest available exit must be used. Children with PEEPS are known to staff members and will be helped to evacuate as planned. On evacuating the building, the school business manager will bring a mobile phone, the visitors book and record of children who are out of school for appointments.

Each class teacher or TA will count the children present and confirm the number with the head teacher and school business manager. The school business manager will access the register on a mobile phone and check that all the children are present.

Nobody is to go back into school. If a child is missing it must be reported to the head of school/school business manager.

In the event of an actual fire, the Chief Fire Officer will take control of the situation and only on his/her confirmation will re-entry be allowed.

### **Lunchtime Fire Procedure**

All staff on duty in the playground shall, on hearing the fire alarm line children up in the designated assembly area and ensure no child re-enters the building.

On evacuation of the building, teaching staff will ensure that all toilets are vacated.

Emergency lighting is installed in the school hall and is checked once every six weeks and annually by a qualified electrician. Every effort is made to prevent the occurrence of fire by the good housekeeping measures.

### **9 Fire and Bomb Alerts**

In the event of a fire or bomb alert the head of school or senior member of staff must:

Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire procedure)

Phone 999 for the fire brigade and police

Check that the evacuation procedure has been followed

Go to the corner of the road by the Church with another member of staff remaining at the front of the school to meet the fire brigade/police and direct them to the incident. The designated person at the front of school is positioned outside the school gate and away from any windows.

All children and adults must remain outside

Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises

In the event of the Head teacher or senior teacher, not readily being available, the person who discovers the fire must set off the alarm and phone the Fire Brigade and Police.

### **Lock Down Procedures**

In the event of an alert that warrants an internal lock down the head of school or senior member of staff must:

Blow a whistle continuously (a whistle is kept hanging in the school foyer and staffroom).

Teachers will instruct children to gather together, keeping low and away from windows. If appropriate under class tables. All blinds should be closed.

All children and adults must remain inside.

Senior staff will indicate when the lock down has come to an end.

### **10 Car Parking**

Car parking is a concern at Castlemorton CE School. There is roadside parking available but there is a potential risk of a traffic accident for those who use the school and for neighbours who live within the vicinity of the school.

Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. School regularly reminds stakeholders about taking due care and attention when parking and driving near school. Children are regularly

provided with reminders about how to keep themselves safe. School has put in measures to ease congestion at busy times- early opening, drop off zone, staggered end of day times with after school clubs. Pedestrian training forms part of the curriculum.

The space directly outside school is designated as a drop off zone to help ease congestion. It is also used for disabled access (only blue badge holders).

## **11 Moving Equipment**

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.

### **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a small stack of chairs a teacher will supervise.

Tables need one child at each end. A child must not attempt to lift a table on his or her own.

The hall PA/stereo system must only be set up under adult supervision.

Small items of equipment can be moved freely by the older children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### **Items Children Should Not Move**

Heavy items such as tables, desks and large electrical items.

Piano – although on wheels, it can tip, and feet or fingers become trapped

Paper cutters – sharp blade although on wheels, can tip

## **12 Security of the Premises**

The Head of School, Site Manager and School Business Manager are designated key holders and are responsible for the security of the building.

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows & fire doors closed and equipment switched off before leaving the premises.

### **The Site Manager**

It is the responsibility of the Site Manager to check that:

- All locks and catches are in working order

- The emergency lighting is working

- The fire alarm has no faults

- The security system is working properly

- The water log book is updated with dates of regular checks

Before leaving the premises staff must check:

- All the windows are closed

- The doors are locked and secure

### **Head of School**

It is the responsibility of the Head of School perform the above functions in the absence of the Site Manager.

In addition, the Head of School is responsible for the security of the premises during the school day.

All visitors are required to report to the School Office

All visitor entering the building must report to the school office where they will be asked to sign in and given a yellow

visitors lanyard which must be worn at all times.

Safeguarding measures are put in place so that visitors are supervised.

The front gate is kept shut during school hours and there is a notice asking all visitors to report to the school office before entering the school building.

The front door is to be kept locked at all times and visitors are asked to press a buzzer to request entry. The door will only be opened by an adult, pupils are instructed never to open the door. All other doors are kept secure and cannot be opened from the outside. Staff are expected to be vigilant and to report to the head of school or school business manager if there is a stranger in the school grounds or building. Children are also taught what to do if they see a stranger without a yellow lanyard.

A padlock is used on the front gate at playtimes and a member of staff will open the gate for visitors.

#### Contractors on Site

The head of school and school business manager will ensure that there is good communication with the contractor and workmen on site.

Contractors are asked to telephone and make appropriate arrangements prior to visiting the school.

All contractors must report to the school office, sign in and wear a yellow lanyard throughout their visit.

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.

No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas.

The asbestos register will be made available to contractors and signed as necessary. All work will be monitored by the head of school, the contractor concerned and the appropriate person within DOWMAT.

#### Guidance for Contractors on Site

Contractors are to refrain from:

Smoking in the building or in the grounds as we are a no-smoking school and it is a legal obligation

Talking to the children (our children are asked not to talk to strangers)

Moving vehicles when children are at play

Working on or near the playgrounds when the children are at play

Leaving equipment around

Playing music during school hours

If you have any problems, please see the Head teacher

#### Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

Check the substance against the COSHH register

Follow procedures laid down for use

Be aware of procedures for avoiding exposure and for control

Inform the Head teacher or senior teacher of any difficulties

### **13 Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into three categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy).
- Children who are suffering from casual ailments (coughs, colds etc.)
- Children who occasionally (in consultation with parents) need to use their inhalers for asthma.

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours.

If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that Mrs Riley/teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long-term medication:

Parents must discuss the matter with school, giving authorisation for medicines to be administered to their children.

This needs to include instructions regarding the quantity and frequency of administration



The medicines must be brought into school in a properly labelled container which states:

(a) The name of the child and the name of the medicine, (b) The dosage and (c) The time of administration

Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by the School Administrator in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting assistance from the paramedics.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

#### Monitoring

An analysis of accident records will be carried out by the Headteacher and monitored by the Premises Committee.

The governing body have decided to include Health and Safety as an agenda item at each meeting.

The Health and Safety Policy will be reviewed annually by the governing body.

#### Portable Electrical Appliance Testing

All electrical appliances used by pupils and adults are given an annual test by a competent person and are clearly labelled and dated accordingly.

#### Boiler

The oil boiler has a regular annual service and records are kept of these check-ups in the school office and are monitored by the Headteacher. To boiler log is kept to record when the boiler is faulty or has needed to be repaired.

#### Educational Visits

Risk assessments will be carried out in accordance with the educational visits policy before taking children on educational trips.

#### Playground Safety and Supervision

Pupils will be supervised in the playground by a member of staff from 8.30am on their arrival in school. Similarly morning playtime from 10.15am - 10.30am will be supervised by a member of staff.

At lunchtime at least two supervisors will ensure that the children play safely, restricting play areas as appropriate. In the summer months when the children can play on the field one supervisor will remain at the top of the bank where they have a good all round view of the entire grounds while others perform a roving role. In the case of an emergency they will send a responsible, older pupil to get additional help from a member of the teaching staff. Pupils are not permitted to play around the back of the school. A padlock is kept on the front gate during playtimes and a member of staff will open the gate for visitors. The staff member who instructs the bell to be rung must ensure that all children are handed to an appropriate adult before leaving the playground. Lunch time supervisors must hand responsibility over to a member of teaching staff at the end of lunchtime, in person.