



# Health and Safety Policy

## Mission Statement:

*'In St Margaret Mary's School  
we welcome everyone into our community  
in order to live, love and learn  
together in the light and example of the life of Christ.'*

## Aim

The aim of this policy is to create an atmosphere of carefulness both in and out of school, for all users of the school: children, staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self;
- 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. This can be through topics, for instance, a safe place to play, which could include Science, English or Technology and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be taught through a health related topic such as anti-smoking.

At our school, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, menus follow strict nutrition guidelines and children are requested not to bring sweets/chocolate in their packed lunches. At break time snacks of fruit, milk and wholemeal toast are available.

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;
- When on educational visits.

For any physical activity, children change into shorts and T-shirts. They are expected wear pumps for indoor activities and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear jewellery that would jeopardise their safety and the safety of others.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with LA safety regulations, educational visits are carefully planned in advance and supervised by the Head Teacher and Educational Visits Co-ordinator. Staff pre- visits are made where possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is always followed and a first aid kit and list of emergency phone numbers taken.

Our school has set procedures in case of emergency in school, such as a fire alert when the building needs to be evacuated. These drills are carried out at least once per term. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff, although there are trained first aiders and Paediatric trained first aiders within the school. First aid boxes are kept around the school site along with pupils accident slips. The school's accident register, accident forms and a list of allergies children have is kept in the AHT centralised office. If the accident is more serious, the aim of the school is to ensure the child receives 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 site manager, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The cleaning staff maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site manager or through the use of authorised contractors. Defective equipment should be taken out of use by relevant staff immediately. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standard and is maintained regularly.

### **Fire Drill**

Please see relevant signage for additional details.

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. Visitors are advised on arrival where to gather in the event of a fire/drill.

### **FIRE PROCEDURE**

Any person discovering a fire is instructed to sound the alarm by pressing the nearest fire alarm system 'break glass'

On hearing the alarm

1. Headteacher/Assistant Headteacher or member of office staff will call the Fire Service immediately. (999 or 112) remembering to dial 9 first for an outside line.
  - i) Office staff will then evacuate the building taking with them visitor information and external gate key. Teacher take a laminated registers with them on exiting the building .
2. Class teachers and teaching assistants (and any other adults) will lead the class quickly and calmly to the nearest door/fire exit – making their way to their designated assembly point on the main playground.
3. Upon arriving at the designated call point the class teacher will take a register of the class to check all children have exited the building and are with the class.
4. When the register is completed and all children accounted for the register is held in the air for collection.
5. Children and adults are not permitted back into the building until given permission by a designated Fire Marshall.

### **Lunchtime Fire Procedure**

- All dinner supervisors on duty in the playground shall on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- Dinner supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Staff in classrooms where children are working shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Staff will organise children into classes and take registers following 'normal' fire procedures.
- The Headteacher or Assistant Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.
- Children must not be left unattended in any working areas/classrooms.

### **Smoking Policy**

- It is the policy of the Governing Body that our school is a no-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school in line with LA guidelines
- No-smoking signs are clearly displayed around the building.

### **Car Parking**

Car parking is a concern at our school as it is a hazard for those who use the school. It is also a hazard 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. In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school, should leave a note of their car registration number with the school office in the sign screen (Inventory), in case the car has to be moved etc.

Where there is provision for disabled parking, only orange badge holders should use these spaces. There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents/guardians emphasise the following:

- Care of our neighbours;
- Use of the crossing patrol instead of driving right up to school;
- No parking on the yellow lines;

- Any sporting events stating time for children and staff;
- Trips - try to arrange coach times before or after 9.00 am, that is 8.30 am or 9.20 am

Personal contact with any adult who continually parks in an obstructive way. All comments by parents or neighbours will be followed up.

### **Electrical Equipment**

A portable appliance test is carried out annually to test the safety of electrical appliances and a report filed with the Headteacher.

### **PE Equipment**

The suitability and safety of PE Equipment is tested by an external provider annually and repairs made/items removed as appropriate.

It is the duty of teaching staff to remove from use or label clearly P.E. equipment unsuitable/dangerous for use and inform the P.E. Leader.

### **Children Moving Equipment**

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.

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

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the 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.

P.E. equipment is carried as directed by the responsible adult.

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

For example items that are unsuitable for children to carry due to size/weight etc.

- Computers - monitors can easily fall off trolleys or wires get caught
- Cooker - too heavy and awkward
- Paper cutters - sharp blade although on wheels, can tip

### **Security of the Premises**

The Headteacher and Site Support Supervisor are designated key holders and are responsible for the security of the building.

### **Class Teacher**

It is the responsibility of the class teacher to ensure that their classroom is secure, windows are closed and equipment switched off before leaving the premises.

### **Site Support Supervisor**

It is the responsibility of the SSS to check daily 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.

Before leaving the premises, to check:

- All windows are closed;
- The doors are locked and secure;
- The security alarm is set;
- All gates are locked.

### **Headteacher**

It is the responsibility of the headteacher to perform the above functions in the absence of the site manager.

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

**All visitors are required to report to the general office and sign in on the Inventory System and wear an appropriate badge for identification.**

All parents and other adults are requested, when bringing children to school or collecting them afterwards, to walk around the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first. These points must be adhered to, but in no way detract from the open door policy of the school.

### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the headteacher, Bursar or the SSS.
- All contractors must report to the general office. The Site Support Supervisor will then be informed of their arrival.

- Contractors will work under close supervision of the site supervisor so as not to endanger the health and safety of children or adults in the area which children or adults are occupying including cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the site support supervisor and any concerns reported to the headteacher, the contractor concerned and the appropriate department at the LEA.

NB See sheet below to be given to the contractors

### **Guidance for Contractors**

We have been recommended by the Health and Safety Inspector Birmingham LA, to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play/moving around school
- Working on or near the playgrounds when children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the headteacher or SSS.

### **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.  
(Control of Substances Hazardous to Health)

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 Headteacher or Assistant Headteacher of any difficulties.

## **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 two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, epilepsy and asthma)
- Children who are suffering from casual ailments (coughs, colds etc)

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. The school does not administer medicines for casual ailments.

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 teachers are not required to dispense medicines as part of their contracts and any involvement would be on a purely voluntary basis upon agreement with the Headteacher.

For the school to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration. (Forms available from the office).
- The medicines must be brought into school in a properly labelled container which states:
  - a) the name of the medicine
  - b) the dosage and
  - c) the time of the administration
- Medicines to be kept in First Aid Area in the AHT office 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 paramedical assistance.

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 and reviewed/updated periodically.

## **First Aid in School.**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid during lessons, break time/dinner time , for example grazed hand or knee.

If an accident occurs and specific first aid is required, or a person feels unable to deal with a situation/injury, then the member of staff should request the assistance of another member of staff who is



a school 'First Aider'. At lunchtimes first aid is administered by the head or assistant headteacher or qualified first aiders.

### **General points when dealing with First Aid**

#### **Safety Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home. Medical waste bins are provided.

#### **Recording Accidents**

All accidents must be recorded in the Accident Book. All details need to be filled in, including any treatment given and the 'copy' from the book is to be sent home to the parents.

#### **First Aid Resources**

Location: School Office and main building at lunchtimes.

Contents e.g.

- Menolin pads
- Micropore bandages
- Alcohol free medi-wipes
- Disposable gloves

#### **Additional First Aid Supplies available e.g.**

- Bandages/slings
- Sterile Gauze
- Eye Bath

#### **Person Responsible for Supplies**

All staff are responsible for notifying named staff if the supplies in any of the first aid boxes are running low.

#### **Allergies/Long Term Illnesses**

A record is kept in the School Staff Room on individual record cards of any child's allergies to any form of medication (if notified by the parent) any long term illness or specific allergy's , for example asthma, and details of any child whose health might give cause for concern.

#### **Courses**

Staff attend a rolling programme of first aid training Other relevant courses will be attended as appropriate to the needs of the school.

## **Accidents**

Accidents fall into four categories:

1. Fatal.
2. Major injury.
3. To employees resulting in more than three days consecutive absence.
4. Other accidents.

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

The Health and Safety Executive at the Birmingham LA office

The accident should be reported by telephone immediately and then confirmed in writing. Category 3 accidents are reported to the Health and Safety Executive within seven days.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher, Deputy Headteacher or designated First Aider who will send for an ambulance if needed and contact parents.

## **Other Accidents**

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head but not minor cuts and grazes). Provide 'Parents note' to be taken home. Signed by a senior member of staff
- If a child has a bump on the head, as above, however, a bump sticker is also 'stuck' on the child to remind/inform other staff/parents. Parents are informed if the bump is severe.

Copies may be required for:

- Health and Safety Executive
- Area Education Office
- The school file

## **Major Injuries**

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an in-patient 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 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 HSE immediately by telephone. The details must be confirmed in writing within 7 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 three days (excluding the day of the accident) there is no need to telephone, but a letter must be sent to the HSE within seven days of the accident.

### **Pupil Accidents**

(Including accidents to any visitors not at work.)

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 the playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

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- 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.

This policy will be reviewed annually and amended as appropriate.