

WHITCHURCH PRIMARY SCHOOL

HEALTH & SAFETY POLICY

1. Introduction

1.1 The health, safety and welfare of all the people who work in or visit or learn in our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone. The governing body, along with the Local Authority, takes responsibility for protecting the health and safety of all children, staff and visitors.

1.2 All employees have a responsibility to make sure that they carry out their duties safely, without risking themselves, pupils, visitors or others. They must also co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out. There is regular retraining of all staff in respect of their health and safety responsibilities.

1.3 All school activities, both in school and off-site, will be subject to an assessment of risks and to an effective programme for managing any identified risks.

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. Links to this can be found in individual subject policies and programmes. For example, in schemes of work for Geography pupils learn about police and fire services, or Science, where they are taught about hazardous materials and the safe handling of equipment.

2.2 We teach children how to look after themselves and their bodies. We discuss such issues in PSHE lessons and in Design and Technology, where children learn about healthy eating and hygiene. PE lessons are used to illustrate safe and healthy aspects of sport, play and movement.

2.3 Health and safety issues also arise when we teach care for the environment.

2.4 Children in Key Stage 2 receive both Drugs education and sex and relationship education. (See the relevant policies)

2.5 We encourage children to be aware of issues which might compromise the safety of themselves and of others, and where those issues are at school to inform their teachers.

2.6 Our school promotes the spiritual welfare and growth of children through the RE curriculum, through special events like harvest festival and old people's visits, and through the daily act of collective worship.

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

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 5 and those whose parents receive the benefits listed above 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.

4. School Uniform

4.1 It is our policy that all children wear the school uniform 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 school 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 uniform policy is enforced. It is, however, not our school policy to exclude children from 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 without the correct uniform, we will inform parents and request that they make sure that their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the proper 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 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. Child Protection

5.1 The School takes its responsibility for Child Protection extremely seriously. The named person in our school for Child Protection is the Headteacher, and full details of our policy can be found in our Safeguarding Children Policy.

6. The School Environment

6.1 The School does all it can to ensure that the school site is a safe environment. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects 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 school premises. Teachers will not allow any adult to enter classrooms if the school visitor's badge does not identify him or her. If any adult working in the school has suspicions that a person may be trespassing on the school site, he or she must inform the Headteacher immediately. The Headteacher will require any intruder to leave the site immediately, and if necessary will contact the police.

6.3 It is the responsibility of each teacher to ensure that each classroom is a safe environment for the children, and of the Headteacher and all the staff collectively to ensure safety in all the communal areas of the school and its grounds. Staff are also responsible for ensuring the safety of children in all curriculum activities, and for informing the Headteacher immediately of any concerns they may have.

6.4 No child is taken off the school site in a school activity without the prior permission of his or her parents.

6.5 The school is mindful of the need to protect the children's skin from sun damage and to reinforce the importance of life-long sun protection to parents, carers and children. The Headteacher, in consultation with all teachers, is responsible for developing and implementing a Sun Safe Policy in line with the Sun Protection Policy of Oxfordshire County Council. Wherever practicable, body areas should be covered; the school grounds have areas of shade and shelter; where a lotion or cream is provided from home, this should be pre-administered or self-administered, if necessary under supervision. In hot weather particularly, children will always be given ready access to drinking water, and will be encouraged by their teachers to drink regularly.

6.6 The school maintains an Asbestos management folder, which includes a register of on-site Asbestos, drawn up by consultants approved by Oxfordshire Local Authority. An on-site employee, *currently Mrs Whitchalls*, has undergone asbestos awareness training and is responsible for dealing immediately with all asbestos-related issues.

6.7 The entire school site is a No-smoking site at all times.

7. Accidents and Incidents

7.1 If an accident does happen, and it results in injury to a child, the teacher will do all he or she can to aid the child concerned. A first aid box is kept in the main school office. The following staff in the school have been trained in first aid: *Mrs Chambers, Mrs Chesters, Mrs Whitchalls.*

7.2 If any incident involving injury to a child takes place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

7.3 All incidents involving injury are recorded in the school logbook, and in all cases we will inform parents. If a child should be quite seriously hurt, we will contact the parents through the parent's emergency contact number kept on file in the school office. These numbers are updated annually, but parents are required to inform us when contact details change. Serious accidents will be reported to the Health and Safety Executive.

7.4 There may be rare occasions when it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, or causing self-injury, or 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 evacuation in the event of fire or other emergencies are displayed prominently in all rooms. Fire drills are held twice 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.

9. Educational Visits

9.1 The School takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy of Off-site Visits).

10. Seat Belts

10.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

11. Medicines

11.1 On some occasions – perhaps after an illness – children may be required for medical reasons to take medication for a limited period during the school day. In such cases parents will be expected to attend the school, perhaps during the lunch

break, to administer the medicine themselves (after first reporting to the school office).

11.2 Some children, however, have long-term medical needs. In such cases parents must give the school full details of the child's condition and medication, and we will do all we can to enable child to attend school regularly. Parents must bring the medication to school in a secure labelled container. Records will be kept of all medication received and stored securely by the school and of any medicines administered.

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

12. Internet Safety

12.1 Full details of the school's policy concerning e-safety and acceptable use of the Internet can be found in the ICT Policy.

12.2 The Internet is regularly used in school, and in order to minimise the risk of children accessing unsuitable material, we use constant supervision and only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign an authorisation for their child to use the Internet.

12.3 Full details of the School's policy regarding the use of photographs of children on its own web-site or newsletters or other publications will be found in the Safeguarding Children Policy.

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. Parents will be informed.

13.2 If any incident involves 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 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, he or she 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 LEA's protocol on school and the police.

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.

15.2 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.

15.3 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

15.4 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.

15.5 This policy will be reviewed at any time on request from the governors, or at least every two years.

Status of this Policy: APPROVED

Date approved by Governing Body: 26 April 2010

Lead contributions from:

Staff: Dawn Chesters, Flora Barton

Governors: SF&P Committee