

# St John's Upper Holloway CE Primary School



## Health and Safety policy

**June 2019**

**Policy for Health & Safety**

(includes first aid and medicines, intimate care and asbestos management)

**Date: June 2019**

**Review: June 2020**

## **St John's C.E. Primary School**

### **Our Vision**

*Jesus said: 'Love each other as I have loved you'. John 15:12*

As we are loved, so we shall love.

As we are taught, so we shall teach.

As we are nurtured, so we shall flourish.

### **Our Mission**

- St John's is a small, caring Church of England Primary School. It is committed to supporting our pupils to be happy, successful and fulfilled throughout their lives. We believe that everyone is unique and valued by God. We aspire to be a high achieving school that provides an outstanding education:
  - ❖ promoting the highest standards of teaching and learning, with excellent leadership
  - ❖ being inclusive, celebrating diversity and valuing all religions, faiths, cultures and backgrounds
  - ❖ providing a rich and stimulating curriculum that will inspire and challenge
  - ❖ being a happy, healthy and safe place
  - ❖ providing excellent care, guidance and support with a strong partnership between school, parents and the community.

**We seek to promote six Christian values of creativity, thankfulness, truthfulness, friendship, perseverance and courage, each linked by our core value of love. We believe these help to prepare our children for a successful and fulfilling life, so being:**

- considerate and respectful with excellent manners
- confident, happy, independent and self-motivated
- co-operative and collaborative
- honest and trustworthy
- resilient, hardworking and determined
- highly principled with moral, spiritual, cultural and social awareness, including shared British Values.

## **Rationale**

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure that this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

## **Aims**

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

## **Objectives**

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks of the building and safety and security
- Be aware of the pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Lay down procedures to use if there is an accident
- Give guidance on the use of images
- Inform about what should be done in a case of emergency

## **Informing people of this policy**

This health and safety policy is kept in the Policies File in the school office and also on the school website. Key aspects of it are also contained in the staff handbook which is reviewed and shared with staff annually. All members of staff are issued with the policy and required to read the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New members of staff receive health and safety information as part of the induction policy.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

### ***Responsibilities of individual class teachers***

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- a) Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- b) Observe standards of dress consistent with safety and/ or hygiene
- c) Keep good standards of hygiene and cleanliness
- d) Know and apply the procedures in respect of emergencies
- e) Co-operate with other employees and the safety representative in promoting health and safety measures
- f) Report any hazard or breakage
- g) Follow health and safety instructions and use appropriate safety equipment and protective clothing
- h) Maintain safely tools and equipment
- i) Report any incidents, assaults or 'near misses'
- j) Set a good example to the children in their care
- k) Supervise pupils and ensure that they know about emergency procedures and safety measures
- l) Ensure that pupils' bags, coats and belongings are safely stowed away
- m) Include all relevant aspects of safety in the curriculum according to the science and PHSE and C curriculum.
- n) Make parents/ volunteers aware of safety procedures in the classroom/ work area
- o) Give clear instruction and warning as often as necessary
- p) Ensure that relevant risk assessments are completed and followed

### ***Responsibilities of staff in a leadership role***

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- Draw the attention of the headteacher to any breach of procedure amongst their team which cannot be dealt with
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- The headteacher or premises manager is informed if any difficulties occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and children
- They keep an overview of the parts of the premises for which they are responsible
- They keep up-to-date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- All donated equipment is safe for use, if necessary seeking specialist advice
- They complete necessary risk assessments and check that members of their team complete them when necessary
- They implement existing policies and follow advice and instructions

### ***Responsibilities of the Governing Body***

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member of the Premises Committee to have a key monitoring role in relation to health and safety including a termly walk around the school building with the site supervisor and headteacher
- Approve as appropriate arrangements for residential trips according to LA guidelines
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

### ***Responsibilities of the Headteacher***

- a) To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- b) To regularly review the safety and security of the school building
- c) To undertake risk assessments as and when required and review regularly
- d) To put into practice and monitor the procedures described in associated policies e.g. emergency response plan, educational visits policy
- e) Brief staff regularly on H & S matters
- f) To act upon referrals from employees
- g) To ensure staff and pupils comply with agreed procedures
- h) To record and inform relevant external agencies as and when appropriate
- i) To ensure access to this policy and other health and safety information as legally required
- j) Advise and inform the Governing Body as to health and safety practice, legislation and compliance
- k) To ensure that appropriate logs and records of incidents are completed and acted upon
- l) To ensure policies and employees are updated as to new legislation and guidance
- m) To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
- n) To ensure that temporary/ supply staff are informed of health and safety practice
- o) To meet with the health and safety representative of the governing body to discuss health and safety issues and 'walk the school'
- p) To report on any audits/ inspections to the governing body and follow-up any necessary actions
- q) To ensure that procedures are in place to ensure the safety of contractors and hirers
- r) To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
- s) To ensure that escape routes are kept clear, and monitor on a daily basis for hazards and issues affecting the health and safety of staff, pupils and visitors, acting promptly to ensure the safety of the site
- t) Ensure adequate first aid cover is provided

### ***Responsibilities of visitors***

- Regular visitors and other users of the school will be required to observe the safety rules of the school. All visitors are required to sign in at the school office (providing a form of ID) and wear a "visitor badge".
- The headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

- Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.
- Groups of people who regularly hire the premises will be made aware of safety arrangements through our letting leaflet and in discussion with the school bursar.

### ***Dogs in School***

- Dogs are allowed on site only at the discretion of the headteacher.
- Dogs must be kept on a leash at all times.
- The owner will be held responsible for clearing up any dog waste and for any danger, nuisance or injury caused by the dog.
- The dangerous dog act requires owners of specified breeds to take precautionary measures with their dogs. These breeds would not normally be allowed on school premises.

**The Governing Body and Headteacher have agreed that the following procedures/ codes of practice shall be followed within the school:**

### ***Defects***

- 1) Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the premises Manager or Headteacher
- 2) The Premises Manager, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, i.e. by contacting property services, school technical services or other competent contractor
- 3) Any member of staff discarding a faulty item or electrical item must also remove this item from the Stock Registers held by the Bursar & Premises Manager
- 4) The contents of the registers will be checked weekly by the site supervisor

### ***Accident reporting***

All serious accidents that occur on the site should be recorded on an accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

### ***Accident - 'Near misses' reporting***

Near misses should be reported to the headteacher or deputy head in their absence, and any particular issues identified and acted upon.

### ***Electricity***

All electrical appliances are tested annually (PAT testing) to ensure they are safe for use and meet nationally agreed standards of safety. Registers are kept in the school business manager's office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the SBM or Premises Manager. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads

- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for

Pupils in years 5/6 are allowed to connect/ disconnect electrical equipment (under supervision), they are not allowed to carry the TV sets around school.

Stage lighting is checked annually.

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

- Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible.
- All staff are reminded of COSHH materials.

### ***Access equipment***

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary. The premises manager has specialist equipment for working at height.

### ***Risk assessments***

- Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the administration file in the school office. These are reviewed annually.
- Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

### ***Manual handling***

- All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. lifting children, the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment and music equipment.
- Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.
- Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.
- Moving children with SEN physical disabilities will require an external risk assessment.

### ***Working at heights***

- When staff need to work off the ground level, they must ensure they take reasonable precautions to carry out their tasks in a safe manner. When using step ladders, it is important to have another adult to ensure the step ladder is secure. If any member of staff has a medical condition that would make working at heights dangerous, or if they are concerned in any way about working at height, they must inform a member of the leadership team and an alternative solution can be found.

### ***Educational visits***

- Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.
- Our EVC is Andrea Goldring, Andrea will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.
- Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.
- All residential visits need approval from the governing body.
- Further details are included in our 'educational visits policy'.

### ***Work experience***

We welcome work experience students to St. John's. In order to make sure that their experience is beneficial it is important to:

- follow the work experience risk assessment
- ensure an appropriate match between the student and the activity
- ensure appropriate supervision at all times

Work experience students are co-ordinated by the head teacher or deputy head teacher. Their class teacher is responsible for ensuring their induction and mentoring them whilst on site.

### ***PE equipment***

- The PE equipment is inspected annually. The Premises Manager is responsible for overseeing this inspection and for keeping a weekly check of whether equipment is fit for purpose.
- The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

### ***Contractors and visitors***

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

### ***Use of ICT***

Although much of the legislation is more pertinent to administrative staff teachers have an overall responsibility to make sure that ICT equipment is used correctly and safely. (See Policy for the Safe Use of ICT in school.)

### ***Asbestos***

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the LA and school asbestos management policy.



## **Fire**

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills

### **Responsibilities during fire drill**

Headteacher/ deputy headteacher	Supervision of evacuation Evaluation of procedures Training and guidance
Office staff	Calling the fire brigade
Teachers (teaching assistant/ mid-day supervisor)	Roll call
Office staff	Registers Checking visitors

### **Responsibilities for class teachers (or teaching assistant/ mid-day supervisor if class teacher not onsite)**

During the **first day of school** all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping exits clear

**Fire exit to be used** – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

**Assembly point** – is in the top playground standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call. Children in wheelchairs wait close to the stairs.

**Action on discovering a fire** – children inform someone immediately and should never try to put a fire out themselves.

**Keeping passageways clear** – children should be reminded about hanging coats and bags out of the way and allowing wheelchair access.

**Reporting** – registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the head teacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see 'Emergency procedure' document. This also provides information about the notification of staff, parents and LA in the event of school closure.

## Tests and checks

Daily (the P.M.)	<b>On arrival</b> Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working <b>On leaving</b> Exit and windows adequately secured All fire doors closed
Weekly (the P.M.)	Test fire alarm systems and record in caretaker's log Test one alarm each week on a rota Water testing (temperature)
Monthly (the P.M.)	Check extinguishers are in the correct place Water testing (legionella- H2O )
Termly (the headteacher)	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Six monthly (the P.M.)	Check emergency lighting and record in log Fire extinguishers (Chubb)
Annual	Emergency lighting (Lovelock and Taylour) Fire alarm panel (Chubb) PAT testing (electrical appliances – Mains 2 Power)

Fire notices are contained in each room.

### ***Lone working and personal security***

The Governors, as responsible employers, do not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

### **Key holders responding to an alarm**

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch with you
- Take a mobile phone
- Look on the monitor & outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be
- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

### **Staff working alone in the building**

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home

- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the headteacher's room, main office or mobile phone
- Always be alert when leaving the building

### **Key holders managing lettings**

- As far as possible only open up the part of the building which has been hired
- For locking up, return to the building before the hirers leave
- Check the areas for any hidden intruders before the hirers leave

### **Leaving an empty building**

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

### **In the event of trespassers**

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

**If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.**

### **In the event of a break in on site**

Remember personal safety is far more important than the protection of property.

1. Ensure that if children are still on site any available barriers are put into operation
2. Alert colleagues who should call emergency services and seek assistance
3. Monitor the intruders and check their progress

### **In the event of an abusive parent/ adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate

to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

### **In the event of it being suspected that a pupil is carrying a weapon**

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

### **Reporting Incidents**

Use an incident form to report all incidents, however, minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

### **Headlice**

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

### **Principles**

As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

### **Procedures**

**IF A REPORT IS RECEIVED** – Parents of children in the class are sent a letter asking them to check their child's hair

**INTERMITTENTLY** – The school nurse will be asked to set up a 'drop-in' session for parents to provide advice on treating headlice. A video might also be made available at this time. On occasions, promotional material is made available to the school and is distributed or advertised at the discretion of the headteacher.

## ***First Aid***

### **RESPONSIBILITIES**

The following people currently hold a **statutory first aid at work** qualification:

**Nikki Plaw**

**Riyan Goldring**

The following people hold a level 2 paediatric first aid and emergency first aid qualification:

**Barbara Dickey**

**Jackie Thomas**

All support staff have attended a one day First Aid training.

These people can be asked for advice and support during the school day.

The following people have recently received **epi-pen** training:

**All members of staff**

### **EQUIPMENT**

The first aid box is kept in the school office. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there is a first aid satchel available – staff must ensure that this is taken on a trip.

Named first aiders should check and replenish stocks as necessary.

### **PROCEDURES**

In case of concern about the health of an individual the following precautions should be followed:

1. the child is sent to a qualified first aider
2. the injury/ concern is checked and an assessment made of the level of treatment needed
3. a decision will be made by the headteacher
4. parents are informed of all head injuries and other instances when necessary.

#### **Levels of action include:**

- treatment on school premises for minor ailments/ accidents –Accident Book
- treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident –Accident Book
- parents contacted immediately – Accident Book – LA informed if sufficiently serious
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed – Accident book –LA informed

#### **In each case every attempt should be made to:**

- check the injury to the best of our ability
- inform the relevant people in the case of more serious incidents. This includes:

- the headteacher
  - the parents
  - the LA
- keep accurate records of the injury, events leading up to the injury and actions subsequently
  - err on the side of caution
  - consider the needs of the child as central to all actions

## **MEDICATION**

Please see our policy on 'Supporting Pupils at School with Medical Conditions' for greater detail.

Our school will take reasonable steps to store medicines and make them reasonably available to children. There are, however, no legal or contractual requirements for teachers to administer medication. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible, first aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available. Where, regular, demanding needs are required to be met, special arrangements may be made via the physical disability service or local hospital to provide appropriate training.

The following points should be noted where children are administering their own medicine:

- There should be written instructions on the medicine container or from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose
- Medicines should be kept in the office container or the fridge. The only exception is where children need the medication with them as with inhalers.
- Periodic checks should be made to ensure that no medicines have been left in storage beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school.
- All medicines should be clearly labelled with the child's name on both the outer and inner containers where appropriate.
- Children should not remove their medicines from the office when doses are being taken
- The first aider should observe the child taking their medicine and sign to record that this has taken place

Where a first aider has volunteered to administer medicine:

- Signed consent should be obtained from parents
- All medication given should be documented
- The member of staff should sign to say they have given the dose

### ***Intimate care***

It is important that where children require intimate care (e.g.support with toileting or changing) the adult responsible is given basic training and advice. Where the child has medical needs this

advice will come from a medical professional or occupational therapist. Parents should always be involved in discussions about the agreed procedures for intimate care.

### ***Smoking***

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy, which covers the school, playgrounds and playing fields. (see smoking policy)

### ***Health and safety during science experiments***

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- be sensible during the experiment
- follow instructions immediately
- only touch equipment when you are told to
- carry equipment with care and always walk
- make sure any equipment used is returned carefully
- inform your teacher of any breakages
- if you're not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels
- consideration of group mix and children with special needs
- room dynamics
- a risk assessment according to the materials and equipment to be used

Where there are any concerns or queries the science coordinator should be consulted.

### ***Swimming lessons***

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

#### **Medical considerations**

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical disabilities reported in writing to the swimming teacher. Children with asthma should ensure that they bring their inhaler.

#### **Supervision**

Children should go to the toilet, blow their nose and have clean feet before going onto the poolside.

Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.

All children and teachers must understand the pool emergency procedure.

#### **Class size**

It is not expected that there should be more than twenty learners per teacher.

### **Poolside**

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

### **Emergency evacuation**

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.

Under no circumstances should children be taken to the changing areas to collect their belongings. Teachers are responsible for ensuring their class is fully accounted for by taking a register.

### ***Photographs and Videos***

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits. ***Staff are not permitted to take photographs or videos of children on the school site using their own camera or device.***

#### **All parents...**

- will be asked for permission for the taking of photographs by the media.

- will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.

- will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

#### **On entry to our school...**

parents will be informed of school policy and permission requested for use of pictures within the establishment.

#### **Annually...**

parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

#### **Should the situation arise...**

parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

### ***Health and well-being of staff***

In order to help prevent stress and to provide the best working environment for the health and well being of staff we recommend:

- that times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school
- that length of meetings is agreed and where possible adhered to
- that notice is given of cancellations



- that consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- that deadlines can be negotiated in extenuating circumstances
- that consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- that no meeting is scheduled on Fridays after school unless absolutely necessary
- that PPA is regular and reliable
- that working at home is an agreed principle where specific tasks need completion – in agreement with senior management
- that TAs are deployed to support teachers where possible

### ***Stress***

Hopefully, the practices recommended above should help prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:

- high level of anxiety
- low self-esteem
- inability to concentrate
- being more prone to accidents
- headaches/ migraine
- depression
- panic attacks
- chest pains
- stomach problems
- relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues
- prioritising workload
- learning to say 'no'
- taking up a new hobby or sport
- sharing feelings with people at home
- ensuring that some time every week is set aside for relaxation
- discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

### ***Fitting in with families***

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- being flexible about requests for attendance at funerals,
- enabling support for ageing relatives and children with medical appointments

- enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school
- attempting to accommodate staff preferences for early starts/ late starts, early finishes/ late finishes

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with the headteacher and accepting that the roles and responsibilities of the individual continue to be met to the full.

**Monitoring arrangements**

The governors will call for annual reports on:

- accidents/ incidents
- results of internal or external health and safety inspections
- complaints
- summary of ‘walk about’ information from health and safety link Governors

**Additional policies**

Please also refer to:

- Supporting pupils at school with medical conditions
- Educational visits policy
- computing and e-safety policy
- Asbestos management policy
- Smoking policy
- PE policy
- Adult volunteers policy
- Safeguarding and child protection
- And the staff handbook

Approved by staff \_\_\_\_\_ (head) on \_\_\_\_\_ (date)

Approved by governors \_\_\_\_\_ (chair of resources committee) on  
 \_\_\_\_\_ (date)