

POLICY FOR HEALTH AND SAFETY

Aim

The aim of our school is to create an atmosphere of carefulness both in and out of school, this is for all users of the school, children, school 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 through a health related topic such as smoking.

At Aberdare Park Primary 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. The school is also taking part in the National "Healthy Schools" programme and has already achieved recognition for our work.

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 eg scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations eg a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into shorts and T shirts. They have the option to wear pumps for P.E. in the hall or work barefoot, and wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery, for safety reasons.

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.

Risk Assessments

Assessments are systematically carried out to examine all areas of the site and the activities which take place within the site. In accordance with LEA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Risk assessments are carried out which identify possible hazards involved in activities and assess the potential risks involved to pupils, staff and visitors. Our aim is to control these hazards and minimize harm to anyone. Details of risk assessments are kept centrally by Mrs.L.Davies. Details of trips/ visits are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult / child ratio is always followed, and a first aid kit, mobile phone and list of emergency phone numbers taken.

Aberdare Park Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a 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. A fully equipped first aid box is kept in the following locations:- **Y1D (middle classroom on FP corridor), within the Early Years Unit, and within the TAZ room in the Junior building.** The school's accident register, accident forms and a list of any allergies children have are filed in the cabinets in the Main Reception Office. If an accident is more serious, 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 caretaker, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and LEA employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker, or through the use of authorised contractors. Any equipment/ hazardous substance are kept locked away from the children. All equipment is to British Standards and is maintained regularly.

Pupil Supervision

- Staff will be available for supervision of pupils ten minutes before the commencement of the school day i.e. 8.50 a.m.
- Pupils who attend Breakfast Club remain in the hall with the Club Supervisors and are taken through the school to their classrooms to be handed into the care of class teachers.
- At the end of the school day, staff will be available for supervision for ten minutes. If parents/guardians do not arrive within that time to collect pupils, they should be taken to the school office and attempts will be made to contact the parents/guardians by the class teacher or Office Manager. If all these attempts fail, and no notification has been received, the police will be informed as a last resort.
- Parents of Foundation Phase children are required to notify the school of the names of adults, other than themselves, who are authorised to collect their child(ren). If a member of staff is unsure of a person's identity when collecting a child, they should take the child to the school office and contact the parent(s) to clarify the situation.
- Parents of Junior children are required to notify the school if another adult is unexpectedly due to collect their child(ren).
- No child is allowed to leave the school with an unauthorised person.
- Playtime supervision is carried out by at least 2 members of support staff on a rota basis. A teacher is on duty to oversee the behaviour and deal with any issues arising within the playgrounds. These staff must ensure that: pupils do not enter out of bounds areas; pupils play safely without harming themselves or each other; accidents are dealt with promptly according to set procedures
- During wet playtimes, pupils remain in their classrooms where they are supervised by support staff
- At lunchtime, the Headteacher and a member of the senior leadership team are always on duty to support the mid-day supervisors
- During wet lunchtimes, pupils are supervised in classrooms by the mid-day supervisors and support staff.

Safety during Lessons and Extra-Curricular Activities

Teachers must take reasonable care of their own health and safety, as well as that of pupils under their supervision, and follow school procedures. They must ensure that:

- Equipment which might be hazardous (e.g. scissors, compasses) is stored and used safely
- Doors and emergency exits are kept clear
- The classroom furniture is arranged in such a way that pupils and staff can move around easily and safely
- High standards of housekeeping are maintained so that no items are left on the floor
- Only approved items of electrical equipment, which have been checked, are used
- Pupils do not enter areas which are out-of-bounds e.g. stockrooms

P.E. and Games Lessons

- PE apparatus is checked and repaired as necessary
- Mats are non-slip and are used to cushion landings and for floor work, when appropriate
- Pupils are trained to get out and put away apparatus safely and only do so under adult supervision
- All apparatus is stored safely at the end of each lesson
- Pupils may only use apparatus under the supervision of the teacher
- Pupils wear appropriate kit and footwear to participate in lessons. Children who have verrucae must wear appropriate shoes, not socks

Cooking

- Children will be supervised at all times in the cookery room.
- A maximum of eight children work within the cookery room at any one time.
- Only teachers or support staff use the cooker or any other heating facilities
- All surfaces used for food handling are cleaned using anti-bacterial sprays
- Equipment is kept clean and stored safely in the area
- All children and staff wash their hands thoroughly with soap and water before and after handling food
- Any cuts to the hands of children and staff are covered with an appropriate plaster
- Hair is tied back.

Fire Drill

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** safe fire exit. Children will be required to walk in an orderly and quiet manner under the supervision of the teacher or adult. The teacher must make sure that all the children have left the premises and that no-one re-enters.

The first member of staff to reach the gate in the Foundation Yard is responsible for unlocking the yard gate. The assembly point for the Foundation Phase classes is on the slope adjacent to the Gravel Garden leading down to the Coliseum, and for KS2 is at the bottom end of the playground.

Children will walk to the assembly point and line up in their normal class lines. Children with mobility problems will walk or be pushed in a wheel chair or be carried to the assembly point with their designated support assistant or the nearest member of staff.

Final checks of the building to ensure all are evacuated will be carried out by the Deputy Headteacher at KS2 and Senior Teacher at Foundation Phase. All kitchen staff and clerical staff will leave by the nearest or safest exit and assemble at the same points. The Kitchen Supervisor will ensure all her staff are present.

The class teachers, Office Manager, Headteacher or Deputy Headteacher will bring the registers and the presence of all children will be immediately checked by the class teachers. In the first instance teachers should take a 'head-count'. If a child is missing it must be reported.

The Headteacher, Office Manager or most senior member of staff will check the 'signing-in/ out' book to ensure all other members of staff and visitors are accounted for. At no time until the 'All Clear' is given will any member of staff or child enter the building.

When all the registers have been received, the person who brought the register will be informed if it is safe to return. Staff and children will then return to their classroom.

Other actions to be taken.

If the fire alarm sounds, the most senior member of staff or the caretaker will contact the emergency services and consult the alarm panel to find the source of the fire.

Children need to be taught what to do if they find themselves without adult supervision when the alarm sounds e.g. in the toilet. They must immediately leave the area they are in and walk from the nearest or safest exit and meet the rest of the school at the assembly point.

Members of staff must not attempt to fight any fire other than when it is of a very minor nature and providing they have had appropriate training in the use of equipment such as extinguishers. Staff must be mindful that any attempt to prevent injury to others must not put their own safety at risk. Their main concern should be to evacuate the building and take a head count.

The building should be evacuated and all staff and children accounted for within approximately 2 minutes.

Fire drills will take place at least once every term.

Teaching staff must ensure that fire exits within their classrooms are clear of all obstructions and doors open fully. Corridors and walkways within the school must be kept clear. Any member of staff who becomes aware of potential fire hazards or fire evacuation obstructions should immediately remove the hazard or obstruction (providing it is safe to do so) and inform the headteacher who will take any necessary follow-up action.

The Headteacher will complete an annual Risk Assessment in respect of fire and all staff will receive feedback from this assessment.

Lunchtime Fire Procedure

- All 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.
- All teaching staff present in school will leave the building by their nearest exit. The first member of staff to reach the gates will be responsible for unlocking the yard gates on hearing the fire alarm.
- Staff members in classrooms shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- The Headteacher or Deputy Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

- The procedure stated above will then be followed. Staff will ensure the presence and safety of all children before returning to the building when the All Clear is given.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will children and adults re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Smoking Policy

- It is the policy of Rhondda Cynon Taf that Aberdare Park Primary School is a no-smoking site.
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school

Car Parking and Road Safety

Car parking is a concern at Aberdare Park Primary 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 near the school 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.

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 emphasise the following:

- Consideration for our neighbours
- Use of the crossing patrol instead of driving right up to school
- Not parking on yellow lines

When organizing trips the Office Manager tries to arrange coach pick up times after 9.15am when all pupils have arrived in school and parents have left the vicinity.

There will be personal contact with any adult who continually parks in an obstructive way (by Headteacher). All comments by parents or neighbours will be followed up.

Road safety talks are arranged for the children by Community Police Officers.

Children 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).

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 a large number of chairs are needed then the caretaker is to be contacted. Tables need two children 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.

Items Children Should Not Move

- Computers
- Piano – it is far too heavy.
- Paper cutters – sharp blade although on wheels, can tip

Security of the Premises

The Headteacher, Deputy Headteacher and caretaker are the 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 closed and equipment switched off before leaving the premises.

Caretaker

It is the responsibility of the caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working

Before leaving the premises, to check:

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

Headteacher/Deputy Headteacher

It is the responsibility of the Headteacher or Deputy Headteacher to perform the above functions in the absence of the caretaker. In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the Main Reception Office, sign the visitors book and be given a designated visitors badge; any stranger on the premises not wearing a badge should be challenged and escorted to the Main Reception Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door. The yard gates are locked daily by 9.15 am and remain locked until 3.15 pm, access to the school between these times is only via the Main Entrance. Any parent or visitor is welcome in school but is asked to report to the Main 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, school secretary or the caretaker.
- All contractors must report to the Main Office. The Headteacher will then be informed of their arrival
- Contractors will work under supervision of the Headteacher so as not to endanger the health and safety of children or adults in school.
- 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
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during playtimes, and the contractors must leave the area.

All work will be monitored by the Headteacher and any concerns reported to the contractor concerned and the appropriate department at the LEA.

NB See information below to be given to contractors.

Guidance for Contractors on Site

For the safety of our children we would ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- 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 Headteacher or caretaker.

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 Headteacher or Deputy Headteacher of any difficulties

Electrical Appliances

All electrical appliances are checked for safety by the LA at regular intervals. Any items deemed unsafe are immediately removed from use. Appliances can only be repaired by LA approved electricians, employees of companies from whom the school leases or hires equipment or technicians approved by the school. Problems with sockets and plugs must be reported to the caretaker.

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, asthma and epilepsy)
 - 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 purely on a voluntary basis.

For the school to agree 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
- 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 administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff 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.

First Aid in school

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. All Foundation Phase staff have attended a "Heartstart"

first aid training course and hold a current certificate. The registered First Aider is Mrs.L.Davies and she has attended a recognised First aid course run by "St.John's Ambulance".

During lesson time first aid is administered by the class teacher, or support assistant. If an accident occurs in the playground and first aid is required, then it will be administered by one of the staff on duty. Should the injury be more serious then the assistance of the child's class teacher, the Deputy Headteacher or the Headteacher will be called for as appropriate. At lunchtimes first aid is administered by the midday supervisor.

If there is any concern about the first aid which should be administered then the qualified first aider must be consulted. (Mrs. L.Davies)

Safety/HIV 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.

First Aid Boxes

Location:

- Y1D- middle classroom of Lower School building
- Early Years Unit
- TAZ room within Junior building

Contents:

- Scissors
- Bandages
- Plasters, single and strip
- Cotton wool
- Sterile gauze
- Disposable gloves
- Bottle of water

First Aid Supplies

- Extra and additional equipment for first aid boxes is kept in the main stock cupboard and distributed by Mrs. L.Davies.

Person Responsible for Supplies

Mrs.L.Davies 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 Mrs. Davies if the supplies in any of the first aid boxes are running low.

Children's Illnesses

Should a child have an infectious disease/ illness, we follow Infection Control Guidance produced by the Health Protection Agency. If a child has been sent home or has been ill at home with sickness and diarrhea, they should remain absent from school for 48 clear hours after the last bout of illness.

Allergies/Long Term Illness

A record is kept in the Main Reception Office of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma,

epilepsy, diabetes and details on any child whose health might give cause for concern. Individual children's asthma inhalers are clearly labeled and stored within the teacher's store cupboard. These are administered as and when necessary. Epi-pen's are stored in teachers' cupboards in sealed, labeled boxes, where they are easily accessible to staff if needed.

Accidents

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

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

*The Health and Safety Executive via the LEA - Mr. Mike Murphy
01443 687666.*

The accident should be reported by telephone immediately, and then confirmed in writing.

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

When in doubt, contact parents/guardians.

Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (but not minor bumps, cuts and grazes). This book is to be found in the Main Office.
- If a child has a bump on the head you must inform the parent when the child is collected from school or contact the parent/guardian immediately if the injury constitutes more than a simple bump. Always notify the Headteacher if a parent or guardian are contacted.
- Fill in an accident form, copies of which are kept in the Main Reception Office, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Headteacher or the Deputy Headteacher to sign.

Stranger Danger

Should suspicious behavior be noticed or identified in a member of the public near the school site, the Headteacher or Deputy Headteacher will be informed immediately. The children's safety will be ensured by staff and the police will be contacted.

Violence at Work

Every effort is made to ensure the safety of all employed at Aberdare Park Primary School. However, should there be a violent or abusive act against them during the school day they must:- Inform the Headteacher, Deputy Headteacher or member of the Senior Leadership Team immediately. If the victim is incapacitated during the attack, then any other employee in the vicinity should carry this out. First aid should be administered if necessary, or an ambulance called for more serious injury. Witness statements should be obtained and details of the assailant should be taken, if known. The Police should be called and a report completed which is forwarded to the LA.

Review

This policy will be reviewed annually and updated as necessary.

Responsibilities

The overall responsibility for Health and Safety at this school is that of the Headteacher, Ms Jo Evans and the Chairperson of the board of Governors, Cllr A Crimmings.

Signed.....
(Headteacher)

Signed.....
(Chair of Governors)

Date.....

Philippa R. Thomas
March 2011