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Introduction

1.1 Our school is committed to achieving the outcomes of the Children Act 2004 that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

2 Healthy schools initiative

2.1 Following the publication of the government's White Paper 'Excellence in Schools', this school fully supports the aims of this initiative, and we will strive to maintain the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

3 The school curriculum

3.1 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. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education.

3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

- 3.6 Each class has the opportunity to discuss problems or issues of concern with their 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.

4 School meals

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes and all EYFS and KS1 children are entitled to a universal free school meal (UIFSM) from Sept 14. 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 (which is different to UIFSM) . We ensure that meals provided have a balanced nutritional value.
- 4.2 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.
- 4.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.
- 4.4 All children are given fruit at break times.
- 4.5 The school has produced guidelines regarding the suitable food we request in children's lunchboxes.
- ✓ A good portion of starchy food e.g. wholegrain bread, pita, pasta, rice
 - ✓ Fruit or vegetables
 - ✓ A portion of milk or dairy foods
 - ✓ A portion of lean meat, fish or alternative
 - ✓ A drink
 - ✓ Only water; not juice/squash
 - ✓ No bags of crisps or full sizes chocolate bars
 - ✓ Appropriate healthy snack (not chocolate etc)
- 4.6 Children must bring with a water bottle with them, filled with water only for classroom use. No juice is allowed.

5 School uniform and appearance

- 5.1 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.
- 5.2 We will not exclude children from the school if they, for whatever reason, do not have the proper school uniform. However, we strongly encourage school uniform at all times.
- 5.3 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 involved that we might be unaware of.
- 5.4 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 and watches. We ask children to remove all jewellery during PE and games. Teachers will not be held responsible for these items.
- 5.5 We request that parents send their children to school in shoes and not trainers. Evidence says that children need proper school shoes to aid the development of their foot bones during their childhood years.

6 Child protection

- 6.1 The named person with responsibility for child protection in our school is the headteacher, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- 6.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named in 6.1 about their concerns.

- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 6.4 We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.
- 6.5 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

7 School security

- 7.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 7.2 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 the school premises.
- 7.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

8 Safety of children

- 8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.
- 8.2 We do not take any child off the school site without the prior permission of the parent.
- 8.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the staff room. All staff (as of 09/13) at the school have been trained in emergency first aid. Mrs S Ramsay and Mrs L Evans are the names First Aiders at Work.
- 8.4 Should any serious incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, emergency assistance will be called for.
- 8.5 We record in the school log book all incidents involving injury, and, in all cases, we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 8.6 We operate a **No Dogs Policy** in all areas of the school grounds and buildings (except guide dogs)

9 Fire and other emergency procedures

- 9.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once 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 system. Fire extinguishers are maintained and checked by Chubb every 6 months. Alarms are tested by week with emergency lighting checked every month. This is carried out by the caretaker and records kept

10 Educational visits

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

11 Seat belts

- 11.1 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.

12 Medicines

- 12.1 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).
- 12.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school once parents have filled in a medication form. No medicine can be administered without this. This is in line with NYCC policy.

13 Internet safety

- 13.1 We regularly use the Internet in school because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

14 Theft or other criminal acts

- 14.1 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 accordingly.
- 14.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

15 The health and welfare of staff

- 15.1 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, s/he should inform the headteacher without delay.
- 15.2 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 LA's protocol and the police.
- 15.3 The school has adopted a no smoking policy on its grounds and in the building in line with current legislation.
- 15.4 Staff must take all due care when working at height. All staff will be regularly informed about the health and safety aspects of working at height. Ladders will be checked and a log kept of their condition. Under no circumstances must staff use tables and chairs to work at height. (See Ladder Policy)
- 15.5 This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. (See lone working policy)

16. Responsibilities

16.1 Overall responsibility for health and safety within the school is the Head Teacher

17. Accidents, incidents and work related ill health

17.1 The first aid boxes are located in all classrooms and main areas within the school. The main store is in the staff room. Mobile ones are available for educational visits. All staff, as of 09/13, have the emergency first aid qualification and both Mrs Ramsay and Mrs Evans are the appointed First Aiders at Work. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the staff room. The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPs Health and Safety section is the Head Teacher.

18 Asbestos

18.1 The responsible officer for asbestos management is the head teacher. The Asbestos risk management file is kept in the office and contains the site plans showing the location of asbestos containing material. All contractors must look carefully at this file as part of the ATWS paperwork they need to complete. Both asbestos risk assessments and regular risk management assessment checks are carried out by the head teacher.

19 Legionnaires

19.1 The nominated Site Manager under the NYCC Legionnaires Disease Risk Management Policy is the head teacher. The person responsible for carrying out the on-site tasks set out in the above assessments is the caretaker.

19.2 Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in the caretakers cupboard and records showing that the above on-site tasks have been undertaken are also kept there.

20. Key areas of risk

20.1

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects/collapsing structures
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High & low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

21 Monitoring and review

21.1 The governing body has a health and safety sub-committee with responsibility for health and safety matters. It is this group'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. The group in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

