

Appendix to Health & Safety Policy
Willoughby Primary
School
'Learning for Life'



Health & Safety Procedures

The governors of Willoughby School aim to provide a safe and healthy working environment for the pupils, employees and visitors of Willoughby School. Specifically contractors should discuss site Induction (See B10 of NCC H&S Managing Contractors).

All other employees and visitors should be made aware of H&S issues as appropriate as part of their induction to the school.

General

It is important to maintain a commonsense approach to Health & Safety. There are dangers within a primary school of which teachers and pupils ought to be aware. Safety precautions are necessary and we neglect them at our peril. At the same time a good primary school, like a good home, should essentially be a secure and safe place for pupils and staff to be. Whilst on the one hand it is important that all necessary precautions are taken, it is on the other hand important to maintain a sense of proportion, so that the need for pupils to explore is taken into account and the very fear which leads to accidents is not inculcated.

Supervision

Children should be supervised at all times. Teachers should collect children from the playground for the commencement of the morning session.

At break times children are supervised by the adult on duty. It is important that the supervising adult is in the playground at the commencement of break and moves around all areas of the play ground.

On wet days children remain in the classrooms and are supervised by the adult on duty.

Movement

Movement within school should be kept to walking and children must be discouraged from running. Children should be encouraged to use a common sense approach, avoiding pushing or crowding into areas e.g. cloakroom. Any “bottle necks” caused by too many children going to the cloakroom at the same time, should be avoided, by sending children for coats in groups – a few at a time.

Classrooms

The classrooms should be organised in such a way that the day to day use of furniture and equipment presents no danger to anyone. There should be a careful spacing of tables to allow for free movement of children.

Desks and chairs should be in good order – broken edges, protruding nails or screws should be reported.

The children should be encouraged to keep the school clean and tidy. All equipment which could cause injury (rulers, scissors, and woodwork tools) should not be left about where young children can use them.

Dining Area

KS2 need to be cleared by 11.50am to facilitate the setting of tables for meals. There should not be displays or articles of furniture or any equipment which could constitute a hazard where dinner trolleys, hot dishes and plates are.

Dining Arrangements

All children who stay for lunch or sandwiches should wash their hands during the interval between morning session and dinner time. Children should be supervised by midday supervisors on entering the dining area. No children will be allowed outside until a midday supervisor is on the school playground.

Physical Education

Children normally change for P.E. in classrooms or at the Village Hall. Children are expected to have a suitable change of clothes and footwear in order to take part in lessons. Children should not be permitted to take part in lessons at the Village Hall wearing only socks or tights as footwear. Jewellery including watches, etc., must be removed before the start of the lesson.

Playtimes

All notable accidents must be recorded in the accident book kept in the office.

If a child receives any knock to the head a covering letter must be sent home, or parent told verbally. Copy kept in the office.

Pupils should play away from school doors.

Children should not engage in activities which involve carrying each other.

Any unacceptable physical behaviour should be talked about using the Golden Rules.

Bullying will not be tolerated. Any bullying must again be dealt with by reference to our Anti Bullying Policy.

First Aid

First Aid boxes are located in the staff room. If it is considered that a child needs further medical treatment, parents must be informed immediately. If it is considered that a child needs hospital treatment an ambulance must be called. Staff must not take children to hospital in their own cars.

Plastic gloves are available in the First Aid boxes for use when blood is involved.

If a child is on medication and parents wish a member of staff to administer the medication this must be accompanied by a letter of consent which must then be filed in the Health & Safety file.

Doors

Some of the outer doors can be dangerous on windy days if not fastened back. Please take steps to ensure children's safety.

Ventilation

In a newly painted building care should be taken to avoid;

- a) either a lack of ventilation because windows do not open, or –
- b) damage to the person caused by opening sticking windows.

Glass

Broken glass is always a danger whether on the playing field or on the actual premises of the school. If a glass object is broken or a window pane shattered, remove every bit of the broken glass without delay and keep children away from the area concerned whilst this is done. Report breakages to the Head teacher who will order immediate repair. In any circumstances, however, a broken or cracked pane should be removed as quickly as possible. No child should be allowed to pick up broken glass. Broken glass should be wrapped and marked "glass" before being put into bins. Glass jars must not be used in school.

School Visits

All visits away from school must be fully researched by the teacher in charge. Additionally approval/risk assessment must be filled in via EVOLVE. It is essential that adequate supervision is available on such visits. A minimum requirement is 1 adult to 20 children, but more adults are preferable especially

with young children. For a party of any size on foot, children should walk in twos. (See EVC folder).

Fire Procedure (See School Emergency Plan)

When the fire alarm sounds children must leave the premises as quickly and quietly as possible without running. They will then proceed to Church Lane where they will line up in their class lines. Teachers must ensure that all children in their care have left the building. The Office Manager or TA will take the class registers with them as they leave the building and close the outer doors to reduce the likelihood of the fire spreading. When children are assembled in their classes, registers should be taken to check all children are present.

A fire drill will take place each term and will be recorded by the Head Teacher in the log book. Fire equipment is checked yearly by the Fire Service.

Water and Electricity Emergencies

The main electricity switch is located by the stock room for the old part of the school and outside the staffroom toilets for the new part of the school.

Snow and Ice

Children must not be allowed to make 'slides' on patches of ice on the playground, as this constitutes a hazard. Children will be allowed to play 'snowballs' with soft snow. They must not however throw snowballs at the area above the shoulder, i.e. head, and must not 'pack' the snowball. Children will not be allowed to play snowballs with icy snow. The adult on duty is responsible for informing the children at the start of break whether 'snowballs' are permissible.

Sun

During the summer term a letter is sent to parents requesting that children have sun hats in school. These must be worn on the sports field on hot days. The school canvas gazebo is available to create shade on the sports field. Additionally water must be available on the school field.

Swimming

The swimming pool is an obvious source of potential danger, therefore at all times the prevention of accidents is a major aim. The accompanying teacher must be present at the pool side at all times and must be first at the pool side and last to leave. Children must not be allowed to run on the pool side. A qualified instructor must be present at the pool side if the teacher does not hold the necessary lifesaving qualification.

The maximum ratio for swimming groups is 20 children to one adult. An observer must be present throughout the lesson, an observer for each pool. The observer must be made aware of emergency procedures and must have the warning horn.

Emergency drill must be carried out at least once every term and entered in the health and safety book.

Swimming goggles should only be worn by children with written parental permission. These permission slips should be put in the swimming file.

Equality and diversity principles are embedded as far as is possible within this Policy.

Equality Statement: The Governors of Willoughby Primary School recognises equality does not mean treating everyone the same; it means treating people fairly, with respect, having regard for their rights and wishes. Sometimes this means giving people extra help so they have the same chances. (See Equality Policy).

Signed:

Chair of Governors

Reviewed 14/1/15 13/1/16 11/1/17* 24/1/18 16/1/19 21/1/20 13/1/21

Signed copy held in School Policies file

Actions:

*** Copy of updated Risk Assessments to be filed with H & S Policy ✓**

***H & S Governor to look at NCC H & S policy and conduct Management Review. ✓**