

# Crofton Junior School



## Health, Safety and Welfare Policy

June 2019

## Introduction

The health, safety and welfare of all the people who work or learn at our school are 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 and safety of all children and members of staff.

## Safeguarding

The designated or named person with responsibility for safeguarding in our school is the **Headteacher (Paul Birdsall)**, who liaises with the **named governor (John Allen)**. The **deputy designated persons** are **Ann Chinn** and **Maxine Charles**. Signs are clearly visible around school indicating the named members of staff and governor. All other staff receive regular basic training. We will follow the procedures for safeguarding as stated in the Safeguarding Policy.

When investigating incidents or suspicions, the person responsible in the school for safeguarding 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.

We require all adults employed in school to undertake all employment checks undertaken by the LA, all safer recruitment practices are followed. We foster an open child focused culture.

## The school curriculum

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. This is supplemented through programmes of work with outside agencies, for example the LA delivering pedestrian, in car, cycle and transition to high school safety sessions as well as Bikeability and the Fire Service bonfire safety session.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE 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.

Health and safety issues also arise when we teach care for the environment. Children receive both drugs education and sex and relationship education.

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.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, special events and through acts of collective worship.

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

## School security

We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers and the LA). 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. Staff will challenge any person not wearing a visitor badge.

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. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, he will initiate the lockdown procedure and contact the police. In the absence of the Headteacher, a member of the senior leadership team will initiate the procedure.

## Safety of children

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, they should bring them to the attention of the Headteacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent if it is outside school hours.

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 kits in the Medical Room. All first aid kits are monitored and updated by on a regular basis by the named first aiders.

The following members of staff are the named school first aiders: **Mrs Alexander, Mrs Cowan and Mrs Howell.**

The following staff at the school have been trained in emergency first aid: **Miss Alexander, Mrs Beardsley, Mrs Candlin, Mrs Charles, Mrs Cooper, Mrs Delamere, Mrs Johnston, Mrs Scattergood, Miss Shepherd and Mrs Whitaker.**

We have an on-going programme to ensure that first aid requirements are fully met at all points during the school week and for activities which take place both on and off the school site.

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

We record in the school logbook all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact parents/carers immediately.

There may be occasions where it is necessary for staff to restrain a pupil physically. In such cases only the minimum force necessary will be used by a trained member of staff and a written report made. We ensure that staff are Teamteach trained as appropriate. Our Teamteach trained staff are: **Mrs Alexander and Miss Wheeler.** School is a non-smoking site and animals are not allowed on the school premises unless for pre-arranged and agreed educational activities.

Only staff or people delivering goods are allowed vehicle access onto the school site unless pre-arranged.

### **The health and welfare of staff**

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.

The only member of staff permitted to work alone in school is Mr Candlin. A risk assessment has been completed for this to take place; this is monitored annually or as required.

**Medicines** (see Supporting Pupils with Medical Conditions Policy)

### **Fire and other emergency procedures**

Procedures for fire and other emergency evacuation as well as internal lockdown are displayed prominently around school. Fire practices and lockdowns are held each term and at various points during the school day in order to ensure that all members of staff receive training at least annually. In doing so, school will provide staff with different scenarios, which they could be faced with, for example the need for a silent alarm or if a particular exit is unavailable to use.

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. Mr Candlin records the checks undertaken. **Mr Candlin** and **Mrs Beardsley** have completed fire marshal training. We have an on-going training programme in order to ensure that school complies with all fire regulations.

**Emergency planning & business continuity** (see Emergency Planning & Business Continuity Policy)

### **Educational visits**

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. School makes use of the LA recommended Evolve system to ensure that risk assessments are carried out appropriately. Approval to undertake all educational or residential visits is given either by the Headteacher or LA as appropriate. 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.

**E-safety** (see E-Safeguarding Policy)

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. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

We teach Internet safety as part of each unit of work as well as through assemblies and Internet Safety Week activities. We work with external agencies ie the NSPCC & O2 to support our work.

### **School uniform**

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with

parents, and we review these requirements regularly. We also state that for health and safety reasons, the correct PE kit must be worn. (See the School Prospectus.)

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.

It is the responsibility of the Headteacher and all staff to ensure that the school uniform policy is enforced. It is however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform. We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles eg hair art, or appearance, which is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery. An exception is earring studs in pierced ears. We expect that children are able to remove them for P.E. lessons. Children are not able to take part in PE lessons if this is not the case. Nail varnish should not be worn.

### **School meals**

Our school provides the opportunity for children to have a meal at lunchtimes. If parents are eligible, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act.

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. We encourage children to bring a healthy packed lunch and therefore do not allow fizzy drinks or chocolate bars.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we have a healthy eating policy and sweets are only allowed as "treats".

### **Theft or other criminal acts**

The Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book. School keeps an up to date inventory of all desirable equipment.

Should any incident involve physical violence or threatening behaviour against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police. Any incidents will also be dealt with in conjunction with the Behaviour for Learning Policy.

### **Equipment Inspection**

Engie complete a programme of all compliance requirements, which is recorded and remedial works are completed. Engie also inspects all gymnastics equipment annually, with any remedial actions undertaken.

Mr Candlin undertakes a weekly inspection of cleaning equipment, fire extinguishers, the fire alarm, glazing, drainpipes and ladders and monthly inspections of water temperatures for legionella and emergency lighting all of which are recorded and actions undertaken.

Areas where asbestos is present are inspected every 6 months by Mr Candlin, this is recorded in the asbestosis folder.

Mr Candlin completes a general inspection of the school grounds and premises on a daily basis.

All electrical equipment is PAT tested annually in line with best practice guidance.

Staff inspect curriculum-based equipment before using within lessons. Any faulty equipment is reported to the Headteacher or Mr Candlin and removed from use.

All records of checks and remedial work are kept in the main school office.

### **COSHH**

The COSHH is kept in the Medical Room and is therefore available for all staff to access. Data sheets detailing medical instructions for all substances are available within the folder.

### **Hazard Reporting**

Mr Candlin records all hazards, records of which are available in the school office.

**Managing Contractors**

All contractors are required to sign in to the school premises. If working within the school building, they are also required to sign to acknowledge that they have read the information regarding asbestosis. All contractors must inform school of the work they are undertaking and provide a relevant risk assessment.

**Risk Assessments**

Risk assessments for daily school activities, individual events, individual pupils and staff are completed and reviewed at least annually or more frequently as appropriate.

**Monitoring and review**

The governing body has a named governor with responsibility for health and safety matters. The Health and safety Governor is **Mrs Stephanie Borman**. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor 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. The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors at every full governors' meeting, on health and safety issues.

This policy will be reviewed at any time on request from the governors, or annually.

**Signed: P. Birdsall**

**Date: June 2019**