

Irchester Community Primary School

Health, Safety, Welfare and Security Policy

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1 Policy Statement

The health, safety and welfare of all the people who work or learn at Irchester Community Primary School are of fundamental importance and our aim is to provide a safe, secure and pleasant working and learning environment. We are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the need for security very seriously. Irchester Community Primary takes stringent measures to reduce the risks and support fully members of staff and pupils.

The Governing Body, together with the NVP, takes responsibility for protecting the health, safety, welfare and security of all children and members of staff.

The Head teacher will implement this Health, Safety, Welfare and Security Policy on a day-to-day basis and will ensure that all staff are aware of the details contained within.

The school safety representatives are the School Business Manager and the Site Supervisor.

Staff

Teaching and non-teaching staff are responsible for exercising due care with respect to themselves and others and be fully aware of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services
- Implement the emergency procedures and critical incident plan.

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

Parents

The parents of pupils at Irchester Community Primary are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- Information for Parents
- pre- school Parent's discussion
- Governors' Report to parents.

This policy is in accordance with the Management of Health and Safety Regulations 1999.

2 Policy review

The Governing Body has nominated the FaRM Committee to be responsible for health and safety matters. It is, therefore, the responsibility of this committee to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety considerations.

The FaRM Committee will liaise with the NVP and other external agencies to ensure that the school procedures are in line with those of the LA and other sources of good practice. Additionally the FaRM Committee will carry out risk assessments on a regular basis.

The Head teacher will report to the Governing Body annually on health and safety issues. This Health, Safety, Welfare and Security Policy will be reviewed annually or at the request of the Governing Body. Additionally, this Policy will be further reviewed should there be any substantive change to existing Health and Safety legislation.

3 Accident Procedures

Many Teaching Assistants and Mid-day Supervisors have received basic first aid training. In addition two members of staff have the first aid at work qualification and three have the paediatric first aid qualification.

The school keeps a First Aid Box in the breakfast room and in the medical room in the KS2 building. Currently the names of nominated First Aiders are displayed in the medical room and KS1 Breakfast Room.

All incidents involving injury, to either children or staff, must be recorded in the school accident log.

Should there be an accident in which there is injury to a child the adult on duty will do their best to aid the child concerned.

For minor accidents a note is sent home with the child informing the parent of the incident and any treatment given. If an accident happens at break time the staff on duty informs the teacher and the teacher will monitor the child in class.

In the event of more serious injury the trained First Aider will be called to assist and the School Business Manager will summon emergency assistance should it be required. Parents / guardians will be informed of any injury to a child.

In the event of a child being quite seriously hurt and requiring external medical attention the child's parents / guardians will be contacted through the emergency telephone numbers held for each child in the school files. If the parent / guardian cannot be contacted a member of staff will accompany the child.

4 Administration of medicines

For the well-being of the children, school will endeavour to administer medicines on behalf of parents; however there is 'no obligation for staff to do so' (DFE guidance August 2017). If parents wish to administer medicines themselves this will be accommodated.

Staff, other than those properly trained and duly authorised, must not keep or administer medicines. There is a list of these in the medical room.

Medicines belonging to members of staff must be kept out of reach of children at all times.

Staff should be aware of all children with specific medical conditions, for example serious allergies, and the procedures to be followed in the event of a medical emergency. Each child with specific medical conditions has a medical care plan which is written by the SENCO with parents, discussed with first aiders and shared with staff. These plans are in the Medical Room and Inclusion Office. These plans are frequently reviewed.

Short term medication- prescribed and non-prescribed

Due to the changes in the way that Doctor's now prescribe medication, parents/carers can bring in over the counter medication

- The medication container should have the child's name on it. For an "over the counter" medicine this can be hand-written.
- A consent form should also be completed that clearly details the dose and time of administration. These can be collected from class staff or the office.
- The medication should be in date
- The parent/carer should confirm that the medicine has been previously administered without adverse effect on the consent form.
- All medication is to be brought to and collected from the class staff by parent/carer.
- All medicines should be stored in the class medicine cupboard or the medical room for safety reasons.
- Approved medication will be administered by a First Aider wherever possible, or alternatively by a member of staff approved by the Head teacher.
- If more than one medicine is to be given a separate consent form should be completed for each one
- The School Governors and Staff will not take responsibility for any mis-dosage or problems caused by administering medication.

Long term medication- including asthma inhalers

- A Consent form is available in the office for pre-approval of ongoing medication – a copy is given to all new parents/carers .
- A consent form should also be completed that clearly details the dose and time of administration. These can be collected from class staff or the office.
- All medication is to be brought to and collected from the class staff by parent/carer.
- Approved medication will be administered by a First Aider wherever possible, or alternatively by a member of staff approved by the Head teacher.
- The School Governors and Staff will not take responsibility for any mis-dosage or problems caused by administering medication.
- Use of certain medications (e.g. for diabetes) will be approved by formulating an agreed protocol with parents/carers, school and health practitioners, which will normally involve displaying a child's photograph and training for staff.
- Class A medications will be kept in a locked cabinet in the medical room
- In the event of any concerns relating to medication or health, an attempt will be made to contact the parents/carers and / or if necessary the family doctor or ambulance service.

- All prescribed inhalers are kept in the classroom in a labelled container. Children are encouraged to take relievers to PE lessons or off site visits.
- Written instructions from parent/doctor – i.e. dosage, frequency, maximum dose should always be clear – e.g. how many puffs of which inhaler. Inhalers should be clearly marked with name (including refill medication).

PARENTS ARE RESPONSIBLE FOR CHECKING EXPIRY DATES AND FOR ENSURING REPLACEMENTS ARE ARRANGED.

5 Transferring pupils to hospital

If any situation is deemed to be an emergency, an ambulance will be summoned. The use of a school employee's private vehicle is inappropriate in such circumstances.

The child's parents will be contacted and asked to come to the school as soon as possible. If a parent cannot get to the school, a member of the school staff approved by the Head teacher will act in loco parentis and accompany the child in the ambulance. The parent will be advised to go direct to the hospital to meet the member of staff.

In less serious situations where an ambulance is not required but a trip to hospital is felt necessary, the school will contact parents and ask them to collect their child. However, if parents do not have transport, the head teacher has the discretion to arrange for an employee to take the pupil and their parents to hospital in their own vehicle. However, a number of factors will be considered:

- The personal safety of the employee
- The condition of the pupil and whether it is likely to deteriorate during the journey
- Weather/road conditions at the time
- Road worthiness of the employee's vehicle

No employee should transport a pupil to hospital without another adult in the vehicle.

6 Staff health

The health of staff working at Irchester Community Primary School is equally as important as the health of the pupils.

Staff should take due care to ensure that tasks such as lifting and manual handling are within their capabilities and that the proper equipment is used for tasks that require high or elevated working.

If a member of staff is on school premises alone, it is their responsibility to ensure that another adult is aware.

Staff who feel that they may be under stress, suffering any other medical condition or any other Health and Safety concern as a result of their work at Irchester Community Primary School should report this to the head teacher as soon as possible so that the issues can be addressed.

Training for some matters relating to health and safety may be available.

New or temporary staff should be made aware of the relevant school policies to ensure their health and safety.

7 School meals

The school will provide the opportunity for children to buy a meal at lunchtime and for those parents / guardians in receipt of income support there is a procedure for claiming free school meals. For those children who choose to bring a packed lunch, we will provide a suitable place to eat it. Universal Free School Meals are available for children in FS & KS1. Free Milk is also available for the under 5's, and the option to purchase from age 5 upwards if parents wish to. FS & KS1 children are also provided with free fruit every day for snack.

The school is committed to promoting a healthy lifestyle and children are encouraged to eat healthily and to bring healthy snacks for break times. The school further promotes this by taking part in the National Fruit Scheme for Key Stage 1 children.

8 Curriculum activities

The Head teacher and the Governing Body will take all necessary steps to ensure the school is a secure and safe environment for children and staff.

Health and safety is taught within all areas of the curriculum and the promotion of safe, healthy lifestyles and good decision making is integral to school life. For example:

- PE - safe use of apparatus;
- Swimming : Water safety
- Sex / Drugs education - good decision making;
- Design and Technology - safe use of appropriate tools;
- Road Safety awareness, fire hazard awareness and first aid training.

Safe footwear and appropriate clothing are promoted as part of school uniform and jewellery is not permitted except small plain stud earrings which must be removed for PE.

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher has any concerns about pupil safety then these should be brought to the attention of the Head teacher prior to the activity taking place.

9 Access to the School Building(s) / Premises

Irchester Community Primary School is open from 8.00am to 4.30pm and during this time staff will be on duty to supervise children during the pre-school, lunch, break times and after school activities. All children enter and leave the school by pedestrian gates. If a child arrives after 9.00 am, they should report (that they are late) to the office. Pedestrian gates automatically open in the morning at 7.10am and close at 9.00am, in the afternoon they open at 3.00pm and close at 5.30. A one-way system is in place around the school to avoid congestion.

Supervision of School Grounds

Parents must wait with their children until the classroom doors open at 8.30. Breakfast club is open to all pupils from 8.00. Children are taken from breakfast club or club to their classroom by member of staff. Supervision is by teachers and support staff at morning breaks and by the Midday Supervisors at lunchtime.

Leaving School at the End of the Day

At the end of the school day, the children are led by teachers through various doors. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. No child is allowed to leave unless we are sure they are safe. Some children go home by taxis and minibuses. All drivers and escorts are authorised and identification is checked on arrival.

Leaving School during the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

The school encourages parents, where ever possible, to walk with their children to school and to avoid driving. Where this is not possible the school requests that to avoid potential injury to children during the busiest parts of the day parents / guardians do not park within the school car park or School Lane.

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside). All office doors should be locked when not in use and all external doors closed at the end of break times.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, visitors will be met by the receptionist. They will be asked to sign in and complete questions about visit on the digital sign in system, the system will produce a badge that must be worn at all time. Visitors will be asked to await their host in reception area.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff.

If a stranger is noticed in school, staff should establish his or her identity and reason for the visit. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Irchester Community Primary is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Irchester Community Primary is aware that some staff are working on the premises before and after school and their security has to be safeguarded. No person except the Site Supervisor should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone.

10 Police/Local Community

Irchester Community Primary values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the Liaison Officer and the community Neighbourhood Watch on security matters. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place. Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

11 Major incidents

Irchester Community Primary School maintains policies and procedures for major and critical incidents either in or in the close location to the school in addition to this Health, Safety, Welfare and Security policy. These policies can be obtained via the head teacher, and form part of the Critical Incident / Business Continuity procedures.

12 Security Strategies

Control of Access

Irchester Community Primary has a policy of welcoming visitors; however, we realise that problems can occur. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

Parents are not allowed to drive their cars into the school car park and are asked to wait outside the main or early years entrances so that children may be handed over by their teachers and support staff.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. Security of Equipment and Cash Main items of school equipment, for example computers, TVs, videos, are security marked. Any cash on the premises is kept in a secure cabinet but money is banked on a regular basis.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty. Individual areas can be isolated from the alarm circuit when an after-school activity is being held. On event of the alarms being activated the site supervisor is automatically called via the security system if he fails to respond the next key hold is called.

12 non monitored CCTV cameras are in operation throughout the schools external areas.

The Headteacher, deputy headteachers, WSLT teachers, school business manager, site supervisor and governors are designated key holders and are responsible for the security of the building.

It is the responsibility of the Site Supervisor to check daily that all locks and catches are in working order. Before leaving the premises, the Site Supervisor has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are securely closed. If the Site Supervisor isn't the last to leave, the last person out accepts the responsibility for the secure closure of the premises.

13 Fire safety

Irchester Community Primary School maintains procedures for fire safety in addition to this Health Safety and Welfare policy. These procedures can be viewed in the fire log book.

Fire risk assessments are carried out annually. Notices regarding the action to be taken in the event of fire are displayed in all classrooms doors and frequented areas. Fire exits are clearly marked and must be kept free of obstructions at all times. Practice evacuation drills take place termly. Visitors are advised of evacuation procedures. Call points are tested on a rolling programme and inspections of fire safety equipment take place annually and there is an annual maintenance contract for all extinguishers.

At Irchester Community Primary, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions. Fire detection and alarm systems are in place throughout the school and tested regularly. Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside. The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are locked to prevent intruders using them to start fires.

14 Bomb Threats

Any warning Irchester Community Primary receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

If Irchester Community Primary receives a bomb warning, staff have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure.

- Call the emergency services.
- Alert everyone in the school by using the fire alarm system and evacuate the building. *
- All staff and pupils should assemble at their designated fire assembly points.*
- Neither staff nor pupils should attempt to search the school building.
- If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- An overriding priority is the supervision of the pupils.

Pupils should not return to the building, until the police declare that it is safe.

*Should a bomb warning point to device being outside of premise all pupils/staff should stay in their classroom/office or move to the nearest safe classroom or safe space. These procedures are a guide to best practice. A warning or attack on site would be a fluid situation and staff should exercise common sense in how to best protect themselves and their students. In certain circumstances, Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Reporting Incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police, NVP and LEA are notified.

13 Electrical Equipment

All equipment should be used for its intended purpose only. Electrical equipment will undergo Portable Appliance Testing (PAT) at regular intervals.

Defective or unsafe equipment should not be used and should be brought to the attention of the Site Supervisor or School Business Manager.

Contractors in School

When contractors are working in Irchester Community Primary, the following precautions should be taken:

The Headteacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Site Supervisor/School business manager/Headteacher should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work and school visitor badges, should be worn at all times. Contractors are given a H&S sheet explaining fire procedures etc. Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained.

14 Off site activities

No child may be taken off the school site without the prior permission of the parent / guardian.

All off site activities will be properly supervised by the teachers organising the activity and the Head teacher will be informed of any activities involving off site visits prior to them taking place.

A coach or mini bus will be hired for transporting 10 or more pupils. Only those providing seat belts throughout will be used and the children will be instructed to keep seat belts fastened at all times.

The school pays for all staff to have business insurance to cover a member of staff needed to transport children.

If parent support is needed to transport pupils in cars then parents will be asked to make arrangements for their child to be transported. If a parent arranges to take a friend's child, unsolicited by the school, then this is deemed a private arrangement and the responsibility rides with them.

If the school asks for parent volunteers to transport children in their car during the school day then the check list in Appendix A must be shared with and signed by the volunteer parent.

Parent volunteers will not take other children home but return the child to school to be under the supervision of a member of staff until the child's parent collects them.

Risk assessments should be undertaken for the activity being undertaken and the NCC guidelines for off site visits should be followed.

15 Child protection

All staff, governors and volunteers undergo enhanced Disclosure and Barring Service checks if they work directly with children. (It is at the discretion of the Head teacher whether special arrangements can be made whilst DBS checks are pending on new staff after preliminary List 99 checks have been made).

The School Safeguarding Policy follows NCC procedures for Safeguarding children, reporting incidents or suspected cases of abuse.

16 Control of substances harmful to health

Hazardous substances are kept to an absolute minimum in School. COSHH sheets are maintained by the Site Supervisor and a list kept in both first aid cupboards. New staff are trained in use of cleaning materials etc. by the Site Supervisor and are given refresher training annually.

17 Physical restraint

Staff are required to conform to LEA guidance regarding physical restraint if this is necessary as part of the behaviour management of pupils for their own safety or for the welfare of others. (See also Positive Handling policy)

18 Use of Display Screen Equipment (DSE)

Display Screen Equipment (DSE) users (as defined by the Health and Safety Executive) are reminded of the need to vary their activities so as to not spend a great length of time using display screen equipment..

Suitable chairs are available to aid the comfort of frequent DSE users.

Display Screen Equipment (DSE) users (as defined by the Health and Safety Executive) are made aware of their right to be provided with eye examinations, as regularly as is deemed appropriate by a doctor or optometrist, excluding for any complaint not related to DSE use. The provision of eye examinations and of special corrective lenses under the DSE Regulations is at the expense of the user's employer. Employers' liability for the cost of corrective lenses is restricted to the cost of basic lenses, i.e. of a type and quality adequate for the user's work; or a contribution equal to the cost attributable to the requirements of the job.

19 Key contacts

Issues or concerns arising in connection with this policy or with Health, Safety and Welfare at Irchester Community Primary School can be raised by contacting, either the Head teacher or members of the FaRM Committee.

20 Regulations

Some of the key regulations governing Health and Safety in schools are listed below; however this is not intended to be an exhaustive list.

- Management of Health and Safety Regulations 1999
- Health and Safety at Work Act
- Care of Substances Hazardous to Health (COSHH)
- Fire Precautions (workplace) Regulations 1997
- Disability Discrimination Act 2006

21 Related Irchester Community Primary School policies

Policies related to this Health, Safety and Welfare policy are:

- Fire Safety Procedure
- Legionella Procedure
- Behaviour Policy
- Personal, Social, Health Education and Citizenship Policy (PSHEC)
- Safeguarding Policy
- Critical Incident Policy
- Educational Visits, Learning Outside the Classroom and Critical Incident Policy
- Positive Handling Policy
- School Travel Plan
- Children with Medical Needs

Appendix A

Transporting pupils in cars driven by volunteers

Name of volunteer: _____

Date and time of journey: _____

Reason for journey: _____

Number and age of pupils to be transported: _____

Please sign to say that the following statements are true.

- I have a full current driving license
- I have valid car insurance and road tax
- My car is road worthy and seatbelts will be used
- I have an enhanced DBS clearance

Signed: _____

Date: _____