

# Ropsley C of E Primary School

## Health and Safety Policy



Adopted	Signed	Review	Equality Impact Assessment
Nov 2016	Ann Cook	Nov 2017	No
Nov 2017	Ann Cook	Nov 2019	No
Nov 2021	Ann Cook	Nov 2022	No

# **Ropsley C of E Primary School Health and Safety Policy**

## **1. Introduction**

### **Statement of Intent**

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence inline with relevant legislation.

### **Responsibilities**

- The governing body shares with the local education authority overall responsibility for health and safety. For its part the governing body will:
- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

### **General Health and Safety Arrangements**

The arrangements for health and safety have been drawn up following the assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Site Manager, Bursar, or Head Teacher will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- Safety in Science(on-line);
- Safety in Art(on-line);

A yearly check will be carried out by a governor, the Site Manager and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agreed to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

### **Monitoring and Review of Health and Safety Arrangements**

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book, kept in the office, will be used to ensure immediate action is carried out when necessary. All staff will carry out monitoring on a day to day basis. The Site Manager will monitor school grounds and premises daily. Information identified by staff members is recorded in the Site Maintenance Book in the Office.

Monitoring by governors will be via the standing agenda item at Full Gov. Meetings.

We are a No Smoking establishment and smoking is not permitted on any part of our site.

The policy will be reviewed annually.

## **2. Equipment**

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Mrs. Gardner should be informed immediately in order that arrangements for repairs or replacement can be made swiftly. No second-hand equipment must be introduced to school without the agreement of the Head Teacher.

Electrical equipment will be tested regularly in accordance with Lincolnshire County Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire. Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract. PE equipment is maintained via an annual contract. Outdoor play equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

Documents relating to these checks are kept in the cleaners cupboard.

## **3. Curriculum - Use of Resources**

We follow the county guidelines with regard to science, ICT, technology, art and PE. A copy of each is kept in the school office and also with the subject Leader who is responsible for disseminating the information to the staff and pupils.

In addition, the following have higher risk aspects:

- Science reference should be made to the 'Safety in Science' document;
- Art reference should be made to the 'Safety in Art' document; and

- Technology reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.

## **PE**

### **Clothing**

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of maneuverability for demonstrating skills, or accessibility to a child should an accident occur.

### **Jewellery**

The wearing of jewellery is not permitted. Children are not permitted to put tape over their ears to cover earrings.

### **Lifting and Moving**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

## **4. General Safety**

### **School Building Access**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the two entrances; one straight on to the playground the other off Grantham Rd and onto the field at the rear of the school. The gates are locked at 9.10 a.m. and after this time visitors or late arrivals should enter via the main entrance. All staff/visitors must report to the school office and sign the visitors' book. All staff/visitors must sign out when leaving the school building. Children who accompany staff and are on site before and after school must be noted on the visitors' book. The school does not accept any responsibility for their safety.

A separate H&S assessment has been completed for Breakfast Club and Rascals activities. Staff have a register with them in the hall during all activities.

Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an intercom.

### **Vehicles**

Occasionally vehicles need access to our grounds during the school day or teachers need to leave the site. Wherever possible this is avoided. However, children have been taught to stand in a line well away from the moving vehicle if it should become necessary.

### **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Anyone lone working on a regular basis, should be equipped with a personal mobile phone. Access to the school mobile will be provided. When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible and the light above the exit doors left on. Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

### **Key Holder Safety during Call Outs**

Key holders on call out should be mindful of their own safety. If the police have left the premises a key holder can contact the police and request that they return before entering the building. Key holders should lock themselves in. Before leaving the key holder should ensure that the school is secure and the alarm re-set. If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 01476 402222 or 01476 403311 or on 999 if concerned about their own or the school's wellbeing.

### **Fire Safety**

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at Appendix A.

### **Evacuation Procedures**

Evacuation procedures, detailed at Appendix B, are practiced termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is shown in Appendix C.

## **5. Supervision Of Children**

Ropsley School runs before and after school care from 7:45 am until 8:40 when children are handed to teaching staff and again from 3:15 until 6 pm when they are collected by parents.

### **School Hours: Key Stage One**

Morning Session 8.50 a.m. - 12.00 p.m.

Morning Break 10.40 a.m. – 11.00 a.m

Afternoon Session 1.15 p.m. - 3.30 p.m

Afternoon break 2.15 p.m. - 2.30 p.m.

### **Key Stage Two**

Morning Session 8.50 a.m. - 12.00 p.m

Morning Break 10.40 a.m. – 11.00 a.m

Afternoon session 1.00 p.m. - 3.30 p.m.

Afternoon break 2.15 p.m. - 2.30 p.m.

Children should not arrive at school before 8.40 a.m. or after 8.50 a.m. unless they are enrolled at Breakfast Club.

## **Office Hours**

The school office is open during school hours 8.30 a.m. until 3.30 p.m.

## **Duties**

The class teachers supervise the children leaving school. At break times two members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

The bell should be rung promptly at the end of the break.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

Children should not be left unsupervised in classrooms.

## **Late Collection of Children**

Where there is likely to be a late collection of children, the office will supervise the child in the Waiting Area. On their departure, they will notify another member of our SMT who will take over the administration and continue to make contact with the family. In the event of no-one coming to collect their child after 5.30 p.m. then Social Care will be notified and the Head Teacher.

## **Lunch-time Supervision**

The Midday Supervisory Assistants are responsible for the organisation and management of lunch times. All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises. Any children working in classrooms or activity areas must be supervised by a class teacher/teaching assistant.

## **6. First Aid**

### **Health and Accidents to Children or Staff**

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment. The school has trained first aiders. All staff receive regular first aid training. First aid and medical treatment is available. Disposable gloves should always be used when dealing with blood and then be placed in the medical bin. First aid boxes for school journeys are stored in the staff room as well as other items required to be on hand during a journey. Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class. A note should be made in the

Accident Book, which is kept in the school. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed. Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

### **Allergies**

Information about children who suffer from an allergy or other medical condition are visible in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children.

### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. We follow county guidance on advice/reporting of diseases as outlined in Health Matters.

(<http://www.lincolnshire.gov.uk/section.asp?docid=47380&catid=10279>). If in doubt we contact the school doctor.

### **Headlice**

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred. If a member of staff notices that an individual child is scratching or spots a louse a discreet note will be sent home to individual parents.

## **7. Staff Health and Welfare Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Head Teacher, senior staff or our lead TA as soon as possible. The Head Teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible. A free and confidential counselling service is available to all employees on Telephone: 01522 836198

Email: [emp.supportandcounselling@mouchel-lincoln.com](mailto:emp.supportandcounselling@mouchel-lincoln.com). All employees have been

given a copy of the Lincolnshire County Council publication 'Your Guide to Managing Stress'.

A list of emergency contact names and phone numbers for all staff is held in the school office.

### **Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the Site Manager's room. Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

### **Violence**

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### **VDU Operators**

Administration staff using VDUs should vary their work routines and follow guidance on regular eye tests.

## **8. Off Site Activities**

Please also refer to separate Educational Visits Policy Statement and Policy. For all off-site activities teachers must read the appropriate section for their activity. County regulations are our regulations and some of the advice is adopted as our school policy. Any visit off site must be approved by the Head Teacher. For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking Ropsley Village. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency. One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach. Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil: adult ratio recommended by the authority for the activity must be met. These are available from the school office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, the school must know registration numbers. Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.



All coaches hired by the school will have seat belts fitted; adults should ensure that they are used. Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured. Children should not sit in the front seats of the coach nor in the center back seat. Children should not be seated by an emergency exit. Children should sit still not distract the driver or drivers of other vehicles.

On a visit involving transport, the following should be easily accessible:

Plastic gloves; First aid kit (containing an official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

NB: Class teachers are responsible for ensuring children have access to inhalers/diabetic equipment and other medication where necessary.

### **9. Critical Incidents**

The school has in place contingency measures for critical incidents. Please see Appendices D - F for the following Critical Incidents Planned Responses:

Road traffic accident involving pupils/accident during a school trip

Aggressive or violent incident in school; and Disaster in the community.

## **APPENDIX A**

### **Fire Policy Statement**

Ropsley C of E Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Caretaker will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations.
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Head Teacher, Ann Cook, or in her absence either member of our SLT. The Health and Safety Representative is Harriet Hubbard.

The door between our Reception Class and Year should be used in the event of a fire as the platform may restrict access.

### **Responsibilities:**

Checking all areas: Head Teacher - overall supervision. To be completed on the way out of the building. All children receive regular training in evacuating the building.

Girls toilets – Class 3/4 teacher

Boys toilets – Class 1/2 teachers

Classrooms - Class Teachers

Staffroom - Class 3/4 teacher

Library - Class 1/2 teachers

Staff toilets/disabled toilets - Head Teacher

KS1 office - Administrator

Small groups room - Class 3/4 teacher

Phoning fire service – Admin. Staff

Unlocking the playground gates to allow access – Head Teacher or Administrator

Registers and visitors' book – Admin. Staff

All staff have copies of evacuation plans and are evident in every room. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are posted by the emergency doors of classroom and the school office. The fire alarm is tested weekly by the Caretaker and recorded in the Fire Manual, which is kept in her cupboard. A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The caretaker and Administrator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

## **APPENDIX B**

### **Evacuation Procedures**

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

### **EVACUATION PLAN**

These instructions need to be read whilst looking at the fire procedure map situated near exits to the building.

1. On discovering a fire break the glass at the control points. The siren will be the warning signal and the administrative staff will immediately dial 999 to report the incident.

2. Children will be taken in an orderly manner through the nearest available exit leading to the assembly point. (See map in every classroom)

**ABSOLUTE SILENCE AND CALM WILL PREVAIL AT ALL TIMES.**

3. The assembly point is the school playground.

4. Between the hours of 9.15 and 1300, 13.15 and 15.15 registers will be brought to the assembly points by the administrative staff. Class teachers are responsible for class registers between the hours of 9.00 to 9.15 and 13.00 to 13.15 and will display numbers of children each session/day. Administrative staff will also take the keys to both gates. Gates will be opened by the Headteacher or administrative staff. Staff will do a head count prior to commencing a roll call on assembly; all children will say their names. Staff will remain with their children and await instructions from the Head Teacher.

5. The Administrator will take with her:

Field Gate

Playground Gate

Visitors book

Registers

Black contacts box

Mobile Phone

6. All staff will check the areas they are responsible for on the way to their nearest exit.

7. When the Head Teacher or SMT member of staff is satisfied that the roll call is complete he/she should wait for the Fire brigade to give the all clear before returning children to school..

8. Class teachers must advise any adult helpers of the fire alarm procedures.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration have reported to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

## **APPENDIX C**

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground

Everyone on site, children and adults, must leave by the nearest exit.

Admin. staff will call the fire brigade.

The admin staff will issue registers, check the signing in book. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Head Teacher or designated member of staff will check that all adults and children are accounted for.

## **APPENDIX D**

### **Critical Incident Planned Response**

#### **Road Traffic Accident involving Pupils/Accident during School Trips**

Immediate action:

Remove children from danger if possible/appropriate. Contact emergency services. Bring children home as soon as possible. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved.

Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). Give the same level of information to everyone, provision of a script is sensible. The Head Teacher and Deputy Head will be responsible for drafting of a script. The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.

The Head Teacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Area School Improvement Manager and Chair of Governors. The Head Teacher or SMT will inform the press office. Press or media will not be allowed onto school premises. If there is need for an assembly point the school hall should be used.

Refreshments would be made in the staff room by members of staff and brought to the hall using the urn. Staff toilets would be available for adults to use.

## **APPENDIX E**

### **Critical Incident Planned Response**

#### **Aggressive or Violent Incident in School (attack by aggressive parent or pupil)**

All external doors can only be opened from the inside. If it is anticipated that an aggressive parent or intruder are on their way to school the entrance door should be kept locked. If appropriate the police will be called. However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, even in front of pupils. If this is the case the following should be observed.

Remove children if possible.

Seek immediate help (ask a child to go to next door teacher).

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult if possible.

They should remove the children if they are still present.

The Head Teacher should be informed.

If the situation is out of control the police should be called.

In extreme cases it may be necessary to use self-defence leading to restraint procedures but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The Head Teacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

## **APPENDIX F**

### **Critical Incident Planned Response**

Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action.

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible.

Inform children of the incident. This should be told simply and without fabrication.

Keep in coming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as far as possible.

Later action:

Give staff "Permission " to talk.

Head Teacher / admin. officer to contact outside agencies where appropriate (e.g. EPs)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff  
Monitor effects of all involved.  
Organise counselling/treatment if necessary.