

## Health and Safety Policy

The following documents were consulted when writing this policy document.

- The Health & Safety at Work Act, 1974
- Department for Education. Health and Safety: advice on legal duties and powers, February 2014.
- Department for Education. Keeping Children Safe in Education, July 2015 / 2018

### First Aid.

#### **Trained First Aiders:**

List of First Aiders is displayed in main entrance and outside school office. All first aid certificates are displayed outside school office.

Mrs H Page: School Business Manager. Qualified Registered General Nurse. (Although not currently registered to practise.)

First aid boxes are kept in the KS2 girls' toilet wall cupboard identified by the green First Aid sticker. The other, is located in the Nursery on a shelf in the Nursery kitchen cupboard identified by a green First Aid sticker, small red first aid kit available in the office for school trips to the environmental area/outings. Mrs H Page is responsible for the stocking and care of the First Aid Kits. These are checked prior to the start of each term and restocked as necessary.

### We have a strict NO NUTS policy in school

#### **Accidents**

**All** accidents which occur at school or during school related activities must be recorded in the accident book. This includes accidents to pupils, staff members, visitors or contractors. The accident book is kept in the school office. All accidents are documented in the accident book by a member of school staff at the time the accident along with the date, symptoms and any follow up treatment. Parents must be informed either at the time of the accident if this is felt necessary or at home time. Parents must sign the accident book to say they have been informed. If the child sustains a head injury (eg a bump to the head the parents **must** be telephoned and informed).

Pain relief medication is not stocked in the First Aid kit. Pain relief in the form of Calpol is kept in the locked medication boxes.

**Please refer to the schools Medication Policy for guidance on Administering Medication.**

First Aid will be administered in line with the training received and the First Aid policy.

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**Illness or Injury**

If a child becomes sick or injured whilst in school, the parent is notified to come and collect the child. A full list of contact numbers and emergency numbers for all children is kept in the school office. The child will be cared for by a member of school staff in the office/main reception (Sick room) until the parent is able to collect the child. Portable sick bay equipment and PPE is located in the office. ( Please also refer to Covid-19 risk assessment and policy documents.

**In an emergency an ambulance will be called. A child must not be taken to hospital in a staff member's car.**

The School keeps a record of all children who have medical or special dietary requirements. This information is filed in the child's registration form and updated on an annual basis or as necessary. Parents are requested to inform the school in writing if there are any changes in their child's health needs. The Class Teacher is responsible for the care and needs of the children in their class.

**Accidents or Injury to Employees.**

All staff must read and sign the Health and Safety Policy. Once read and understood staff are encouraged to risk assess situations and report any concerns to the Headteacher or Member of the Management Team. Individuals are reminded of safe systems of working.

- A step ladder is available for displays. If high displays are required this must be discussed with the Headteacher and a request made to Mr Page junior to assist.
- Make an assessment prior to moving large items or furniture. If staff feel it is necessary, they must request additional help.
- Mrs H Page or a member of the schools Management Team must report two types of work-related accidents to HSE if their employees or self-employed people working on the premises are injured.
  1. Accidents, which result in a death or major injury
  2. Accidents, which prevent the injured person from continuing at his/her normal work for more than three days.

Mrs H Page will need to report an accident that happens to someone who is not at work, e.g. a pupil or visitor, if:

- a. the person involved is killed or taken to hospital; **and**
- b. The accident arises out of or in connection with work.

Playground accidents due to collisions, slips and falls are not reportable unless they arise out of or in connection with work, e.g. the condition of the premises or equipment, or the level of supervision.

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### **Safe Recruitment**

All staff must sign a letter of agreement prior to starting work. All new staff must complete the induction program and the signed evidence in the form of the induction form filed in the staff members' records. All staff receive the Staff Handbook.

Please also refer to - **The Safeguarding Policy**

### **Smoking.**

The School has a smoking policy and there is no smoking within the school or school grounds.

### **Drugs and Alcohol**

Staff must not attend work under the influence of drugs or alcohol. If staff are taking prescription medication which may affect their ability to care for children they must inform the Headteacher or a member of the Management Team and seek medical advice. Staff medication must be securely stored at all times in accordance with the medicines policy.

### **Use of Cameras and Mobile Phones**

Pupils are not permitted to bring cameras or mobile phones into school. If a child finds that they have their phone with them it must be handed in to the school office. Staff must only use their school camera for taking photos of school activities. Mobile phones must not be used to take photographs. Mobile phones must be stored responsibly by staff ( in the office) during the school day. Students on placement must not take photographs of pupils unless there has been a specific request made by their college setting and this would be conducted under Teacher supervision.

Parents and friends who take photographs or record video or digital footage of school events and activities are requested not to circulate these images for public viewing or to post them on Facebook. The School requests that such images are for private use by family and friends.

### **Coping with Violence**

Please also refer to - **Dealing with Disruptive Pupils and the Behaviour Policies.**

#### **VIOLENCE TOWARDS STAFF**

All staff members have access to the resource pack on how to deal with violent behaviour, which is kept in the school office. Our policy is to follow the advice within this pack, as briefly outlined below. This subject has been discussed at staff meetings so that all staff members are aware of the correct procedures.

### **What you need to do:**

- The Health and Safety at Work Act 1974 emphasises that responsibilities are placed on all staff to take reasonable care in their work for their own safety and that of their colleagues.
- Always be alert to potential violence and avoid any action that could place you or your colleagues at risk.
- Report all incidents of violence including threats.
- Take part fully in any training offered to you.
- Tell us what you think could be done to minimise the risk.

### **WHAT IS VIOLENCE?**

**“... behaviour which produces damaging or hurtful effects, physically or emotionally in other people.”**

This includes not only physical violence but also verbal abuse, threatening behaviour and harassment which should never be overlooked when defining violence.

### **Some Possible Causes of Violent Behaviour**

There is a definite link between frustration and aggression and sometimes one event (“the last straw”) can lead to an act of violence. It is often useful to ask yourself what makes you aggressive. **AT ALL TIMES BE AWARE OF CONTRIBUTING TO SOMEONE ELSE’S AGGRESSION.**

### **THE FIRST STEP TOWARDS PREVENTING VIOLENCE**

Remember the following - they can help to minimise conflict between you and the visitor:

- Give a welcoming greeting and your name.
- Consider each visitor individually. Always remember there is a person involved.
- Listen attentively whilst a visitor is talking and avoid interrupting.
- Give as much help and advice as you can.
- Let the visitor know that you have understood what has been said by restating relevant points. However, avoid pointless or seemingly patronising repetition.
- Before ending the conversation, ask whether they need any further information.
- If necessary, follow up the interview or telephone call.
- Always help the visitor to maintain their self-esteem.
- The release of tension during an interview, provided it is controlled by the interviewer, can itself lead to a satisfactory conclusion as long as the visitor regains control over their feelings.

### **DEALING WITH A POTENTIALLY VIOLENT Individual.**

**Do** Make sure you read the Strategy.

- Leave a difficult situation and summon help immediately.

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- Talking and listening should be the first line of defence. Try to put yourself in the individual's position and be sympathetic.
- Stay calm. Speak gently and clearly (but don't sound patronising).
- Look confident.
- Keep your distance. An aggressive person's space should never be invaded.
- Always leave yourself a way out - make a mental note of your 'escape route' in case the individual becomes violent.

Allow the person a way out:

- Physically - make sure they can leave easily.
- Psychologically – make sure they can back down without “losing face” (particularly if other people are present).
- Offer alternatives e.g. to talk later, to come back after they have thought about it.
- Warn people with short tempers in advance of any problems or disappointments. Do not portray things in a rosier light than you would do normally.
- Request the behaviour to stop.
- If you have calmed the situation down successfully, continue to take care with your words and actions.
- Interview potentially violent people with a colleague. Inform the police in necessary.

**Remember the best advice is - avoid conflict, act with self-restraint and exercise force only as a last resort**

## COPING WITH VIOLENCE - INCIDENT REPORT

### **Remember:**

All incidents of violence **must** be reported immediately. Not reporting an incident could put your colleagues in danger. Your written report may also provide useful information to prevent similar incidents occurring in the future. See the pack on Violent Behaviour for instructions on how to write your report.

### **School Security - Practical Steps**

Secure all external doors. There is a lock and key on the main door and padlocks to gates, which will keep out the casual intruder. Staff must check that all doors have been locked after breaks. Staff need to be inquisitive and pro-active - Health and Safety at Work legislation places considerable onus on the individual to ensure their **own** safety, as well as that of others, based in the workplace. In the event of anything untoward happening, the Headteacher or Member of the Management Team will call the Police and let the Education Department know in order that information can be circulated to schools.

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**Arrival of Pupils.**

Each child is met every day at the door personally by a member of school staff. When the last child has arrived the main door is locked and the school gates padlocked.

**Departure of Pupils.**

Children are only allowed to depart from school once the member of school staff on door duty sees the parent or carer of that individual child. Parents MUST notify the school if they are unable to collect their own children and all staff are made aware that someone other than the parent will be collecting that child.

Please also refer to - **Releasing Children from School Care Policy Document.**

**Visitors Policy.**

The main school door is locked whenever pupils are inside the school; visitors will ring the bell and be asked for identification before admittance is granted. When pupils are in the playground, the gates are locked and again visitors will be asked for identification before the gate is unlocked. All parents and regular visitors are aware of our policy. Visitors are escorted at all times by a member of staff and requested to sign in and sign out in the visitor's book.

At staff meetings, staff have been made aware of the need to participate fully and challenge visitors. In assemblies pupils are taught **not** to challenge visitors but to alert staff. Pupils are also taught on many aspects of how to be safe by the police, or during P.S.H.E. assemblies, at least once a term.

Pupils are made aware of our health and safety policy and are supervised by a member of school staff. Pupils receive guidance on dog behaviour and must be discouraged from putting their hands through the gates to pat passing dogs.

**Site Security**

Staff should notify the Headteacher / Management Team of any damage to fences/walls/gates as soon as possible, so that it may be rectified. The Headteacher/ Management team will ensure that all external doors and windows are also well maintained. The school is well lit externally in order to reduce the risk of intruders. Again staff should report any bulbs not working immediately! The external lighting, fire alarm and burglar alarm are regularly maintained by outside professionals (Annual checks carried out).

Staff are responsible for ensuring windows and doors are locked before they leave the building; that the alarm is on overnight and out of school hours.

**External Safety.**

**Poisonous and Dangerous Plants within the School Garden.**

The school grounds are checked for poisonous and dangerous plants by the Headteacher at regular intervals. Plants are not selected for planting that are poisonous, associated with allergies or asthma. Plants with high pollen release are avoided to minimise the effects of asthma in some children. If there was a suspicion of plant poisoning, the Headteacher or member of the Management Team must be informed and medical advice sought. The child's

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parents would be informed immediately and the incident recorded in the accident book. It may be advisable to retain part of the plant for identification.

School Staff must ensure there is sufficient supervision when pupils are actively involved in a gardening exercise. After any gardening activity, staff must ensure pupils thoroughly wash and dry their hands. Pupils are educated not to eat berries or any part of a plant during sessions on the public playing field, environmental area or during any outside activity.

Please also refer to the following **Risk Assessments – Break Period Involving Outdoor Play. Sand and Water Activities. Pupils Using Indoor Play Equipment and Toys. Forest School Handbook. Miss A Goodacre is responsible for Forest School Risk Assessments and updating the F/S Handbook.**

### **Playgrounds and Offsite Activities**

- Play activities should be arranged to ensure pupils are not involved with crowding collisions.
- Ball games should take place well away from glass windows and have designated areas. Footballs are restricted on the front playground, with throwing games only. Football matches take place on the village Playing Field.
- During hot weather, every child will wear a school sun hat when outside and keep their body covered to minimise exposure to the sun. Children do not use the front playground in extreme heat but are encouraged to sit under the shade of the trees in the back garden, or are taken to the Environmental Area. Sun cream may be provided by parents for use when the children are outside. The sun cream is only to be used on the child it was provided for and with the parents' consent.
- Play activities should be organised in such a way that prevents running into walls or other obstructions. Possible collision points are minimised eg. Planters around canopy poles.
- Playground surfaces should be sound with no loose materials present.
- Children must not be allowed to play around the parked cars.
- The outside waste bin must be kept locked and children not allowed to play near it.

Surfaces will be inspected regularly by the Headteacher. All inspections cover the whole playground and not just the equipment. Fencing, gates and seating should be assessed.

Broken furniture and other hazards should be identified, removed or protected from body contact as soon as possible.

Please also refer to - **The E.Y.F.S. Policy Document for Outdoor Play and The Policy Document Safety in the Sun.**

**Risk Assessments- The Environmental Area, Mayfields Nature Reserve and Bicker Village Playing Field.**

**Children Using Permanently Installed Outdoor Play Equipment.**  
and the **Policy Document Safe Use of the Play Ship.**

The children are not allowed to use the equipment on the playing fields during school activities.

## **Bicker Preparatory School. The Council Playing Field.**

The school uses the village playing field for sports activities. Broken glass, tins and rubbish in general can cause a risk to pupils. Pupils are advised of the danger and told never to pick up litter/rubbish etc but to inform the teacher of any potential hazard.

- It is advisable that all games lessons should be preceded with a visual sweep before the activity takes place. All hazardous objects should be removed immediately if safe to do so.
- Surfaces vary according to the weather. Where there is a risk of a dangerously slippery surface games should not be played or modified accordingly.
- The council regularly maintains the public Playing field.

Please also refer to the following **Risk Assessment- Bicker Village Playing Field.**

## **Equipment.**

### **Electrical Safety**

All portable electrical equipment is checked regularly in accordance with requirements under electrical safety Code of Practice, tested and labelled. PAT testing every two years. Users are to be reminded to carry out a visual check of leads, plugs and connections whenever the equipment is in use.

Care should be taken to avoid trailing leads when electronic keyboards and so forth are in use. Staff are asked to report promptly any faults on equipment and where appropriate remove them from use.

### **School Furniture**

Each Class Teacher is responsible for the care of furniture and equipment in their class. Faulty items of equipment or furniture must be reported to the Headteacher/Management team. If a hazard is identified the item must be removed from use until repaired.

Pupils must be instructed on the following;

- How to carry their chair safely
- Not to stand on chairs or tables
- Not to sit on tables
- To ensure all four legs of the chair remain on the floor when seated. (Sticking out chair legs can present as a serious trip hazard).

### **Musical Instruments within School.**

#### **Blown Instruments**

The sharing of recorders is not allowed. Every child has its own named recorder.

#### **Maintenance of Instruments**

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Continual vigilance should be maintained to identify items needing repair. Look out for and remove:-

- Rusty instruments.
- Split tambour or tambourine skins.
- Nails or pinheads on tambours or tambourines.
- Sharp tambourine jingles.
- Xylophone or glockenspiel felt rubber protectors missing from nail heads.
- Split or splintered wood.

## **Headphones**

Pupils with ear or skin infections adjacent to the ear should not use headphones. Headphones should be cleaned regularly.

## **Volume of Sound**

Users should be trained always to make a test with the headphones held in the hands an inch or two away from the ear so that the volume may be adjusted if necessary.

## **Use of Cookers in School.**

### **Responsibility**

It is the responsibility of the Classteacher who is about to use the cooker to carry out a visual safety check of the cooker. The cooker must not be used if it is defective in any way. Supervision by a member of School staff must be present at all times when the cooker is in use.

The appropriate fire extinguisher and fire blanket must be readily available at all times when the cooker is in use (see also food preparation.)

Please also refer to the **Risk Assessment – Primary Practical Lessons.**

### **Location**

The cooker is placed in a safe position where children can see it but not touch it ( usually outdoors when in use). Only a staff member will operate the cooker and handle hot items. The cooker should not be moved; it has been placed on a trolley to allow sufficient ventilation from all sides.

### **Safe Use of Ladders**

No staff members are to climb up on tables/chairs etc. to mount displays etc. There is a small step ladder in school for staff use once they have received training on the Safe use of Ladders.

Mr Page junior will help mount displays and effect repairs as required.

Stand the ladder on a firm and even base. Ladders must be secure. A person must foot the bottom of the ladder while work is being done from it.

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A person should only reach as far as they can extend their arm and should not lean out to one side or backwards. Mrs Page jnr will ensure the ladders are correctly maintained and stored.

Please also refer to the **Risk Assessment – Moving and Handling of Equipment and Furniture.**

### **Safe Use of Computer Equipment.**

Computers are placed on units or tables, which have been purchased specifically for each classroom to ensure that they are the correct height for that age of child. Children are taught how to sit and operate the mouse and keyboard safely. They do not use the computer for long periods.

Internet access is available via a network. Our online child safety and fire wall is maintained by 'ARK' a reputable computer company. When using the internet, children are supervised by a member of school staff.

Children only communicate by e-mail with known friends of the school under the supervision of the Class Teacher.

Chat rooms are not accessed and only reputable websites are accessed e.g. Channel 4 and BBC schools websites.

Children are taught about internet safety in school and there is a section regarding internet safety in our schools 'Home School Agreement' forms which are signed by all parents.

**Please refer to the Social Networking Policy**

### **Safe Use of P.E. Equipment.**

Only equipment specifically designed for Primary P.E. purposes is used. Staff are responsible for checking that the area to be used has been cleared of sharp corners and dangerous objects. When using benches, stools and ladders the teacher should stand by the equipment to monitor its safe use. Children should be taught consistently the safe use of each piece of equipment and how to carry it and store it. P.E. mats should be used under benches. Equipment should be checked regularly by all staff members for signs of wear/damage.

### **Fire Fighting**

Please refer to - **Fire Policy Dated 2021.**

Fire fighting equipment is situated in areas as directed by the designated external professional when undertaking our annual fire extinguisher checks. Staff must ensure, emergency exit doors and escape routes are clear.

Staff are aware of the position of each fire-fighting device and know how to use them.

Fire Drill Procedure Notices are posted in every classroom and all fire exits are lit and labelled according to regulations. Fire Drills are practised once a term. Staff collect the register; lead their class to the fence in the front playground. Each class lines up against the railings, the register is called and the Headteacher advised.

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### **School Data**

Records on pupils, staff and the day to day running of the school are backed up on the server and paper copies are kept in accordance with GDPR. School logbooks are kept securely.

### **Coach Transport**

The school does not provide bus transport to and from school. Coaches are used to transport pupils to and from school outings. A reputable firm is used and seatbelts are always worn, staff monitor the pupils during the journey and ensure children remain seated at all times and strapped in. The use of the old “three for two” rule where three small children were able to occupy seating intended for two adults, is prohibited.

Parental permission is gained in writing before a school outing. A risk assessment is carried out of the site to be visited and any necessary precautions are taken. Children are supervised in small groups throughout the whole visit by staff and parents.

### **Hirers and Workmen on Site.**

The school is not hired out to third parties.

Workmen are requested to carry out their duties out of school hours or in the school holidays. In the event of an emergency (e.g. power failure) children vacate the classroom where the workmen will need to be and do not return until the workmen have left the premises.

### **Car Parking.**

Staff arrive at school before the children and park their cars within the gates at the side of the school. Staff should stop and ensure that the playground is clear of pedestrians before entering the gates. When the last car has been parked the area is coned off and children are not allowed to play near the cars.

Staff do not depart until after the last child has left. Again, care needs to be taken that there are no pedestrians in the playground. If, in an emergency, a car needs to be moved during the school day a second member of staff will watch to make sure that all children remain in school while the car is moved.

### **Food Safety.**

#### **Refer to the Food and Drink Policy**

In line with all other aspects of school health and safety practice, teachers undertaking food activities should be prepared to make a first line response should the need arise, i.e. knowing the school policy and procedure for dealing with e.g. burns, scalds, electric shock, allergic reactions, cuts, choking, poisoning.

Pupils either bring a packed lunch to school daily or order a hot meal. These are prepared off-site. Tables are prepared for lunch. All children wash their hands before lunch and break. After lunch, tables are wiped with antibacterial spray and the floor swept or vacuumed. At break, nursery children are provided with school milk, which is delivered daily and kept refrigerated until break.

The refrigerator has a fridge thermometer and the temperature checked and recorded daily.

#### **Preparing the classroom for food activity**

**wherever food work is taking place, there should be established routines:**

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- remove bags, coats and other obstacles from pathways
- clean work surfaces with a multi-purpose cleaner, then wipe with an anti-bacterial cleaner
- clean and disinfect any sink area which is to be used for food work
- designate a separate bowl for washing hands from that which is used for food.

### **Dealing with the risk of food allergies and intolerances.**

Parents are required to declare food allergies and intolerances on the registration form and medical form. Children are taught about the dangerous reactions, which some people have to nuts and ways in which this risk can be managed. Nuts are not allowed in school.

### **Personal hygiene and safety**

The school staff instructs the children to wash their hands after using the toilet, before consuming food, after outdoor play or following craft work and prior to cooking or handling food.

### **When working with food teachers should ensure that children:**

- wear protective clothing to prevent cross-contamination, i.e. clean aprons, rolled up sleeves
- wash hands and remove jewellery before beginning work
- avoid spreading bacteria by sneezing or coughing over food
- avoid touching their hair, nose or mouth when handling food
- wash hands after visiting the toilet
- keep work areas clean and organised
- use separate chopping boards and utensils and wash hands between handling raw and cooked foods to prevent cross-contamination
- let the teacher handle hot pans and sharp knives
- move around the room carefully without rushing or running, and with due regard for others

### **Food tasting**

#### **Good rules to follow are to:**

- wash hands before handling and tasting food
- provide a good supply of clean spoons which should be dipped into foods only once
- discourage children from touching mixtures or finished foods that may be eaten by others, discourage children from eating uncooked ingredients such as cake mixture which has raw eggs.
- prevent children with coughs, colds or stomach upsets from taking part in food handling and tasting activities.

### **Cleaning and Hygiene**

Staff are responsible for the day to day cleaning of their own rooms. All tables are cleaned and then wiped with antibacterial spray after lunch and at the end of the day. Paper towels are provided in the toilet areas. All waste bins in kitchen and toilet areas have lids. There is a colour coded cleaning system in use for mops and buckets. All school hand basins and toilets

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are cleaned at the end of the school day and a thorough clean carried out each week by Mr Page junior. The Nursery staff clean the nursery toilets, hand basins daily and wash the floor. Toilet areas are checked by staff throughout the day. During the school holidays refurbishments take place.

Please also refer to the **Infection Control Policy. And Covid-19 policy, there are increased cleaning duties and frequencies.**

### **Hazardous Substances.**

Please refer to - **COSHH Policy**

All cleaning agents are kept in high cupboards out of reach of pupils. Substances which carry the COSHH hazard cross are kept in the locked COSHH cupboard in the office. The nursery houses their cleaning products in cupboards which have child safety closures. Cleaning takes place when pupils have left the premises. Paints and PVA glue used in school are specifically manufactured for the use of young children. No solvent based varnishes, paints or glues are stored in school.

### **Information and On-going Risk Assessment.**

The Health and Safety Law poster is displayed on the staff toilet door. Overall and final responsibility for Health and Safety is that of the Proprietors /Partners, Mr R Page, Mrs H Page and Mrs S Page. Day to day responsibility for ensuring that policy is put into practise is delegated to all members of staff.

Risk assessments will be undertaken by Mrs Daynes or Mrs H Page, who will be responsible for ensuring that any action required is implemented. Risk assessments and Policy Documents will be reviewed annually or when the work activity changes, whichever is the soonest. Mrs Daynes and Mrs H Page are responsible for updating the Policy Documents.

Bicker Preparatory School and Early Years Policy Written January 06. Reviewed annually or as necessary. August 2021 Next review August 2022
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