



Beech Green Primary School

Health and Safety Policy Guidelines 2018-2019

The Health & Safety Governor is Emma Watkins

Term 2 2018

INTRODUCTION

The safety of the children and staff is all-important. We aim to provide a safe working environment through staff training, appropriate care and supervision and planned emergency procedures to ensure our responsibilities are covered in this area.

GUIDELINES

In the absence of the Headteacher, the Deputy Headteachers will assume overall responsibility for Health and Safety.

Please also refer to the HEALTH AND SAFETY POLICY DOCUMENT

Class Teachers

Class Teachers are responsible for the health and safety of the children in their classes from:

Foundation Stage:	8.50 am - 12.05 pm; 12.55 pm - 3.15 pm
Key Stage 1:	8.50 am - 12.05 pm; 12.55 pm - 3.20 pm
Key Stage 2:	8.50 am – 12.20 pm; 1.10 pm – 3.25 pm

In an emergency the class teacher should send for help, using the red card system, and will be responsible until a senior member of staff takes over the responsibility, or until the child is in the care of their parents.

Class teachers will:

- Greet children on the playground at 8.45 and speak with any parents if needed;
- accept children into their classrooms before 8.50 am only by direct invitation;
- take children out to meet their parents/carers at the end of the day and inform them about any problems that have occurred during the day;
- accept responsibility for children kept in to complete work or tidy up the classroom during playtimes or in the lunch hour;
- collect their class from the teacher on playground duty or mid-day supervisors at the end of breaks;
- provide a safe working environment within the classroom;
- plan all class visits according to the Health & Safety Manual and Visits policy;
- be responsible for any accident occurring through lack of direct supervision;
- Computing Suite – no child should be left unsupervised.

The staff shares responsibility for maintaining high standards of behaviour, courtesy and organisation within the school.

SUPERVISION BEFORE and AFTER SCHOOL

Supervision for pupils on the school site will be between the following times:

- 8.50am, at which time the school doors will be open for children to enter the building (school gates will open at approximately 8.40am to allow access to the school premises);
- 3.10pm for FS, 3.15pm for KS1 children, and 3.20pm for KS2 children, at which time children will be let out of classrooms.

Younger children (i.e. FS, KS1) will only be released from the teacher's supervision when their parent or another identified responsible adult is present. Should such a person fail to arrive on time, the child will be kept in school under adult supervision until the parent/carer reaches school.

Use of school playground equipment is prohibited outside of these times.

Parents are responsible for their children before and after the times stated above.

Breakfast Club

Children are received at 8.00 a.m. and supervised until dismissed to classes at 8.50 a.m.

Staff on Duty

The Duty Rota is available in the staffroom and each teacher has a personal copy.

8.45am	Teachers will go on to the playground to enable parents to speak with them if needed
8.50am	The bell will be rung by the office staff. All children walk to their lines/classrooms. The Junior teachers will supervise the cloakrooms. All staff are responsible for their own classes from 8.50am
Infants 10.20 am	Teacher on duty takes his/her class out for playtime then the bell is rung.
Juniors 10.40 am	Teachers to patrol playground. Teaching Assistants to supervise children coming on to the playground. Teaching Assistant will attend to First Aid during playtime and make notes in the accident book.
Infants 10.35 am Juniors 10.55 am	A message is sent to warn staff that playtime has ended.
Infants 10.35 am am	Bell rings for end of break, members of staff will go to the Juniors 10.55 playground to collect their children. The whistle is blown. Children stand still. Whistle blows again, children walk to line up. Teacher on duty will ensure that children are supervised as they return to class.
Infants 12 noon Juniors 12.15 pm	Dismiss class into care of the dinner supervisors. Dismiss class into care of the dinner supervisors.
Infants 12.55 pm Juniors 1.10 pm	Staff responsible for their classes. Staff responsible for their classes.

1.00/1.15 pm	The whistle is blown by a teacher. Children stand still. Whistle blown again, children line up. Staff will collect children from playground.
Reception 1.55 pm	Afternoon play Foundation Stage only – 10 minute break
KS1 2.30 pm	Afternoon play KS 1 only – 15 minute break
Reception 3.10 pm	Reception only – end of school day
KS1 3.15 pm	end of school day Staff should supervise children until they are in the care of parents/carers.
KS2 3.20 pm	Teachers should supervise classes until all children have been collected.

After School Club

Children will be collected from their classrooms by the After School Club Staff at the end of their afternoon session.

Wet Playtimes

- The teacher on duty must decide whether children are to be in or out. If kept in, the bell is rung twice.
- Teachers will be collectively responsible for their classes. TAs/teachers will release each other.
- Should the weather deteriorate during playtime, the teacher on duty must send a message to the staffroom.
- Children will line up and come into school as usual with their teachers.

Playtime on the Field

- The duty teacher must send a message to other members of staff if play is to be on the school field.

Infants 10.35 am A message must be sent to inform members of staff that the
Juniors 10.55 am children are lining up. The duty teachers will blow the whistle. The
children will line up in classes on the field where the teachers will collect them.

*If a contractor arrives to mow the field, the children should return to the playground.

Medical appointments appointments - children going out of school

Generally, children should be collected from their class but at playtime/lunchtime, children should be collected from the office. At all times, the person collecting the child must report to the office. The child must report to the office to be signed out of school when leaving and signed back into school upon return.

Lunchtime Duties

The Senior Management Team has overall responsibility for lunchtime supervision. Other members of the management team are responsible for children at lunchtime if directed by the Headteacher. The procedures for supervision are written for all midday supervisors.

Accidents and First Aid

- First Aid boxes are located in the Medical room and in year group areas. These are checked regularly by Teaching Assistants of each Year Group.
- Any significant incident should be reported to the Headteacher and for all serious injuries an Accident Form must be completed.
- Parents should be informed about accidents, particularly head injuries.
- During playtime the Teaching Assistants will attend to minor injuries. M.D.S.A.'s are responsible for First Aid during the lunch hour and should make a note of the injury in the accident book and fill out a form as necessary.
- In case of an emergency, staff on duty must send for help. **The playground must never be left unsupervised.**
- When an accident has been attended to, the member of staff on duty should investigate the cause of the accident and steps should be taken to avoid a recurrence. A risk assessment should take place if the accident results in serious injury. Any serious injury must be discussed with the Headteacher/Deputy Headteacher.
- In the case of a more serious injury or illness, a senior member of staff will arrange for the child's parents to be contacted. **Telephone numbers for emergencies are available from the office.**
- A member of staff will accompany a child needing hospital treatment if their parent/guardian cannot be contacted. **Please take parents' Emergency Medical Permission Form from the school office to authorise treatment by doctor.**

Regular first-aid training courses will be held for School First Aiders.

Letters for Parents:

(to be completed by the person who attends to the injury/or class teacher for P.E./jewellery)

For Accidents

Appendix 6

Dirty Pants

Appendix 7

P.E.

Appendix 2 or Appendix 3

Jewellery

Appendix 2

Asthma

Appendix 4

Instructions for Cleaning Children

In the case of a dirty accident, parents should be notified if needed and requested to attend to their child as soon as possible.

Rules relating to Safety

These rules are necessary for promoting safety and good order throughout the school.

1. No running in any of the school buildings, or from one building to another.
2. No climbing on or up walls, fences, trees, sheds or rubbish skip (if in the car park)
3. No bullying or fighting – see school procedures.
4. No bubble gum or chewing gum.
5. Children must not leave the premises unless accompanied by an adult, or with written permission from parents
Members of staff should be informed about dental/medical appointments.
6. Children should be outside during breaks, unless they have an obvious medical reason (e.g. broken limb) or have become ill during the day and are waiting for an adult to collect them. Friends are not allowed to stay in with them. Children unable to go out to break should stay outside the Office, or in the Dining Hall at lunchtimes. The office staff should be made aware of children who are unwell and who are outside the office.
7. In snowy or icy weather, children should not be allowed out to play until safe. At that time, under supervision, children may enjoy playing in the snow. Making slides is forbidden. The teacher on duty, site manager or cleaner in charge should check the state of the playground and make a decision whether to play outside or not.
8. The site manager or cleaner in charge should grit any areas identified as being dangerous.
9. Children should wear school uniform and footwear suitable for school.
Simple studs may be worn in pierced ears but no other jewellery. Irremovable jewellery needs to be covered during P.E. Watches (without alarms) may be worn but are totally the responsibility of the child. Medic alert jewellery will be discussed with parent and child if applicable.
10. Children are only allowed to enter the P.E. cupboard with permission.
Trained Y6 monitors may tidy small pieces of equipment.

Physical Education and Games

- children should wear full PE kit - shorts/skirt, T-shirt, daps/trainers (for outdoor use only) tracksuit (winter);
- large apparatus – daps/trainers not worn;
- long hair should be tied back;
- all jewellery to be removed or taped up;
- the class teachers should supervise the setting up of apparatus. This should be checked before use;
- children should not carry any apparatus for which they have not been trained;
- children should be quiet and sensible when using apparatus;
- class teacher should wear trainers/bare feet. He/she should supervise carefully in all PE sessions;
- children should be encouraged to bring a drink for outdoor activity - particularly during the summer;
- children wearing glasses must agree with their teacher their best course of action;
- inhalers should be taken to all P.E. lessons;
- students undertaking Initial Teacher Training should not undertake the teaching of P.E. unless they are under the direct supervision of a qualified teacher;
- when using jumping equipment, the teaching of sound landing techniques should be placed above over reliance on mats to cushion falls. Children not demonstrating self-control must not be allowed to participate in jumping activities.

For further information please see the P.E. policy.

Swimming off site

- coaches with seat belts must be arranged;
- children should be adequately supervised on their journey to the swimming pool;
- children are expected to display appropriate behaviour during their journey while changing and during their swimming session;
- children must not run or shout during swimming sessions;
- children should be made aware of safety procedures by their class teachers;
- no earrings, bracelets or rings;
- no bikini type swimwear, trunks should be worn above the knee;
- long hair should be tied back;
- no talcum powder or aerosols should be used.

Walking along the road

- children should be adequately supervised;
- an adult should be posted at the front and rear of a group of children;
- children should walk in twos, looking and listening as they proceed;
- children should keep to the inside of the pavement where possible, paying attention to pedestrians;
- teachers should stop frequently to ensure the children keep together;
- the children should be counted before journey, during journey and after arrival to check they are all present;
- the teacher responsible must stand in the middle of the road while the children cross. He/she must give the children clear signals when to cross;
- teachers must check that every child is safely back at school;
- read separate policy for school visits.

Hazards

Staff should be aware of all potential danger areas. They have a responsibility to report potential hazards by filling in the appropriate form and giving it to the headteacher.

Outdoor Hazards

Car park

- Staff and visitors on school business **only** are allowed to park in the car park.
- Children are not allowed to cross the car park at any time and must use the side gate.
- Children must not open/close car park gates.

Vehicles

Cars and vans in the **playground** (maintenance only) during school hours:

- playing near parked vehicles is forbidden
- maintenance cars/vans must be coned off
- drivers must not cross the playground during playtime

The roof

Members of staff are not to go on the roof to retrieve balls etc.

Windows

- Any broken window must be reported and made safe as soon as practically possible.
- Children must not open windows if there is risk of injury.

Doors

- **Exterior doors are fitted with security locks and should be kept locked and not propped open, with the exception of classroom doors, which can be opened when it is safe to do so.**

Indoor Hazards

Electrical Equipment

- all electrical equipment will be PAT tested as required and will comply to current regulations. Anything that does not come up to standard will be locked away until it is repaired. Additionally no unchecked equipment should be used, such as that brought from home;
- all equipment requires regular maintenance;
- electrical equipment should be connected and disconnected by adults only and equipment not in use should be switched off and disconnected.
- no trailing leads;
- no overloading of sockets or 'daisy chaining' of extension leads;
- maintenance must be undertaken by qualified engineers only

Computers

- gang plug adapters should be used;
- must be switched off at the socket overnight/when not in use;

Cooker

To be used under adult supervision only and should not be left unattended.

Classroom Equipment e.g. scissors, glue, compasses, needles

- These should only be used under supervision and the children should be taught their correct and safe usage

- Scissors should not be used during wet play/lunch times
- Craft knives and other potentially dangerous equipment should only be used under adult supervision.

White Boards

Cleaning products should be kept out of children's reach.

Carpets

These should be fastened down to avoid accidents.

Moving equipment and furniture

The correct procedure for bending and lifting should be taught together with the correct means of moving equipment. Children are not allowed to move heavy furniture.

Defective equipment

This should be removed from use and reported to the site manager or cleaner in charge and coordinator.

Broken Glass/China

- this should be cleared up by an adult, labelled and given to the cleaner;
- glass containers should not be used in school with the exception for science experiments directly supervised by the teacher.

Infant indoor practical area

Sand and water play must be carefully supervised.

Outdoor play equipment

Please see individual risk assessments.

Ladders

Stepladders have been replaced by kick-stools, but staff wanting training on the use of stepladders should speak to the site manager, who has received training.

Wet floors

All spillages should be mopped up immediately.

Window poles and blinds

To be used and operated by adults only.

Paper trimmers

Only paper trimmers with guards are to be used. They can only be used by children when under supervision. Children are not allowed to carry them.

Laminator

To be kept in a safe place and operated by adults only.

Staple guns

- to be kept in a safe place and operated by adults only. If children are to carry the guns the safety catch must be in place and the gun carried in a container;
- removal of staples should be carried out by **adults only**. ALL staples should be removed from boards at the end of each term, and swept up from the floor.

Risograph and photocopier

- should ordinarily be used by adults only, and in a well ventilated space. However, children can use them under direct supervision by an adult.

Shredder

To be operated by adults only with great care.

Musical instruments (played by mouth)

- school instruments should be sterilised after each session (please see music co-ordinator);
- children should use their own instruments wherever possible.

Administering medicines

- Members of staff have the right to refuse to administer medication.
- Children should not carry or take their own medicine in school unsupervised. All medication should be handed to the teacher at the start of the day, and collected at the close of the day.
- Only prescribed medicines should be administered, or, if the need arises, over the counter medicines can be administered if the child is well enough to be in school.
- All medicines must be stored in a safe place to which children have no access.
- No medicines will be administered without clear instructions from the parents, in writing, indicating their permission for the member of staff to do so. A slip is available for this purpose for parents to complete. Instructions must include the type of medicine, dosage and timing. The school cannot accept any responsibility for the administering of medicine where the timing of the dose is crucial or where some medical/technical knowledge is required. In such cases, parents will be asked to come into school and administer the medication themselves.
- The administration of medicine to a pupil should be witnessed by another member of staff, and a form should then be filled in and signed by both adults confirming that the medicine has been given.
- For children with long-term medical needs for which medication might be needed in an emergency, medicines will only be administered on receipt of a signed request form from the parents, with all the relevant details.
- In the event of an emergency, the problem should be reported immediately to the Headteacher or teacher in charge, who will then contact, in order of priority:
*Ambulance *GP *Parents
- The school has the right to withdraw its willingness to administer medicines.
 - **Inhalers** should be kept in a safe place by the class teacher/child after discussion with the parents;
 - **Asthma** is covered under a separate policy. (appendix 4)

Class Medical Kits - Class medical kits are checked and replenished regularly by TA s and monitored by the site manager.

Technology tools - see separate policy

- these should only be used in a group situation under very careful supervision;
- the children should be taught how to handle them with care and safety.

Science equipment and experiments

- equipment should be used under supervision and the children should be taught correct and safe usage;
- substances need correct storage and disposal. Members of staff should read the booklet 'Be Safe' (copy in the Staff Room) to ensure safe use of chemical substances and equipment in the classroom.

Staff Valuables

LOCKERS ARE PROVIDED FOR ALL STAFF TO USE FOR STORAGE OF VALUABLES. NO HANDBAGS OR OTHER VALUABLES MUST BE STORED IN CLASS CUPBOARDS.

Mobile Phones

These should not be on during teaching times and must be stored in lockers. Phones left in lockers should be turned off.

Laptop Computers/Digital Cameras

Personal laptops and cameras must be locked away when not in use. Staff are responsible for their own insurance.

Dogs

Dogs, with the exception of guide dogs and invited dogs to aid learning, are not allowed on the school premises - either in the building, on the playground or the field. The school dog, Tally, will only be in school under direct supervision by the Senior Leadership Team – see separate risk assessment.

3 FIRE DRILL

Please refer to the School Fire Plan

4 ROAD SAFETY EDUCATION POLICY

Children should be able to:

- recognise the potential dangers in different environments, e.g. road, water, home
- develop and be able to practice simple ways of keeping safe and finding help
- be able to accept responsibility for the safety of themselves and others

The Road Safety Education Policy of this school is to inter-relate Road Safety education with other curriculum subjects wherever possible. Regular road safety training sessions will be provided for all children by suitably accredited people.

This School will positively encourage the wearing of appropriate safety apparel, i.e. cycle helmets, reflectors and reflective and fluorescent garments.

This School promotes safer cycling by encouraging Year 6 children to participate in the National Cycling Proficiency Scheme. See cycling proficiency pack.

This School will use vehicles fitted with seat belts on school-sponsored journeys. This school will insist on children using seat belts.

This School will encourage parents to demonstrate good Road Safety practice by accompanying young children to school, by using School Crossing Patrols, and by parking safely and sensibly when taking children to and from school by car.

Circulation of Health & Safety Material

- All Health and Safety documents must be read and signed by all members of staff teaching and non-teaching.
- All new literature must be discussed at staff meetings.
- All Health and Safety documents must be readily available at all times.

This policy will next be reviewed in the Autumn Term 2019

Signed: Hayley Earl (Deputy Headteacher)

Date: 30th October 2018

Print Name: Hayley Earl

BEECH GREEN PRIMARY SCHOOL

St. James'
Quedgeley
Gloucester
GL2 4WD

Dear Parents/Carers,

Our Health & Safety Policy, which includes Fire Safety procedures, is revised annually.

This policy is available for you to read on request from the office and a copy is pinned on the parents' noticeboard, as well as being available on the school's website. Similarly, a copy of the evacuation procedures is available for you to read. Evacuation practices are held regularly in school.

When visiting, please enter the school via the main reception doors and remember to sign in and collect a badge. Please return the badge and sign out when leaving school. **In the event of the fire bell sounding please assemble in the playground and check your name against the list held by the person in charge.** Please familiarise yourself with the emergency procedures (available in reception by the signing in book).

I would like to draw your attention to your responsibilities when taking your child out of school.

1. Inform your child's teacher of the appointment either by letter or in person detailing:
 - time of appointment
 - type of appointment (doctor/dentist/etc.)
 - who will be collecting your child
 - lunch arrangements (if applicable)

This should be done the previous day if it is an early appointment.

This information is kept in the register, and sent to the school office. In the event of a fire practice, details of your child's whereabouts will be known and every child can then be accounted for.

2. When you collect your child from school you must:
 - notify the class teacher if this is during lesson time
 or
 - notify the teacher on duty/mid-day supervisor and collect your child from the office if this is during playtime (Infants 10.25 - 10.40 am, Juniors 10.40 - 10.55 am) lunchtime (12 noon - 1.00 pm) or Infant play in the afternoon (Foundation Stage 1.55 – 2.05 p.m. and Years 1-2 2.20 – 2.25 p.m.).

IF YOU NEED TO COLLECT YOUR CHILD FROM SCHOOL FOR ANY OTHER REASON THEN YOU MUST REPORT TO THE OFFICE FIRST.

If your child is ill please inform your child's teacher. Write a note on their return or telephone the school Careline (01452 722697), leaving a message. This will be noted in the class register and is a legal requirement.

Holidays during term time – please do not take holidays during term time, especially at the start of the Autumn Term. A decision regarding authorised absence must be requested from the Headteacher. Initially please ask for a holiday form from the office and check national testing dates.

Please note, taking your child out of school for any purpose other than illness, an appointment related to health, or any authorised permission, is not allowed e.g. taking your child shopping for clothes or shoes or for a birthday treat is not acceptable by law and we are bound by this legislation.

The Attendance Officer and Headteacher check all registers regularly, queries any unauthorised absences and follows up any family that does not comply with these regulations.

We are required to fill in forms detailing unauthorised absences - and these are compiled centrally into league tables and published.

If you have any concerns or are unsure about any of these absences, then please contact your child's teacher or myself.

Thank you for your support.

Yours sincerely,

Mrs J. Poulson
Headteacher

BEECH GREEN PRIMARY SCHOOL

Tel: 01452 722363

Fax: 01452 723617

Careline: 01452 722697

e-mail admin@beechgreen.gloucs.sch.uk

website www.beechgreenprimary.ik.org

Dear Parents/Carers,

..... (child's name) was unable to take part in the class P.E. lesson today because he/she was wearing earrings.

To prevent accidents, our Health and Safety Policy does not allow children to wear jewellery.

I would be grateful if your child does not wear earrings in future or covers them with plasters during a P.E. lesson.

Yours sincerely,

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Headteacher

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Dear Parents/Carers,

.....(Child's Name) was unable to take part in the class P.E. lesson today because he/she did not have a P.E. kit in school.

P.E. is a National Curriculum subject and your child must take part in these sessions and we are bound by this legislation.

I would be grateful if you could ensure your child has his/her P.E. kit in school at all times.

Yours sincerely,

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Dear Parent/Carers,

..... (Child's name) has had an asthma attack in school today. We would be grateful if you could contact me for further details.

Yours sincerely,

..... member of staff dealing with the above attack.

Mrs J. Poulson
Headteacher

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LUNCHTIME INCIDENT REPORT SHEET

Date

Child/ren's Name(s)	Class(es)
---------------------	-----------

Injury To:- (please tick)

Head		Face	
Mouth		Back	
Left arm		Right arm	
Left leg		Right leg	
Left knee		Right knee	
Other – please specify			

How injury happened:- (please tick)

Fall slip or trip	
Striking against object	
Accidental collision	
Over enthusiastic game	
Other – please specify	

Action:- (please tick)

	Yes	No
First aid given		
Cold compress applied		
Teacher informed		
Parent informed		

Signed: (Midday supervisor)

Print name:

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Fax: 01452 723617
Careline: 01452 722697
e-mail admin@beechgreen.gloucs.sch.uk
website www.beechgreenprimary.uk.org

Dear Parents/Carers,

(Child's Name) had a minor injury today to his/her

.....during morning break* / lunchtime* / afternoon break*.

(* delete as appropriate)

It has been attended to by Date

You may need to seek medical advice.

Yours sincerely,

Mrs J. Poulson
Headteacher

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Dear Parents/Carers,

..... (Child's Name) has had an accident in school today.
We would be grateful if you would wash the clothes provided and return them to school as soon as possible.

Thank you.
Yours sincerely,

Mrs J. Poulson
Headteacher

Appendix 7

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