Elements Primary School
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Elements Primary School Health & Safety Policy

Statement of Intent

At Elements Primary School we are determined to ensure that all necessary steps are taken to protect children and young people from harm. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Elements Primary School. As an organization, we recognise our responsibility to safeguard and promote the welfare of all our pupils, which includes all aspects of health promotion and prevention.

The School accepts its responsibilities in relation to the care, safety and well-being of the children in their charge. The overriding consideration of the school will always be to ensure that the highest possible level of attainment is reached in security and health and safety matters.

Vision

Whilst recognising there is no such thing as zero risk, we will endeavour:

- To provide an environment which has the trust and confidence of our parents/guardians.
- To ensure that parents/guardians know we listen and care about Health and Safety issues.
- To respond positively to parents/guardians concerns.
- To strive to reduce the fears of parents/guardians and as far as we can to reflect their priorities.

Strategic aims

We will aim:

- To develop extensive consultation arrangements which encourage communication and co-operation on security and health and safety issues, between all members of staff and the local community, by developing links with representative organisations e.g. Police and Fire. Such consultation ranges from the day to day contact between staff and, for example, Police Officers.
- To develop and support multi-agency projects and liaison which can impact upon security and Health and safety issues e.g. road safety initiatives.
- To develop, provide and evaluate training packages on health and safety and security issues, appropriate to the role and experiences of staff, employees and support volunteers e.g. first aid courses and confrontation management courses.
- To continue to develop the system for reporting, recording and investigation of “incidents” involving security and health and safety issues.
- To develop an accident report form which ensures the accurate recording of information.
- To revisit current procedural guidelines for dealing with security and health and safety issues, to ensure that they provide current operational advice.
- To monitor and collate data from incident report forms and make appropriate risk assessment.

Monitoring and evaluation
We will monitor the effectiveness of existing policies and directives by the following means:

- Staff training in respect of health and safety and security issues.

Background information
Elements Primary, when full, will have 420 pupils ranging from 4 to 11 years. The school occupies one site which is situated on a narrow road often used by heavy traffic.

The school has two recognised pedestrian access routes and vehicular access to the front carpark. The children and parents/guardians walk along the pedestrian pathway leading from the main street to the various doors.

Disabled access to the temporary school site is by way of a ramped entrance from the from playground.

Security
All main access doors are closed and secured from outside access from 8.50 each day. When opened at break times doors are supervised by adults.

Gate at front and front side of buildings are locked from 9.15am and re-opened at 2.45pm until 3.30pm

During normal working days the school is open between 6.30am and 5.30pm.

Dealing with aggressive and potentially violent incidents
While it is hoped that staff will not be faced with such incidents, the risk is always present. Guidance to staff on how to deal with such incidents will be covered in occasional training sessions at staff meetings.

Fire
There is a fire alarm system at the school consisting of firebreak glass panels and control panel which is tested frequently. There is a recognised fire drill and fire plan which is exercised termly, with predetermined exit routes and assembly points. Staff and pupils are well aware of the fire drill. The Fire Alarm sounds each Wednesday morning.

There are fire extinguishers situated throughout the school plus fire blankets.

The school receives a fire inspection every year and the recommendations of the fire officers are acted upon.

Hazardous substances
As a general rule hazardous substances will not be brought onto school premises. However, such items as cleaning fluids will be stored in a secure environment which gives no access to pupils or unauthorised persons.

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Spillages
Spillages of potentially hazardous substances will be appropriately signed and closed off. Their removal/neutralisation will be effected immediately. If this is not possible the area will be designated out of bounds and appropriately signed.

Kitchen area
Due to the presence of hot surfaces/boiling water etc children will not have access to the kitchen.

Vehicular access to site
Vehicular access is via the car park at the side of school.

Children at risk
It is recognised that certain children due to matrimonial breakdown/separation etc will at times be at risk of being removed from the school premises by a dispossessed parent.

Parents who think such a problem may arise are advised to inform the Principal immediately, who will make enquiries regarding any existing court orders or injunctions. It may be advisable for such a child to be monitored closely by staff during break and lunch periods and for special arrangements to be made for collection from school.

Missing children
Upon receipt of a report that a child is missing or cannot be accounted for having been registered at the school, the Principal or her nominee will be informed immediately. Enquiries will be made to establish where and when the child was last seen. A check will be made of school buildings and grounds but if the child cannot be located or his/her absence accounted for then the police and parents will be informed.

An incident log of events and actions taken will be maintained.

School grounds

Dogs
Due to the risk of infection from toxicaris and the general nuisance caused by fouling, the exercising of dogs in the school grounds is prohibited. Even the most docile animal can pose a considerable threat if it is approached by strangers, groups of children etc, and thereby feels endangered. For these reasons, parents depositing or collecting children from the school are not permitted to bring dogs onto the premises. The school dog, guide dogs or invited dogs performing displays will be exempted.

Stray dogs
Children will be discouraged from approaching stray dogs due to the risks stated above. Stray dogs will usually depart as quickly as they arrive but should a stray dog remain near the children the Local Authority dog warden will be informed.

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Dogs which are ferocious or pose an immediate risk to children may require children being brought back into school.

In cases of injured animals, the RSPCA will be a contact organisation or, in the case of injured wildlife, other local organisations may be approached.

Inspection of play facilities/surfaces
All play equipment will conform to the appropriate British Standards Institute. The climbing apparatus will be inspected regularly for damage and loss of suitability. The adjoining outside areas and the field will be checked regularly to ensure that they are free from potentially hazardous substances.

No contractors are permitted in the school when the children are using these areas.

Trespassers
The school and its grounds are private property and only persons with permission, either expressed or implied, are entitled to be on the premises (eg persons making deliveries or parents collecting or depositing children). All other persons with no need to be on the premises are trespassers and will be asked to leave forthwith. Legally it is permissible to use "reasonable force" to remove trespassers but realistically the police will be informed of all trespassers who refuse to leave.

Members of staff should not place themselves in danger when dealing with trespassers.

At the commencement of the school day, once children are in class, most of the external doors are locked. To gain access all visitors will need to buzz at the school gate and allowed access by a member of the office staff. They must then report to the school office and must be signed in by a member of school staff. No children will open exit doors or the internal door near the school office by which people can gain access.

Evacuation of school
There may be instances when it is necessary to evacuate the school buildings. This may have to be done immediately (for example, in the case of fire). Or a more leisurely evacuation may be possible in the case of the buildings becoming unsuitable (for example loss of central heating or water flooding).

If circumstances permit the same assembly areas may be used as in the fire plan. If it becomes necessary to evacuate the school, alternative holding areas for pupils will be identified.

In the event of a leisurely evacuation parents will be informed by text message and requested to collect their children. Members of staff will be available on all school gates to inform parents of the whereabouts of their children when they come to collect their charges.

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Accidents on the school premises

Safety/HIV protection
Disposable gloves must be worn when treating accidents/incidents which involve bodily fluids. Any waste (wipes, pads, paper towels etc) MUST be placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

Policy on the Administration of Medicines during school hours
From time to time parents request that the school dispense medicines which need to be administered at regular intervals to children.
These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma or epilepsy).
- Children who are suffering from casual ailments (coughs, colds).

If it is necessary for a child to have a prescribed medicine during the school day (usually if the prescription states the dose has to be administered four times a day) an agreed staff member will administer the medicine provided these guidelines are followed:

- Medicines should be delivered by the parent/guardian directly to the school office.
- The prescribed dosage should be in its own container, clearly labelled with the child's name and the time of administration.
- A form must be completed and signed by the parent or guardian giving permission for the medicine to be administered.

For the school to agree to assist in long term medication:

- Parents must complete a form giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration; and
- The medicines must be brought to school in a properly labelled container which states the name of the medicine, the dosage and the time of administration.

Where possible the medicine should be self administered under the supervision of an adult. Medicines will be kept in a secure place or in the refrigerator in the Head teacher's office in accordance with safety requirements.

Where long-term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedic assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with their class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

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Money in transit
In an attempt to minimise the risk from theft, the banking of school monies does not follow any set routine or pattern.

Policy on children moving equipment
In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture; for example:

- Chairs and/or tables.
- Physical education equipment.
- Small items of equipment.

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing regularly.

Furniture
Chairs should be moved one at a time, and children should be shown how to carry them correctly. They may carry single chairs on their own.

Tables need at least one child at each end. A child must not attempt to lift a table on his or her own.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Contractors on site
Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. All contractors must report to the school office and sign in. Contractors will work under the supervision of the caretaker or Administrator so as not to endanger the health and safety of children or adults in school. Any equipment that contractors bring into school must be stored in a safe place, away from corridors, classrooms or any areas used by adults or children.

No repairs or maintenance can be carried out in areas which children or adults are occupying. This includes cloakroom and toilet areas. If contractors are working near the children's play areas, then all equipment and machinery must be cordoned off at this time so that children can not be harmed by it.

Guidance for contractors on site
Contractors will be asked to refrain from smoking as the school operates a "No Smoking Policy".

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Moving equipment around

Electrical Safety

In the classrooms, care must be taken with the floor sockets to minimise the risks from trailing wires. Electrical equipment must be located away from water sources – sinks/water trays. All appliances must be checked on installation and thereafter at regular intervals. The condition of electrical leads, plugs and sockets must be checked visually at all times. If wear or damage is reported then the item should be taken out of use and the fault reported and corrected before re use. All electrical items equipment is checked annually and the record of this check is filed in the office. Electrical wiring is checked in accordance with the regulation

Photocopier

The school photocopiers are of a type which are designed and tested to meet present safety requirements. It is sited according to manufacturers operating recommendations as regards ventilation and minimum working clearances. It is regularly serviced and may only be used by staff who have been given instruction in the health and safety issues related to using electrical equipment.

Good housekeeping arrangements

The school attaches great importance to the need for good housekeeping practices. It is school policy to ensure that floors are kept from anything that may cause slipping or tripping and that no waste materials that could cause injury if trodden on are allowed to remain where they fall.

Classrooms are planned and maintained in such a way to ensure that movement around the room is safe and reasonably unrestricted

Supervision of children

Whilst the children are in our care, the staff at Elements Primary School will endeavour to provide a safe and secure environment for them. However, this does not apply after the children are picked up from school. It is the responsibility of the parents and guardians to ensure that the children are supervised before and after school. Clearly the children are at risk if they are left alone.

At all other times, including break and playtimes, children are properly and adequately supervised by a member of staff. No children will be left without supervision at any time.

School trips

Before any school trip is taken a school visit form MUST be completed and handed to the Principal. No child may be taken from the school premises without the written consent of parents/guardians. Transport to and from venues is arranged through an approved operator. Buses/coaches hired are equipped with safety belt facilities and pupils are always adequately supervised by members of staff with adult volunteer helpers. Teachers will ensure that they have appropriate business insurance cover for their own vehicles prior to transporting pupils on those rare occasions when this becomes necessary.

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Conclusion

These standard operating instructions are provided to enable all staff to fully understand their responsibilities and duties and to provide a source of information and reference which will be kept updated. Staff should be constantly aware of their responsibilities and ever vigilant for the unusual which may well indicate that something is amiss. A high level of motivation is necessary to maintain a continued alertness in respect of security and Health and Safety in spite of the routine nature of the duties performed. These standard operating instructions are not intended to inhibit staff from displaying initiative and common sense. No individual will be criticised for acting reasonably and in good faith.

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