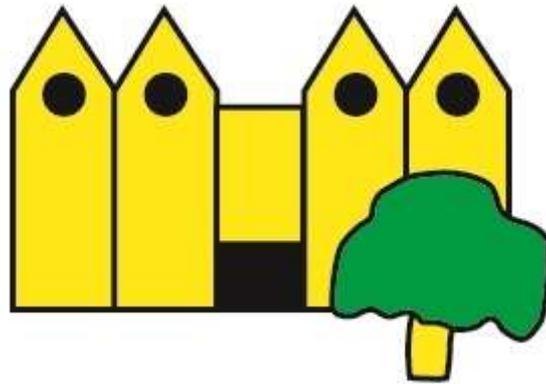


West Oxford Community Primary School



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Health, Safety and Welfare Policy

Approval authority name:

Approval authority signature:

Date Approved: December 2016

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1 Introduction

1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

2 The school curriculum

2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, work about 'People who help us' deals with the work of the police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

2.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and circle time, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

2.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

2.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

2.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

2.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

3 School meals

3.1 Our school provides the opportunity for children to have a meal at lunchtimes. School meals are provided free of charge for children in Reception, Year 1 and Year 2; they are also available for children whose parents claim certain government benefits, e.g. Income support. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.

3.2 If children choose to bring their own packed lunch, they join the children having a school cooked lunch and we supervise them during this time.

3.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

4 School dress code

4.1 It is our policy that all children wear appropriate clothing to school which enables them to participate safely in all activities.

4.2 We expect children to wear P.E. kit for all P.E. lessons.

4.2 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

5 Child protection

5.1 Please see the Safeguarding and Child Protection Policy.

6 School security

6.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

6.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

6.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

6.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

6.5 All staff on site must wear an identification badge at all times. If they forget to bring their badge in, a temporary staff badge may be worn instead.

6.6 Staff must ensure that all entry and exit doors (or gates) are kept closed and secured, except where children need access (e.g. lunch times) and then a member of staff must take responsibility for preventing unauthorised access).

7 Safety of children

7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place.

7.2 During pre-school (from 8.45), morning, lunch and afternoon breaktimes, designated teachers or teaching assistants engage in playground duty. The duty, rota and coverage is administered by the headteacher. The coverage is updated and communicated regularly depending on SEN coverage, meal schedules etc. Staff on playground duty have additional preparation time so as not to impede duty coverage. Staff on duty look out for possible incidents, provide aid or comfort to children as required, and ensure that all children re-enter the building after the bell has rung. If an incident occurs which requires focused attention, this is communicated to another member of staff to ensure adequate coverage. Playground duty also acts to monitor and record cases of bullying, whether verbal or physical.

7.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office. All teaching assistants at the school have been trained in first aid. If this training is insufficient for a particular case, then medical help is sought.

7.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, a member of staff will telephone for emergency assistance.

7.5 We record in the school logbook all incidents involving a head injury or which need first aid. Where a child has sustained a minor injury, first aid is given and no further action is taken. Where a child has a minor bump on the head, a letter will be given to the child to inform their parents when they get home. Where a child has suffered any head injury, their teacher will be informed and the child will be monitored throughout the day to check for any signs of concussion. If staff believe a child has concussion, the emergency services will be called on 999. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but

it is essential that parents inform us when contact details change. If an incident occurs where the injury initially seems slight but over time, this diagnosis is proved wrong, then the incident is recorded retrospectively in the log book by default.

7.6 All major accidents are logged and these events trigger a risk review of health and safety with appropriate follow through actions. Logged events are reported by default to Oxfordshire County Council and to the HPR committee.

7.7 There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

7.8 We do not take any child off the school site without the prior permission of the parent.

7.9 It is the responsibility of children to behave in a manner which promotes health and safety, for example by following the guidance and rules provided by the school on safety in the classroom and playground.

8 Fire and other emergency procedures

8.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, testing of the fire alarm system, and emergency lighting checks.

9 Educational visits

9.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits).

10 Seat belts

10.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

11 Medicines (see also Medicine Policy)

11.1 Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

11.2 Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

11.3 Staff involved in administering the medication will receive training, usually from the school nurse.

12 Internet safety

12.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and use a filtered internet service in school. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

13 Theft or other criminal acts

13.1 The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

13.2 Should any incident involve physical violence against a teacher, we will report this to the Oxfordshire County Council, and support the teacher in question if he or she wishes the matter to be reported to the police.

14 The health and welfare of staff

14.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

14.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LEA's protocol on school and the police.

15 Monitoring and review

15.1 The governing body has a named governor, Colin Cook, with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school's procedures are in line with those of the LEA.

15.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

15.3 The headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The headteacher also reports to governors annually on health and safety issues.

15.4 This policy will be reviewed at any time on request from the governors, or at least once every two years.