



St Mary's Hampton

Church of England Primary School

HEALTH, SAFETY AND WELFARE POLICY

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Signed:

(Headteacher)

(To be read in conjunction with policies for; Child Protection, Healthy Schools, Safeguarding, Off-Site Visits and Communications, E-safety and Use of Photographic and Video Images, First Aid, Business Continuity Plan and Zero Tolerance behaviour policy)

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1 INTRODUCTION

1.1 Our school is committed to doing all that we can to ensure that the children in our care are healthy, safe and enjoy emotional well-being. We also have a fundamental duty of care to the adults who work in and visit our school and create a respective culture for the staff.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. This also includes visiting members of the public and parents. The school will adhere to statutory Health & safety legislation; e.g. Health & safety at Work Act 1974.

1.3 As well as our important statutory responsibilities towards children and staff, we believe that children learn, and staff work most effectively when they are healthy, safe, secure and happy; therefore striving to ensure these conditions supports our primary purpose: learning.

1.4 We operate a zero tolerance behaviour policy for adults to ensure all members of a school community can work, study or visit without fear of verbal or physical assault.

1.5 We will also endeavour that contractors and suppliers working on behalf of the school satisfy themselves of their obligations under the relevant health & safety legislation.

2 AIMS AND OBJECTIVES

2.1 We aim to provide a safe, secure and pleasant working environment for everyone. The governing board, with guidance from the London Borough of Richmond upon Thames Local Authority and the London Diocese takes responsibility for protecting the health, safety and welfare of all children and members of staff.

2.2 This school has fully supported the aims of the national Healthy Schools initiative, and we intend achieving the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children and staff, and our aims include:

- ensuring that our school premises are safe and secure and that we comply with all health and safety regulations;
- giving health issues high priority in our planning, procedures and relationships;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living and staying safe;
- providing opportunities for children to take responsibility for their behaviour, and for their own physical and emotional well-being and that of others;
- making sure that the learning and working environment is stimulating and conducive to the physical and emotional well-being of children and adults alike;
- making sure that we have effective policies on sex and relationships education and drugs education;
- providing sufficient opportunities in the curriculum for physical exercise and development;
- promoting healthy eating;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- Working closely with parents/carers and external agencies to provide the best possible care, guidance and support for our children.

3 THE SCHOOL CURRICULUM

3.1 We teach 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 in Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the emergency services. Through this topic, we teach children about the danger of fire and other hazards, and how to avoid accidents. Likewise, through the science curriculum, we teach children about such things as hazardous materials, and how to handle equipment safely. Our 'mind, body and spirit' curriculum promotes self-awareness around staying safe, a commitment to healthy lifestyle choices and the building of a supportive school community.

3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in personal, social and health education (PSHE) lessons, and we reinforce these points in science lessons, where children learn about nutrition, healthy lifestyles and hygiene. We also show them how to move and play safely in PE lessons. (See SRE Policy).

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

3.4 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.

3.5 Our school promotes the spiritual and emotional welfare and growth of children through the PSHE and religious education curriculum, through special events, such as harvest festivals, and through circle time, assemblies and acts of collective worship.

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

4 SCHOOL MEALS & FOOD

4.1 Our school provides for all children to have a hot meal at lunchtimes; our school is fully able to cater for allergies and food intolerances, and therefore actively promotes that all children participate in the 'on site' cooked meal. If parents or carers are in receipt of Income Support, Job Seeker's Allowance, support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they are entitled to and may claim free school meals for their children. We ensure that the meals provided have good nutritional value, in line with the requirements of The Education (Nutritional Standards and Requirements for School Food) Regulations 2008. Children under five, and children whose parents or carers receive the above benefits, are entitled to free milk each school day. (NB Government Policy September 2014; all children under the age of 7 receive a free school meal).

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

4.3 Treats for birthdays and festivals will be sent home for children to eat at home.

4.4 The school is a designated nut-free site. Staff, children and visitors are not permitted to bring nuts or nut-based products onto the premises.

5 SCHOOL UNIFORM

5.1 It is our policy that all children wear the school uniform when attending school. We believe that being easily identifiable through the uniform, both on and off the school premises, including travelling to school and on school trips, helps to keep children safe. (See School Uniform Policy)

5.2 On grounds of health and safety, we do not allow children to wear jewellery in our school with the exception of small studs earrings. The Headteacher will agree the wearing of small religious jewellery on an individual basis. Watches can be worn in key stage 2. We ask children to remove these during PE and games.

6 CHILD PROTECTION

6.1 The named person with responsibility for child protection in our school is the Headteacher, who liaises with a named governor. We follow the procedures for child protection drawn up from advice from the LA and the governing board. (See Child Protection and Safeguarding Policies).

7 SCHOOL SECURITY

(See Zero Tolerance behaviour)

7.1 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).

7.2 While school is in session, entry for visitors is restricted to a single point, the front desk is manned at all times between 8.30am and 3.30pm. 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.

7.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them. All staff are responsible for enforcing this requirement.

7.4 Unless DBS checked by the school, visitors are monitored and are always escorted while on the premises.

7.5 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. Please refer to the Zero Tolerance behaviour policy for further details.

8 SAFETY OF CHILDREN

8.1 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, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.

8.2 Risk assessments are carried out for every area of the curriculum and normal activities involving pupils in school. We also carry out specific risk assessments for one-off activities or for visits and outings off the school site.

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

8.4 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 medical room, plus other small kits in the hall, EYFS first aid room & main kitchen. *(It is part of the H & S policy that regular checks are made to ensure that these have been restocked)* Please refer to the First Aid policy for named, trained staff.

8.5 Should any incident involving injury to a child take place, a trained member of staff will assist. If necessary, the Admin Team will telephone for emergency assistance.

8.6 We record in the school logbook all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.

8.7 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to themselves or to others. In such cases, only the minimum force necessary may be used, and guidance on using physical restraint in schools will be followed. Any action taken must be only to restrain the pupil.

We never use physical restraint or other kinds of physical contact as a punishment. If restraint has been required, a written report will be made. Reports are monitored by the governing board (please see the associated Physical Restraint policy).

8.8 Leaders of the school are constantly vigilant in assessing the need for staff training in physical restraint.

8.9 Scooters and cycles must be dismantled and walked along the pedestrian pathway. No scooters or bicycle may be ridden on school premises.

9 FIRE AND OTHER EMERGENCY PROCEDURES

9.1 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, and the testing of the fire alarm system, (smoke alarms and sprinklers) and extinguishers. It also includes routine practices (termly) with all classes and staff for evacuation of the building. Dates of inspections and practice procedures are recorded. The governing board monitors inspection dates and recordings of inspections and results.

9.2 Refer to the school Business Continuity Plan and Emergency Evacuation Plan for additional details.

10 EDUCATIONAL VISITS

10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Required adult to pupil ratios are always adhered to. (See also the policy for Off-Site Visits). Risk assessments for school trips are always carried out by the member of staff responsible for organising the trip.

11 SEAT BELTS

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

12 SMOKING & ALCOHOL

12.1 We have a no smoking policy on the school grounds. Parents and staff member who wish to smoke must do so away from school property and dispose of butts and packaging safely and tidily.

12.3 Ordinarily there is no consumption of alcohol on school grounds. Requests to serve alcohol at PTFA adult events must be written to the Headteacher. We also request that parents and staff are not under the influence of alcohol from the previous day/evening when working or visiting the school. Anyone who breaches this rule will be asked to leave the school grounds immediately.

13 MEDICINES

(See the school First Aid policy)

13.1 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. There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.

In certain circumstances, e.g. if anti-biotic medicine has to be taken four times a day, the Headteacher will authorise prescribed medicine to be administered by trained first aider providing that a 'Parental Agreement' form has been completed and signed and staff members are willing to do so. The relevant forms are kept in the school office (see appendix for administration of over-the-counter and prescribed medicines)

All prescribed medicines (with the exception of Asthma pumps and Epipens (see below) that are due to be administered must be kept in the school office. Records will be kept of all prescribed medicines administered.

Where possible, it is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.

13.2 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 or carers 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.

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

14 INTERNET SAFETY

(See also the E-safety and Photographing and Video images policies)

14.1 We regularly use the internet in school, because it has many educational benefits and supports pupils' learning. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents and carers 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. Parents who take photos at school events are required to gain the permission from all parents whose children also feature in the photo before placing on a social media site.

15 SUNSCREEN & UV PROTECTION

This procedure outlines the agreed principles for Sun Protection throughout the school and continues to reflect the status of St Mary's Hampton C of E Primary School as a Healthy School. It has been agreed by governors and staff within the school.

At St Mary's Hampton C of E Primary School we want children to enjoy the sun safely. We work with staff, pupils and parents to achieve this.

15.1 Education

1. All children have at least one 'SunSmart' lesson per year.
2. We will talk about how to be 'SunSmart' in assemblies during the Summer Term each year.
3. Parents and carers will be sent a letter explaining what the school is doing about sun protection and how they can help each year.
4. Teachers will receive regular 'SunSmart' training.

15.2 Protection

1. The school has some shady spots and gazebos to enable children to shade during playtimes.

2. The Annual Sports Day event may be rescheduled to a 9.30am start to avoid the midday sun if temperatures are exceptionally high. Outdoor PE lessons will be rescheduled accordingly.

15.3 Clothing

1. We have school baseball caps available from the PTFA and we strongly urge you to purchase one to enable your child to participate fully in the school outdoor activities.
2. Children wear t-shirts during PE lessons to cover up their shoulders.
3. Staff may wear hats when on playground duty and during PE lessons.

15.4 Sunscreen

1. Sunscreen should be applied to children by parents before children come to school each morning in warm sunny weather. At lunchtime children will be supervised in the administration of sun cream, which they must apply themselves. Therefore, parents are advised to teach their child how and where to apply sunscreen.
2. The sun cream must be labelled and will be stored by the class teacher. Sunscreen will be encouraged on outdoor school trips. Staff will be encouraged to wear sunscreen during outdoor P.E. lessons and when on playground duty.

16 THEFT OR OTHER CRIMINAL ACTS

16.1 The Headteacher, or other teachers, will investigate any incidents of theft involving children. If there are serious incidents of theft on the school site, the Headteacher will inform the police, and record the incident in the incident book.

16.2 Should any incident involve physical violence against a teacher, we will report this to the health and safety executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

16.3 Any suspected criminal acts which may have implications on the safety of a child in which case please see Child Protection Policy.

17 THE HEALTH AND WELFARE OF STAFF

(See Zero Tolerance behaviour)

17.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their entitlement to 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, alternatively, all staff have access to named governors to talk in confidence about personal and school related issues.

17.2 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 LA's protocols and guidance from the police.

17.3 The School with support of the Governing board will implement measures to monitor staff wellbeing. The feedback will remain anonymous and allow staff to provide open and honest feedback on the school and its governing board outside of the line management and appraisal system. The Headteacher, staff governor and chair of governors will use the feedback to act upon accordingly in a positive and constructive way.

17.4 The school Facilities Management Contractor will be responsible for the health and safety of their staff/operatives when they perform the various tasks and activities required. Although not directly employed by the school, we will work with the provider to monitor health and safety performance.

17.5 The school will ensure that staff have access to any Personal Protective Equipment required to undertake any task and or activity as required in the Risk Assessment.

17.6 Risk assessment and method statements for activities completed by the Premises Officer will be produced and written by the school governing board, in consultation with professional advisors. The Premises Officer will be required to read these and ensure works are carried out in conjunction with their requirements.

18 DOG MANAGEMENT

18.1 The school appreciate that family pets and in particular dogs maybe be part of the morning or afternoon school drop off and pick up for families. However, dogs and pets are not allowed on the school site. Only special visits and purposes will dogs and pets be allowed and be agreed with the Headteacher in advance.

19 MONITORING AND REVIEW

19.1 The governing board has a named governor with responsibility for health and safety matters and a designated member of staff. It is the staff and governor's responsibility to keep the governing board 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. They will also undertake regular joint health and safety checks. In addition, liaise with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

19.2 The governing board, in consultation with professional advisors, carries out regular risk assessments and health and safety surveys, with the object of keeping the school environment safe. The Facilities Management Contractor will perform the various statutory checks on mechanical electrical and public health systems. Some of these tasks will be performed by the Premises Officer as agreed.

19.3 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.

19.4 This policy will be reviewed every two years, or at any time, on request, from the governing board.

20 EXTERNAL CONTRACTORS & VISITORS

(See Zero Tolerance behaviour)

20.1 As described in section 7, all visitors to the site will be required to sign into the visitors register once they enter the school property.

20.2 Any visitor will be the responsibility of the member of staff they are visiting. In the event of an emergency the staff member will be responsible for ensuring they follow the evacuation procedure accordingly.

20.3 In the event of large visitor groups, a nominated member of staff will be responsible for ensuring the group is aware of the fire evacuation procedure prior to the commencement of the event.

20.4 The school run a lettings policy where external organisations and individuals can use the school buildings and grounds. Any letting group/individual using the school will be responsible for their own health and safety, ensuring their activities and procedures are compatible and harmonious with that of the school buildings and facilities.

21 EXTERNAL EVENTS

21.1 Large organised events are held on the school grounds such as sports days and fetes. Risk Assessments will be produced and reviewed in good time before the event. The plans for these will be reviewed by the Chair of Governors and its health and safety group to ensure that fire and emergency evacuation procedures are not compromised by the event and any special measures can be implemented in good time.

21.2 If the event involves significant amount of planning and consideration the governing board may seek external advisor such as the Borough Fire officer.