



**Raynville Primary School**

*“The future is in our hands”*



**S9A – HEALTH SAFETY AND WELFARE POLICY**

**Persons Responsible – HEADTEACHER & GOVERNORS**

**Date of Policy: SEPTEMBER 2016**

**Reviewed and amended by: AJM & DM**

**Next Review Due: SEPTEMBER 2017**



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### HEALTH, SAFETY AND WELFARE POLICY

#### **Introduction**

The health, safety and welfare of everyone who works, learns or visits our school is of fundamental importance. We aim to provide a safe, secure and pleasant 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.

#### **The school curriculum**

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

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

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)

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

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. Teachers handle these concerns with sensitivity.

#### **School meals**

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. 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.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

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

#### **School uniform**

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.



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We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule 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.

### **Child protection**

There is a named team responsible for child protection in the school.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform a named person about their concerns.

The school's named child protection officers work closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

### **Fire Precautions/Emergency Evacuation: Emergency Plan**

**A fire drill will be held without warning at least once a term. A continuous siren is the signal for this. Everyone should know which exits are to be used from each area but should also be prepared to use alternative exits if normal routes are blocked. All staff and children are to strictly follow these guidelines:**

**On hearing the fire alarm, they should quickly and quietly file out of the area being careful to leave chairs and tables tidy, the last person to shut the door and switch off lights if this can be done without any delay.**

- ✓ **Fire Wardens will ensure zones are clear**
- ✓ **Line up in silence on the back playgrounds while the teacher calls the register by names. Classes will only be allowed back into the building when it has been checked and declared safe.**
- ✓ **All visitors should report to the visitor area on the playground for registration.**
- ✓ **A log of all evacuations will be completed by the Headteacher.**

**Any person on discovering a fire should raise the alarm to initiate evacuation procedures and then request the Office, Headteacher or Caretaker to summon the Fire Brigade immediately. If a child discovers a fire s/he should report it to an adult. Staff should familiarise themselves with the alarm points. Staff should never put themselves at risk in attempting to fight a fire. However, minor fires may be quickly extinguished using the hand held extinguisher or hoses where there is no immediate danger. This will be the responsibility of Fire Wardens and other designated members of staff who have received fire extinguisher training.**

**If a fire occurs and it is deemed safe to do so, children will assemble, after roll call, in the hall to await collection by parents.**



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**Any possible problems relating to evacuation procedures or use of fire-fighting equipment should be immediately reported to the Headteacher.**

**Designated fire wardens support evacuation procedures, checking for children in toilets, closing doors and switching lights off on the way out to the safety assembly area.**

### **School security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school 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.

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

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.

### **Safety of children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.

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

If an accident does happen, resulting 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. There are a number of staff who are trained first aiders

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, the school office will telephone for emergency assistance.

We record all incidents involving injury in the school accident book, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

### **Seat belts**

Our school minibus is fitted with seatbelts and staff ensure that all children are wearing them when it is being used.

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

### **Theft or other criminal acts**

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.



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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 he or she wishes the matter to be reported to the police.

### **Smoking (including the use of ‘E-cigarettes’)**

Smoking (including ‘E-cigarettes’) is not allowed anywhere on the school grounds. Any children found to have matches, lighters, cigarettes or E-cigarettes will have them confiscated and parents/carers will be contacted.

### **Monitoring and review**

The governing body has a named governor 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 processes and 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 procedures are in line with those of the LEA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The Headteacher implements the school 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 reports to governors annually on health and safety issues.

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

### **Monitoring and review**

The effectiveness of the Health & Safety policy will be monitored by the Headteacher and appropriate Governors