

BYLEY PRIMARY SCHOOL

HEALTH & SAFETY POLICY

Approved by Governors: October 2017
Review Date: October 2018

The School has adopted the statement of Health and Safety Policy issued by Cheshire West and Chester Council.

Contents of this document:

1. Health and Safety Advice specific to Byley School
2. Cheshire Education Services Statement of Health and Safety Policy
3. Cheshire Fire Brigade Fire Prevention Department's instructions and advice for fire drills in day schools
4. List of publications which contain information relevant to Health and Safety

The 'Responsible Person' for Health and Safety is Mrs Kay Walsh (Head teacher.)

CHESHIRE WEST AND CHESTER HEALTH AND SAFETY GUIDANCE.

For detailed advice about health and safety issues, please consult the CWAC Health and Safety Guidelines which are available in the Intranet.

The following notes contain guidance on issues which are seen as particularly relevant to this School.

STAFF

The qualified First Aiders are Mrs Y O'Sullivan and Mrs C Evans

The Emergency First Aider is Mrs H Bebbington.

The Paediatric First Aiders are Mrs A King, Mrs J Madden & Mrs Y O'Sullivan.

Notification of First Aiders is displayed on the wall by the Bursar's desk and in the staff room.

GUIDELINES IF A CHILD IS ILL OR INJURED

The general rule is that we should exercise the same care as a responsible parent.

If a child complains of feeling ill but there is no obvious sign of illness, it is best to ask the child to sit quietly for half an hour to see if the symptoms subside. If they do not and the child still maintains that s/he feels ill, then parents should be contacted if possible and arrangements made for the child to be collected and taken home. Parents are requested to sign children out of school at the front office.

The guidelines listed below must be followed when treating children in school.

The administration of prescribed medicines in school will be undertaken as outlined in our 'Administration of Medicines' Policy.

Medication will **ONLY** be given if parents have completed and signed a form authorising staff to administer such medication. All medication will be kept in the staff room with the exception of asthma medication which will be kept readily accessible to the child.

The Headteacher reserves the right to withdraw this service at any time and parents will be notified in advance if this course of action is to be taken.

Cleaning swabs are to be used for wound cleaning or as a cooling compress for stings, bites, bruises or sprains. **DO NOT USE NEAR THE EYES.**

Cotton wool must **not** be used as a wound dressing.

FIRST AID MATERIALS are kept in a cupboard near the sink in Mrs Madden's Early Years classroom. There is also a supply of plasters, plastic gloves and medi-wipes available in the other classrooms. Accidents should be recorded on the appropriate form. These forms are kept in a file in the area outside the Head teacher's office.

We are only allowed to treat minor ailments in School. If there is the slightest doubt, parents must be contacted.

In the event of a serious accident, it may be necessary to use the emergency services. A member of staff should accompany the child to hospital if the parent/carer is unable to. Parents must be informed and the accident should be recorded in the accident book and the office diary.

DEFIBRILLATOR

The school has a defibrillator which is situated near the main entrance door. It is based on a system which guides you through its use and all staff have received training on its use.

AIDS AND HEPATITIS B and other specific advice on health issues - please refer to Section 4 of the CWAC Health and Safety guidelines published on the intranet.

FIRE DRILL NOTES

ALARM

- Staff discovering a fire should sound the nearest fire alarm. Pupils should report to the nearest teacher. A teacher's first concern must be for the safety of the children. No attempt to fight the fire must be made until the children are safe
- On hearing the alarm, teachers should assemble the children quickly and calmly. If in the classroom, the teacher should take the fire register with

him/her (located on the back of each classroom door) and escort the children out of the building

- All staff on the premises should leave the building on hearing the alarm and assemble in the playground so the safety of all staff and children can be checked.

A Fire Drill should take place at least once every term.

PUPILS NOT IN CLASS WHEN THE ALARM IS RAISED

Children should know that if the alarm sounds when they are out of class, they should go immediately to the playground and wait there until their teacher and the rest of their class arrive.

All children should assemble on the playground area adjoining the school field away from the main building.

PLAYGROUND SUPERVISION

At playtimes there will be two members of staff on duty. Climbing apparatus should not be used at other times and it is the responsibility of the adult on duty to oversee the safe use of this equipment. Children must wear pumps or suitable shoes. Care should be taken to see that the apparatus is not overcrowded and that children are not too close to each other. Children should be taught about the safe use of the apparatus in P.E. sessions and reminded frequently. The apparatus should not be used if it is wet, because of the danger of slipping.

Children must observe basic safety rules and are reminded of what is deemed to be appropriate behaviour as and when necessary.

ELECTRICAL APPARATUS

The School follows the safety advice set out in CWAC's Health and Safety Guidelines.

Portable electrical apparatus is tested annually. In the meantime, it is the responsibility of staff to check connections and leads (e.g. plugs) on apparatus used regularly and report to the Headteacher if repairs are needed.

HEALTH AND SAFETY IN RELATION TO DISCIPLINE

Children should be trained in the safe use of potentially dangerous materials and equipment (such as compasses, saws, glue guns etc.) Equipment of this nature should always be put away promptly after use and children should be carefully supervised when using such equipment.

SCHOOL VISITS

Children should be carefully supervised on entering or leaving the coach or minibus.

Since the introduction of H & S guidance relating to the use of booster seats in cars, members of staff will not be asked to transport children in their own cars without gaining *specific* permission from the parents of each child.

Parents will only be asked to transport their own children to activities during, or at the end of, the school day.

The teacher in charge of a visit should have a list of children taking part and emergency contact numbers. The teachers should also take basic first-aid equipment with them.

Risk assessments will be carried out for each visit undertaken and, where appropriate, risk assessments provided by the establishment being visited, e.g. Standon Bowers or Tatton Park will be used.

SUPERVISION

Key Stage 2 - There should be 1 adult per 10 children, while the children are visiting an educational facility.

Key Stage 1 and EYFS - There should be at least 1 adult per 8 children.

3-year olds – There should be 1 adult per 2 children.

The exact number of adults above these numbers is left to the discretion of the teacher and will obviously depend on the activities involved.

OUTSIDE CONTRACTORS

When outside contractors are working on the school site, arrangements must be made at the time to ensure that children are not allowed near potentially dangerous areas or materials.

All contractors are given an H & S summary prior to beginning work on the school premises.

SECURITY / VISITORS

The door at the main entrance to school is fitted with a security intercom system to prevent unauthorised persons entering school and a security gate prevents unauthorised access to the playground. The side doors are kept locked at all times except playtimes for the same reason. Visitors to the school must sign in on arrival. They will be given a 'Visitors' badge and will be closely supervised by a member of staff at all times.

When the building is empty, even for a short time, all doors must be locked. Staff who are in school alone at evenings or weekends are advised to lock the doors, while they are working inside the building.

SMOKING

In line with all other public buildings, Byley Primary School operates a No Smoking policy both inside the building and in the school grounds. This includes e-cigarettes.

No Smoking notices are clearly displayed on entry to the school.

INFORMATION RELATING TO SPECIFIC HEALTH AND SAFETY ISSUES CAN BE FOUND ON THE CWAC INTRANET



Educational Visits & LOtC Risk Benefit Assessment

Visit to:
Leader in Charge of Visit
Carried out by:

Dates of Visit
Persons considered in the assessment:
Date of Assessment

GENERIC BENEFITS - WHY ARE WE DOING THIS?	SPECIFIC OUTCOMES
EG Comparing and contrasting environments	EG Young people experience an environment they may never otherwise access

Please ensure you give descriptive answers and not a single word answer. Thank you.

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
1 ENVIRONMENTAL ISSUES e.g. Weather,	<ul style="list-style-type: none"> • <i>Weather forecast checked where appropriate</i> • <i>Activities programme amended where necessary</i> 	
2 TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns	<ul style="list-style-type: none"> • <i>Driving hours limited, with back-up driver on long journeys</i> • <i>Seat Belts used at all times</i> • <i>Marshalling as group leaves coach, etc</i> • <i>Appropriate stops for eating and care arrangements en route</i> • <i>LEA guidance on transport in private cars, minibuses, and public transport followed.</i> 	
3 EQUIPMENT CLOTHING SUBSTANCES	<ul style="list-style-type: none"> • <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i> • <i>Appropriate footwear worn</i> • <i>Special equipment checked</i> • <i>All equipment appropriate to the activities and location</i> 	
4 ACTIVITIES and PROCEDURES e.g. Programme of activities, free time	<ul style="list-style-type: none"> • <i>Detailed programme, including alternatives for bad weather</i> • <i>'Free time' arrangements</i> • <i>Adequate supervision at all times, with a duty rota in place</i> • <i>Agree standards of behaviour and conduct</i> • <i>Equipment suitable for activities and abilities of pupils</i> 	
5 SUPERVISION COMPETENCE DISCIPLINE	<ul style="list-style-type: none"> • <i>Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place</i> • <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils</i> 	

	<ul style="list-style-type: none"> • <i>Code of conduct established and maintained</i> • <i>Adequate staffing numbers available</i> • <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i> • <i>Police check for helpers under the Child Protection Act</i> 	
<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LEA Notification • Medical Arrangements • Parental Information • Research • Special Needs • Visits Abroad 	<ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out</i> ▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party</i> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools and parents</i> ▪ <i>Critical incident procedure functions properly</i> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas</i> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Is it necessary to notify parents? Check this document and local policy</i> • <i>Have you provided appropriate information for parents</i> • <i>Meeting with parents</i> 	

	<ul style="list-style-type: none"> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation, company</i> • <i>Pre visit carried out</i> • <i>Full account taken of any special needs involved</i> 	
OTHER		

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM

Signed: _____

Date: _____

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e. It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit.