



# The Children's House

## Health and Safety Policy

ISI code: 11

This policy should be renewed annually and as required by legislation.		
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## HEALTH AND SAFETY POLICY

The School has drawn up its Health & Safety Code of Practice based on guidelines from a number of bodies, including:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

## AIMS

We want the children to be able to experience a wide range of activities in safety and to develop for themselves the ability to understand and manage the risks that are a normal part of life.

The Children's House will ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the school premises or engaged in off-site school activities, in the following ways:

- To prevent accidents and cases of work-related ill health and provide good control of health and safety risks arising from work activities.
- To provide training to ensure staff are competent to do their work.
- To consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health.

- To implement emergency procedures including evacuation in case of fire or other significant incident.
- To maintain safe and healthy working conditions and equipment and ensure safe storage/use of substances.
- To ensure accidents and incidents are recorded and reported. Accident and ill health at work will be reported under RIDDOR ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor))
- To display Health and Safety Law poster.

## **INCIDENT REPORTING (ACCIDENTS, DISEASES AND DANGEROUS OCCURENCES)**

### **Definition of Incidents and Accidents:**

All accidents are incidents.

#### **What is an Incident?**

- **A 'near-miss' incident:** any event which under slightly different circumstances may have resulted in injury or ill health to people or the environment
- **Dangerous occurrence:** any incident that has a high potential to cause death or serious injury and is specified by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- **Other Incidents:** incidents including threatening behaviour and physical violence.

#### **What is an Accident?**

The definition is similar to an incident: any unplanned event that resulted in injury or ill health of people or damage or loss to property or the environment.

### **Reporting of Incidents and Accidents:**

- **For children:** bumps and grazes and other minor accidents will be recorded in the Accident Book by any member of staff and the teacher will be informed. Parents or carers will be notified when they collect the child and will be asked to sign against the entry.  
**For staff/adults:** accidents must be recorded by the School Administrator or Head at each site, using the pro-formas provided by the school's Risk Assessors.
- An incident involving use of restraint and reasonable force by staff will be recorded on the school's incident book for this specific event.  
Staff should refer to guidance in the Policy on the Use of Restraint and Reasonable Force.
- The school's Incident book must be completed for any 'near-misses', dangerous occurrences, physical violence or threatening behaviour and records will be held in the School Office. Teachers must report any incident record to their site Head, or in her absence, the Assistant Head. Incidents involving children will be reported to the parents/carers on the day, usually when the child is collected. If a serious injury has been sustained or is one that needs medical assistance, the parent will be informed immediately.
- All incidents of bullying must be reported in the school's Bullying Log Book.

### **What needs to be reported to RIDDOR?**

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Under RIDDOR certain incidents have to be reported to the enforcing body for health and safety using the statutory form F2508 (or F2508a for reportable diseases).

The Council of Management have tasked the Headteacher with responsibility for reporting to Riddor. Online reporting procedures are at:

[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

Under RIDDOR the school is required to report without delay:

- **Injuries and ill-health to people at work:**
  - Deaths (resulting from accidents or work-related)
  - Reportable specified major injuries including:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Injury likely to lead to permanent loss or reduction in sight
    - Crush injury to head or torso causing damage to brain or internal organs
    - Serious burns or scalping requiring hospital treatment
    - Loss of consciousness caused by head injury or asphyxia
    - Injury arising from working in an enclosed space which leads to hypothermia, heat induced illness or requiring resuscitation or hospital admittance for more than 24 hours
  - Physical violence resulting in death, a specified injury or a person being incapacitated for over 7 days.
  - Reportable occupational diseases

- **Incidents to pupils and other people not at work:**

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school, where failings in premises, equipment or supervision are identified as the cause, are reportable under RIDDOR if the accident results in:

- Death (arising out of a work activity).
- Injury (arising out of a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment)

**NOTE:**

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Violence between pupils is a school discipline matter and not reportable under RIDDOR.

- **Near-miss Events:** Near-miss events that do not result in an injury, but could have done, **have** to be reported.
  - Collapse or failure of lifts or lifting equipment
  - Accidental release of biological agent likely to cause severe illness
  - Accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

For incidents on school premises at the Upper School involving members of staff, pupils or visitors, HSE is the enforcing authority and reports should be submitted to them. For the Nursery school the local authority is the enforcing authority.

### **Notifying Parents**

The Headteacher or Head of Nursery will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day or as soon as reasonably practicable.

### **Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable and no later than 14 days after the incident.

The Headteacher will also notify Islington Social Services of any serious accident or injury to, or death of, a pupil while in the school's care.

## **RESPONSIBILITIES**

### **The Responsibilities of the Council of Management:**

The Council of Management has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher, Kate Orange.

The Council of Management has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Council of Management, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The members of the Council of Management with responsibility for health and safety are Jane MacLean and Ruth Kermisch.

The Council of Management will be responsible for commissioning regular written risk assessments of the whole school by a suitably qualified external assessor. In addition, two members of the Council of Management will conduct a termly health and safety 'walkabout' of the schools and report to the Headteacher and Head of Nursery.

### **Responsibilities of the Headteacher**

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to supervise pupils
- Ensuring the school building and premises are safe and are regularly inspected
- Providing adequate training for school staff
- Reporting to the Council of Management on health and safety matters

- Ensuring that appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring that all risk assessments are completed and reviewed
- Ensuring that cleaners are appropriately trained and have access to personal protective equipment where necessary

In the Headteacher's absence, Matthew Miller or Julia Soper will assume the above day-to-day health and safety responsibilities.

### **Health and Safety Lead**

The nominated health and safety lead is Kate Orange

### **Duties as an Employee:**

The law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Do their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident using them.

### **Responsibilities of Teachers:**

- Applying the school's safety measures and procedures.
- Adapting safety practices in line with advice from the Headteacher, Head of Nursery and outside agencies.
- Maintaining safe and healthy procedures in respect of use of e.g. guillotines, scissors, oven, boiling water, duplicating fluid, chemicals, knives, string and rope, plastic bags, first aid.
- Resolving any health and safety problem referred to them and referring to the Headteacher or Head of Nursery any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Referring any serious problem to the Headteacher or Head of Nursery immediately.
- Maintaining safety inspections of their activities and providing a written Risk Assessment to the Headteacher or Head of Nursery where needed.
- Enabling colleagues and children to maintain and improve good standards of health and safety by providing information, instruction, training, supervision.
- Seeking advice/guidance from the Headteacher or Head of Nursery where necessary.
- Ensuring all employees within the school maintain a vigilant approach to: identifying the need for safety equipment; identifying potential dangers in resources, tools, equipment and activities; referring to the Headteacher or Head of Nursery. Ensuring daily classroom checklists are maintained.
- Assuming responsibility for the safety and proper supervision of the pupils in their charge (if a teacher considers they cannot accept this responsibility in special circumstances such as the location of equipment, splitting of a class for practical

work, physical state of the room, they should discuss the matter with the Headteacher or Head of Nursery beforehand).

- Knowing and applying emergency procedures for fire, emergency evacuation and first aid.
- Ensuring safety equipment for special activities is used.
- Reporting any violent incident on the school premises to the Headteacher or Head of Nursery immediately and recording in Incident Book including date, time, names of persons and witnesses involved, circumstances of incident, triggers, actions, follow-up.
- Reporting any incident relating to a child with allergies coming into contact with a known allergen, whilst in the care of the school, to the Headteacher (in their absence the Assistant Head), immediately; recording the incident in the Incident Book including date, time, name of person who dealt with the incident, name of witness, event, action taken, parents informed, names of others informed.

#### **Responsibilities of the Child:**

- Although our pupils are very young, we will expect them to develop and exercise personal responsibility for their own safety and the safety of their classmates.
- We expect children to be dressed in such a way that standards of safety and hygiene are observed e.g. no unsuitable footwear or sharp instruments brought to school.
- We expect the children to observe the school safety rules at all times, in particular to follow the instructions of teaching staff in an emergency.
- We expect the children to make appropriate use of equipment provided for their safety.
- The class teacher and TAs in a class where there is a child with allergies present will take responsibility for teaching the child about foods and liquids which are safe and unsafe for them.

#### **Responsibilities of Parents**

Parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. Parents must inform the School of any changes or incidents involving their child/ren that might affect the child's health and safety.

#### **Responsibilities of Visitors to the Upper School and Nursery:**

- All visitors are required to report to the office to sign the Visitors Book and wear a dated badge whilst in the building. No visitor will be left unsupervised with children.
- All visitors will be required to observe the safety rules of the School.
- It is the teacher's responsibility to ensure that a parent helping out in their class understands the health and safety procedures applicable to them.
- Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### **TRAINING OF STAFF IN HEALTH AND SAFETY INCLUDING RISK ASSESSMENT**

This will take place through:

- Induction/induction checklist.
- Insets including from outside agencies for Fire Awareness, lock-down procedure and First Aid.
- Clear policies and procedures in Staff Handbook.

- Weekly staff meetings.
- Health and safety alerts stated on schemes of work in KS1.

**Associated Policies:**

- Induction.
- Induction Checklist.
- Medicine policy
- First Aid policy
- Emergency response plan
- Behaviour
- School security
- Outings

## **OUTINGS**

The school has an Outings Policy for off-site visits which teaching staff are required to follow. For regular outings, a written risk assessment will be carried out by the Headteacher and class teacher and reviewed termly. Prior to a regular outing, the class teacher must fill in the School's 'Checklist for regular outings' form. For other outings the class teacher will make a pre-visit and record a written risk assessment for approval by the Headteacher.

**Parental consent to off-site activities:**

On entry to the school both parents of a child will be required to sign a one-off written consent for their child to take part in off-site activities organised by the school. The class teacher will supply parents with a timetable each term which indicates the time and place of regular outings. Parents will be informed by letter (Important Dates for Your Diary) from the Headteacher and class teacher and reminded by email from the school administrator in advance of special outings and visits that are not part of their child's regular timetable. Parents may withdraw their child from any particular school trip or activity if they wish to do so.

**Associated Policies:**

- Risk Assessment.
- First Aid.
- Medicine.
- Missing Child.
- Emergency Response Plan.
- "Tips for Safe Trips" is in Staff Handbooks and gives guidance on walking off-site with children.

## **DEALING WITH HEALTH AND SAFETY EMERGENCIES**

The school has a termly Fire Drill. Class teachers are responsible for bringing children's individual medical supplies with them.

In the event that a health and safety emergency results in a medical emergency the following procedure will apply:

- Member/s of staff to make area safe.
- Call First Aiders immediately to assess situation and begin treatment.
- Designated member of staff to call emergency services (999) immediately.



- Staff to create privacy around the injured/unwell child or adult, removing other children to a different part of the building to ensure their security and comfort.
- The school to notify parents/named contact immediately that the emergency services have been called. A log of events will be made.
- If the ambulance arrives before parents, The Headteacher, or relevant site Assistant Heads will accompany child or adult to hospital. A mobile phone will be used in ambulance to maintain contact between parents/named contact and school.
- If parent/named contact arrives alone to meet ambulance, Kate or Salima (or their Assistant Head) will offer to accompany them to hospital.

**Associated Policies:**

- Risk Assessment.
- First Aid.
- Medicine.
- Outings.
- Emergency Response Plan.
- Fire Drill.
- School Security.
- Behaviour.

## **FIRST AID**

**First Aid Boxes:**

The School's First Aid boxes contain only first aid requisites as recommended by St John's Ambulance. On the top of each First Aid box is a mobile first aid kit which can be quickly transported to the scene of an accident. Medical First Aid supplies relating to individual children/staff members e.g. Epipens, inhalers, are kept in each child's/adult's personal labelled box. Expiry dates of individual children's medication is recorded in the Medicine file and monitored by the relevant site Head. Staff members must take responsibility for expiry dates on their own medication. Both the Upper School and the Nursery keep a salbutamol inhaler and a bottle of piriton on-site. These medications can be used when necessary, to treat children on the medical alert list whose parents have given the school prior written consent to do so.

**Nursery School:** First Aid boxes and mobile kits are available on the right-hand walls of the downstairs and upstairs rooms. Separate mobile First Aid kits are designated for outings and are kept in both the upstairs and downstairs halls. An emergency defibrillator is kept in the Nursery office.

**Upper School:**

A First Aid Box and mobile kits are available in every classroom, the office and in the staff room. Individual first aid boxes are kept in the child's classroom, but are taken to the dining hall by the lunchtime supervisor whilst they are eating lunch. An emergency defibrillator is kept in the lobby outside the office.

**Medical Alerts**

A list of children/adults with medical alerts will be placed: on the wall of the classroom/staffroom near the sinks at the Upper School and on the wall above food preparation areas at the Nursery. A laminated copy of the Upper School medical alert list will be kept in the lunch hall for reference.

**Sick Rooms:**

At the Upper School, the Year Two classroom can be used in emergencies as an isolation room including children's loo and sink. If a child is unwell but does not require isolation, the office will be used and ill children can lie down on the sofa. A screen separates the Reception classroom from the office, which has access to the adjacent sink at the near-end of the Reception classroom.

At the Nursery School, First Aiders will make a decision about appropriate isolation. If a very young child is just a bit off colour or has a suspicious rash (in which case isolation is required) and is awaiting collection, s/he will be more comfortable in the office or staff room. The staff room is equipped with foldaway bed/small screen. If a child is vomiting or has diarrhoea, the children's lavatory upstairs will be sealed off and used as a Sick Room until the child is collected by the parents.

**First Aiders:**

The school has fully qualified First Aiders at both sites. All other staff are qualified Paediatric First Aiders. They are named on noticeboards in the school.

**Emergency Procedures, Illness or Accident:**

Medical emergency procedures are detailed in the school's First Aid Policy. All minor accidents and incidents are recorded in the Accident Book by the teacher and parents are informed on collection and required to sign against the entry.

**Major accidents and incidents must be reported to Ofsted and the Local Safeguarding Board within 24 hours and RIDDOR within 15 days.**

**Associated Policies:**

- Risk Assessment
- First Aid
- Medicine
- Outings
- Emergency Response Plan
- Administration of Prescribed Medication.

**WORKPLACE SAFETY FOR CHILDREN, TEACHERS AND VISITORS****Fire**

In the event of a fire out of school hours, employees must leave the building by the nearest exit and call the Fire Brigade IMMEDIATELY.

Only use fire extinguisher if an exit is blocked.

During school hours, all employees must follow the School's evacuation procedure including Peeps. The school provides staff training and arranges testing of fire equipment on an annual basis and maintains an updated Fire Risk Assessment. Testing of alarms in each building takes place weekly and a Fire Drill practise termly.

**Associated Policies:**

- Fire Drill

### **School Security**

Only parents/carers known to staff and with authority to collect a child may be admitted into the building/playground. Parents/carers are informed that they must not open the door or gate to one another. The school has CCTV. All visitors must sign in in the office and wear a dated badge. They must be accompanied/supervised at all times by a member of staff and can never be left alone with children.

### **Violence at work**

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

### **Associated Policies:**

- Arrival and Departure – including opening times for the gates
- School Security.
- Registration Policies for the Nursery and Upper School.

### **Storage of Paper Towels, Toilet Paper and Cleaning Equipment:**

At the Nursery School, these are stored in the under-stairs cupboard in the staff loo, which must be kept locked at all times and must not be accessible to children. At the Upper School, these are kept in the lockable Staff Room cupboard and spare loo rolls are stored in the adult lavatory. Cleaning products that may be needed by staff during the day must be kept in kitchen cupboards or on high shelves in the classrooms, out of reach of children.

### **Storage of Dangerous Liquids**

All toxic, inflammable fluids should be labelled and stored in a locked, sealed cabinet in (a) Staff Room at Upper School (b) Office at Nursery School. A separate risk assessment will be recorded if it is necessary for the school to hold oxygen on the premises for reasons relating to a child's medical needs.

### **Storage of Rubbish**

At the Nursery School, the cleaner should empty all bins at the end of the day. The lunchtime supervisor and Teaching assistants are responsible for emptying bins after lunch and removing any overflow to the large rubbish bins which are kept behind lockable shutters at the school entrance and emptied regularly.

At the Upper School, the cleaner will be responsible for emptying school bins into main bins outside school entrance. The lunchtime supervisor is responsible for emptying bins after lunch. Recycling bins in the school playground should be kept firmly closed and any surplus combustible materials should be removed from the school site by a private contractor.

### **Protective Clothing**

Plastic gloves and aprons must be worn whenever dealing with body fluids and the resulting waste (soiled tissue etc.) should be disposed of safely in a designated bin. The bin will be checked daily by the school cleaner and, if used, the polythene bag will be sealed and disposed of. Larger items of soiled clothing will be sealed in a polythene bag and disposed of or sent home.

### **Manual Handling**

Members of staff should lift objects according to guidance in Manual Handling training provided and in line with written guidance which is available from the office.

- Plan manual handling tasks
- Adopt a stable position
- Ensure a good hold of the load
- Keep the load close
- Keep your back straight
- Avoid twisting sideways

### **Using Ladders**

Metal stepladders may be used for the purposes of arranging displays or accessing resources. Whenever ladders are used on the premises, one person should always hold the ladder steady whilst the other climbs. At the Upper School, high cupboards should only be accessed using either the steps kept in the staff room or the taller stepladders stored beside the rear entrance to the Year Two classroom. Staff must not climb on chairs or worktops to access high wall areas or cupboards.

- Ladders should only be used for short-term work
- The ladder should be face-on to the work area
- Ladders should be stable and placed on a firm, level surface
- Workers must have an assistant at the base of the ladder
- Workers must not stand on the top step
- Workers must not over-reach
- Workers must wear flat shoes
- Workers must hold on to the top of the ladder with a good grip

### **Boiler Room**

This is NEVER used as a store for anything other than metal tools.

### **Hazards**

Staff are asked to report to the Headteacher or Assistant Headteacher immediately they see anything that may be a safety or hygiene hazard to them or the children e.g. damaged equipment, holes in playground, broken windows, uncomfortably hot or cold temperatures in the classrooms or vermin in the school or in the immediate vicinity.

### **Maintenance**

Electrical equipment is tested and approved annually by a qualified electrician. Fridges are inspected every two years by Islington's Food Hygiene department.

A daily safety checklist is kept in the staffroom and is maintained by the lunch supervisor.

A daily safety checklist is kept in each classroom and is maintained by a designated teaching assistant.

Completed checklists are given to the school administrator for filing in the risk assessment file.

### **Workmen**

It is their responsibility to ensure that their equipment is in good order and to conform to the Health and Safety standards laid down by the School and by the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.

In the event of a fire, contractors should leave the premises by the nearest exit and contact the Fire Brigade immediately if they have been working alone in the building e.g. during the holiday periods.

All electrical equipment should be PATS tested. Workmen should ensure that articles can be comfortably and safely carried. Help must be arranged through the Head or Caretaker for heavier articles.

### **Managing drug and alcohol related incidents**

We do not allow anybody under the influence of drugs or alcohol on the school premises.

Incidents are managed in the context of the school's commitment to:

- The safety and welfare of all pupils and staff
- The welfare of individuals deemed to be at risk
- The law concerning drugs

The Headteacher retains responsibility for deciding how to respond to particular incidents in conjunction with the deputy DSL. This will take account of the individual concerned and whether they are a pupil, parent or member of staff. The school's policy is that 'no individuals should be under the influence of drugs while on the school premises unless a doctor's note indicates that this does not affect the individual's capacity to perform their duties, take care of children in their charge, or in the case of pupils, take part in lessons. All incidents are recorded in the incident book.

If the Headteacher or DSL suspect that substance use and alcohol use is affecting employees' work, they will be encouraged to seek help from their GP or a specialist agency and will not carry out work activities which expose themselves or others to unacceptable risk. Disciplinary action will be used as a last resort.

All members of the school community are aware of these procedures and the implications for individuals. Each incident will be dealt with on an individual basis. Young children who are deemed to be at risk will be treated in relation to the school's policy on Child Protection.

### **Smoking**

Smoking is not permitted anywhere on the school premises.

### **Use of computers/screens:**

Staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is near continuous spells of an hour or more at a time.

Computer users must be aware of the importance of being positioned correctly at their desks and computer:

- Ensure arms are level with the keyboard
- Ensure feet are level with the floor
- Adjust chair to support back
- Keep the top of the screen in line with eyes
- Keep screen directly in front of the user
- Keep screens an arm's distance away

- Keep relevant documents at the same height as the screen on the side of the dominant eye
- Frequently used equipment must be within easy reach

**First Aid:** Refer to the First Aid Policy and procedures to follow in the event of a medical emergency. If an accident is not too serious a 999 call is not made but a parent is contacted and asked to decide what action they wish to be taken. The parent then becomes responsible for the child. Bumped heads and eye injuries are always reported to the Headteacher and parents contacted immediately to collect their child and are given a 'Head Bump Alert' sheet.

**Fire Hazards:** Ensure the office is kept tidy and trailing wires do not present an accident hazard. Do not store paper products near electrical sockets or wiring.

**Visitors to the school:** All external visitors to the school must report to the office where they will be required to sign in the Visitors Book and asked to wear a dated badge indicating they have permission to be on the premises. Visitors will be expected to comply with the school's Health and Safety Code of Practice and to ensure that no sharp instruments are left unattended. Visitors must be accompanied at all times by a member of staff. When visitors uses the adult toilet, a member of staff will stand in the adjacent area.

**Sharp Instruments:** Scissors and sharp instruments must be used correctly and not be left lying about. Guillotines should only be used in the staff room and office, but can be used in a classroom when the children are not present. Staples must be removed when displays are taken down and drawing pins must not be left on the floor. Take care when carrying/using glass bottles or jars.

**Outings:** It is essential that the school's guidelines laid down for outings, including local trips, are followed.

**Electrical Equipment:** When using computers, interactive boards, etc. that are connected to the electricity supply, make sure that leads are in good condition. Equipment with frayed leads or broken plugs must not be used and must be reported immediately.

**Electrical Equipment in The Staff Room:** Take great care when using electrical appliances in the staff room, and make sure when finished that the main switch is turned off e.g. kettle, oven, toaster, microwave and laminator. If an electric radiator is used during break times, it should never be sited next to upholstered furniture and must be switched off at the wall before staff leave the room. Electric radiators must not be used in the classrooms.

**First Aid:** Staff should refer to the School's policy on First Aid and procedures to follow in the event of a Medical Emergency. Should a member of the teaching staff become unwell during school hours this should be reported to the Headteacher. The Staff Room is available in these circumstances as a rest room. Plastic gloves and aprons must be worn by staff when dealing with body fluids, and the resulting waste (soiled tissue etc.), should be disposed of safely in the designated bin, or separately in a sealed polythene bag.

**Hot Liquids:** Open cups containing hot drinks must never be carried near children and hot drinks must not be consumed in the classroom during the school day. Hot drinks can be consumed in the office and in the staff room. At the Upper School, open cups of hot drink must not be carried across the playground when it is being used by children. Hot drinks

must not be carried through the classrooms when they are in use. At the Nursery, downstairs staff can consume hot drinks at midday between sessions when no children are present.

### **Equipment**

Staff are responsible for removing faulty/broken equipment from the classrooms or playground. Broken equipment should be reported to the school administrator so that it can be repaired or replaced.

## **GENERAL GUIDANCE ON SUPERVISION OF CHILDREN**

**Arrivals and departures:** The member of staff responsible for the main school Door or Gate must question anyone they don't recognise attempting to enter the School. If in doubt, they should ask a member of staff or a parent to alert the Administrator or member of the SLT, or press on the entry buzzer to ask for help from the office. In the event of an Emergency at the Nursery, there is an alarm that can be used in case of unwanted intrusion. The main door/gate must always remain closed between arrivals and departures. NO children are allowed to leave the building without their designated carer.

The office staff or Headteacher must deal with arrivals and departures when the main gate/door is not staffed for children's arrival and departure. During school session times, no child is allowed to leave the premises unless a designated adult has collected them personally and has informed the administrator or a member of the SLT in the office. At **The Upper School** the administrator will record in the Register the arrival or departure of children outside normal school hours using codes given by the school. At the **Nursery**, arrivals and departures will be recorded by a designated member of staff in the class register. After school, children must wait inside their classrooms until they are collected by a parent or a designated carer. For uncollected children, please refer to the Uncollected Child Policy.

### **Playtime:**

#### **Upper School:**

**Dry:** 3 Teaching Assistants will supervise Reception Class at playtime

4 Teaching Assistants will supervise Reception Class and Year 1 or Year 2 at playtime.

4 Teaching Assistants will supervise Reception/Year 1 and Year 2 at playtime.

Playtime activities are agreed at a weekly playtime planning meeting. It is important that Teaching Assistants are out promptly and that they walk around supervising the whole area of the playground, ensuring children are behaving appropriately and safely in each of the appointed areas for quiet play, skipping and ball games. Under no circumstances may a child reach up to operate the school gate. Ropes are only allowed for skipping and this activity should be supervised. If children start to play pulling or tying up games, the ropes should be removed immediately. Children should only sit on benches, at tables, the pirate ship, or on playground rugs. Children are not allowed to lie on or crawl over the playground. Playtime supervisors should keep watch to ensure children's shoelaces are fastened and that if they are cold they wear a coat. Children must tell playtime supervisors if they are going to the loo. Playtime supervisors must take it in turn to walk through the loos regularly to ensure children are behaving sensibly i.e. no splashing of water or floors become slippery. Children

must only use the main loos between the Reception and Year 1 classrooms during play and must access them from the middle door only. There must be a minimum of three playground supervisors on playground duty at all times. Children are NOT allowed to be inside the building unsupervised during playtime, other than when they are using the loo. Playtime supervisors will use the school bell to mark end of playtime or an emergency response during playtime. Children should line up in their classes and be collected from the playground by their teacher.

**Wet Play:** Children will remain in their classroom supervised by three teaching assistants in Reception and one each in Y1 and Y2. The class teacher will be responsible for establishing wet play rules including what can and cannot be played with. Children should NOT run around in the classroom or go to the loo without permission.

**Children's comfort:** It is important that all the children develop a sense of awareness of their body and begin to take responsibility for removing clothing if necessary and having a drink of water if they are hot. They should also be encouraged to use their initiative to put on jumpers or fleeces if they feel cold.

#### **Nursery:**

**Downstairs:** Teachers are responsible for providing planned, structured activities and teaching assistants are responsible for supervising free play. All staff are also responsible for supervising the children's behaviour/hygiene in the loo, ensuring water on the floor is mopped up to avoid dangerous slippery surfaces. Children must tell a member of staff before they go to the loo.

**Upstairs:** Teaching Assistants are responsible for supervising free play and structured activities as directed by the teachers. It is important that Nursery Assistants move around the whole room monitoring and engaging in the children's play. Children should use the upstairs loos if available and must tell a member of staff first.

It is important that the children develop a sense of awareness of their body, remove clothing and have a drink from their named water bottle, if they are too hot.

#### **Lunchtime Supervision:**

**At the Upper School,** teachers must ensure children wash their hands with soap and water before lunch.

Children should be escorted to the Church Hall with their lunch boxes by their teacher. The lunchtime supervisors will look after the children unless the timetable specifies otherwise.

Children are NOT allowed to exchange food in case of allergies. Parents are advised about the School's no-nut policy but teachers/lunchtime supervisors should be vigilant in ensuring the policy is enforced by being aware of the contents of their children's lunch boxes. Children should be encouraged to eat but should never be forced. The rule is always, savouries first, sweet things later. Parents receive guidance about healthy lunch boxes in the parent handbook.

**At the Nursery School** children must wash their hands with soap and water before lunch. Teachers will supervise children whilst they eat lunch with the assistance of a lunchtime supervisor, unless the timetable specifies otherwise. Teachers should give children assistance to unpack/open the contents of their lunch box if required. Cleaning up after lunch is the responsibility of the lunchtime supervisor and teaching assistants. The lunchtime supervisor and teaching assistants should ensure that the classrooms are left free of crumbs and food, and that rubbish is removed to the main bins.



### **Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments have been completed and approved
- All off-site visits are appropriately staffed
- Staff take School mobile phones, first aid kits, individual medical kits and plans where necessary and parent contact details
- There will be at least two first-aiders, including a paediatric first-aider, on school trips and outings

### **Infection Control:**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice outlined below:

#### **Handwashing**

- Wash hands with liquid soap and warm water and dry with dry towels
- Always wash hands after using the toilet, before eating or handling food and after handling animals
- Cover all cuts and abrasions with waterproof dressings

#### **Coughing and Sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is not allowed

**Please refer to the School's Infection Control Policy for further details**

### **New and Expectant Mothers**

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

### **Occupational Stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stress through risk-assessment.

Systems are in place for responding to individual concerns and monitoring staff workloads

**Miscellaneous:**

**Lone Working:** Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site cleaning
- Site maintenance
- Working alone in any part of the site
- 

Staff must let the Headteacher (Kate Orange or Salima Keshavjee) know in advance when they are going to be working alone in the school and must advise the Head when they have left the building safely.

**Please refer to the School's Lone Working Policy for further details**

**Moving about the Buildings:** Children should not run. At the Nursery, children should hold onto the handrails when using the stairs and they are not allowed to play in the corridors. At the Upper School, all outside doors leading from classrooms/church halls to the playground should be secured when open.

**Carrying:** In the event of children helping to carry things, teaching staff should demonstrate the safest way to carry particular objects. Chairs should be carried with the seat facing them, hands either side, legs of the chairs pointing to the ground.

**Glass:** If a child is carrying a glass jar or anything that is breakable and likely to splinter, make sure the child is only carrying one, using both hands and only walking. Jars can be transported for safety in plastic buckets. Make sure the child knows what to do if they drop it i.e. leave it and report it to you at once.

**Using Sharp Objects:** This involves scissors, knives, forks, hole-punch, staplers, pointed writing implements. Staff must not leave sharp tools and instruments unsupervised. Children must be supervised in small groups at all times when using sharp tools and instruments. Teachers are responsible for ensuring a sufficient adult: pupil ratio at these times. Children will be taught:

- Correct hold and use of sharp tools and instruments.
- To keep sharp instruments away from their own body and others around them.
- To sit at a table when using sharp instruments.
- Never to walk or run with sharp objects in their hand.
- Never to wave sharp implements around in the air.
- To keep their eyes focused on what they are doing and not distract other children.
- To ask for help from an adult if a fabric, material or object is too difficult to cut.
- To use the sharp instrument only for the purpose for which it was designed.

**Scissors:** Children will only use child scissors provided by the school and only use scissors on paper, card and materials which are easily cut. If a child requires a particular shape to be cut out of a material or 3D construction which is difficult or awkward to cut through, the child will draw the shape and an adult will be responsible for cutting it out with the appropriate implement.

**Knives:** Only the school's unique children's knives will be used, along with soft fruit or vegetables (par-boiled if necessary). Fruit or vegetables must be given to the child in a convenient size and shape and placed flat on the table/chopping board surface to prevent knives slipping.

**Epipens:** Only the school's supply of unique and named individual children's Epipens will be used.

Fabric will be pre-punched for younger children.

**Woodwork:** This will be under strict adult supervision only on a 1:3 adult:child ratio.

**Cookery:** Please refer to the School's policy on Cooking. Children are NOT allowed to handle hot cooking vessels or food. The cooker in both the Nursery and Upper School is in the Staff Room. Children are NOT allowed to touch the cooker. Only the adult cooking with the children is allowed to open the oven, put in and take out food. Staff must follow the school's Food and Hygiene Policy at all times. The school notifies staff of children with allergies via the Medical Alert list.

**Supervision of Children:** A class or group of children must not be left alone at any time. In an emergency an adjoining class teacher's help must be sought, or a child sent promptly with a message to the Headteacher or school office.

**Spilt Liquids:** Spills of paint, milk, water, adhesives, must be promptly dealt with and children warned about slippery surfaces.

**Children's Snack:** At the Upper School, fresh fruit is always provided along with low-salt savoury biscuits and a choice of spreads/cheese. At both sites a drink of either water or milk is served. It is the responsibility of the lunch supervisor/Teaching Assistants to prepare the children's snack in accordance with the school's Food and Hygiene policy. A member of staff at each school will be trained in Food and Hygiene.

It is the responsibility of lunchtime supervisor/teachers to supervise snack, ensuring children have first washed their hands with soap and water.

At the Nursery and in Reception, children's named placemats specify any allergies so that all staff can exercise vigilance when children are having snack or lunch. In Years One and Two, the teachers refer to the medical alert list for allergy information.

**Associated Policies:**

- First Aid
- Arrivals and Departures Policy
- Medicine Policy
- Emergency Response Plan
- Fire Drill
- School Security
- Food and Hygiene
- Outings
- Infection Control
- Cooking policy

This Policy was reviewed, amended and agreed by the Council of Management in January 2020. It will be reviewed again in one year's time.

Agreed by Dawn Brindle, Chair of the Council of Management

### Pupil displays symptoms

Teacher to send the pupil to the isolation room (near-end of Year 1 classroom (Upper School) or the glass classroom (Nursery) and to tell the pupil to stay on the padded mat. They should not touch anyone or anything they pass

Teacher to inform office staff and headteacher so they can arrange for the pupil to be picked up and for the supervision of the pupil until then

### Teacher/TA displays symptoms

Teacher/TA to inform Kate Orange/Salima Keshavjee or office staff

Teacher/TA to wait until supervision has arrived for their class before leaving the school premises, avoiding contact with others

Symptomatic pupil/teacher/TA will be told by headteacher:

- To self-isolate for **7 days**
- To take a **coronavirus test**
- That members of their household should self-isolate for **14 days**

Move the class group into an alternative location and close off any other areas the symptomatic pupil/teacher/TA has come into contact with, so these can all be deep

Symptomatic pupil (via their parents or carer)/teacher/TA to inform the school (directly or via named emergency contact) of the coronavirus test result as soon as possible

### If test is **negative**

Symptomatic pupil/teacher/TA can return to school, and members of their household can stop self-isolating. Other pupils/staff in their class group can continue to stay in school, unless they display symptoms

### If test is **positive**

The other pupils and staff in the symptomatic pupil's/teacher's/TA's class group (plus any member of staff who cared for the pupil while they were symptomatic) will be:

- Sent home
- Told to self-isolate for **14 days**

After 14 days, if they are not symptomatic, these pupils and staff can return to school

If any of these pupils or staff do develop symptoms, household members of that pupil or staff member also then need to self-isolate for **14**