



**ST. OSWALD'S RC PRIMARY SCHOOL**

**Health and Safety  
Policy**

## **Rationale**

The governors of St Oswald's R.C. Primary School wish to ensure that the staff and pupils of the school work in a safe, secure and healthy environment. In light of this they comply with Newcastle upon Tyne Local Authority's Health and Safety at work policy and procedures.

## **Purpose**

At St Oswald's R.C. Primary School, we aim to

- Ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other people, including parents and visitors to the school.
- Ensure that all employees receive all appropriate training, information, instruction and supervision on health and safety matters applicable to their activities.
- Ensure the provision and maintenance of a safe and healthy working environment in the school buildings and the school grounds.
- Take all reasonable steps to ensure that all contractors employed by the school can satisfy the terms and conditions regarding health and safety as laid down by Newcastle upon Tyne Local Authority.
- Ensure the provision and maintenance of effective fire precautions.

## **Guidelines**

It is the responsibility of all members of staff to understand and implement the following guidelines appropriately. Health and safety requirements and generic risk assessments as required by Newcastle City Council.

### **Supervision of Children inside the Building**

All staff are reminded that children must never be left unsupervised in classrooms, cloakrooms, corridors etc. Children may work independently in the corridor or other appropriate areas on given tasks. Teachers should however regularly monitor their work and if a child or group of children betray the trust given to them to work independently, then this privilege should be withdrawn. Children should be encouraged to visit the toilet at play times. However, in case of necessity, children should only be sent one at a time.

### **Supervision of Children outside the Building**

Teachers are reminded of the importance of completing risk assessments and of having adequate adult supervision when children are working outside the school buildings.

If the work is taking place within the school grounds, it is usually acceptable to have the class teacher with them and one other responsible adult.

If the work takes the form of an educational visit the following ratio is recommended:

**Reception:** 1 adult to 6 children

**Key Stage 1:** 1 adult to 8 children

**Key Stage 2:** 1 adult to 12 children

If the work is a short walk in the immediate vicinity of the school, the Head Teacher should be informed of the event the children who are taking part and the names of the adults accompanying the group.

Other visits including longer walks or those requiring transport should be organised at least 7 school working days in advance. Parents sign a permission slip when their child first enters school giving permission for children to leave school for visits. A First Aid Kit must be taken on these visits.

In the case of an accident, school must be notified immediately in order that parents can be informed and appropriate arrangements can be made.

### **First Aid Arrangements**

Qualified First Aid Personnel:	Clare Wood
Paediatric First Aid:	Clare Wood Kathryn Wynne

First Aid Boxes located:	School administration office
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The contents of the boxes are checked regularly by Mrs Wood. She ensures that the boxes contain the necessary equipment. The boxes are easily accessible to all staff.

### **Illness at School**

(School includes any other place where the child is under the control and supervision of a member of staff for authorised educational sporting social or leisure purposes).

If a child should be taken ill at school, parents will be contacted and asked to collect the child.

If a parent or emergency contact is unable to be contacted and the illness is such that a member of staff is concerned for the wellbeing of the child, the family doctor will be contacted. If the doctor cannot be contacted or acting upon the doctor's advice, the child will be transported by the most appropriate means to hospital accompanied by a responsible adult. Wherever possible, the adult will stay with the child until the parent arrives. Efforts to contact the parent or named adult will continue until successful.

The same procedures will apply in the case of an accident involving a child.

**IN AN EMERGENCY, THE CHILD WILL BE TRANSPORTED IMMEDIATELY TO HOSPITAL BY AMBULANCE AND OTHER PROCEDURES WILL OCCUR SIMULTANEOUSLY OR AS SOON AS POSSIBLE AFTERWARDS.**

Parents are informed and reminded from time to time that it is essential to inform school of any change of address, telephone number, emergency contact or doctor.

Parents are also encouraged to keep school informed of any particular health problem their child/children might suffer from which might affect their wellbeing at school.

### **Medicine at School**

If a child is on medication, then he/she should normally be at home. There are however occasions when this might not be possible e.g. in the case of medication which is prescribed for children with life threatening illnesses. In these circumstances

parents must contact the Head Teacher to ascertain what arrangements (if any) can be agreed. If agreement is reached, written permission will be required from the parent. Tablets, etc. must be clearly labelled and handed in by an adult to the Administrative Office for safe keeping.

Parents are informed through the School Brochure that there are strict regulations regarding the first aid/medical items we are allowed to keep in school. This means that we can only deal with minor problems and that our First Aid Kit is very basic.

### **Individual Healthcare Plan**

Plans are completed by the class teacher on a health care for pupil who needs additional medical care. A copy of the plan is kept in the students file with the Head Teacher and an additional copy is kept on the medical file held in the School Office.

### **Accidents to Children**

These will initially be reported to the teacher in charge at the time or if during the lunchtime period, the senior lunchtime supervisor, who will decide on any treatment that may be necessary. The qualified First Aid Personnel should be contacted if advice on the treatment of the accident is required.

All minor injuries requiring treatment should be recorded in the teacher's log book. The lunchtime staff have their own book for recording accidents and treatment.

Should there be any doubt as to the serious nature of an accident, the Head Teacher or Deputy Head Teacher should be informed immediately.

In the case of bumps on the head or head injuries, the class teacher should ALWAYS be informed and should monitor the child throughout the rest of the day. If the child shows signs of head injury symptoms (sleepiness, sickness, blurred vision) the Head Teacher should be informed and arrangements made to contact the parents. When a child is not sent home following a head bump or injury, the teacher should either speak to the parents at the end of day or by telephone to inform them the child has been monitored following the bumped head.

The more serious accidents will be recorded on Accident Form and a copy faxed to Simon Hoban at Newcastle City Council and a copy kept at school.

### **Accidents Involving Bleeding**

Plastic gloves MUST always be used when dealing with an accident or injury involving bleeding.

### **Accidents to Employees Students on Placement or Visitors**

These must be reported to the Head Teacher or Deputy Head Teacher who will supervise any incident relating to an injured or ill employee or visitor.

It is the duty in law for an employee to inform their Employer as soon as possible of any injury incurred at work. It is recommended that this is done verbally initially, followed by the recording of the incident on an accident form and a copy

faxed to Simon Hoban at Newcastle City Council and a copy kept at school.

### **Moving of Heavy Equipment**

Staff should always take care when moving equipment and should be aware of their own lifting capacity. If heavy equipment, boxes etc. need to be moved, the caretaker should be contacted. He will arrange to move the equipment, organising the appropriate personnel help or lifting equipment whichever is appropriate. A course on handling and moving heavy equipment correctly is available for those members of staff who are required to undertake these duties.

### **Safety in Primary Science**

There are occasions during science lessons when safety will be a major consideration. It is particularly important that staff supervise children appropriately during these particular lessons, ensuring that safety rules are discussed with the children and implemented during the lessons. Staff should ensure that any safety equipment that may be needed (e.g. fire blanket) is available before the lesson.

### **Safety in P.E. Lessons**

It is particularly important that staff supervise children throughout Physical Education lessons. All staff should be familiar with the apparatus and equipment they are to use and the safe ways of using it. Staff should ensure that all apparatus and equipment is safe and secure before children are allowed to use it. At the end of each lesson or pair of lessons, staff



should ensure that apparatus and equipment is put safely away.

## **Fire**

Fire evacuation procedures are displayed in all rooms within the school. These should be followed on all occasions when the fire alarm rings (a continuous siren).

## **Fire Drill**

A fire drill will be arranged once each term. Treat every sounding of the alarm as a fire. Use the route/door given for your area. Ensure that the fire doors are never blocked by furniture.

## **Maintenance & Care of Small Electrical Equipment**

All electrical equipment is tested annually and the appropriate safety certificate obtained. All necessary electrical repairs will be carried out by qualified personnel recommended by the L.E.A.

## **Conclusion**

This policy will be brought to the attention of all new staff and students by the designated Health & Safety Officer. The policy will be reviewed annually in October each year or at an earlier date if deemed necessary.

**Reviewed: October 2018**

**Accepted by Governors: 10<sup>th</sup> December 2018**