

Health and Safety Policies and Procedures The Meadows Montessori Primary School.

Statement of General Policy

Our policy deals with those aspects over which the Head Teacher has control and covers safety associated with the building, fixed equipment, services and day to day tasks which involve all staff, children and visitors at our school.

Purpose

The aim of the policy is to:

- Ensure that all reasonable practical steps are taken to ensure health, safety and welfare of all persons using the premises.
- Ensure that all reasonable practical steps are taken to ensure health, safety and welfare of all persons while participating in off-site visits.
- Establish and maintain safe working procedures amongst our pupils.
- Formulate and implement effective procedures for use in the case of fire and other emergencies.

The Head Teacher will:

- Be responsible for the day to day implementation of school health and safety organization.
- Develop a culture of safety throughout the school.
- Liaise as appropriate with outside agencies.
- Ensure that all staff fulfills their duties to co-operate with the health and safety policy.
- Review First Aid, fire evacuation and risk assessment procedures on a annual basis - or as and when necessary.
- Conduct a half termly Health and Safety site check.
- Ensure that everything received from suppliers (for direct use) machinery, equipment, substances etc. is accompanied with adequate information and instruction prior to use.

- Test and record the fire alarm system and fire doors weekly.
- Maintain a COSHH file to record hazardous substances used for cleaning and other similar purposes.
- Send out a medical alert questionnaire at the beginning of September to existing parents /carers. Then compile a school list to be held by staff.
- Ensure that the school has all medical details / appropriate forms for all children who join the school - in advance.

All staff will:

- Ensure all staff have read the Health and Safety Policy
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety.
- Use equipment safely
- Report situations which may present a serious or potential danger straight away to the Head Teacher.
- Report any defects and hazards to the Head Teacher - via the Health and Safety file in the office.
- Complete an accident / incident form as appropriate.
- Complete the Inclusion folder in the staffroom to inform all staff of any pupils with medical needs or who may need specific help to ensure the health and safety of pupils or staff.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and their class friends.
- Observe standards of dress - consistent with safety.
- Follow the safety rules of the school and in particular the instructions given by teaching staff in an emergency.
- Use and not willfully misuse, neglect or interfere with things that are in place for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported in monthly newsletters.

ARRANGEMENTS

Accident and Incident Reporting

- Any child who has had an injury or is complaining of illness will be seen by a First Aider who will inspect and deal with it appropriately.
- All incidents, ailments and treatments are reported in the accident book.
- Serious accidents or incidents of violence are recorded on 'accident, incident/ violence investigation forms - which are found in the office in the Health and Safety file.
- Parents are contacted if there are any doubts over the welfare of any pupil
- In the event of a serious accident an ambulance is called and a member of staff will accompany the child to the hospital. Under no circumstances is a child to be transported in a staff member's car. Parents will be asked to go straight to the hospital. - see Medical Emergency Policy.
- Staff should complete the accident book for employees who sustain an injury at work. The accident book is kept in the office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further treatment is needed.

Administration of Medicines

- Staff who are first aid trained or who have received appropriate medical training may administer medicines for chronic long term conditions - an administering medicine permission form will need to

- be signed by the parent / carer and a record kept of each time it is administered. These medicines will be kept in a locked cupboard.
- Asthma medication is stored in a box in an unlocked cupboard / drawer in each classroom. Pupils will be supervised by a First Aider when taking their asthma medication.

Cooking with the children

- Cookers should not be used with out essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- Staff should ensure that pupils receive instructions and on going training to enable them to be safe during a cooking activity.
- Pupils will be supervised at all times during a cooking activity

Electrical Testing.

- Plugging anything into the mains is considered to be extending the existing mains circuitry and is only allowed if the apparatus is known to be safe and was supplied by an approved dealer.
- Each member of staff who uses mains electrical apparatus has a duty to check any apparatus before use and to report any problems to the Head Teacher.
- No electrical equipment to be plugged in by children.
- Trailing leads and extensions must be avoided. Their use, if essential, should be with caution and temporary (being taken up immediately after use).

All items of portable electrical apparatus and equipment in use at our school are inspected and checked annually.

Fire Evacuation of the Building

- Fire Exits are clearly labeled.
- Plans showing exit routes are displayed by the door or classroom.
- Fire alarms and fire doors are tested weekly by the Head Teacher.
- A Fire drill will be carried out once a term.
- Fire appliances are checked annually.
- Fire Risk Assessment to be carried out annually.

First Aid provision

- All teaching staff at The Meadows Montessori Primary School will be trained and qualified in First Aid.
- Each classroom has its own First Aid Box, plus one in the office.
- Portable first aid boxes will be taken on trips.
- First Aid supplies will be checked termly as part of the Health and Safety check and replenished as necessary.
- Staff will be trained in other aspects of First Aid as deemed necessary e.g. asthma, epilepsy, use of an epipen.

Head Injuries

- Parents will be informed of a head injury by letter at the end of the school day. The letter will detail the injury and any symptoms to look out for. Staff will contact parents by phone if they have a concern about an injury.

HIV

- No person must treat a pupil who is bleeding with out first putting on gloves.
- Protective gloves are stored in the First Aid Boxes.

Movement around school & Supervision of Pupils

- No pupils should remain unsupervised in classrooms.
- Staff should be in class when pupils come in first thing in the morning.
- Staff should be punctual when collecting children from the playground.
- If a parent fails to collect a pupil after school, staff would make every effort to contact the parent. If a parent cannot be contacted then the other emergency numbers on file will be contacted. If no contact can be made the procedures followed are detailed in our Safeguarding Policy.

Working during the evening

Staff may be at school out of school hours. The Head Teacher should always be aware that a member of staff is on the premises. The outside lights will remain on until all staff members have left to ensure staff safety.

Use of PE facilities - Gresham's Sports and Social Club

- The school will hold a copy of the clubs Health and Safety Policy in the Office.
- At each visit to one of the clubs buildings a check will be made to ensure the environment is safe to use.
- If anything is found to be unsafe then it is brought to the attention of the site Manager - Barry Turner.

Playground

- The playground is zoned into different areas to allow different levels of activities to be carried out e.g. football, quiet area, skipping.
- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- A member of staff will be on duty in the playground during lunch time.

Safe Stacking and Storage

- Each classroom has its own storage cupboard.
- Equipment should be stored at an appropriate level and position for its height, weight and bulk.
- Small steps are available to reach items if necessary.

Food Hygiene

- All staff that handle any food hold a Basic Food Hygiene Certificate.

- Food and drink (including packed lunches) will be stored in a way that complies with Environmental Health Regulations: eg refrigerator, cool box.
- Food is prepared in a hygienic way, which would comply with Environmental Health Regulations.
- Staff will ensure that children wash their hands after using messy materials, after using the toilet and before eating.
- There will be adequate staffing levels maintained during lunch time period.

The Law: Health and Safety at Work Act

- Employers/management bodies have a duty under the law to ensure, so far as is reasonably practical, the health, safety and welfare of their employees while they are at work.
- Employers/management bodies have a duty to protect employees and to keep them informed about health and safety issues.
- Employers/management bodies have a duty to produce and distribute health and safety guidelines to all employees.
- The management body takes responsibility for the actions taken by any employee in the course of his or her employment.
- The employer/management body generally does not take on an employee's criminal responsibilities while they are at work.
- Employees have a responsibility to look after themselves and others.
- It is an offence for a member of staff to do anything that may harm themselves or others. In this case 'others' refers to other staff, children or anybody else present at the time.
- Failing to do something about a recognized hazard is as bad as causing a hazard and could be considered an offence. It is therefore every employee's duty to report a hazard or potential hazard.
- It is the duty of every member of staff to ensure that they follow health and safety guidelines for all activities that they are involved in. Also staff should be aware of potential dangers and take all reasonable steps to avoid them.

Accident Prevention inside the building

- All rooms should be kept as tidy as possible and free from underfoot and overhead hazards.
- Sharp tools such as scissors, knives, and cutting/modeling tools should not be used by children without close supervision.
- All equipment must be in safe well-maintained condition and conform to safety standards.
- Any unsafe/broken equipment must be removed from use immediately and replaced as necessary.
- Correct use of cutting tools must be taught to children.
- Children are not allowed to stand on chairs, stools, tables or side benches etc.
- Children must not have unsupervised access to equipment, cupboards, storerooms etc.
- Containers used for powder and liquids must be labeled appropriately and stored safely.
- Children must be aware of the extra procedures and precautions involved when using solvent based substances.
- Staff should ensure children wear protective aprons where appropriate.

Accident Prevention Outdoors

- Children wear suitable clothes and footwear for the physical activities.
- Staff ensures children are adequately clothed in cold/wet weather.
- Staff ensure children are adequately clothed to avoid sunburn/sunstroke during hot sunny weather.
- Staff ensures children don't become dehydrated.
- Staff ensure children warm-up before starting physical, strenuous activities.
- Staff ensure that children warm-up and exercise in a safe way, ie not over-stretching.
- Staff keep control of the group at all times eg using a whistle/bell to make sure that children understand that they stop whatever they are doing when they hear it.
- Staff never let children over-exert themselves.
- Staff should allow time for children to cool-down and relax after physical activities.

REVIEW OF POLICY

A review will be undertaken annually. Any new legislation or directives will be incorporated in the policy as necessary.

Signed.....

Date