



DIOCESE OF CHESTER

**ASTBURY ST MARY'S  
CHURCH of ENGLAND PRIMARY SCHOOL**

**HEALTH, SAFETY  
AND WELFARE POLICY**

**Approved for Issue - 2016**

**Review Annually in Summer term**

# **ASTBURY ST. MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL**

## **Policy on Health, Safety and Welfare**

### **1 Introduction**

1.1 Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

### **2 Healthy schools initiative**

2.1 Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we will strive to follow the principles of the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;

### **3 The school curriculum**

3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and

healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

- 3.2 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 and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use a range of strategies to help children discuss and overcome any fears and worries that they may have (circle time, worry boxes, feelings boxes). These concerns are handled with sensitivity.
- 3.7 Staff are made aware of their responsibility to the children and where necessary risk assessments are drawn up for specific activities and signed off by the Headteacher.

#### **4 School meals**

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), 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. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.
- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 4.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school except on special occasions.
- 4.4 All Reception and Key Stage 1 children are entitled to universal free school meals (UFSM) from September 2014.

#### **5 School uniform**

- 5.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school

hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

- 5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs.
- 5.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced.
- 5.4 We ask parents to equip their children with the necessary uniform and school equipment. 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 on. 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 draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- 5.4a In hot weather conditions and with the permission of the headteacher, children are allowed to remove their school tie.
- 5.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception 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.

## **6 Child protection and safeguarding**

- 6.1 The named person with responsibility for safeguarding in our school is the headteacher, the two senior teachers are the deputy safeguarding leads. They liaise with named governors. We will follow the procedures for child protection and safeguarding drawn up by the LA and the Governing Body.
- 6.2 If any teacher suspects that a child in their class may be unhappy, vulnerable or at risk, they should follow the safeguarding policy, but should immediately inform the person named in 6.1 about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for safeguarding works closely with social services, and with the Local Authority Designated Officer (LADO). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 6.4 We require all adults employed in school to have a DBS check including regular volunteers and contractors who will also need to have DBS clearance. See the schools safeguarding policy/file.
- 6.5 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they may naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **7 School security**

- 7.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review health and safety and security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

- 7.2 We require all adult visitors 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.
- 7.3 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.
- 7.4 Teachers will not allow any adult to enter their classroom if the school visitors' badge does not identify them.

## **8 Safety of children**

- 8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.
- 8.2 We do not take any child off the school site without the prior permission of the parent.
- 8.3 If an accident does happen, and it results 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 first aid room. All staff have been trained in first aid.
- 8.4 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 secretary will telephone for emergency assistance and will inform parents.
- 8.5 We record in the accident book all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change. In addition, children who have bumped their head wear a red wrist band for 24hrs following a bump. We also follow up head bumps with a text to parents and carers.
- 8.6 Serious injuries, diseases and dangerous occurrences are recorded and reported to the LA who will involve the Health and Safety Executive and other professionals as necessary.
- 8.7 Injuries to staff are recorded in the accident book and are investigated as necessary. The headteacher will take action with other members of staff to minimise the reoccurrence of injury wherever possible.
- 8.8 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. See behaviour/restraint policy.

## **9 Fire and other emergency procedures**

- 9.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. Out of hours users are familiar with our emergency procedures.

## **10 Educational visits**

- 10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. See educational visits policy.

## **11 Transport**

- 11.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. The school has booster seats to use when transporting children in cars. In all instances where children access educational visits by transport, parental permission will be sought.

## **12 Medicines**

- 12.1 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). See medicines policy.
- 12.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- 12.3 Staff involved in administering the medication will receive training, usually from the school nurse.

## **13 Internet safety**

(see also e-Safety policy)

- 13.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

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

- 14.1 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.

14.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive through PRIME, and support the teacher in question if s/he wishes the matter to be reported to the police.

## **15 The health and welfare of staff**

15.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address through continuous CPD. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay. All staff receive a health/safety induction from the H/S Co-ordinator.

15.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police. Incidents of this nature will also be reported on PRIME.

15.3 Staff are advised to avoid working at height (e.g. when putting up a display). When necessary they are to use step ladders rather than climbing on a chair or table. They are reminded routinely to take responsibility as far as is possible for their own safety and to manage risks carefully. In instances where slip is possible a clear yellow warning notice will be displayed.

15.4 Staff are advised to avoid lifting or moving very heavy objects but where necessary to ensure there are two people. A trolley is available for staff to use.

15.5 Staff are advised to avoid Lone Working. Where this is not possible staff are encouraged to follow the procedure outlined in the Lone Working Policy.

15.6 Staff are advised to take precaution when using and storing specific equipment that may cause injury e.g. the shredder and the laminator etc.

15.7 Staff are advised to wipe up spills and to remove objects that may cause slips or trips. Where an incident or cleaning has taken place a yellow warning sign must be displayed and is available from the caretaking cupboard, which must be kept locked.

15.8 Hazardous products, such as cleaning products comply with COSHH code of practice and are stored in a locked cupboard.

15.9 Maintenance, Testing and Monitoring.

The school has a full schedule of routine and annual testing and examination of the school property and equipment including testing for legionnaires and PAT testing every two years, testing of fire extinguishers and the indoor PE and outdoor games equipment.

#### 15.9a Asbestos

The LA maintains the Asbestos register which is kept in the School Office.

#### 15.9b Critical Incidents – Health and Safety Emergencies

A separate policy, the Emergency and Continuity Plan sets out the procedures and contacts for dealing with emergencies. A Critical Incident Management team comprising of a senior teacher and governors form the CIMT, this team includes one of the Health and Safety Governors and the Chair of Governors. Critical Incident contact numbers are also displayed in the Administration office.

### 16 Consultation

- 16.1 Employees with concerns should normally raise them with the Headteacher or Health and Safety Coordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Coordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

### 17 Contractors and School Partnerships

- 17.1 Contractors carrying out work for the School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 17.2 School linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

### 18 Inspection and Monitoring

- 18.1 The Headteacher / Health and Safety Coordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

**19 Monitoring and review**

- 19.1 The governing body has two named governors with responsibility for health and safety matters. It is their governors' responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governors in question also liaise with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 19.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 19.3 The headteacher implements the school's 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 also reports to governors annually on health and safety issues.
- 19.4 This policy will be reviewed at any time on request from the governors, or at least once every three years.

This policy will be reviewed every three years.

Approved for Issue.

Chair of Governors \_\_\_\_\_ Date\_\_\_\_\_

Head teacher \_\_\_\_\_ Date\_\_\_\_\_