

## The Shrubby School

### A WHOLE SCHOOL POLICY FOR HEALTH AND SAFETY

IT IS THE STATED POLICY OF THE SHRUBBERY SCHOOL TO ESTABLISH A HEALTHY, SAFE ENVIRONMENT FOR ALL PUPILS, STAFF AND VISITORS.

1. As an Independent School, the Proprietors Eric R Allen and the estate of the late Mr Paul Terry have overall responsibility for Health and Safety issues. As such, they are eager to provide a healthy, safe and secure environment.
2. The Head Teacher of the School is initially responsible for the day to day implementation of the policy and any matters concerning it should be directed to her.
3. Staff employed by the School in any capacity are required to read and follow the directives in order to ensure the health and safety of pupils and colleagues.

**Fire Safety Staff have regular training in fire safety and fire marshalls have specific off site training. Fire Marshalls are**

On discovering a fire, staff should immediately sound a fire alarm. The first priority is the safety of pupils. Every member of staff must acquaint herself/himself with the position of fire alarms and the required fire exit route from their teaching area. This route is displayed in each room in the school. Pupils should also be advised of this each term.

The fire bell is a long uninterrupted siren. On hearing the siren, all staff, pupils and visitors must vacate the building.

Fire drills will take place at least once each half-term.

Staff act as Fire Marshalls and must maintain orderly calm, line their class up quickly and leave the room by the outlined route to assemble on the field. Doors and windows should be closed on the way out. The teacher should lead the children in case the route is blocked and an alternative has to be taken. No one should run. No bags or belongings should be gathered up. Appointed staff as Marshalls will check the toilets on the way out.

Silence and calm must be maintained on the walk to the field. Once there, classes line up and attendance is checked against the registers. The Office staff will arrive with the registers. Staff could begin a swift head count if the registers have not arrived.

Any children attending other lessons are the responsibility of those staff and must be led up to join their classes.

Any missing children or staff must immediately be identified and reported to the Head or Deputy.

Once the drill or danger is over, children should be led back to class.

Office staff have the responsibility of ringing for the fire service once they have established they are not in immediate danger or should use a mobile phone. They should lock the outside office doors before evacuating to the field with registers.

A regular risk assessment for fire safety is completed and reviewed annually or in the light of new legislation.

### **Security**

All staff must follow the School's Discipline Policy to maintain the personal security and well being of pupils.

Staff must ensure that all outside doors are kept locked at all times. The hall door is open under supervision before and after school to allow for arrival and dismissal of pupils. No adults apart from staff may enter the building this way. Supervisors should always ensure children are handed over to the right adult at the end of the day. Children must not be allowed to walk through the door until their name has been called. Any messages regarding who children are going

home with should be passed on to the Office, who will make sure door supervisors are informed and the information recorded in the 'going home' book.

All visitors must report to the Office. They will then be signed in and if visiting the school itself will be issued with an 'Oozat' sticker or pass. This lets the children know this stranger is one known to staff. All children should be reminded of the 'Oozat' procedure - if they see a stranger not wearing the sticker they should tell an adult straight away. They should not challenge the stranger. They should try to remember details of the person's appearance to tell their teacher. 'Oozat' posters are up around school to remind children.

Staff who are gardening or carrying out maintenance must never leave doors open and unattended.

Please close classroom windows at the end of the afternoon. Also make sure equipment is counted and returned by staff to the correct storage areas, where necessary locking it away.

Any suspicious characters should be reported to the Office or to the Head or Deputy. We are part of a telephone Stranger Watch in conjunction with local schools and the police. Details and warnings of suspicious characters are relayed to schools.

After late school events, staff should be vigilant and aware of their own safety when returning to cars.

Full time staff leaving the premises over the lunchtime must inform the office so that there is a record in case of fire. A signing in/out book is available for this purpose.

### **Playtimes and Lunchtimes**

- a) Safety - a common sense approach is advised. Children are to be discouraged from play which is potentially dangerous and told why. This would include fighting, kicking, and lying on the floor. Juniors should not be allowed to sit on the stair rails, the wall or to climb around the wall edging.

b) The Bell or Whistle - this is rung at the end of playtime or to signal a fire or instruction for the children. On the first ring children must stand still in silence and await instruction. When told to line up they must walk to their lines and face the front. Once instructed by staff they should stand in silence. Staff must collect their classes promptly at the start of morning or afternoon sessions. Dinner staff will already have encouraged children to change into shoes and go to the toilet before the start of afternoon school.

c) Playground equipment - the proper use of this should be encouraged or it should be removed. A rota for the use of balls is used in the Juniors.

d) Injuries - these must be recorded in ink, dated and signed with details of the incident and action taken. Statutory accident books are used. Head bumps must be reported to parents via the school office no matter how minor. It is important if the class teacher is also informed when they collect the class.

e) Behaviour - unacceptable behaviour, e.g. fighting, kicking, bullying etc. cannot be tolerated and must be reported to class teachers, Mrs Cook or Mrs Duckworth . (The children should be kept in doors to write a report of the incident, apart from other children). Parents are informed of this. Minor problems should be dealt with quietly and firmly. Please listen to all complaints before making a decision.

f) Lunchtimes - food is to be eaten on wipe clean tables in the hall. Children are to be taken to the hall and seated in places by dinner staff. Children should be encouraged to try food if having a hot dinner and to take uneaten food home so that their parents can see what they have eaten. They should be encouraged with their table manners, e.g. not talking with their mouths full. Every child should use a cup or a straw, drinking from a bottle is not allowed. No child should leave the hall without permission and should clear his/her table first.

Class teachers should remind children that the dinner staff are in charge at lunchtime. Dinner staff and class teachers need to keep each other informed of relevant details which may affect a child's behaviour or health.

## **Accidents and First Aid**

All accidents, no matter how minor, must be recorded in the statutory accident books. This applies to accidents in the classroom, playground or in P.E. lessons. The Accident Books are located with the First Aid boxes in the following areas:-

Staffroom   Nursery   Junior Block just inside the doorway Hall  
Infants - in Bungalow reception area   Y2 - on shelf outside classes

Details of any incident must be recorded in ink, the time and date given and the details of any action taken. Staff should sign the entry. Staff should record any injury to themselves in the book in the Staffroom.

A list of staff with First Aid certificates is available on the Staffroom notice board and in the Office. First Aid certificates are kept up to date with paediatric plus certificate holders and 2 First Aid at Work certificate holders. Medical information on individual children e.g. allergies, asthma, etc. is provided inside the Accident Book, in a folder in the Staffroom and in the Office and in each first aid box.

Staff have annual training in the management of asthma, allergies and diabetes.

## **FIRST AID GUIDELINES**

Please refer to the attached first aid policy for the school.

Children should not keep medicines in school bag i.e. throat lozenges etc or share these with others.

Children going for urgent medical attention - send with a photocopy of their medical form. Office staff will prepare this. Inform parents and make a brief note of the incident for casualty staff. Do not forget to record the details in the school accident book.

Shrubs Club supervisors to be notified if children leave school early i.e. those who are registered for after school care.

## **Maintenance**

The maintenance of the school is under the jurisdiction of Mr M Wilkins. Matters requiring his attention should be referred to the Head or Deputy and recorded on the board in the scullery. It is the duty of all staff to report anything that is damaged or appears to be a potential hazard.

## **Storage**

Staff should ensure that items of equipment are stored safely so that they do not present a hazard or become damaged. All electrical equipment must be returned by staff to the correct storage area. Items without a check label should not be used. Monitors should return items to stockrooms. Areas are generally labelled so that items can be correctly returned. Children must not carry heavy objects.

Children should be encouraged to return items of equipment to their set places in the classroom to prevent hazards and keep equipment safe. School bags should be tucked under desks and no bags should be taken into the Science room.

Children should be taught to respect their own property and that of others, storing their own items, e.g. P.E. kits, safely.

Staff must be vigilant about the storage of sharp implements, e.g. scissors. Never leave them out on desks.

Cleaning, gardening and maintenance staff must ensure the safe storage of items they use. Tools and cleaning fluids must be kept away from children and carefully collected after use. Corridors, paths and playgrounds should never be blocked or worked upon while children are on site. Products should be checked to make sure they are suitable for use near staff and pupils.

## **Safety in the Classroom and Corridor**

Children should always be supervised and clearly told that running in classrooms and corridors is forbidden. In corridors traffic should keep to the left and

children should not be allowed to crowd through doorways. Wherever possible, teachers should lead their class to their destination in a well ordered line.

In the classroom safety can be ensured by safe storage (see previous section) and good discipline.

The use of equipment should be demonstrated whatever the age of the child and reinforced periodically. Where movement is required with chairs children should be encouraged to carry them safely with two hands grasping the seat of the chair. Scissors and sharp implements should be carried with the point downwards. Spillages should be quickly mopped up to avoid slipping. Classrooms should be left tidy at the end of the day. Please do not allow chairs to be stacked on desks with the legs in the air as this represents a hazard. No child should operate electrical equipment in the classroom without permission or supervision.

A red card system is operational in all classrooms, hall, staffroom, ICT suite and science room. This card can be used to summon urgent adult help in the event of emergency

### **Safety in Science**

Safety has continued to be an important part of the Science Curriculum and teachers must teach children how to use equipment safely. Aspects of safety in Science are well documented for the primary teacher in the publication 'Be Safe', published by the Association for Science Education. These are found in corridors around school

### **Safety in Design Technology**

Once again the above publication contains relevant points of safety. Staff must demonstrate equipment in this area and supervise pupils carefully.

### **Safety in Art**

Glues containing fungicides should not be used by children, e.g. some wallpaper pastes. Please check all products for toxicity or fumes. Naturally all school art materials are safe.

Some art equipment, e.g. warm polystyrene cutter is not suitable for pupil use as it is too sharp. The guillotine should not be used or transported by children.

Please make sure spillages are wiped up quickly to avoid slipping and check washing up areas for the same. Monitors must ensure art equipment is cleaned and stored safely away. Teachers must check on this. If washing up is left for a more convenient time, please leave a note on it so that the cleaner is aware it has not been abandoned.

### **Safety in P.E. and Games**

Adequate supervision is needed when children are changing, particularly for the boys away from the main block.

Children should be taught the correct way to handle equipment and aspects of safety. Careful storage of equipment should be encouraged to ensure items are not left impeding spaces.

Correct techniques and warming up procedures need to be taught to avoid injury. In the event of an injury on the games field, P.E. staff should send for another adult to supervise the class while the injury is dealt with.

### **Safety in Swimming**

Swimming staff and supervisors should encourage sensible behaviour in changing rooms.

No child should run by the pool side or push others. Poor behaviour cannot be tolerated in swimming lessons as it represents a hazard to the individual and to others. Children must listen to instructions. Staff must remind children of the need for these rules.

Staff take each child's inhaler with them to specific venues.

### **Safety on School Outings**

All trips must be approved by the Head or Deputy before booking. The correct documentation according to the policy for outside visits should be completed and all risk assessments completed according to the policy. The Head must be informed of staff accompanying the trip. Allow the Office to make the

reservations and cost the trip for you. They will ensure that adequate insurance cover is available and that coaches with seat belts are used. Ask that the booking be checked a week prior to the outing.

Wherever practical, children should wear school uniform on school trips to make identification easier.

Please leave a clear up to date list of children and staff involved with the Office on the day of departure.

Count children on and off coaches and at meeting points during the day. Never allow individual children to go off on their own and remind them of the dangers some strangers pose.

High standards of behaviour are expected on school outings and children should be reminded of that. Children causing problems should be closely supervised by staff.

On coaches, insist that children sit safely in their seats and that seat belts function and are tight enough. Do not allow children to sit three to a seat. Do not allow eating or drinking on coaches. Always take a bucket, plastic bag and the First Aid Kit. A mobile phone can also be used by staff - please see office.

Inhalers and specific medical equipment is also taken on school outings. The teacher in charge is responsible for this.

Parents should receive a clear outline of the destination and times of departure and return and if any equipment is needed. Guidelines should be given on how much money should be taken and parents and children made aware this money is their own responsibility.

In the event of accident or injury, never leave children unsupervised. A member of staff should phone the school to advise on what has happened, after securing emergency aid and the safety of other children. Never talk to members of the press or media, should they be involved. Remain calm and reassure the injured party and the rest of the children. Once you are able, make a written report of the incident.

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