

**Box CE Primary School**  
**Health and Safety Procedures 2023/2024**

This document should be read in conjunction with:

- the COVID-19 school risk assessment
- the schools Health and Safety Policy
- other related policies including, educational visits and activities, administration of medicines, child protection, behaviour, intimate care procedures
- subject policies e.g. PE, Design Technology, PSHE&C
- risk assessments
- WC Health and Safety Manual
- 'Safe Practice in Physical Education and School Sport' published by the Association of Physical Education (formally BAALPE).
- health and safety reports

**Accidents**

First Aid should be administered by whichever member of staff is most readily available.

If the injury is considered to require further treatment it should be dealt with by one of the school's trained first aiders. All minor injuries to children are recorded on an accident letter completed by the person dealing with the accident, authorised by the headteacher (or other senior leader if the head is unavailable) and sent home with the child. The class teacher will be informed by the person completing the accident form. A copy of this letter will be kept in the office and will become a page in the accident book. Parents will be phoned if necessary, in particular if there is a fall from height, or bruising or cuts to the head, eyes or face. If you are in any doubt, then do call the parents.

If a serious injury is suspected then an ambulance should be called immediately, and the parents informed afterwards, in order to save time in treatment. Normal activity will be resumed only if the fault or deficiency that led to the accident has been rectified.

In the case of more serious injuries, and all injuries to head or eye, a Wiltshire Council Accident Report and Investigation Form should be completed by the member of staff who dealt with the child, and a copy forwarded to the Safety Adviser, Public Health Department, County Hall.

See flow chart in Health and Safety Manual - incident reporting.

### **After school activities**

The adult who oversees the activity is responsible for the safety and welfare of the children at all times. A register of those attending is kept. It is the responsibility of the adult in charge to ensure that the children are collected and leave the premises safely at the end of the activity.

### **Apparatus and equipment e.g. PE**

The movement of apparatus should be closely monitored and children should be reminded about safe carrying procedures. Apparatus stored under the stage should be easily accessible. An adult should check that all apparatus and equipment is set up correctly before use and is safe to use.

Equipment is checked annually by a qualified contractor and any defects identified in their report are promptly remedied.

### **Asbestos**

Annual asbestos checks are carried out by the LA and the reports are filed in the office. A type 3 asbestos survey was carried out in August 2006 prior to the building work in the hall and in January 2008 prior to the work on the toilets and corridor, January 2010 for the mezzanine floor and 2015 for the cellar and new play area.

### **Cellar**

The cellar **must not** to be used as an additional storage area because of the gas boiler. Nothing flammable should be stored in the cellar, storing things in there invalidates our insurance and was highlighted in a Health & Safety inspection.

### **Child protection**

Procedures for child protection are set out in the school's child protection policy  
Designated Safeguarding Lead (DSL) for child protection - Jo French

Deputy (DSL) - Lisa-Marie Reed

Nominated governor for child protection - Rob Price

**Please ensure that senior staff are informed as soon as possible and the relevant form completed as soon as possible.**

### **Classroom risk, office, kitchen risk assessments**

Every year each teacher completes a risk assessment of his/her work space and any defects promptly rectified. The health and safety co-ordinator and the health and safety governor will undertake an annual assessment of all other areas of the school. The results of these risk assessments will be discussed at the next meeting of the premises committee. If there are any defects, please notify Tracey Schofield immediately.

### **Climbing and lifting**

Staff should not climb on furniture to reach heights but should either use a **kick stool** or a stepladder. If you stand on a work surface to put up a display, make sure that it is clear and that another person is present. Two people should also be present when stepladders or the ladder on to the top landing is used. **Step ladders should not be used anywhere where there are children.** Care should be taken to use correct lifting procedures when moving heavy items.

### **Contractors working on site**

All contractors working on site should be asked to sign in at the school office, and complete a 'declaration of safe working practices' form before starting work. Children should always be separated from any area in which contractors are working, preferably by a physical barrier. If this is not possible, e.g. contractors working in the school corridor, then the movement of children around the working area must be supervised. **If you don't know who someone is and they are not wearing a school visitors badge please ask and accompany them back to the office.**

### **COSHH Regulations (control of substances hazardous to health)**

No harmful substances (i.e. those marked with a warning symbol - a thick black cross, a skull and cross bones or as corrosive) should be left in areas of the school where the children may have access to them. All COSHH regulated substances should be stored in the cleaners' cupboard. Hand sprays used for watering or cleaning should be clearly labelled with details of the contents. Those used for cleaning should not be left unattended.

### **COVID-19 Risk Assessment**

The school's COVID-19 Risk Assessment identifies all procedures to minimise the risk to staff and children during the COVID-19 pandemic. This is regularly reviewed by the headteacher based on guidance from the Local Authority and Public Health England and shared with staff.

### **DBS checks**

All new staff, governors and classroom helpers must have a valid DBS for the school before coming into school. Records of DBS checks are stored in the office and there is an up to date list on the shared area.

### **Critical incidents**

An incident where there is risk of serious injury or death.

In the event of a critical incident please ring:

01225 713898 - during office hours

0845 6070888 or 01380 726651 - outside office hours

### **Electrical equipment**

All electrical equipment should be visually checked every time before use to ensure that plugs and leads are properly fitted, that plugs have insulated shields on the live and neutral pins (the two shorter ones) and that flexes are not damaged. All electrical equipment is PAT tested on a cycle. **Electrical equipment brought in from home should only be used with the permission of the headteacher and through a Residual Circuit Device (RCD).** Staff should ensure that flexes are not over extended or left hanging so that they strain against the plug. **Flexes should be neatly and safely routed** and not left trailing across walkways. If bin type winding extension leads are used, they should be fully extended before use to ensure that they do not overheat. Two or three-way plug adapters should not be used for extended periods. Where possible four-way block adapters on leads should be used to avoid mechanical strain on flexes and plugs.

The Governors will ensure that all electrical equipment/installations in school will be electrically tested according to the schedule laid down by the LA, including equipment stored in cupboards.

### **Emergency closure of the school**

If the school needs to be closed in an emergency, e.g. in adverse weather conditions, and we know before the start of the school day, it will be announced on two local radio stations, BBC Radio Wiltshire and Heart fm. It will also be on the school website and a text and email will be sent to parents and staff via SchoolComms. The headteacher/deputy will contact the co-ordination section, Department for Children and Education and the school will be included on the list of closed schools on the Wiltshire Council website.

The headteacher will make the decision about whether or not to close the school.

### **Emergency arrangements for the loss of power, water, heating**

If there is a sudden loss of power, water or heat then the office staff will, after checking for any local issues, contact the building pool who will advise on the necessary course of action.

### **Fire safety**

Fire practice will be carried out once a term and recorded in the school's fire safety file. Fire drill notices are displayed in all rooms and teaching staff should ensure that children are familiar with procedures. Evacuation routes during fire drills should be varied. Exit routes, fire doors and fire extinguishers are always left unobstructed. The fire alarm and emergency lights are tested weekly by the admin officer and a record is kept in the office. A different alarm box should be tested each week.

A fire risk assessment is completed by a professional company every three years (or sooner if there is a significant change to the school site) and is reviewed annually.

In the event of a fire the fire brigade would be called and if evacuation were necessary the children would be taken to the Selwyn Hall or the local church where parents will be contacted.

### **First Aid**

Full First Aid kits are stored in the staffroom and in the cloakroom and basic first aid kits are kept in each classroom. These are maintained by Becky Townsend. The Selwyn Hall bag is taken on each visit to the hall which contains a first aid kit and emergency kit.

### **First Aiders: Appointed Person Course and Paediatric First Aid**

<b>Name</b>	<b>Course Title</b>	<b>Date of Course</b>	<b>Renewal Date</b>
Jo French	Paediatric First Aid Training	11/5/21	11/5/24
Nicola Phillips	Paediatric First Aid Training	11/5/21	11/5/24
Chris Williams	Basic First Aid	6/9/22	6/9/25
Tracey Schofield	Basic Paediatric First Aid	25/1/22	25/1/25
Clair Southgate	Paediatric First Aid Training	16/3/22	16/3/25

It is a legal requirement that a person qualified in paediatric first aid is on the school site whenever Reception children are on the school premises.

### **Food**

With the exception of fruit and vegetables, written permission from parents **must be given** before children are given food to eat or taste as part of a lesson. If a child brings in a birthday cake or sweets/chocolate these must be given out at the end of the day and taken home with children so that parents are able to see them before they are eaten.

### **Glazing**

See risk assessment

### **Health and safety reporting**

If you become aware of any potentially hazardous situation, or experience/observe a near miss, report it to the headteacher or deputy immediately.

### **Legionella**

Annual tests for legionella are carried out by the LA. Monthly legionella testing and pipe flushing are completed by LA contractors.

### **Kiln**

The kiln is no longer in use and is fully disconnected, awaiting removal.

### **Kitchen**

The kitchen doors should be kept locked whenever the kitchen is unattended and closed when the kitchen is attended. Kitchen staff will ensure that the side gate is locked if the backdoor is open

### **Lone working**

Please avoid lone working other than in an emergency. If this is necessary, then please make sure that someone knows that you are there and when you are likely to leave. When working alone don't do activities, such as putting up displays, where there is an increased risk of having an accident. Keep all external doors closed and ensure that the building is secure when you leave and **all internal doors should be closed to minimise any risk of fire spreading.**

### **Medicines**

Medicines will be administered by the school if they are prescribed by a doctor and must be taken during the day. A form must be completed by parents and handed in at the office before the medicine is administered.

See Supporting Children at School with Medical Conditions policy

### **Movement around the school**

One of our school rules is to 'walk around the school'. All staff need to enforce this rule and send a child who runs back to where they have come from so that they walk to where they need to go.

### **Outdoor Education**

Parents give signed permission for any walking to the church and Selwyn Hall on the Pupil Information Form. Teachers must ensure that adequate supervision by additional adults is provided for all trips out of school. Parents must be given written notification of any trip that they will have to pay for at least two weeks before the trip. There is a model letter to use in the school office. Risk assessments must be completed by the teacher before the parents are notified of the trip. Risk assessments for all trips should be done on the EVOLVE website and is completed before a trip letter is sent to parents.

Full details of arrangements for other types of trips will be found in the school policy for educational visits and activities.

### **Physical restraint**

Cathy Clack and Lisa-Marie Reed have completed a 'Team Teach' course and are qualified to use team teach techniques, which use minimal force, as a last resort if de-escalation techniques have failed. Any incidents of physical restraint need to be recorded within 24 hours of the incident and sent to the local authority and will be kept for 75 years.

### **Playtime**

There is a rota on the notice board in the staff room for playground duties. If a teacher is absent then the supply teacher will cover the break duty. If staff are on a trip they will swap their duty to ensure adequate cover in the playground. During playtime staff must be in the playground by 10.25am and ensure all areas of the playground must be supervised, two adults should be on duty in the Willow Garden, one monitoring the ball court and one monitoring the fixed play equipment. Please can all staff ensure they have full view of the children they are supervising and refrain from chatting to each other.

When returning to classrooms, the following principles will apply:

- Stand still when the bell goes
- Ash class asked to walk to their line without buddies
- Everyone else asked to **walk to their line** putting their play equipment back as they go
- Walk to the lines - Oak, Willow, Beech and Chestnut two lines

If the weather is fine children are able to go on to the rec. In the autumn term if there is a picnic lunch this will be on the playground. During the autumn term the reception children should stay on the playground and be supervised by a member of staff who on duty. The Yr 6 buddies may like to join the reception children.

During wet play teachers and TAs will stay with their class and take it in turns to go to the toilet and make a drink. During wet break and lunchtimes suitable play equipment needs to be made available for the children to use. A list of what children are allowed to use should be displayed in the classroom to help the MDSAs know what children are able to use.

### **Pregnancy of a staff member**

Individual risk assessments are completed and regularly reviewed for any staff member who has informed the headteacher of their pregnancy. Occupational Health Assessments will be completed by the Local Authority if needed.

### **Reporting health and safety matters**

All staff are responsible for health and safety. If any member of staff, parent or child sees anything that might compromise health and safety including hazards, accidents and near misses and incidents of violence or aggression, then they must report it to the named health and safety co-ordinator, headteacher or the office.

### **School managed projects**

School projects are carried out according to LA procedures

### **Security/Visitors**

All staff should wear their door swipe/identification lanyard at all times. After 9:00 am all outside doors should be shut and all visitors should ring the buzzer outside the reception area to gain access to the school. Visitors will be asked to sign in and will be given a badge. Anyone on the school site who is not a member of staff, and who is not wearing a visitors' badge, should be taken to the school office.

Children should be encouraged to inform staff if they see adults in school without badges.

### **Security Alarms**

If alarm sounds then a member of staff should investigate the reason and if necessary phone the police.

### **Supervision of children**

Children should be supervised at all times; no unsupervised children should be left in classrooms. Children staying in at break times should work in their classrooms and are the responsibility of the class teacher.

### **Tidying the school**

See additional measures detailed in Covid-19 Risk Assessment

It is the duty of all staff to ensure that areas of the school for which they are responsible are kept tidy and uncluttered. This not only includes classrooms, but also all storage areas around the school and the staff room. Please return all resources and equipment after use and in a condition that is ready for the next person to use.

### **Photocopier**

The photocopier is in an entrance and no paper should be stored there either on the floor or in a bin as it is a fire risk. The nearest bin to the photocopier is in the staffroom; please use it for any copies that can't be recycled.

### **Toilets and Cloakrooms**

Water heaters should be left on during the week so that warm water is always available to the pupils and staff toilets. Soap is available in all toilets. Spare toilet rolls are kept in the disabled toilet.

### **Using school equipment and facilities out of school hours**

School facilities are used out of hours by arrangement and each arrangement is treated individually. All lettings are agreed as per Wiltshire Council procedures. All hirers need to be made aware of fire safety precautions and have suitable insurance which indemnifies the school and local authority against accidents, incidents and damage. Staff who borrow items from school for their own personal use do so at their own risk. See Lettings Policy

### **Use of staff's own vehicles for school related events**

If staff are to transport children in their vehicles then they must ensure that they have fully comprehensive insurance that also includes business use. Booster seats must be used if required. Staff must not be alone with a child in a vehicle.

### **Vehicles on the school site**

The only vehicles permitted to park on site are those of staff and visitors. Parking is limited and priority is given to teaching staff, please do not obstruct the entrance and exit of the car park which must be kept free for emergency vehicles. Parents are asked not to park on the double yellow lines outside school, or near the school crossing patrol when dropping or collecting children.

### **Violence and aggression to staff**

The school has adopted the LA policy 'Violence and aggression to staff' which sets out ways in which the LA and school staff can help prevent incidents occurring. All incidents of violence and aggression are recorded and kept in the head teacher's office.

### **DSE (Display Screen Equipment)**

Anyone using DSE for extended periods should take a regular break to avoid eye strain. Staff should ensure that their sitting position is comfortable, and that there is no undue clutter around the workstation preventing proper use. Computers and DSE should not be sited near windows, water or sand. Cables should never be allowed to trail across work areas. All staff who work continuously with DSE will complete an annual DSE self-assessment which will be reviewed by a senior leader and any adjustments made.

Teachers should ensure that children are working at a comfortable height and angle to the keyboard and screen, and that the contrast and brightness controls of the DSE are appropriately set.

September 2023