

EVELYN CP SCHOOL

HEALTH & SAFETY
POLICY

EVELYN C.P.

HEALTH & SAFETY POLICY

The following policy and procedures have been agreed by the governors and staff and are subject to regular review and amendment.

The school policy should be read in conjunction with the Knowsley LA Health & Safety Policy (2002) and the school's Safeguarding/Child Protection policy.

Policy Statement

It is the school's intention to establish and maintain so far as is reasonably practicable:

- a) A safe and healthy environment throughout the school.
- b) Safe working procedures among staff and students.
- c) An absence of risks in connection with dangerous articles and substances.
- d) Appropriate information on safety accessible to all staff.
- e) A school that is safe and risk free.
- f) Effective fire procedures.
- g) Effective accident procedures.
- h) Safety included as part of the curriculum in particular with regard to the outcomes of the document 'Every Child Matters' – Stay Safe & Be Healthy

Responsibilities & Duties in Health & Safety Matters

Responsibilities of Governing Body

The Governor's have a responsibility to parents to provide them with an annual update on the security of the school.

Parents are requested on a regular basis to comply with the school's security arrangements.

The aim of the Governing Body is "to provide a safe and healthy working and learning environment for staff, pupils and visitors."

It will make itself familiar with the requirement of "The Health and Safety at work act 1974" and "The Management of Health and Safety at Work Regulations 1999."

The Education Reform Act 1988, gives School Governors important new powers and duties in controlling school premises and the running of schools, including health and safety responsibilities towards staff, pupils and visitors.

The Governing Body, in consultation with the Head Teacher shall:

- Familiarise themselves with the requirements of the Health and Safety at Work Act 1974, and any other health and safety legislation and codes and practice, which are relevant to the work of the school – in particular The Management of Health and Safety at Work Regulations 1999
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and that it is regularly reviewed
- Ensure that health and safety matters are discussed regularly at Governor's meetings
- In conjunction with the Head Teacher be responsible for periodically assessing the effectiveness of this policy and ensure that changes are made as and when required. They are also responsible for ensuring that an annual safety audit has been completed
- Ensure that the policy considers building and people issues
- Ensure that risk assessments are carried out and evaluate all risks relating to school activities (including work experience)
- Ensure that all risks relating to incidents of violence and aggression are identified and evaluated
- Ensure that risk control measures are identified and evaluated in order to select the most appropriate means of minimising risk to staff, pupils and others

Responsibility of Headteacher

The ultimate responsibility for all school safety organisation and activity rests with the Head.

- 1) Receive daily information on accidents.
- 2) Co-ordinate safety procedures.
- 3) Maintain contact with outside agencies able to offer advice. Fire Service, Police, Knowsley Security, Knowsley Security, Rail Safety Officer.
- 4) Suggest improvements.
- 5) Arrange for inspection of premises for purposes of risk assessment and fire safety.
- 6) Arrange for annual check on all portable electrical appliances. .
- 7) Arrange for annual check on Safety of P.E. equipment.
- 8) Review annually.
 - a) First Aid
 - b) Health & Safety procedures
 - c) Dissemination of information
- 9) Report safety matters to governors.

- 10) To ensure that all staff appreciate the importance of Health and Security and understand the school's policy and their own responsibility.
- 11) To ensure that staff training needs are kept under review and training arranged as necessary.
- 12) To delegate areas of responsibility within health and safety where necessary.
- 13) To write any defects or problems in the "Defect and Repair" book which require action by the caretaker.
To record in this book the date and detail of "instructions given to children regarding dangerous games and activities."

Responsibility of class teachers

The safety of pupils in class is the teachers' responsibility. If for any reason they feel they are unable to ensure children's safety, this must be discussed with headteacher.

A class teacher must:-

- 1) Exercise effective supervision.
- 2) Be familiar with fire procedures, accident procedures and bomb scare procedures.
- 3) Be conversant with the school Health & Safety policy.
- 4) Give clear instructions and warnings.
- 5) Report hazards, such as uneven floor tiles, doors which slam, etc, to headteacher or site manager.
- 6) Integrate relevant aspects of health & safety into the curriculum.
- 7) Personally follow safe working procedures.
- 8) When using any electrical equipment – carry out an overall visual check.

Responsibility of Premises Officer

- 1) Patrol the exterior of the building daily, remove hazardous substances, clear slippery surfaces and report loose flags and, where necessary, arrange for repairs.
Hose down outdoor play equipment when necessary.
- 2) Have oversight of the interior of the building reporting loose floor coverings, damage to toilets, etc.
- 3) Use 'handy person ' skills to effect repairs.
- 4) Discuss with the headteacher when outside help is needed.

- 5) Check fire alarms weekly.
- 6) Oversee I.C.T. security
- 7) Ensure toilet rolls, soap and paper towels are always available in areas.
- 8) Support statutory inspection of all electrical, P.E. equipment & risk assessments
- 9) Carry out any required action as noted in the “Defects & Repair” hardback green book, located in Premises Officer’s Room.
- 10) Ensure valuable equipment is locked in a secure room and appropriate procedures are taken to keep keys out of sight.

Responsibilities of Administrator

1. To inform the LA of all reportable accidents and forward accident report forms as necessary.
2. To organise any Insurance claims.
3. To organise all Insurance cover for the school.

Risk Assessment

The Headteacher will ensure that a risk assessment survey of the premises is conducted annually. This survey will identify all defects and deficient together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

An annual Fire Risk assessment will also be conducted.

Electrical Equipment

Regular checks will be made by the Premises Officer who will inform Headteacher of faulty or damaged equipment.

An annual check will be completed by an appropriate company.

Children should not be allowed to push the television or plug in any electrical equipment. They should not be allowed to use the photocopier.

First Aid and Accident Procedures

The number of certificated first aiders must not be less than the number regulated by law. The school has named first aiders who are continually provided with refresher training. .

- 1) First Aid boxes are located at 4 different points.

Nursery
Technology Room
Year 5/Year 6 area
Administrator's Room

These are permanently marked and all staff are advised of their position. Notices are also available around the school stating their location. The contents are checked regularly and any deficiencies made good without delay.

- 2) Wounds to be bathed with water only in case stitching necessary. Plasters for deep cuts (hypo allergenic for children who have an allergy to ordinary plasters). Grazes should be washed.
- 3) Head injuries to be reported to Mrs Arnold and parent. (Slips on Staff room wall).
- 4) Accidents. First aid to be administered. Parent to be informed immediately if child is taken to hospital.
- 5) ARF 1/2 to be filled in by observer every time an accident occurs - either on the school premises or as part of a school related activity (Forms kept in Nursery and Administrator's Room).

A record must be kept (on the above form) of every member of staff, pupil or other person who receives first aid treatment.

Serious accident/incident forms are kept in the Administrator's office and completed by staff during lunchtimes and playtimes.

There is a minor injuries book in the Infants (Robins cloakroom shelf) and one in the Juniors (Year 5/6 Area first aid shelf).

Entry into school, playtimes, lunchtimes

Children are to be supervised at all times.

1) Morning

Doors to be opened at 8.50 am. or 8.45am. if wet.

Teachers to bring children in from playground

2) Playtimes (See Playground Policy)

Children to be dismissed in an orderly fashion, teacher to be last to leave the room.

Teachers on duty to go out promptly.

Class teacher to collect children from playground.

3) Lunch-hour

A Lunchtime Management Plan is in place.

Class teacher take children into the hall.

Lunchtime Organisers supervise until start of afternoon school.

The Learning Mentor oversees organisation of lunchtimes.

Teachers collect children from the playground at the end of lunchtime.

4. Home Time.

Staff should ensure that children leave school in an orderly and calm fashion.

Absconders

Dial 999 immediately.

Parents will be informed immediately.

Members of staff simultaneously search the vicinity by car and on foot.

Fire Procedure

Fire procedures book (white file) is kept in headteacher's room. .

Fire practices, 1 per term, are entered in book - date & evacuation time.

Fire equipment and fire detectors are tested annually.

Fire alarms are tested weekly.

Fire notices are outside each classroom. Staff and pupils must know all nearest exit routes. They are as follows:

Yr 6: Cloakroom door. Assemble on Junior playground

Yr 5: Side door. Assemble on Junior playground

Yr 4: External door to pathway. Assemble on Infant playground.

Yr 3: Classroom exit door. Assemble on Infant playground.

Owls: Own door. Assemble on Junior playground.

Robins: Own classroom exit. Assemble on Junior playground.

Butterflies: Main Nursery/Infant Door. Assemble on Infant playground.

Ladybirds: Main Nursery/Infant door. Assemble on Infant playground.

Nursery: Own Fire door. Assemble on Nursery playground.

Visitors: Junior Playground.

Fire Practices

When fire bell rings:-

1. Telephone Fire Service.
2. Stop all activities.
3. Teachers check toilets and cloakroom.
4. Walk quietly to assembly exit.
5. Form a line at nearest allocated point.
6. If normal escape route is blocked use the next nearest point of escape.
7. Do not re-enter building.
8. If teachers have registers take them with you.
If not Administrators will take registers from Library.
9. Time the practice and enter in fire book.

Fire Equipment

All members of staff must be aware of location points of alarm system and extinguishers.

Dangerous substances

Any substance which is poisonous, flammable or corrosive (ie. bleach, cleaning fluid) is locked away.

Sharp tools are to be stored in a safe place.

COSHH list available as checklist in Premises Officer's room.

Violence from Adults

Attempt to take heat out of situation. Invite parent/ adult to sit down. Remain as calm as possible. Listen carefully. Take complaint seriously.

If a member of staff is faced with dealing with angry parent/adult they should immediately seek support from another member of staff. The panic button should be used if necessary.

Appendix 4

GUIDELINES FOR TRIPS

See:

LA's Outdoor Education guidelines
DCFS guidance on Education Visits
Individual Class Packs

A letter should be sent home stating:-

Where the children are going.
Why (educational value).
How children will be transported.
The cost.
Times of departure and return.
Contact numbers in case of a delayed return.
A permission slip attached.

Police to be contacted if walk through busy streets is necessary.

If the coach or mini bus breaks down on a school trip/visit, the Highway Code, section 173 advises you to decide whether or not to stay in the bus or leave it and stand on the kerb. However 10% of all fatal motorway accidents take place when a vehicle collides with a stationary vehicle parked on the hard shoulder. The advice from the Dept. of Transport, Police, R.A.C. and A.A. is to stay well back on the verge, only re-entering the vehicle if you feel in danger. However, you may need to take into consideration other aspects e.g. weather, time of day, deserted or busy and ability to control children waiting on the verge. Therefore this is not an easy decision.

Insurance cover. Evelyn C. P. School pay Endsleigh Insurance Services Ltd, Cheltenham, the sum of £37.50 per year to cover all trips. A monthly claim form is sent.

THE EDUCATIONAL VISITS CO-ORDINATOR IS THE HEADTEACHER

Whenever the class teacher takes children on an educational visit, a **school trip record sheet** must be completed and handed to the headteacher to be filed.

If the school organises a residential visit, agreement must be sought by the Director of Education and the guidelines in keeping with DfES document "Health and Safety of Pupils on Educational Visits – Policy and Procedures" (1998).

Responsibilities of Group Leaders

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been appointed or approved by the headteacher or the governing body. The group leader should:

- Obtain the headteacher's prior agreement before any off-site visit takes place;
- Follow the LA regulations, guidelines and policies;

- Appoint a deputy;
- Clearly define each group supervisor's role and ensure all tasks have been assigned;
- Be able to control and lead pupils of the relevant age range;
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- Be aware of child protection, issues;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- Undertake and complete a comprehensive risk assessment;
- Review regularly undertaken visits/activities and advise the headteacher where adjustments may be necessary;
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- Ensure that ratio of supervisors to pupils is appropriate for the needs of the group, minimum of 1:15 for juniors, 1:10 for infants, 1:1 for nursery; however, a risk assessment should still be carried out as each trip varies;
- Consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure the group supervisors have details of the school contact;
- Ensure the group supervisors and the school contact have a copy of the emergency procedures;
- Ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.

The Group Leader should consider the following additional guidelines when organising a trip.

Preparation

1. Reason for visit e.g.
 - (a) To cover National Curriculum requirements;
 - (b) To complement topic work;
 - (c) Fieldwork may be the most appropriate way of achieving aims and objectives given;
 - (d) To provide practical experience;

- (e) An opportunity to develop personal and social skills;
 - (f) End of term school trip.
2. Decide which suggested venue links best with reason for visit.
 3. Recognise the importance of a preparatory visit to the site;
 - (a) Date of visit – (consider time of the year);
 - (b) To plan the work – specify areas to be covered;
 - (c) To identify possible Hazards or sensitive areas (Risk Assessment form);
 - (d) Is the party to be joined by local specialists;
 - (e) Plan realistic timetable;
 - (f) Refreshment stops (indoor or outdoor lunch facilities);
 - (g) Toilet stops;
 - (h) Coach parking;
 - (i) Place to leave bags;
 - (j) Wheel chair access;
 - (k) Shop;
 - (l) Wet weather options;
 - (m) Costings – free places – method of payment (cash, school cheques?);
 - (n) Confirm visit in writing;
 - (o) Medical provisions;
 - (p) Administration forms to be completed.
 4. Contact transport – be aware coach may not have luggage space – get confirmation in writing. ENSURE COACH HAS SEAT BELTS. Ensure coach firm are given exact numbers of adults and children.
N.B. Consult 2006 legislation regarding booster seats (See Health & Safety file)
 5. Cost trip – take into account any eventualities.
 6. Insurance.
 - (a) Additional insurance cover (if necessary);
 - (b) Be aware minimum charge from most companies;
 - (c) Be familiar with appropriate DfES requirements.
 7. Complete appropriate Forms: MSH2, MSH1 and Form 6.
 8. Collect parental consent/disclaimer reply slips and voluntary contributions.

Remembering to keep a careful record of each payment.
 9. Notify children/parents of any particular garments or food required on visit.
 10. Ensure that pupils and helpers are fully and appropriately briefed and that if possible, basic techniques to be used have been taught in advance and that they are aware of alternative programmes in case of bad weather.
 11. Organise parent meeting – if residential;
 - medication
 - medical forms
 - any worries or concerns
 - children must be infection free

12. Advise kitchen staff of:
 - (a) Number of children not requiring school meals
 - (b) Number of children on free school meals requiring a packed lunch.

13. Product of visit:
 - (a) Exhibition
 - (b) Photographs
 - (c) Work book
 - (d) Drama book.

14. Ensure that everyone is familiar with appropriate Codes of Conduct e.g.
Country Code
School Code of Conduct
Outdoor Studies Code.

15. A member of staff must take a First Aid box and a Mobile Phone.

On the morning of the visit

1. Take the parental consent forms on the visit.
2. Give each supervising adult a register of the visiting group/class. (The register should have names, addresses and home phone number).
3. Check that you have a suitable first-aid kit.
4. Be aware of relevant health problems within the group e.g. asthmatics should have their inhalers with them.
5. Take a roll call before leaving school. Note absentees.
6. Remember camera and film, sick bucket.
7. Remember cheque book, if necessary.
8. Worksheets.
9. Resources.
10. Before coach departs check number on board.
11. Identification (Special Needs).
12. Change/phone card for telephone calls.

During Visit

1. As soon as the group arrive at the destination the group leader should ensure that the venue is suitable for the visit to continue.
2. In the case of an overnight stay the group should be made aware of the safe means of escape in case of fire and where the group should assemble.
3. As soon as practicable the group leader should carry out a fire drill so that pupils are aware of procedures and carry them out safely and effectively.
4. The duty rota should be made known to all staff and pupils for the length of the visit.
5. Establish contact point if you get lost.
6. At the venue, keep a watchful eye on your group. Take a roll call after lunch.
7. Revise timetable and Codes of Conduct.
8. Reduce hazards by ensuring structured activities and group procedures.
9. Count equipment in and out.
10. Collect work in.
11. Before coach departs venue, check number on board.

At the End of the Visit

1. On arrival back at the school pupils should not be allowed to leave earlier than the time indicated to parents/guardians.
2. If teachers have been notified that parents/guardians will pick up pupils at a particular time, those pupils/young people must remain with the teacher until they are collected.
3. In consultation with accompanying adults the teacher in charge of the visit should carry out an evaluation of the visit in terms of its success, suitability, accessibility, and meeting of pre-determined objectives. This evaluation should be kept 'on file' for future reference. Teachers/youth workers should consider whether the venue was one which could be recommended to other schools/youth clubs.

Head Counts

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. Pupils, should be easily identifiable, especially if the visit is to a densely populated area. Brightly coloured caps, T shirts or a school uniform can help identify group members more easily. Pupils should not wear name badges, but you may

provide pupils with badges displaying the name of the school and its emergency contact number. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group. A 'buddy' system with regular 'buddy checks' may be employed

Sun Awareness and Protection Guidelines

There is increasing evidence that excessive sun exposure, and particularly sunburn under the age of 15, is a major risk factor for skin cancer later in life. If the group is likely to experience excessive sun exposure please seek further guidance.

GOOD PRACTICE IDEAS FOR EDUCATIONAL VISITS

Ensure teacher leading trip completes appropriate 'School Trip-Records Sheet' form and hands to Mrs. Arnold.

Ensure teacher leading trip i.e. Group Leader carries out risk assessment and is aware of responsibility.

Ensure this teacher makes **all** adults helping on the trip are aware of their roles and responsibilities.

Use 'Buddy system' – do regular buddy checks.

Ensure the ratio of supervision is appropriate for needs of the group.

Reception 1 : 4

Years 1 – 3 1: 6

Years 4 – 6 1 : 10

This is only a guide so must do a risk assessment because each trip is different. Group leaders should complete a Risk Assessment of the trip and ensure that there is an appropriate safe supervision level for their particular group.

As well as keeping record of visit – keep evidence of individual reports of accidents and 'near misses'.

Ensure emergency arrangements are in place back at school.

Operate remote supervision for after school classes being led by outside unpaid volunteer coach i.e. Do risk assessment by watching whole 1st. session and then be 'available' on other sessions.

Walking

Walking along the road:

- Cross at same place.
- Person at the front and one at the back and others spread out.
- When crossing a road, agree a procedure with other supporting adults.

Documentation

Please see the following documents for further guidance, which are all located in the staff room: Health & Safety Procedures (Black file in Staff room).

Health & Safety: Responsibilities and Powers

Standards for L.A.s in overseeing Educational visits

Standards for Adventure

Educational Visits – A Practical Handbook (Please take on each trip or read beforehand).

LA 'Educational Visits: Policy and Procedures' (Blue File on Staff room shelf – updated November 2008).

DfES Guidance on Educational Visits.

Also see relevant section of school's own Health & Safety Policy.

Categories of Visits

- Category A – e.g. local museums – don't need any specific qualifications.
- Category B – e.g. Walking in open country – may need qualifications.
- Category C – e.g. Rock Climbing – SPLA – need qualifications.

MONITORING PROCEDURES

The Site Manager, Headteacher, a member of the Health & Safety sub committee and a parent walk around the inside and outside of the building once a term and note any hazards.

All staff are asked to report any perceived dangers by entering them in the Health & Safety file on the staffroom shelf. This is circulated after the above tour. Once a year a Risk Assessment also accompanies the file. In this way all staff (teaching and non- teaching) are consulted about Risk Assessment.

The Health & Safety co-ordinator, Mrs. Arnold is in charge of weekly alarm checks and termly fire practices.

We have an annual contract to review fire equipment.

Visual checks on electrical equipment are made regularly. We buy in services of Nelsons Integral for an annual audit of equipment.

The site manager monitors daily the outside of the building for any harmful substances.

The school Health & Safety committee meets on a half termly basis and reports to the Governors' Premises Committee.

Health & Safety deficiencies are reported to the L.A.

The Leadership team discuss Health & Safety on a regular basis.

Staff review the security of our school on a regular basis at a designated staff meeting.

The effectiveness of this policy is regularly evaluated by the Health & Safety Committee in the following ways:

Questionnaires.

Staff Meetings.

Observation.

Lunchtime Organisers and L.S.A. Contact Meetings.

Health & Safety Committee

Mrs. Arnold

Mrs. A. Austin

Miss K. Welsby

Ms F. Knight

This policy is updated in annually by the Health & Safety Committee in consultation with the Leadership team, Staff and Governors.

A HEALTH & SAFETY WEEK IS HELD ANNUALLY TO ENSURE ALL ASPECTS REMAIN HIGH PROFILE

STAY HEALTHY & BE SAFE are promoted in a weekly assembly which celebrates the outcomes of 'Every Child Matters'.

Please note the following documentation is kept in the staffroom

Swimming pool and Activity Guidance
Influenza Pandemic Contingency Plan
Health & Safety Measures
Educational Visits Information

Please refer to the following related policies, kept in the staff room in the ‘Whole School Policies’ file –

Coping with a Crisis
Safeguarding/Child Protection
Behaviour

Review

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health and safety and welfare of staff and pupils.

Signed	for the Governing Body.	Date: January 2000
Signed	for the Governing Body	January 2001
Signed	For the Governing Body	January 2002
Signed	for the Governing Body	January 2003
Signed	For the Governing Body	January 2004
Signed	For the Governing Body	January 2005
Signed	For the Governing Body	January 2006
Signed	For the Governing Body	January 2007
Signed	for the Governing Body	January 2008
Signed	for the Governing Body	January 2009
Signed	for the Governing Body	January 2010

Signed	Headteacher.	Date: January 2000
Signed	Headteacher	January 2001
Signed	Headteacher	January 2002
Signed	Headteacher	January 2003
Signed	Headteacher	January 2004
Signed	Headteacher	January 2005
Signed	Headteacher	January 2006
Signed	Headteacher	January 2007
Signed	Headteacher	January 2008
Signed	Headteacher	January 2009
Signed	Headteacher	January 2010

SAFETY IN THE CLASSROOM

All staff teaching and non teaching should be familiar with the document “Be Safe” (ASE) and follow the advice given in it.

It is vitally important that all those working in classrooms are aware of Health & Safety at all times.

The safe use of equipment must be promoted at all times

e.g. how to carry scissors.

Correct use of craft knives

correct use of electrical equipment

correct use of tools

correct use of the workbenches in Early Years.

Correct usage should be taught explicitly and regularly to the children.

General:

- Pencils should always be stored “point down”.
- Use of tippex should be avoided.
- Staff should ensure children are aware of wet areas.
- Heavy equipment should never be carried by children.
- Any animals, insects being used mainly for studying should be treated with respect and returned as soon as the activity is complete.
- For specific guidance related to work undertaken on “decay” consult the ASE Safety Policy.
- Leaves and berries of a poisonous nature should be avoided in classroom displays and dangers made clear to the children.

Please refer to Science Policy for further guidance.

Teachers have sheets titled:

‘Classroom check by Teachers.’

These should be completed by teachers after each termly Healthy & Safety tour, which is carried out by the headteacher and member of Health & Safety Committee, OR AT ANY OTHER TIME when an entry needs to be made.

P.E. & HALL SAFETY

P.E. (See also Safe Practise in P.E. kept on staff room shelf).

1. Children do not enter the Hall unless supervised by a teacher.
2. Enter and leave Hall in an orderly manner.
3. Appropriate clothing and footwear, for the activity to be undertaken, should be worn at all times.
4. A pupil must be given permission by the teacher before using, or moving, equipment.
5. No child should enter the P.E. store unsupervised.
6. Apparatus should not be used until it has been checked by a member of staff.
7. Children must never be allowed to misbehave in the Hall.
8. Children must respond immediately to commands given by the teacher.
9. Long hair should be tied back and jewellery not worn.
10. Defective equipment should always be reported.
11. Accidents must be reported and the school accident procedures followed.
12. Equipment must not be left in a hazardous position.
13. A teacher must always be present when an external provider is leading a session.

Monitoring

A P.E. equipment check is carried out annually.

GUIDELINES FOR HALL SAFETY

Inform children about the importance of safety.

Keep fire exits clear.

Chairs and other furniture to be stored away after assembly.

Ensure doors, off hall, are closed. i.e. Through to toilets, stockroom.

General layout of equipment must ensure safety.

When the floor is slippy – a yellow warning sign should be displayed.

Children should walk when in the hall - never run (unless directed in a P.E. lesson).

Children should be told how to safely move apparatus.

Adults and children should walk round the perimeter of the hall when P.E. is in progress.

Appendix 3

SWIMMING

All children of junior age will have regular swimming lessons.

All children present are expected to enter the water, unless a medical note to the contrary has been received. Teachers will be responsible for ensuring that a Swimming Register is kept.

A child who has been declared medically unfit will accompany the rest of the children to the baths. He/she will sit in spectators seats.

Children will be accompanied to and from the baths by a qualified teacher and adult. Ratio walking to and from baths is 1:20. Ratio in the water is 1:20.

The teachers will ensure the children walk safely to the baths and will instruct any adults accompanying them of expected procedures.

The teacher will, as far as is possible, supervise the children entering and leaving the changing rooms. The baths will take over or share the swimming instruction but the teacher will, throughout the lesson, remain in overall charge of the discipline of the group.

Any negligence, over the welfare of the children, noted by the class teacher should be reported immediately to the Headteacher on return to school.

All teachers should make themselves aware of the safety regulations laid down by the Authority, for the particular Building where lessons are taking place.

In the event of the Instructor being absent the teacher may allow the children into the pool provided there is poolside supervision from the Baths Attendants.

PLEASE SEE GUIDANCE IN STAFFROOM – ‘SWIMMING POOL & ACTIVITY GUIDANCE’ – BLACK FILE

GUIDELINES FOR GIVING MEDICAL ASSISTANCE

A list of all children with specific medical needs is displayed on the staff room wall.

FLU PANDEMIC

In preparation for this the L.A. has issued guidance 'Directorate of Children's Services Schools Influenza Pandemic Contingency Plan' – Black File in staffroom.

Accepted by Governors November 2007.

Administration of Medication

The taking of prescribed medicines in school is permissible. Parents to send written permission and exact instructions. Medicines to be kept out of reach of children. Specific permission for administration of calpol to be entered on admission form.

Staff should never administer antibiotics to a child.

Asthma

Inhaler/medication in school in teachers' desk.

Diabetes

If child appears hypo-glycaemic (faint) give small amount of lucozade or biscuit and milk.

Leukaemia

Regular letters home regarding infections. Parents to be notified in the event of chicken pox.

Meningitis

Action to take:

1. Contact St. Helens & Knowsley Area Health Authority.
Tel. No. 01744 733722
2. Leaflets for staff and parents.
3. Contact National Meningitis Trust.
Tel. No. 01453 751738
4. Information from Meningitis Help Group.

Have received list of children with asthma.

Please follow up if have no inhaler in school.

Epilepsy

Clear area around person having seizure. Remove dangerous objects. Remove children.

When fit is finished put them on their side in 'recovery' position, cushion under head.

Remove children.

Communicable Diseases

The school adheres to the LA guidelines.

Illness

Addresses and contact telephone numbers are in white files located in the office.

Addresses and telephone numbers are updated annually.

Head lice & Worms

A letter is distributed to the class concerned during an outbreak.

A booklet is available in the staffroom giving details and guidance regarding all diseases.

No Smoking Policy

The school will conform with all other council buildings in Knowsley and maintain a smoke-free environment.

Communicating the Importance of Safety to the Children

e.g. Safety from Strangers, railway safety, fire safety

Films and talks are organised annually from visiting professionals

Regular talk by headteacher and staff about security of school, in class and during assemblies.

Road Safety

Police talks annually.

Plays and workshops.

Accelerated Learning Road Safety Programme for Year 1 children every year.

Safety taught within curriculum.

Welfare facilities 2 adult toilets available near entrance hall and one in Nursery.

Community room and staff room available as rest facilities for adults.

Kettles in staff room, community room and nursery kitchen.

Small cooker in nursery and community room.

Microwave in Staff room.

Drinks machine available in community room and multi media room.

Hot meals cooked on the premises.

Locked cupboard available in creative room for use of Lunchtime Organisers

Appendix 6

GUIDELINES FOR MANAGING AND ADMINISTERING MEDICINES

Medical Issues

- Evelyn C.P. School shares the LA policy of providing an inclusive education and recognises that some children may have long or short term medical needs
- Whilst we encourage pupils and their parents to take responsibility for the pupils medical care, the school has a duty to support children with special medical needs within the terms of the guidelines issued by the DfES and Department of Health
- Teachers and support staff in charge of pupils have a common law duty to act as any reasonable prudent parent would to make sure that pupils are healthy and safe on school premises and when off-site on outings/trips and residential visits
- Children who suffer from Asthma, Diabetes, Epilepsy and anaphylactic shock and who may need access to appropriate medication are listed and made known to all staff and equipment (such as inhalers and epi-pens) are held in the safe-keeping of the class teacher

In Case of Illness

- If children are unwell we ask that they be kept at home. If they become ill at school every effort is made to inform parents so that they can collect them as soon as possible
- If there is any doubt about the health of a child at any time, parents will be contacted and asked to collect the child as soon as possible

In the Case of a Pupil Needing Medication or Routine Medical Treatment During the Day

- **No medication must be given to any pupil without the specific written consent of the parent/guardian concerned**
- **If a child needs prescribed medication during school hours, we ask that parents come in to administer the dose. If this is not possible then a form (*available from the school office*) detailing the time and dose and giving permission will need to be completed and signed by the parent/guardian. The Headteacher's permission will then be given to the nominated persons to administer the medicine**

Managing Prescription Medicines

- A written record should be kept of the administration of all prescribed medication to pupils (**see form in school office**)
- All medicines will be stored securely
- Specific permission for the administration of Calpol should be entered on the child's admission form
- For pupils who have long term specific medical needs, including children with asthma, severe food allergies, diabetes, epilepsy, an individual health care plan needs to be drawn up in discussion with the parents/guardians and the relevant health services. Not all children who have medical needs will require an individual plan. (**A short written agreement with parents may be all that is necessary, using the appropriate forms regarding consent to administer or carry medication available from the school office**). These plans should be reviewed regularly by the staff and parents under the guidance of the child's G.P. or paediatrician
- Risk assessments may need to be put in place for certain individual pupils carrying out certain activities. These may cover the pupil's medical needs, medication requirements and emergency treatment

Medical Checks

- We work closely with the schools medical service and encourage and support their role in routine school life. We welcome any opportunity for closer inter-agency links
- The school nurse is in regular contact with our school, carrying out hearing, sight and other checks during the child's time at Evelyn C.P. School
- Where specific low level concerns are expressed by staff, a medical examination may be arranged which parents may attend
- Where serious concern is expressed, the relevant agency and the parents are immediately contacted

Asthma and Extreme Allergies

Evelyn C.P. School recognises that asthma and extreme allergic reactions to certain foods or insect stings are important conditions affecting certain children. Pupils with these conditions are welcome in school and are encouraged to take full part in all activities

- The school requests that parents provide a detailed picture of the exact nature of their child's condition and details of the treatment their child should receive if their condition were to deteriorate whilst in school
- A record of all children suffering from these conditions will be kept in school at all times and any incidences relating to their condition that take place whilst they are in school will be recorded
- Class teachers should be informed in detail of the child's condition and should know what to do if the child were to suffer an attack. Information concerning signs and symptoms of certain conditions and what to do in such cases is displayed in each classroom and certain staff have received training in the use of epi-pens
- A risk assessment may need to be carried out when a child may be in particular danger from serious attack and an individual health care plan may need to be drawn up with the support of the parents and medical professionals
- It may be necessary for a member of staff to undergo specialised training in order to safeguard the health of a particular pupil. The Headteacher should agree with the member of staff concerned and arrange appropriate training
- The school will ensure that pupils suffering from asthma have easy access to their inhaler at all times. Each class has a central point where labelled inhalers and epi-pens are stored. As soon as the child is able, as decided by the child's parent or doctor, they should also carry their own inhaler. Children with asthma will have the opportunity to use their medication before exercise and their inhaler should be kept near to them whilst they are exercising
- The aim of full participation in sports and exercise should be the goal for all but the most severely affected pupils with asthma. However, if a child becomes too wheezy to continue they will be allowed to stop the activity
- Potential asthma triggers are pollen and spores, animals, certain glues and paints, cigarette smoke, the common cold, sudden changes in temperature, exercise and emotional upset
- Potential triggers for extreme allergic reaction (anaphylactic shock) are nuts (particularly peanuts), nut oils, wasp and bee stings

Other Medical Conditions

- Leukaemia – Regular letters will be sent home to parents of any children suffering from leukaemia. Parents will be notified in the event of a chicken pox outbreak
- Meningitis – Information available from:
 1. St. Helens and Knowsley Area Health Authority – 01744 733722
 2. Leaflets for parents and staff
 3. National Meningitis Help Line – 08088003344
 4. National Meningitis Trust 01453 768000
 5. Information from Meningitis Help Group
- Epilepsy – Clear the area around the person having the seizure. Remove any dangerous objects and children from the area.

When the fit is finished, put the person on their side in the recovery position with a cushion under their head.

Notify parents immediately. If fit lasts longer than 10 minutes or if in doubt call an ambulance
- Useful contacts (see attached)

Managing Prescription Medicines on Trips and Outings

(Please refer also to the ‘Guidelines for Trips’ section of the Health & Safety Policy)

- Additional safety measures for outside visits may need to be taken concerning children with specific medical needs
- On all school trips (including trips to the swimming baths) pupils with asthma must take their inhalers with them. Pupils who are known to suffer extreme allergic reactions to food or insect stings must ensure the trip organiser is aware of this. Individual risk assessments may need to be carried out particularly for residential trips
- Specific risk assessments may be carried out
- It may be that an additional adult may be needed to accompany a particular child
- Arrangements for taking any necessary medication will also need to be taken into consideration
- Staff supervising excursions should always be made aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency
- If staff are concerned about whether they can provide for a pupil’s safety, or the safety of other pupils on a trip, they should seek parental views and medical advice from the school health service or the child’s G.P.

Appendix 7

SECURITY GUIDELINES

These guidelines appear in the school's Staff Handbook.

The following security arrangements are in place at Evelyn Community Primary School:

1. Panic button situated in the Nursery Kitchen, Headteacher's Room, Community Room and Administrator's Office.
2. Outer doors which are self closing.
3. Lighting on the car-park which works on a light sensor.
4. Sign at the top of Evelyn Avenue pointing to the school, so that only people needing the school should enter the grounds.
5. Clear signs around the school pointing to the entrance and various classrooms.
6. An Entry Phone System on the external door, internal door and one leading to Nursery
7. A badge system and signing in book for visitor control.
8. A full alarm system. (Fitted May 1998).
9. See through panel in door of headteacher's room.
10. Stable door at entrance to office.
11. A sign to discourage trespassers on the "Beazer" gate.
12. Entry push buttons on inner doors of both entrances.

Procedures for the Entry System.

Staff are given the number for the entry phone system.

All other people must ring the bell and speak to the administrator or headteacher through the intercom.

Children must **never** use the release button to allow people in.

Visitors must wear a badge and sign in.

All staff and parent helpers wear badges which means there should never be anyone in school without a badge.

Dealing with Intruders and Trespassers:

As there is no right of way though our site - persons are discouraged from using it.

Our children are told that if they see someone without a badge inside school or in the school grounds they must inform a member of staff.

A member of staff must challenge any stranger

eg. "Good morning, can I help you?"

"Are we expecting you?"

Ask stranger to accompany you.

Do not leave him/her alone while you make enquiries.

If they are not able to offer a reason for being on site they should be asked to leave the site because they are compromising the security of the school.

Telephone police if necessary.

Trespassers may now be arrested.

CHILDREN SHOULD NEVER BE SENT AROUND THE OUTSIDE OF THE BUILDING UNSUPERVISED.

CHILDREN SHOULD NEVER BE ALLOWED TO USE THE PHOTOCOPIER OR PUSH HEAVY FURNITURE SUCH AS THE TELEVISION.

Violence to Staff

The school's Leadership team are committed to reducing any risk of violence or threats of violence to the staff. This includes physical violence, aggression, verbal abuse, sexual or racial abuse, and intentional damage to personal property. Any incident should be reported immediately to the Headteacher.

The Governors of this school consider violence towards employees and the risk of violence to be serious matters. They are fully supportive of staff who have been subjected to violence and take positive action to minimise potential risks.

All incidents will be acted on either immediately if necessary or as soon as is practicable. The effectiveness of the measures will be monitored and reviewed. Support will be offered to staff involved in incidents. This is also clearly referred to in our Staff Handbook which also contains further guidance on Health & Safety.

Working Late

Teachers and particularly cleaners are often alone when working late. It is important that the caretaker knows their whereabouts and the time they will finish. All staff have their own hand alarm which should be close by at these times.

Security for Staff Belongings

The secure room between the staff toilets may be used to lock personal possessions for both teaching and support staff.

N.B. Teacher laptops should NOT be left in classrooms overnight, or left unattended for a long period of time during the day. Please ensure they are locked away.

Dress Code

Staff are asked to dress smartly.

They are encouraged to change into a kit for P.E./swimming but to change back into normal attire as soon as a break is available.

Bomb Threats

DO

- Call 999
- Ask for Police
- Inform the officer of the details of the call
- Follow the advice given
- Notify the Education Authority for information only

DO NOT

- Try to call local police stations
- Fail to call police
- Evacuate immediately

Evacuation procedures Building to be evacuated as in fire procedure. Children to be taken further afield.

USEFUL CONTACTS

Police To be called in cases of violence and theft.

Traffic Police To be asked for assistance with dangerous parking.

Knowsley Security Number given to local residents in case of vandalism, breaking and entering or trespass.

Allergy UK

Allergy Help Line: (01322 619864

Website: www.allergyfoundation.com

The Anaphylaxis Campaign

Helpline: (01252) 542029

Website: www.anaphylaxis.org.uk and www.allergyinschools.co.uk

Association for Spina Bifida and Hydrocephalus

Tel: (01733) 555988 (9am to 5pm)

Website: www.asbah.org

Asthma UK (formerly the National Asthma Campaign)

Adviceline: 08457 01 02 03 (Mon-Fri 9am to 5pm)

Website: www.asthma.org.uk

Council for Disabled Children

Tel (020) 7843 1900

Website: www.ncb.org.uk/cdc

Contact a Family

Helpline: 0808 808 3555

Website: www.cafamily.org.uk

Cystic Fibrosis Trust

Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623)

Website: www.cftrust.org.uk

Diabetes UK

Careline: 0845 1202960 (Weekdays 9am to 5pm)

Website: www.diabetes.org.uk

Department for Education and Skills

Tel: 0870 000 2288

Website: www.dfes.gov.uk

Department of Health

Tel: (020) 7210 4850

Website: www.dh.gov.uk

Disability Rights Commission (DRC)

DRC helpline: 08457 622633

Textphone: 08457 622 644

Fax: 08457 778878

Website: www.drc-gb.org

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: www.epilepsy.org.uk

Health and Safety Executive (HSE)

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm)

Website: www.hse.gov.uk

Health Education Trust

Tel: (01789) 773915

Website: www.healthedtrust.com

Hyperactive Children's Support Group

Tel: (01243) 551313

Website: www.hacsg.org.uk

MENCAP

Telephone: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494 601400 (Mon-Fri 10am to 4pm)

Website: www.epilepsynse.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm)

Website: www.psoriasis-association.org.uk

Sure Start

Tel: 0870 000 2288

Website: www.surestart.gov.uk

Continence Team

Tel: 289 6932