

## **CUMBER CLAUDY PRIMARY SCHOOL**

### **HEALTH AND SAFETY POLICY**

***Priority for revision – June 2019***

***Not compliant with current regulations.***

***No reference to building security/gates/procedures in relation to visitors.***

***No reference to Health Education programmes in classes***

#### **AIMS**

- 1 To maintain a safe environment wherein children can work and move around without risk to themselves or their good health.
- 2 To plan for the safety of children and staff in the event of an outbreak of fire or any other emergency.
- 3 To train children to aim at staying healthy by eating properly, getting enough sleep and taking part in games and other forms of exercise.
- 4 To draw the attention of all staff to ways of providing a safer environment within which to move and work.

#### **Fire or other emergency**

- Fire Drill
- Written Fire Drill procedures have been issued to staff.
  - Regular Practices will be held during the school year.
  - Notices have been placed on all fire exits in the school.
  - Fire extinguishers will be inspected annually.

#### **Injured Child**

In the event of an accident in school:-

- a) The teacher in charge will telephone the child's parent/guardian/minder. Contact numbers are available in the office.
- b) The parent will decide whether to take the child to hospital/health centre. In the event of the parent etc. not being available, a member of staff will take the child if seriously injured to the Health Centre, or if necessary, to the Accident and Emergency Department of the hospital. (In the meantime efforts will continue, to make contact with the parent/guardian/minder, using TxtLocal text messaging service).
- c) If in doubt about the serious extent of the injury, no attempt will be made to move the child. Medical assistance will be sought by telephone.

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- d) Reports will be written and signed when a serious accident takes place. The teacher or lunch-time supervisor who is in charge at the time of the accident, will take responsibility for this. The Accident book should be filled in each time any child sustains a minor injury or worse e.g. cuts/bruises that require first aid treatment, knocks that leave a child upset

### **Sick Child**

If a child is sick at school, we will make an effort to contact the parent/guardian/minder of the child, but will not allow the child to go home alone.

If no-one is available, the secretary will keep trying to make contact, but the child will be kept in school and comforted by the class teacher/other member of staff.

If a child requires medication or inhaler, the teacher must have clear written instruction from the parent, so that he/she may take charge of the administration of same at all times, e.g. in the case of asthmatics.

### **Safety in the Playground**

The supervision of children during the day is laid down in our Supervision Policy.

In the event of a child falling, or having an accident the procedure will be:

- 1 Deal with the child on the spot, if only 'dusting down' is required.
- 2 Send for another member of staff if the accident is more serious.
- 3 In the case of (2), procedure as outlined under Injured Child.
- 4 The teacher on first aid duty will attend to minor first aid.

### **Safety in the Dining Hall**

Lunch time supervisors have been informed in writing that their first duty is to maintain discipline and ensure the safety of each child during the time that they are in the dining hall. Children are encouraged to:-

- a) queue up in an orderly fashion
- b) refrain from running, pushing or queue jumping
- c) refrain from shouting, as this frightens younger children
- d) carry trays carefully and in an orderly fashion to their seats

Supervisors will clean up any spillages immediately to prevent children slipping on wet floors.

### **Risk Assessment and safety measures in school**

In the classroom teachers are recommended to:-

- a) Maintain a comfortable flow of fresh air into the classroom at all times.

- b) Check that all exits are kept free from any form of obstruction.
- c) Check that there are no tripping hazards about the classroom, e.g. mats with curled up ends, loose floor covering or pieces of equipment left on the floor.
- d) See that children use their chairs properly and sit in a manner that is safe at all times, e.g. no swinging back on their chairs.
- e) Pay special attention to the safety aspect involved in the use of some educational resources, e.g. scissors, knives, thermometers, glass containers, hot liquids, batteries, wire, clips and electrical equipment.
- f) Ensure that potentially harmful substances e.g. glue, are put safely away after use
- g) Encourage all children to take part in class activities which promote health and fitness
- h) Encourage all children to have good personal hygiene habits, e.g. handwashing after toilet, clean hands for school, good dental hygiene etc.
- i) Encourage all children to bring healthy foods for lunch or break.
- j) Ensure that the children develop a habit of good order when moving from one area of the school to another - no running, no pushing or shoving. Walking in an orderly line to destination is the only way to arrive safely.

### **Outside help available**

Children are examined and checked by the School Nurse in Foundation Stage. The School Nurse may be contacted by the school if we have any queries or concerns about a child's health.

### **Drugs Education**

The school is aware of the need for drugs education in the curriculum and we plan to address it through Health Education and Pastoral Care.

Currently, the P6 & P7 Class have a series of 6 sessions in the summer term on Temperance taken by Mr Warke (Hope Northwest).



Chair Board of Governors