



## Abercorn 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 Board of Directors 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 achieve 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;
- making sure all children have clear and appropriate targets.

### 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 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, "stranger danger" 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, 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 PSRE curriculum, through special events, such as harvest festivals, and through acts of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

#### **4 School meals**

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes. We use external caterers, Sodexo, and they and 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. Fresh water is provided to drink. Due to the increasing prevalence of nut allergies, no nuts or nut products are served.
- 4.2 We also provide our children with a mid-morning snack of fresh fruit.
- 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.

#### **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.
- 5.3 It is the responsibility of the High Mistress to ensure that the school uniform policy is enforced, and she may in her discretion allow a child to attend school without school uniform.
- 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. 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.
- 5.5 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**

- 6.1 The named persons with responsibility for child protection in our school are the Heads of school, who liaise with the High Mistress.
- 6.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the persons named in 6.1 about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). 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 their application vetted by the Criminal Records Bureau, in order to check that there is no evidence of offences involving children or abuse.
- 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 will 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 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 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head of the school immediately. The Head will warn any intruder that they must leave the school site straight away. If the Head has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

## **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 Head 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 first aid boxes in the main school offices; each building has its own medical room. All the staff at the school have been trained in basic

first aid. The following staff have received more extensive training in first aid and are the school's designated first aiders: Joan Rowe, Asier Jauregui, Val Mason, Francine Roosevelt, Emma Cox and Paula Corriea.

- 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 administrator will telephone for emergency assistance.
- 8.5 We record in the school accident book all incidents involving injury, and, in all cases, we inform parents. 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.
- 8.6 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.

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

- 9.1 Procedures for fire and other emergency evacuations are displayed prominently in all rooms. Fire drills are held twice 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 weekly testing of the fire alarm system.

## **10 Educational visits**

- 10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits).

## **11 Seat belts**

- 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.

## **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 must sign the consent to administer medicine form if they wish a member of staff to administer the medicine in loco parentis. No member of staff will be asked to administer medicine if they are unwilling to do so.
- 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.

## **13 Internet safety**

(see also the Communications 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 Head will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the head will inform the police, and record the incident in the incident book.

14.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Committee, 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 in our CPD policy. 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 High Mistress without delay.

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 appropriate action.

15.3 Under its obligations to RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995) the school has a responsibility to report certain incidents to the Health and Safety Executive.

#### **What is reportable under RIDDOR?**

As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest means possible.

#### **Reportable deaths and major injuries**

##### **Deaths**

If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay. You can either telephone the ICC on 0845 300 99 23 or complete the appropriate [online form \(F2508\)](#)<sup>[1]</sup>.

## Major injuries

If there is an accident connected with work and your employee, or self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the enforcing authority without delay by telephoning the ICC or completing the appropriate [online form \(F2508\)](#)<sup>[2]</sup>.

### Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### Reportable over-three-day injuries

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the enforcing authority within ten days.

An over-3-day injury is one which is not "[major](#)" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days. You can notify the enforcing authority by telephoning the Incident Contact Centre on 0845 300 99 23 or completing the appropriate [online form \(F2508\)](#)<sup>[3]</sup>.

### Reportable disease

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the enforcing authority.

### Reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;

- other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.
- [A full list of reportable disease](#)<sup>[4]</sup>

You can notify the enforcing authority by telephoning the Incident Contact Centre on 0845 300 99 23 or completing the appropriate [online form \(F2508A\)](#)<sup>[5]</sup>

### **Reportable dangerous occurrences (near misses)**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately. Just call the Incident Contact Centre on 0845 300 99 23 or complete the appropriate [online form](#)<sup>[6]</sup>.

### **Reportable dangerous occurrences are:**

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released;
- the following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

**16 Monitoring and review**

- 16.1 The Board of Directors has named the High Mistress as the person with responsibility for health and safety matters. It is her responsibility to keep the Board 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.
- 16.2 The Health and Safety Committee, in consultation with professional advisors if necessary, carries out regular risk assessments, with the object of keeping the school environment safe.
- 16.3 The High Mistress 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 High Mistress also reports to the Board regularly on health and safety issues.
- 16.4 This policy will be reviewed at any time on request from the Board, or at least once every two years.

**Signed: Senior Leadership Team**

**Date: July 2009**