



## **Health and Safety Policy**

**This policy applies to the whole school including the EYFS.**

## **General Statement of Health and Safety Policy**

The aim of Newcastle Preparatory School (NPS) is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and where appropriate, the local community.

NPS cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or herself and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole curriculum, sometimes through topics. It might also be through a PSHE topic, for instance smoking or drugs. Outside agencies, such as the Police, Fire Brigade and Road Safety Officers are invited to address the children.

At NPS, children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, based on the 'Recipe for Life'.

NPS believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment, e.g. scissors, tools, PE apparatus
- when moving around school
- when carrying out investigations, e.g. a pond / pollution / soil studies
- when on educational visits

For any physical activity, children change into appropriate attire. During PE lessons children are not permitted to wear any form of jewellery for safety reasons.

Educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the leader always takes a first-aid kit, mobile telephone and emergency telephone number. The school has a separate policy for educational visits.

NPS has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out

at least once a term. All staff and children are familiar with the routine and know the exit routes, places of assembly and roll-call system.

All the children are taught to take care of themselves and each other, but in a school environment accidents can occur. Most injuries are minor and can be dealt with by a member of staff. Fully equipped first-aid boxes are kept throughout school and the school's accident register and accident forms are available in the main office. If the accident is more serious, the school ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straight away. Further details are given in the First Aid Policy.

Accident forms are filled in for all accidents.

### **Delegation of tasks**

The Head Teacher and Governing Body are responsible for the Health and Safety of everyone in School.

A Health and Safety Committee meets each term to ensure that appropriate standards of safety are being monitored, reviewed and reached.

The Governors conduct an annual audit of Health and Safety procedures.

When the Head Teacher is not present on the school premises the responsibility for the running of the school and the Health and Safety of the school community becomes the responsibility of the Deputy Head Teacher.

All members of the Senior Management Team are up to date on matters of Health and Safety, including safeguarding procedures.

The Head Teacher and Bursar are responsible for ensuring that the building provides safe and healthy surroundings for the children, and the Caretaker undertakes basic repairs and maintenance. Approved contractors are engaged as required. The Caretaker and cleaners maintain clean and tidy buildings and grounds.

Termly Fire Drills are organised by the Head Teacher in consultation with the Senior Master, the Deputy Head Teacher and Bursar.

## **Arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.**

### **School Health and Safety Committee**

NPS has a Health and Safety Committee that meets termly to review safety procedures and measures, accident reports, and to assist in reviewing the school's Health and Safety Policy.

The Health and Safety Committee members are:

Head Teacher	Ms F Coleman
Deputy Head Teacher	Miss G Strong
Bursar	Mrs S Easton
Senior Master	Mr J Stirk
Caretaker	Mr G Henderson

The Governor with responsibility for Health and Safety is Mr Richard Appleby.

The Head Teacher is responsible for the Health and Safety in the school and day-to-day implementation of the policy.

### **Training of staff in Health and Safety, including risk assessment**

Aspects of Health and Safety including conducting risk assessments are covered during the induction program, professional development days and when appropriate in weekly staff meetings.

### **Consultation arrangements with employees**

Staff are able to contribute to the development of Health and Safety procedures by contacting a member of the Health and Safety Committee.

### **Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR.**

All accidents and incidents occurring in School, or outside School during an activity or event organised by the School must be reported. Accident Forms are held in the Main Office and Staff Room.

Certain accidents arising out of, or in connection with work have to be reported to the Health and Safety Executive, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Bursar is responsible for checking Accident Forms and reporting RIDDOR accidents to the Health and Safety Executive.

## **Policy and Procedures for off-site visits, including residential visits and any school led adventure activities.**

Staff arranging activities outside school must follow all NPS procedures for approval of trips, including: risk assessments, medical consent forms, trip management and insurance.

Where a third party provides activities, staff must ensure that the provider is appropriate and competent to provide the activity, holding the required licences.

Further details are contained within the separate Educational Visits Policy.

## **Dealing with Health and Safety Emergencies – procedures and contacts.**

Any Health and Safety emergencies not covered by procedures laid out elsewhere in this policy will be dealt with by the Head Teacher, or in her absence the Deputy Head Teacher.

Emergency services may be contacted on telephone number '999' where appropriate.

## **First Aid and supporting medical needs**

There is a separate First Aid Policy.

## **Infectious Illnesses**

Parents and staff must contact the Main Office if they are aware that they or a child has an illness which could be infectious. Guidance on infection control will be given in accordance with the latest advice from Public Health England.

## **Occupational Health Services and managing work- related stress**

Adjustments are made for staff when needs arise. For example, the school will purchase chairs tailored to the needs of individuals.

Stress is recognised as a Health and Safety issue. Our 'Open Door' policy enables staff to approach the Head Teacher, Deputy Head Teacher or Bursar to discuss any concerns. These are then addressed in a sensitive manner appropriate to the circumstances of the individual concerned.

## **Workplace safety for teachers, pupils and visitors**

Any equipment and hazardous substances are locked away. All equipment is to British Standards and is maintained regularly. This is monitored by the Health and Safety Committee. The school has a separate Lone Working Policy for staff.

## **Policy on Children Moving Equipment**

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs/tables, sports equipment or other small pieces of equipment.

Children should *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

### **PE and Sports Equipment**

When using large apparatus, children should be shown how to bend their knees before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

### **Furniture**

Chairs and benches should be moved one at a time and children are taught how to carry them correctly. They may carry a single classroom-style chair on their own. If a large number of chairs are needed, then Caretaker assistance should be sought. Tables always need one child at each end, never being moved alone.

The PA system should be moved and set up only under adult supervision.

Small items of equipment, eg tape players, CD players, PE trolleys can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult will nominate a child to open and close doors.

### **Items Children Should Not Move**

- Computers – wires can get caught and monitors can easily fall off trolleys
- Televisions
- Piano – although on castors, it can tip and trap feet or fingers
- Cooker – too heavy and awkward, and risks burns
- Paper cutters – dangerously sharp blade
- Laminators

Also, children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

### **Science**

All equipment is kept in appropriate cupboards or in storage trays.

Objects placed in unaccustomed places during experiments could cause breakage and falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible plastic should be used in its place. Some objects such as glass mirrors could have their

edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers as they might crack from uneven expansion through the thickness of the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimized by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision. Some things might need to be disinfected. Children should not use liquids that give off harmful vapours. Some glues can be hazardous both from the inflammability and inhalation point of view. Objects should never be pushed into the ears or nose.

Children should be made aware that some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully, and *never* handled by children.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Eye protection should be worn when necessary. Children should be shown the correct techniques for their use before handling cutting devices.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances as vinegar, lemon juice etc. are acidic. Any substance is potentially dangerous. Risk assessments should be carried out whenever substances are used.

Children should be warned to keep long hair, ties and other parts of clothing away from naked flames. Candles should be fixed firmly in suitable holders, and safety goggles should be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Magnifying glasses and other lenses can focus light and heat. Therefore, special care should be taken that children do not look into intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something combustible.

Children should never look at a very bright light, and should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in school. Care should be taken with magnets, which can affect other equipment, and with plastic bags as they can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment 'loaned' to the school should be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

### **Technology**

All equipment should be stored safely and returned to its correct storage place after use. Hacksaws should be turned inwards. Craft knife blades must be retracted before they are put away.

An adult should always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

When buying wood to use in school, ensure it is bought from an educational supplier. Some woods are treated and can be harmful to children. 'Donated' wood should not be accepted unless the source had been investigated.

### **Glue Guns**

- When using glue guns, the children should be well supervised. Younger children should not use the guns on their own.
- Designate an area for using the glue gun. Only one child should be in the area using the gun at any one time. Keep all other children well away.
- The item being glued must be left for a few minutes to cool.
- If a child should burn him/herself, the wound should be run under the cold tap. If there is doubt about the severity of the burn, the designated First Aider or the Head Teacher should be consulted.

### **Food Technology**

NPS recognises the importance of cooking and baking as part of the Technology Curriculum but is aware that certain children are allergic to various foodstuffs. Basic hygiene practices are observed, such as the children washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean before and after cooking/baking.

Classroom organisation is of the utmost importance for food technology sessions. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.



## **Physical Education**

General points to be considered when teaching PE

- The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into appropriate kit for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.

## **Gymnastic Safety**

- Large pieces of gymnastic apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson.
- The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- The children should be 'warmed up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- Is the apparatus suitable for the age of the children? The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.
- Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

## **Games Safety**

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of the coach and crossing roads. Teachers should notify parents at least two days before the event and let them know if the match is postponed.

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents are aware of the return time to school.

## **Parental Support**

Teachers should ensure that they have copies of all the relevant documentation before asking parents for their assistance.

Before leaving school, the teacher should complete the appropriate form – giving timetable of after-school activity. A copy should be placed in the school office.

### **Dance Safety**

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear pumps
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the Hall on which children could harm themselves.

### **Swimming Rules**

The children should be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths.

The swimming teacher must know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

Staff to pupil ratio must be at least 1:20 on the poolside. Staff must be in/around the changing rooms when the children are changing; however, teachers should not embarrass the children. All children should wear swimming caps.

### **Car Parking**

There is regular liaison with Traffic Police and the Road Safety Officer, who will work with children and provide literature to display and send out.

Regular letters to parents emphasise:

- our neighbours: consideration for those who live and work in the vicinity of the school
- not parking on yellow lines
- following the one-way system

### **Animals in School**

(Full details can be found in the Animals in School Policy)

- NPS ensures that animals kept in school are acquired from an accredited source and are healthy.
- School pets should not come into contact with wild animals (e.g. mice/rats). Wild animals, whether dead or alive, should not be brought to school.
- People with cuts or infections should not touch the animals. Animals can bite and scratch and resulting wounds should be treated carefully.
- Food for animals should be stored carefully and safely to stop it becoming infested and it should be stored away from children.

- The care of animals during school time and holiday time should be considered very carefully (i.e. cleaning, feeding etc.).

### **School security**

The Head Teacher, Deputy Head Teacher, Senior Master, Bursar and Caretaker are the designated key holders and are responsible for the security of the building.

#### **Class Teacher**

It is the responsibility of the class teacher to make sure that his/her classroom is secure, the windows closed and equipment switched off before leaving the premises.

#### **Caretaker**

It is the responsibility of the Caretaker to check regularly that all locks and catches are in working order and that the fire alarm has no faults.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure and that the security alarm is set.

#### **Head Teacher or Designated Person**

The Head Teacher or designated person performs the above functions in the absence of the Caretaker.

The Head Teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. All cloakroom doors must be closed during the school day, except at lunchtime and break times.

Any parent or visitor is welcome in school but is asked to report to Reception first, where they will be required to sign in and will be given an NPS visitors badge.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

### **Violence to staff**

Any incidents involving violence to staff would be dealt with using our Good Behaviour and associated policies. The school has a separate Lone Working Policy for staff.

## **Manual handling**

All are reminded to avoid lifting heavy objects as much as possible. Caretaker assistance is available if notice is given of the requirement.

In other circumstances staff are reminded to:

- Plan the route, propping doors when possible, and ensuring stairs or narrow doorways are taken into consideration, enlisting help where possible
- Split the load if possible into smaller amounts
- Test the load prior to lifting by taking an amount of strain to gauge the true weight.
- Position feet either side of the load, with the weight across the body as much as possible, not just in front
- Grasp the load at the far side of the box, ensuring the box is able to take the load, and holding the box underneath to help support it if possible, with attention paid to trapping fingers
- Not to bend the back, but to bend the knees when addressing the load
- Lift with a straight back at all times,

## **Slips and trips**

Cleaners use yellow signage to indicate where they have been cleaning. Staff take great care to ensure that the school environment is safe for all children and adults and that any potential hazards are minimised and reported as soon as seen.

## **On-site vehicle movements**

There is no vehicular access to the NPS site.

## **Management of asbestos**

The School has had an asbestos survey / register carried out. All asbestos is sealed and regular checks are carried out.

## **Control of hazardous substances**

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register.

Any member of staff using chemicals should check the substance against the COSH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any

difficulties should be brought to the attention of the Head Teacher or Science Co-coordinator.

### **Policy on the Administration of Medicines during School Hours**

The medication should be brought into school in a suitable, labelled container that states the child's name, the name of the medicine, the dosage and the time of administration.

All medication is brought to the school office by the parent who completes a 'Consent to Administer Medicine' form. A copy of this form is then given to the child's form teacher and the original is kept on file in the school office. An adult in the school office will take the medicine and form up to the Form Teacher.

Whenever possible, the medicine should be self-administered under the supervision of an adult. Medicines are kept in a secure place by staff, in accordance with safety practices.

Further details are contained within the First Aid Policy and the Policy on medication in EYFS.

## **Selecting and managing contractors**

### **Selecting Contractors**

If possible contractors work during school holidays so as to minimise the disruption to school.

Where possible NPS uses contractors already known to the school or recommended by other schools in the area.

### **Contractors on Site**

- Contractors should telephone the Bursar or Caretaker and make appropriate arrangements before commencing work.
- When they arrive, all contractors should report to the Caretaker. Contractors work under the close supervision of the Caretaker so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Head Teacher or the contractors.
- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/Dining Hall during break times and lunchtime.

The following is given to all contractors:

## **Guidance for Contractors on Site**

NPS requests you to refrain from:

- Smoking in the building or in the grounds, as NPS is a no-smoking school
- Talking to the children (who have been taught not to talk to strangers).
- Moving Vehicles while children are at play.
- Working on or near the playgrounds while the children are at play.
- Leaving equipment lying around or unattended.
- Playing music during school hours.

If you have any problems, please see the Head Teacher or Bursar.

## **Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)**

All electrical equipment is PAT tested every year.

Maintenance contracts are in place for all boilers and they are inspected annually along with the ventilation.

Kitchen equipment is maintained annually (including gas appliances).

Fire alarms are also maintained in accordance with a maintenance contract and regularly tested. The fire alarm is linked, via a monitoring station, to the fire brigade.

Emergency lighting is tested regularly by the caretaker and checked annually by a qualified electrician.

## **Fire safety, including testing of alarms and evacuation procedures.**

### **Fire Policy**

The School has a separate Fire Safety Policy. Independent Fire Risk Assessments are undertaken regularly.

Relevant Guidance:

- The Health and Safety at Work Act 1974
- ISI Handbook (January 2017)
- DfE Guidance 2013 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies*

**Reviewed September 2019**