

HURST GREEN PRIMARY SCHOOL



Health and Safety Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum support	✓		
Lunchtime Supervisors	✓		
Site Manager	✓		
Cleaners	✓		
Governors	✓		
Parents	✓		
Website	✓		
Local Authority		✓	

Responsibility of	Premises
Reviewed	Every two years
Previous version agreed	22 October 2018; 6 July 2020
This version agreed	2 November 2020 (COVID annex added & first aiders updated)
Next Review Due	Summer 2022

POLICY FOR HEALTH AND SAFETY

The school follows guidance set out in the LA Health and Safety Policy. The following information is to help staff on a daily basis, giving organisational arrangements to make the policy effective.

Any concerns must be reported to the Headteacher immediately.

Aim

The aim of this policy 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 the local community.

Hurst Green 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 her self 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 or covered in Science, English or Technology. It might also be through a PSHE topic, for instance smoking or drugs. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in Assembly or as part of the curriculum.

At Hurst Green children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Break-time snacks are not served though milk or orange juice can be bought from school. Fresh fruit is given to all children in Reception, Year 1 and 2 on a daily basis. All children have been given a water bottle and have access to a water machine to fill their bottle in order to drink water at any time during the school day.

Hurst Green 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 shorts and T-shirts. They should not wear shoes or trainers for indoor activities (unless they have a foot infection), but may wear pumps or have bare feet as bare feet grip better. They should wear trainers or other suitable footwear for outside activities. Children are not permitted to wear any form of jewellery, for safety reasons. Long hair should be tied back for any physical activity.

Hurst Green has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, etc.

In accordance with LA safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Risk assessments are always completed as per LA advice. Details of the visit are sent to parents and consent obtained. 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 and list of emergency telephone numbers.

Hurst Green has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice fire drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system.

The school has an Emergency Plan incorporating a Critical Incident Plan in case of extreme emergencies on, or off-site.

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first-aid boxes are kept in the school office, as is the school's accident log and a list of allergies any child has. 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.

Accident forms are filled in for those accidents that require professional medical attention, or that are caused by any defect in the school or its equipment.

The School Site Manager under the direction of the Headteacher is responsible for ensuring that the building provides safe and healthy surroundings for the children, undertaking regular risk assessments and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The School Site Manager, cleaning staff and grounds maintenance staff maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

Pandemics Procedures statement

In the event of any future pandemic Hurst Green Primary School will seek to promote the health, safety and well-being of all the children and staff whilst seeking to sustain the School's key functions and services. In doing so we will follow all the appropriate recommendations from the World Health Organisation (WHO), the British Government, Public Health England (PHE), the Department for Education (DfE) and Dudley Council support teams.

In addition we shall ensure that all members of our School community are kept informed as appropriate, with a particular emphasis on the communication to pupils, parents and employees through the our website pages, newsletter, School Communications, e-mail and other relevant School social media etc. External access to School email and documents for all staff and students is provided and use made of the School web site. Messages and links will be posted on the School website when appropriate.

During any future pandemic access to the school will be as required restricted and social media systems will be deployed to allow parents to communicate easily with the school over issues and concerns they may have. A lot has been learnt from COVID-19 and these lessons will be actioned for future pandemics if and as required by the lead agencies.

Fire Drill

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes are marked on signs in each room.

The children should walk out of the building(s) calmly and line up quietly on the field. Adults should prevent panic. The Office staff will give the registers to the class teachers, who should take the roll-call and check that all the children are present. Whilst waiting for the registers a count of the children should be undertaken, with an adult at the front and back of each class line. When the count has been completed one of the adults should raise their arm. When the count and register has been completed the second adult should raise their arm.

The Headteacher/Deputy Headteacher (or appointed person) sweeps the building for children/adults left inside.

The Office staff check the staff register and the visitor's book.

Nobody should go back into the building(s). If a child is missing this should be reported to the Head Teacher.

When all the registers have been checked, the Head teacher will signal it is safe to re-enter the school.

Lunchtime Fire Procedure

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children as in any fire drill, on the school field and ensure no child re-enters the building.

The Headteacher or Deputy Headteacher will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher/designated person should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. The assembly point in the event of a bomb alert would be at the bottom of the field, adjacent to Halesbury School.

The Headteacher/designated person, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

For further details please refer to the bomb alert information in the Emergency Plan

Smoking Policy

It is the policy of the Governing Board that Hurst Green is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school. No-smoking signs are displayed prominently around the building.

Car Parking

Car parking is a concern at Hurst Green, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Parents should not park in the school car park when dropping off or collecting children. Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, neighbours, other road users and the immediate community.

The road markings near the school should be observed at all times.

Visitors, who have been given authorisation to park at the school, should leave a note of their car registration number with the school office when they sign in, in case the car has to be moved. People exiting the carpark must be aware of pedestrians walking past the gate.

School will contact Traffic Police and Road Safety as required.

Regular letters to parents emphasise:

- ◆ our neighbours: consideration for those who live and work in the vicinity of the school
- ◆ using the crossing patrol instead of driving right up to school, or dropping children off at the gates then driving on, rather than manoeuvring to park and thus holding up other road users
- ◆ not parking on yellow lines
- ◆ the school tries to arrange coach arrival/departure times before or after 9.00am, for school trips.

Hurst Green admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours and police are informed where appropriate.

Animals in School

- ◆ Hurst Green 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 must be treated carefully. (See the section on first aid.) These incidents must be reported to the Head Teacher and parents.
- ◆ Food for animals should be stored carefully and safely to stop it becoming infested and it should be stored away from the children.
- ◆ The care of animals during school time and holiday time should be considered very carefully (i.e. cleaning, feeding etc.).

Dogs

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs.

Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Manual Handling

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 and/or 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 before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

Furniture

Chairs should be moved one at a time and children are taught how to carry them correctly. If a large number of chairs is needed, then the Site Manager will arrange this. Tables need one child at each end. No child should attempt to lift a table single-handed.

Small items of equipment – laptops, CD players, PE trolleys – can be moved by the children under adult supervision if necessary.

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

Items Children Should Not Move.

- ◆ Piano – although on castors, it can tip and trap feet or fingers.
- ◆ Cooker – too heavy and awkward.
- ◆ Paper cutters – dangerously sharp blade.
- ◆ Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

Security of the Premises

The Headteacher, Deputy Headteacher and School Site Manager 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 their classroom is secure, the windows closed and equipment switched off before they leave the premises.

Site Supervisor (Site Manager)

It is the responsibility of the Site Manager to check regularly that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

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

Headteacher/Deputy Headteacher

The Headteacher/Deputy Headteacher performs the above functions in the absence of the Site Manager.

The Headteacher is responsible for the security of the premises during the day. The main entrance door and gates must be closed at all times. All external 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 the School office first. Children enter and leave school by different doors, according to their Year Group. Accompanying adults should walk round the outside of the building(s) at the beginning and end of the school day.

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

School Organisation

Hurst Green has a Finance and Premises Committee that meets once a term and reviews safety measures to assist in reviewing the school's Health and Safety Policy and to ensure safety procedures are implemented throughout the school.

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

Contractors on Site

- ◆ Contractors should telephone the School and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors should report to the School Office. Contractors work under the close supervision of the Site Manager so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Headteacher, the contractors and the appropriate department of the LA/other Advisory Body.
- ◆ 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.

NB: The guidance sheet below should be given to contractors.

Guidance for Contractors on Site

Hurst Green complies with the recommendations of the Health and Safety Inspector (Dudley LA) and requests you to refrain from the following practices.

- ◆ Smoking in the building or in the grounds, as Hurst Green 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 Headteacher.

Control of Hazardous Substances in School

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, which is kept by the Site Manager.

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the standard 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 Headteacher.

Science

All equipment is kept in the stock cupboard between lessons.

Objects placed in unaccustomed places during experiments could cause breakage and/or 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, e.g. 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 because of uneven expansion setting up strains in 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 minimised 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 vapours. Some glues can be hazardous both from the inflammability and inhalation point of view. Objects should not be pushed into the ears or nose.

Children should know some plants are poisonous and they should be aware of what these are.

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

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, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessment should be carried out.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils 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 the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and 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 visual inspection and/or PAT test (portable appliance test).

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.

Hardboard should be used to protect surfaces when using tools. 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 has been investigated.

Equipment

- ◆ Do not allow children to use staplers and staple guns and store them out of their reach.
- ◆ Do not allow children to use adult scissors and store them out of their reach.
- ◆ Do not allow children to use whiteboard sprays and store them out of their reach.
- ◆ 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 the 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, a designated First Aider or the Headteacher should be consulted.

Food Technology

Hurst Green 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 after the cooking/baking has taken place.

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

When cooking in the staffroom children must be supervised closely at all times and must not be allowed to use the cooker.

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

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a Music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments and any electrical equipment should be returned to where it is stored after use.

Occarina's must be sterilised before use by another class.

Protective Clothing

- ◆ Aprons should be worn for all painting activities and any potentially messy craft activities. Painting shirts should not be worn for Food Technology lessons. Children should wear the aprons used for Art or others provided especially for Technology.
- ◆ If handling soil for any activity, gloves should be worn.
- ◆ Teachers should have goggles to hand, in readiness for science activities requiring their use.
- ◆ In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

Physical Education

Hurst Green always has the safety of the children in mind. There is a risk element to Physical Education of which the school is aware. (See following notes.)

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 T-shirt, shorts/skirt and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged. Earrings must be removed.
- ◆ The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- ◆ Children who have forgotten their PE kit should sit and watch the rest of the class.
- ◆ If a child constantly forgets their PE kit, parents should be contacted, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

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? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? 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.

Children may take the equipment from the hall or shed but should be supervised.

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 cars and crossing roads.

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 have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate personal insurance cover should be arranged, as Dudley LA does not insure teachers when carrying children.

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

Teaching staff should accompany the children when travelling to and from the pool, the lead teacher having a list of all the children in his/her care and the numbers involved.

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

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the pool should make sure the school staff 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. Children with long hair should wear swimming caps.

Administration of Medicines during School Hours

Please see separate policy.

First Aid in school

All staff in the school deal with minor incidents requiring first aid.

During lessons, first aid is administered by teaching assistants or the office staff. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should request the assistance of the child's class teacher, or a first aider as appropriate. At lunchtimes, the Midday Supervisory Assistants or office staff administer first aid.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted.

The qualified First Aiders at Hurst Green are:

Mrs T Blakeway	Mrs S Butler	Mrs J Evans
Mr A Lander	Mrs L MacFarlane	Mrs K Owen
Mrs K Rees	Mrs S Round	Mr A South
Mr T Tinsley	Mrs S Yeomans	

All are paediatric first aid trained

Playground First Aid Procedures

Under normal circumstances, children attend the office to receive first aid or the medical room at lunchtime, however, there are instances where this would not be the appropriate course of action.

Children must not be moved when there is any doubt about injuries sustained. If a child cannot get up themselves, then an adult should not attempt to help them up. The injured child should be left where they have fallen and a trained first aider (see yellow sheet displayed in all public areas and classrooms) sought to make a decision on actions to be taken with an ambulance called if necessary.

A child should be accompanied to the school office if the nature of the incident makes this necessary, or where there is any doubt about the injury sustained. After an initial assessment to determine the nature of the injury and whether it's appropriate for the child to get up by themselves and walk to the office, a decision should be made about whether they need an adult to accompany them. Should a child become faint and fall for example, accompanying children would be unable to support the injured child.

There are no defined ratio numbers for school playgrounds but there would never be less than two staff on duty, and more if the layout of the playground makes this necessary. An emergency and helping hand card will be available by playground doors for adults to summon additional help when required, for example if one member of staff is taken off duty to attend to an injured child.

Recording Accidents

Head bumps and other accidents are recorded in the accident book which is kept in the school office. Parents are informed of minor head bumps at the end of the school day and/or given an advice note as appropriate. For more severe bumps/accidents parents are informed immediately.

Accident reporting at Hurst Green follows Dudley MBC's procedure for accident reporting and investigating.

First-Aid Boxes

The locations are marked by a green cross. There is a defibrillator located in the school hall.

Person Responsible for Supplies

The office staff are responsible for checking the contents of the first-aid boxes regularly and for placing orders to replenish stock. All staff are responsible for notifying office staff if the contents of any of the first-aid boxes are running low.

Allergies/Long-term Illness

A Medical Register is kept in the school office. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern.

Care plans are also available for children with long-term illness, completed by the school health adviser and parents.

Courses

First-aid courses are advertised, and all staff are encouraged to attend.

Educational Visits

All off-site trips will be subject to risk assessment Evolve Dudley LA's educational visits proforma. See appendix 2.

Walking procedures

Maximum amount of high vis to be worn.

Children are to be encouraged to keep up with group (slower children can be put to the front) Lead staff will periodically stop the group to ensure all children are caught up.

Children will be spoken to about keeping together before the walk.

Staff should be spread and not grouped in 2s (especially at the back of the line Staff should all be vigilante- at all times- during the walk and keep an eye on group the and management of children's behaviour and pace.

Children in front of each adult should be close to contact of the next adult ahead.

Groups are stopped before crossing to ensure both staff and children are in the road for a minimal amount of time.

All crossing staff MUST be wearing high vis.

Playground Equipment

Playground equipment and its use is supervised during all breaks within the school day. This equipment is checked on an annual basis by an authorised company.

A decision is made if inclement weather means that equipment becomes unsafe to use on a particular day.

Playground Duty

Please note that this guidance also refers to free play supervision at times other than playtime e.g. Golden Time.

If any equipment is to be used during playtime, you must carry out a visual safety check before allowing the children to use the equipment. If any hazards are noted, these must be reported and children not allowed to use the equipment until rectified.

Constant diligence in monitoring the playground/field is essential. The location of staff on duty is very important; staff should position themselves around the play area, in a position that affords a good view of the area. Staff should patrol the area, keeping eyes on the pupils. Staff should be suitably distributed to ensure appropriate supervision, not standing or sitting together in groups. Staff should not stand with another member of staff and become distracted, e.g. by chatting. You should be watching the children at all times, unless dealing with an incident.

If a child requires first aid, please follow the first aid procedures, remembering not to move a child who cannot get up by themselves and, for the walking wounded, to accompany any potentially serious incidents to the first aid room yourself.

There are a number of trained first aiders on the premises during lunchtime and playtime. They have all received appropriate First Aid training and this is kept up-to-date.

If leaving the playground will leave an inadequate number of staff on duty, you should use the playground helping hand to summon additional adult help outside.

As you are patrolling the area, if you notice any potential health and safety risks, these should be reported via the office using the usual procedure. If the risk is high, you should cordon off the area, or take other measures as appropriate to negate the risk.

During hot weather, children will be encouraged to wear a hat, sun cream and drink

plenty of water. It is a parent's responsibility to ensure that their child has sun protection and they are reminded of this in newsletters throughout the year.

There are no minimum pupil/staff supervision ratios laid down in law. The DfES advises that the numbers of staff (teachers or midday supervisors as appropriate) on duty at any one time should be determined according to the results of a risk assessment which takes into account the ages and abilities of the children and the geographical features of the school. The considerations here are based on health and safety law and the ratios must be in line with the minimum requirements necessary to ensure that children are safely supervised at all times.

At Hurst Green there will never be less than two members of staff on duty at playtime, but if equipment is being used or the area contains multiple corners, it may be necessary to have more than two in order to adequately supervise. If staff do not consider the level of supervision is adequate, a member of SLT should be alerted immediately.

Staff duty rotas for playtime can be found in the Staffroom and at various points around school.

Staff on duty should be out in the playground before the children start playing. Staff releasing children to the playground should check that there is a member of staff on duty. Children should usually stay within sight and hearing of staff and always within sight or hearing. Staff will ensure that they maintain sight and/or hearing of children. At playtimes staff will consult each other to decide on the best position to maintain sighting and/or hearing;

Children are inventive, and use playground equipment in many different ways not intended by the manufacturer. They must be instructed how to play and how not to play on play equipment. If large equipment, such as the trim trail or climbing frame, is being used, there should be an additional member of staff on duty to specifically supervise that area. Class teachers should ensure, at the beginning of the year, that children are instructed in how to play safely using the playground equipment – warn and inform. Children should be told to leave surface materials alone – e.g. stones, sticks, rocks etc.

On the blowing of a whistle, children should be taught to stand still and listen for further instruction.

Children should be taught that a three blows of the whistle in short succession, repeated multiple times, means that they should enter the building immediately, by walking to the nearest entrance.

The school's Behaviour Policy and Code of Conduct apply to lunchtime and playtime as well as in the classrooms. All adults should apply the policies consistently and all children should respect all adults equally.

When a child does not follow the school Behaviour Policy or Code of Conduct during lunchtime or playtime they may be required to miss an appropriate amount of playtime, e.g. 5 or 10 minutes.

For more serious behaviours children may miss the whole of their lunchtime play or playtime and be referred to the Headteacher or Deputy Headteacher for further sanctions. Staff on duty at lunchtime and playtime must communicate with relevant staff regarding any sanctions applied.

If the area you are supervising has a corner in it, staff should be positioned so as to see round the corner at all times.

Mugs of hot tea/coffee are not permitted on the playground/field area.

If staff on duty consider the field to be slippery, then the playground only will be used.

If staff on duty believe the weather to be incompatible with outdoor play, then wet play will take place.

Playground First Aid Procedures

Under normal circumstances, children attend the office to receive first aid or the medical room at lunchtime, however, there are instances where this would not be the appropriate course of action.

Children must not be moved when there is any doubt about injuries sustained. If a child cannot get up themselves, then an adult should not attempt to help them up. The injured child should be left where they have fallen and a trained first aider (see yellow sheet displayed in all public areas and classrooms) sought to make a decision on actions to be taken, with an ambulance being called if necessary.

A child should be accompanied to the school office by an adult if the nature of the incident makes this necessary, or where there is any doubt about the injury sustained. After an initial assessment to determine the nature of the injury and whether it's appropriate for the child to get up by themselves and walk to the office, a decision should be made about whether they need an adult to accompany them. Should a child become faint and fall for example, an accompanying child would be unable to support the injured child.

There are no defined ratio numbers for school playgrounds but there would never be less than two staff on duty, and more if the layout of the playground makes this necessary. An emergency and helping hand card will be available by playground doors for adults to summon additional help when required, for example if one member of staff is taken off duty to attend to an injured child.

Employee Health and Wellbeing

Dudley LA's employee wellbeing service support the school and staff are referred as outlined in the LA's staff absence policy.

Slips, trips and falls on the level

Where there is the potential for slips, trips and falls in school working procedures are put in place for example when mopping floors, absorbent floor mats are placed in near entrances and regular monitoring is undertaken.

Snow and Ice

A snow plan has been produced outlining the main pedestrian routes that the Site Manager will strive to keep open during snow/ice conditions. The plan is made available to staff and parents on the school website. If it becomes impossible to keep these routes clear, the Headteacher using this information and other contributing factors, may decide to close the school.

Asbestos

All staff have been made aware of the location of any asbestos in school. All contractors complete an asbestos declaration form and have access to the asbestos register while working on site.

Legionella

IWS provide advice and regular monitoring. They have assisted with the preparation of the school's legionella risk assessment.

V Kelly
June 2020

Further Information

This practice policy should be used in conjunction with Dudley LA's schools model health and safety policy. This can be obtained through the DVRC and the intranet.

Useful Documents and Resources can be obtained from Dudley MBC Health & Safety Department, Health Protection Agency or HSE

Appendix 1 Checklist for supply/temporary staff

- Fire doors in corridors should be kept closed
- Outside fire doors in classrooms should be unlocked each morning
- Emergency fire drill information is displayed in every classroom (please read this information when entering the classroom)
- Fire evacuation marshalling area is situated: on the field, away from the buildings, near Halesbury School

The First Aid Station is situated: in the school office or medical room. There is a red medical box in every classroom.

The qualified First Aiders at Hurst Green are:

Mrs T Blakeway	Mrs S Butler	Mrs J Evans
Mr A Lander	Mrs L MacFarlane	Mrs K Owen
Mrs K Rees	Mrs S Round	Mr A South
Mr T Tinsley	Mrs S Yeomans	

All are paediatric first aid trained

- Plastic gloves and aprons are in the school office
- No tablets or medicines are to be kept in classrooms
- A trolley for moving heavy objects is kept by the site manager
- Pupils/teachers must not stand on chairs or tables
- Pupils must remove all jewellery and watches for P.E., dance or games lessons
- Pupils must wear suitable clothing and footwear for P.E. and dance

Any problems must be reported to the Headteacher immediately.

Appendix 2

Guidance notes on Risk Assessment

The following is to acquaint all staff with the principles of risk assessment so that they may assist their manager/supervisor to fulfil their responsibility for this process.

- i) **Look for the hazard** – look for what could reasonably be expected to cause harm, and identify the type of hazard, which could result in serious harm or affect other people. Ask colleagues what they think. Do not forget to consider “invisible” hazards such as workload stress and workplace bullying.
- ii) **Decide who may be harmed and how** – think about the client, and other people who share your workplace. Is there a possibility that they could be hurt in your activities?
- iii) **Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done** – evaluate the risks arising from the hazard into H = high, M = medium, L = low and decide whether existing precautions are adequate or more should be taken. Even after all precautions have been taken, usually some risk remains. The aim is to make all risks small by adding precautions if necessary.
- iv) **Record your findings** – write down your significant hazards and your most important conclusions to show that:
 - proper checks were made;
 - who might be affected
 - you dealt with the obvious significant hazards; and
 - the precautions are reasonable and the remaining risk is low

Assessments need to be suitable and sufficient – not perfect.

- v) **Review your assessments from time to time and revise if necessary** – if there is significant change, you should review the assessment taking into account any new hazards. It is good practice to review your assessments from time to time.

Description of activity / event

<p>Description of activity / event</p>

	IDENTIFIED SIGNIFICANT HAZARD	IMPLICATIONS				RISK BEFORE ACTION TAKEN			ACTION REQUIRED / ACTION TAKEN
		STAFF	PUPIL	OTHER PUPILS	OTHER	HIGH	MEDIUM	LOW	
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

ADDITIONAL CONSIDERATIONS

1		<input type="checkbox"/>							
2		<input type="checkbox"/>							

Assessment carried out by:	Date assessment carried out:	Review date:
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**SARS-CoV-2 SUPPLEMENT TO HEALTH AND SAFETY POLICY
FOR
HURST GREEN PRIMARY SCHOOL**

	NAME	CONTACT DETAILS
HEADTEACHER:	Victoria Kelly	01384 818210
HEALTH & SAFETY CO-ORDINATOR(S):	Cate Mauchline Rachel Whitehouse	01384 818210
DESIGNATED HEALTH & SAFETY GOVERNOR:		01384 818210

SARS-CoV-2 SUPPLEMENT TO HEALTH & SAFETY POLICY

1. Introduction

In recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk assessment

The school has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from September 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and action plan cover the following Health and Safety elements:

<ul style="list-style-type: none">• Buildings & Facilities• Emergency Evacuation• Hygiene, Cleaning & Waste Disposal• Classrooms• Staffing• Group Sizes• Social Distancing• Medical care	<ul style="list-style-type: none">• Catering• PPE• Response to suspected/confirmed Covid-19 cases• Curriculum/learning environment• Communication• Governance• School events (including trips)• Out of hours use of school
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The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet the current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Always adhere to government guidance to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. Pupils will:

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community. This has been actioned through emails to staff and parents; staff meetings; risk assessments on school website.

Signed Head Teacher: Agreed @ Governors School Business Meeting 02/11/20

Signed Chair of Governors: Agreed @ Governors School Business Meeting 02/11/20