



Policy Statement Health and Safety

Date: Autumn 2022

Review Date: Autumn 2023

Formally adopted by the Governing Body of:

Bodringallt Primary School - Autumn 2022

Signed (Chair of Governing Body) - Mrs L Llewellyn

L. Llewellyn

Signed Head teacher - Mr S Howells

S. Howells

POLICY ON HEALTH, SAFETY AND WELFARE

INTRODUCTION

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

The health, safety and welfare of all the people who work or learn at Bodringallt Primary are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children, members of staff and all visitors.

RISK ASSESSMENTS

- A range of RISK ASSESSMENTS are regularly reviewed – assessing and managing “risks” as is appropriate. These are completed by the Headteacher and relevant staff or Governing Body Link officers. They are stored on the Cloud and paper copies circulated when required. All staff are reminded of them for specific activities e.g taking pupils swimming, extreme behaviours, use of outdoor learning environments etc.
- School completes and returns all specific risk assessments from the LA – e.g. Covid, FRA, Premises, H+S Compliance Audits, Finger Trapping Risks, use of school premises as a Polling Station, Vehicle Access and Risks. Help and advice is sought from the LA Health and Safety Department where necessary.

TRAINING

- The Headteacher and Caretaker undertake Health and Safety Training as required. Advice is shared with staff as appropriate.
- The Link Governors for Health and Safety undertake appropriate training as required. Advice is shared with the Headteacher, Caretaker and other appropriate personnel.

HEALTHY SCHOOLS INITIATIVE

Bodringallt Primary School fully supports the aims of this initiative. 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 – Pupil Voice;
- supporting children who need additional care and attention – including Nurture;

- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate individual targets;
- the school tuck shop sells fresh fruit, cheese and bottled water.

THE SCHOOL CURRICULUM

- 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, in the curriculum, '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, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSD/PSE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 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).
- 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.
- Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through Acts of Collective Worship.
- 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.
- Donaldson recognises the need for ***“healthy, confident individuals who apply knowledge about the impact of diet and exercise on physical and mental health in their daily lives / take part in regular activity / take measured decisions about lifestyle and manage risk – and are ready to lead fulfilling lives as valued members of society”***. All at Bodringallt Primary School are responsible for ensuring that such vision is instilled in the everyday life and opportunities for all, through environment and learning opportunities.

- .

SCHOOL MEALS

- Our school provides the opportunity for children to have a meal at lunchtimes. If parents or carers are in receipt of Universal Credit, Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children.

- School Dinners are cooked on site – menus are developed by Catering Services – Local Authority. The meals provided have a suitable nutritional value, in line with national requirements.
- Children in our Foundation Phase are entitled to free milk each school day.
- If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- Our school promotes a healthy lifestyle. As sweets, chocolate and sugary drinks can damage children's teeth we do not allow these to be eaten in school other than special occasions as a treat, e.g. Nurture, parties, birthdays, SEBD Unit's reward time.
- Fruit is provided for all children irrespective of payment – payments are encouraged from parents / carers and donations from local businesses.

SCHOOL UNIFORM

- 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. We agree the requirements for school uniform with parents and carers, and we review these requirements regularly. Full information is included in the School Prospectus.
- We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the correct school uniform.
- We ask parents and carers to equip their children with the necessary uniform and school equipment.
- If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent.
- A clothes bank is available through the FEOs in our cluster.
- We ask parents and carers not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention.
- We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is earring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a micropore tape or plaster.
- We ask parents of our younger children to remove jewellery before entering the classroom.

CHILD PROTECTION AND SAFEGUARDING

- The Designated Senior Person (DSP) with responsibility for Child Protection & Safeguarding in our school is the Headteacher. The Deputy Head and SEBD Teacher are both Deputy Designated Senior Persons and take over responsibility in the absences of the Headteacher. All 3 DSP's are trained to the required Level 3 standard. If allegations are made against the DSP / Deputy DSP's the other members of the team will follow

procedures, in conjunction with the procedures for Child Protection & Safeguarding drawn up by the LA and the Governing Body (see Child Safeguarding Policy).

- At Bodringallt Primary, there are 2 named Link Governors for Child Protection and Child Safeguarding. All staff are aware of the named DSP / Deputy DSP's and Link Governors – each classroom has the information on the wall.
- If any member of staff suspects that a child may be the victim of any form of abuse, they should not try to investigate, but should immediately inform one of the named persons above, about their concerns – all procedures are clearly set out in the Child Safeguarding policy.
- An information sheet for child protection procedures is placed in each class & other areas of the school. Supply teachers and visitors are also made aware of procedures, with information included in the Visitors Badge system.
- When investigating incidents or suspicions, the person responsible in the school for Child Protection / Safeguarding works closely with MASH (Multi-Agency Safeguarding Hub) and Children's Services. All such cases with sensitivity and confidentiality, and we attach paramount importance to the interests of the child.
- We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse – DBS.
- 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 and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

SCHOOL SECURITY

- 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, LA Health & Safety Team and other consultants).
- All visitors sign in at Reception window on iPad 'HALO' software and to wear a Visitors Badge where appropriate.
- The school's main entrance, after reconfiguration in 2019 means access is much more secure, 2 security and a mag locked internal door accessible via fob visitors whereby visitors are be 'buzzed' in by the Secretary or Headteacher.
- CCTV cameras have been installed, covering entrance points, rear Nursery Yard, Car Park and main entrance – including the Front / Rear Door top building. Front door for lower building.
- ALL exit/entrance doors in the school buildings have security key pads.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted – and 'Lockdown' protocols initiated. The School has installed "Trespassers Will Be Prosecuted" signs in the Playgrounds and School Garden area.

SAFETY OF CHILDREN & FIRST AID

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum co-ordinators will always be vigilant for hazards concerning

equipment or activities related to their area of responsibility. If a teacher or curriculum co-ordinator has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.

- We do not take any child off the school site without the prior permission of the parent – link Consent Form Booklet.
- 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 a first aid box outside the staffroom in the upper school and in the hall in the lower school.
- All members of staff regularly undertake basic (Level 1) First Aid in School qualification.
- The following staff at the school have been further trained in first aid (First Aid at Work) - Mrs Louise Matthews and Mr Lee Grenter.
- 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 secretary / member of staff will telephone for emergency assistance.
- We record all incidents (however minor) involving injury in the First Aid Book - this is located outside the staffroom. Parents may often be telephoned to inform them of the injury – Head injuries are ALWAYS reported. In cases where the accident / injury is more serious a LA Accident Report is completed and parents or carers are informed through the emergency telephone number that we keep on file. We update these numbers regularly but it is essential that parents/carers inform us when contact details change. The DSP or Deputy DSP will contact the Health & Safety Department of the LA if an Accident Report is completed, for their information and advice – these are stored in a file in the Headteacher's office. If the child requires hospital treatment the form will be forwarded to the H&S Department that day (as LA procedure).
- 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. As stated in the School's "Physical Restraint and Positive Handling policy (and accompanying documentation), only the minimum force necessary may be used, for the minimal of time. When any "restraint" is necessary the appropriate paperwork is completed - LA Physical Intervention Form, and forwarded to Behaviour Support Team within the allotted time. All teaching and support staff are TEAMTEACH trained.

FIRE AND EMERGENCY PROCEDURES

- Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held 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 testing of the fire alarm system. Visits from the Fire Service are regular.
- Where appropriate PEEP's (Personal Emergency Evacuation Plans) are completed to meet the needs of individuals.
- All staff Fire trained.

EDUCATIONAL VISITS

- The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips and follows the LA guidelines (see also the policy for Off-Site Visits). EVOLVE is used as a record of all visits and the EVC (Educational Visits Co-ordinator)

completes the relevant form online – this is forwarded to the Headteacher for approval. If appropriate, the person responsible at the Central South Consortium will approve the visit – e.g. residential visits etc.

- Risk Assessments must be attached to the EVOLVE form.

SEAT BELTS

- We use coaches and mini-buses only when seat belts are provided. The children use seat belts at all times when the bus is moving.
- RAs for walk to, alighting from must be included with any visit.

MEDICINES

- 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 or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). There may be exceptions, in which case the Administration of Medication Policy will be followed. If such exceptions occur, parents or carers are required to sign the appropriate form. A Medication Chart is located in the Secretary's office near the locked First Aid cupboard. SEBD pupils often require medication during the day – this is stored in the locked First Aid cupboard in the Learning Resource Base – it is the responsibility of the LRB staff to administer this as agreed with the special conditions of the specialised provision – as agreed by the LA Behaviour Support Team.
- 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 or carers 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.
- Staff involved in administering long term medication will receive the appropriate training

INTERNET / E-SAFETY

- 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 and selected links
- Social networking sites are not allowed.
- Parents and carers are asked to sign authorisation for their child to use the Internet, search, feature on Twitter or our FB pages and website – explicit consent is signed for with our Consent Form for new entrants and amended at parent request.
- Parents, carers and pupils have a clear understanding that sanctions will be administered if there is any inappropriate use of the internet.
- As part of the ICT SoW the pupils are taught about internet safety using the CEOP site Think U Know. Hector's World (5-7yrs) and Cyber Café (7-11yrs). [policy will be reviewed in Autumn 2017 – in light of the introduction of the Digital Competency Framework].
- The school also uses outside agencies to deliver similar messages e.g. NSPCC, PCSOs, Police Liaison Programme etc.

- We also seek parental permission before using photographs of children or their work on the school's website, our Twitter and FB feeds or in newsletters and other publications – see Consent Forms Sheet.

THEFT OR OTHER CRIMINAL ACTS

- The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident. Copies will be kept securely in the Headteacher's office.
- Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police. Exclusion Procedures may be followed in such a circumstance.

THE HEALTH AND WELFARE OF STAFF

- 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. Advice from HR and Occupational Health is sought where appropriate.
- If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay. If the Headteacher is experiencing stress, the Chair of Governors should be informed.
- 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 action in line with the LA's protocol on school and the Police.
- Workplace Policy – The school recognises that some employees will be amongst those affected by violence against women, domestic abuse and sexual violence, either as a victim or a perpetrator. Once an employer is made aware of violence against women, domestic abuse and sexual violence, the employer should discuss with the employee whether there is any risk to the employee while at work. If the employee believes this to be the case, the employer should carry out a risk assessment and take action to minimise risks in the workplace e.g. additional security measures at the entrance of the building (as available), interception of telephone calls, transfer to another location (where practical), redeployment etc. Where incidents at work do occur these will be recorded and followed up.

MONITORING AND REVIEW

- The Governing Body, in consultation with the Headteacher and professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- The Headteacher 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 Headteacher also reports to Governors regularly on health and safety issues.

- School completed the Annual Checklist School Compliance Self-Audit in December 2016 – this will be reviewed annually.

This policy will be reviewed at any time on request from the governors, in response to any changes in legislation, or at least every two years.

Signed (Chair of Governors): L Llewellyn -

Signed (Headteacher): S Howells -

Date : November 2021

Appendix 1

Accidents to School Children

Name of Pupil	
Age	
Did accident occur during school hours? (including breakfast club + dinner hour)	
State how the accident occurred. Where it occurred. What was the cause? What was the nature of the injury?	
Give the name(s) of any witness(es), including children that saw what happened or were present at the time	
Was/were the pupil/s under supervision of a teacher, member of the non-teaching staff, dinner/breakfast club supervisor at the time? State nature of the supervision	
Was/were the pupil(s) acting against express orders/rules at the time of the incident or accident?	
Have there been any previous incidents or accidents at the school which may have been due to the same cause?	

Was the accident caused or contributed to by any defect in the playground or premises or condition of the school furniture?	
--	--

Form completed by: _____ **Date:** _____

APPENDIX 2 – RCT Accident & Incident Report. (To be accessed from Headteacher)