



# Health & Safety Policy

March 2017

COTTERIDGE PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

**Cotteridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School is committed to the UNICEF Rights Respecting Schools ethos and actively promotes the UN Convention on the Rights of the Child**

### Introduction

At Cotteridge Primary School we support health and safety in the following ways:-

- All staff, students and visitors are aware of the health and safety procedures in the School.
- The safety of the children is paramount at all times and underpins all the following procedures.
- We encourage the children to adopt a responsible attitude towards their own health and safety. This can be done in one-to-one situations, group discussions, story sessions or during curricular activities- using appropriate opportunities to talk about being careful/ walking indoors/ spillages/ clearing equipment away/washing hands etc.
- See also Birmingham City Council's Health and Safety policy, Educational Visits, Child Protection, Safeguarding.

### Health and Safety as part of Cotteridge Primary School curriculum

Health and safety issues are incorporated into the school's specific curriculum area planning and into themed weeks and special events throughout the year. Safety in curriculum and cross-curricular activities is explicitly taught in each year group appropriate to each subject e.g. D & T and science.

### Learning Environment Risk Assessment

The Governors Premises committee meet regularly and will consider a Risk Assessment of the learning environment each term presented by the school Health and Safety Representative: **Mrs E. Smart**  
The Health and Safety Representative will conduct a termly risk assessment of Health and Safety linked to the school premises and grounds.

This will include such risks as: trip hazards, slip hazards, condition of play equipment, condition of finger guards etc.

The report will also include details of statutory testing linked to health and safety including:

- Asbestos surveys
- Legionella water testing
- PAT testing
- Electrical testing

### Accident Reporting

If anyone reports an accident on the school premises or grounds, the incident will be recorded on an official accident form and forwarded to Birmingham City Council Safety Department.

### Fire Procedure

1. Mr Leonard is designated person and organises fire marshalls.
2. Please read the fire drill procedures sheets. (Mr.Leonard's office)
3. Details of fire drill/ fire exits/ assembly point are displayed around the School.
4. There are regular fire drills each term.

### First Aid

1. The first aid area is located in the corridor by the main school office.
2. Our school first aiders must be the only staff to examine and attend to any injury.
3. Only the equipment provided in the first aid box will be used.
4. Protective clothing/ gloves will be worn when administering first aid and waste will be put in marked bin.
5. In the case of injury to the head or severe injury, parents must be contacted by phone. The Head teacher or Deputy Head Teacher will be informed by First Aiders if this the case. If it is necessary for any child to go home, the Head or Deputy must be consulted first. A bumped head letter must be completed clearly indicating where on the head the injury occurred and how.
6. If an injured person needs to see a doctor as a result of an injury a yellow accident form must be filled in and the Head Teacher informed.

## **Cleaning Materials**

Cleaning materials MUST be either kept in the cleaner's utility cupboards or in the BSM room. The BSM room door & doors to cupboards containing cleaning material must be kept shut at all times to avoid children having access to these materials. No cleaning agents may be kept in the class room areas. The BSM has to keep a legal record of all COSH substances on site and must be informed if you have any such materials on site.

## **Personal Care Matters/Soiling**

1. We deal with children in a sympathetic/sensitive manner.
2. Protective gloves should be worn.
3. Soiled waste should, where possible, be flushed down the toilet or treated as medical waste- sealed in a bag and put in marked bin
4. Soiled clothing must be sealed in a plastic bag.
5. Staff work with parents to fulfil the individual needs of the child.

## **Outdoor Play/PE/Lunchtimes**

1. There must always be a member of staff out side with the children
2. All accidents where an injury takes places will be referred to a first aider.
3. On Education visits MediPacs will be taken for each specific child who has a medical need. E.g. Epi pen/Asthma Inhaler

## **Security**

1. Entrance to school is via locked gates. The gates are open for the start and end of the school day. During the school day access to school is via the communications system and staff will open the gates when they are satisfied with the identity of the person entering or leaving. Vehicle access is restricted at the start and end of the school day to ensure the safety of parents and children entering the school site.
2. Keys or electronic fobs are required to enter all the buildings. Staff must ensure that doors close behind them.
3. No child will be allowed to leave with an adult who is not on the child contact list, unless a parent / carer has given specific permission. Any problems or concerns MUST be referred to the Head Teacher or Senior Learning Mentor who will phone to confirm and make a decision.
4. All visitors must sign the visitor's book and wear a visitor's sticker
5. Staff MUST FEEL FREE TO ENQUIRE OF ANYONE who they are and what is their business.
6. All known visitors are recorded in the main office.
7. Cotteridge Primary School is on the School Safe Link line and will be informed of any suspicious circumstance in the vicinity.

**Trips out of the setting** - Please see Educational Visits Policy.

## **Smoking**

We follow the LEA's policies on smoking and the consumption of alcohol on these premises. Under no circumstances are these allowed.

**Medicines in the School** – please see Managing Medicines Policy

## **Specific training**

The school works close with Birmingham health Service and School Nurses to ensure the level of care needed for pupils with a known medical condition. E.g. asthma, diabetes

EPI - PEN training

In line with Birmingham health Policy, staff attend EPI-PEN training annually and a list of staff who agree to administer EPI-PENS is kept on file.

## **Allergies**

Staff are aware of the need to be vigilant when preparing foods because of the growing number of pupils with food allergies, in particular, nut allergies.

Citserve, the school meal supplier, comply to allergy awareness safety guidelines.

Date policy adopted by Governing Body: **18<sup>th</sup> January 2016**

Date of review: **January 2019**