

CLARICE CLIFF PRIMARY SCHOOL  
HEALTH AND SAFETY POLICY  
November 2008

HEALTH AND SAFETY CO-ORDINATORS: Mrs Janet Latham,  
Mr Martin Kirkham.

At Clarice Cliff Primary School we wish to provide a healthy environment in which pupils, staff and visitors feel and are, as far as reasonably practicable, safe and secure.

All employees should familiarise themselves with the Health and Safety regulations and should co-operate in meeting their statutory requirements. The necessary information is contained within the staff handbook of which every member of staff or student have a copy.

A guide to the Health and Safety Law is displayed in the school office.

DESIGNATED FIRST AID PERSONNEL: Mrs Janet Latham and Mrs Susan Williams, Mrs. Kay Barlow, Mrs. Sheila Capewell and Mrs. Helen Foy

**All support staff and lunchtime supervisors  
have had first aid training.**

## HEALTH AND SAFETY POLICY

### First Aid

First Aid Officers    Janet Latham    Susan Williams  
                                 Kay Barlow    Sheila Capewell    Helen Foy

WHEN DEALING WITH ANY BODY SPILLAGE DISPOSABLE GLOVES + APRONS SHOULD BE WORN. ANY WASTE SHOULD BE PLACED WITHIN A YELLOW (BODY SPILLAGE) BAG.

First Aid boxes are located in the following areas:

- First Aid Room
- Foundation Stage
- KS1 (in workspace in corridor)
- KS2 (Staff workroom)

### Accidents

In the event of an accident, pupils should be escorted to the office. All accidents must be reported to the Head Teacher/ Deputy Head Teacher. Accidents requiring an immediate hospital visit (child or adult) must be reported on the proforma to the H & S Officer (Dennis Dale) at the LA using form Appendix 1 (held in the school office). Minor accidents are to be recorded in the minor accidents book (kept by Mrs Williams in the school office).

### Medicines

No medicines should be given in school. Inhalers must only be used under supervision and are kept in the First Aid room. All staff should have an up to date list of children using inhalers (see Mrs Williams/Mrs. Tudor). Please refer to the managing of an asthma attack on the asthma sheet at the back of this policy.

### Asthma

Each class teacher must have a list of children who are asthmatic. All preventative inhalers are kept and used in the first aid room under supervision. In event of an attack sit the child down and support under the arms. SEND TO THE OFFICE FOR HELP IMMEDIATELY. For additional information please see Managing an Attack of Asthma at the back of this policy.

### Child Protection

All staff must be familiar with the Child Protection Policy, (inc. Looked after children) 'The Children's Act' and the Health and Safety Policy.

Staff recognise their legal duty to protect children from harm within their overall responsibility for pastoral care. Should any member of staff be concerned about a pupil the Designated Teacher for Child Protection, Mrs Latos, Head teacher, is informed immediately who carries out the necessary procedures. All referrals are confidential.

Any suspicion of drugs in school or drug abuse should also be reported to Mrs. Latos immediately.

### Pupil Illness

If a child becomes ill while at school please notify the office where Mrs Williams/Mrs. Tudor will try to contact parents or carers.

### P.E

Staff should ensure that pupils wear suitable clothing and footwear for P.E. at all times. Jewellery must be removed for PE. Pupils should be well supervised when moving and using equipment. Staff should conduct a visual safety check on equipment before use.

### Fire Drills

Fire drills are held every  $\frac{1}{2}$  term initiated by a continuous alarm signal.. Instructions for evacuation of the buildings are displayed in each room and area and staff should make themselves familiar with them. Once outside, pupils should line up in the enclosed yard with their teacher. The office staff must bring out registers and the visitor's book to ensure all pupils, staff and visitors have vacated the building. Staff responsible for checking the different parts of the building are named on the evacuation procedure.

### Educational Visits

All educational visits must be arranged well in advance of the intended visit and be approved by the Educational Visits Co-ordinator. A risk assessment must be carried out before the visit and all contact details recorded on the visits proforma. During the visit, the correct minimum pupil/adult supervision ratio must be adhered to and first aid and emergency telephone be available. The visits sheet should record staff and adults on the visit, mobile phone numbers and copy of the register for that day.

## Critical Incidents

There is a separate policy document for the procedure and management of Critical Incidents.

## Site Safety

Please report all strangers on site to the office immediately and any unusual, suspicious packages.

Ensure that all working areas and equipment are safe. All furniture is checked regularly and any defective furniture should be removed and report any hazards to the Head Teacher or Health and Safety Co-ordinator. Comprehensive Risk Assessments are carried out regularly by the Premises Committee, GL, JL, PH, MK, AW and Janitors and occasionally independent consultants and LA Advisors. Minutes of Premises Committee Meetings are held in the head's office with the school development plan.

No pupils must be allowed out of school without authorisation from the Head Teacher or Deputy Head Teacher. Staff must ensure that children are collected by authorised persons only at the end of the school day.

Staff depositing school funds at the bank or building society must be accompanied for their personal safety. Visits should be made on differing days of the week and times.

Staff are responsible for looking after their personal belongings. A lockable cupboard is available to every member of staff within their classroom.

Anyone on work placement at Clarice Cliff must be made aware of Health and Safety guidance and fire evacuation procedures. (see Initial Teacher Training policy and staff handbook)

PFI are responsible for the annual check of electrical equipment. The Head Teacher completes the six monthly Health and Safety Audit in liaison with the Health and Safety Co-ordinators and the Site Supervisors.

The Janitors are responsible for locking and unlocking the school but all staff should ensure that the buildings are secure as they leave. Staff should ensure that the gates are shut/locked at all times.

The Site Supervisor should inform the secretary when attending the boilers so that a check can be made of his safety.

Grids must not be lifted when pupils are in the yard.

Site Supervisors are only available at specific times unless there is an emergency. Any repair or maintenance necessary should be reported to the Health and Safety Co-ordinators or the Head Teacher.

### Gritting in Inclement Weather

In icy, snowy or inclement weather where the pedestrian surfaces are slippery, a prioritised gritting program has been drawn up on a plan of the site. (See highlighted plan in policy.) On arrival at the site between 7 and 7.30am, the Janitor makes a visual inspection to check the safety of pedestrian areas. When needed, the Janitor spreads grit over all necessary areas using a grit spreader bought for the purpose. Every effort is made to ensure safety measures are met wherever possible. In the event of icy conditions forming during the day, the janitor/site supervisors will be contacted to grit the agreed areas. Everyone's duty, if you become aware that an area has become slippery, must be to report it to the Health and Safety Co-ordinators or the Head Teacher.

Communication will be made with parents and carers through letters, newsletters and our website to share our gritting program arrangements.

## Clarice Cliff Primary School- Fire Drill

### **Alarm      CONTINUOUS ALARM SIGNAL**

#### **Foundation Stage:**

Creche ) Leave through red double doors in the Nursery and assemble in  
Nursery ) KS2 playground.

Reception Red: Leave through own room fire exit outside door and  
Reception Yellow: assemble in KS2 playground.

Reception Cloakroom: Support staff will check the cloakroom and toilet areas.

#### **Key Stage One**

Classroom 1 )  
Classroom 2 ) All leave through their own outside door fire exit and  
Classroom 3 ) assemble in KS2 playground.  
Classroom 4 )

Work area in corridor - leave through Classroom 3

KS1 Cloakroom / Toilet Area - Support Staff from rooms 3 & 4 to check.

Creative Arts ) All leave through Hall using external fire exit doors and  
Hall ) assemble in KS2 playground  
Kitchen )

Office )  
Reprographics ) Leave through main entrance and assemble in KS2  
Medical Room ) playground.  
Community Room)

#### **Key Stage 2**

Classroom 1 ) Turn right out of classroom door and make way down main  
Classroom 2 ) staircase by staff room and out through main entrance.  
Classroom 3 ) Turn left and assemble on KS2 playground.

Classroom 4 ) Turn left out of classroom door and make way down KS2  
Classroom 5 ) staircase and out through KS2 playground staircase  
Classroom 8 ) assemble on KS2 playground  
Caretakers Room

Classroom 6 ) As above but turn right out of classroom  
Classroom 7 )  
Work area )  
Cloakroom/Toilet The following Y6 staff to check: Kay Barlow/Richard Snape/Carol  
Brough/Katy Huddleston  
Outside Play Area - Make way and assemble in KS2 playground

## Managing An Attack of Asthma

Don't panic contact a first aid trained member of staff and the school office immediately, assess the child's condition and be guided by the following recommendations:

### Mild/Moderate Attack:

Feels breathless, may have a wheeze or cough but looks quite well and can speak normally.

### Action:

1. Child should rest sitting upright and take deep steady breaths until settled.
2. Use child's own reliever inhaler (BLUE) if available, consider contacting parent and use of school emergency inhaler (see below).
3. Call parent if the inhaler is needed more than once every 4 hours - the child needs to see a doctor.

### Severe Attack

- No improvement with blue inhaler.
- Too breathless to speak normally.
- Rapid laboured breathing.
- May have blue tinge around the lips.
- A wheeze is not always heard.

### Action:

1. Children should rest sitting upright in a supported position (see picture) and try to relax the child.
2. Use the Emergency School Inhaler and spacer: 10 puffs of a Reliever (BLUE) then 1 puff every 30 seconds (give over 5 minutes) a nebuliser is an effective alternative.
3. If there is no improvement 5 minutes after taking the inhaler or you are in doubt the school office will contact parents.

**CALL AN AMBULANCE ON 999 AND REPEAT STEP 2**



