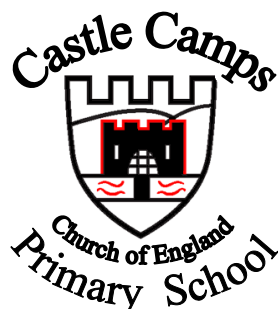


Castle Camps C. of E. (V.C.) Primary School

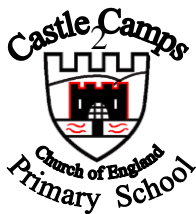


Handbook for **Health and Safety**

Date Approved by the Governing Body:

23rd September 2024

Date for Review: September 2025



CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL

HEALTH & SAFETY HANDBOOK FOR STAFF

First Aid

Each class has access to their own first aid box. These boxes are for use by staff. They contain only approved first aid materials. The boxes are checked and re-stocked twice per term by the Office and/Headteacher.

All staff are responsible for administering minor first aid on grazes, scratches, and abrasions. The following procedures apply in the case of an accident involving a suspected serious injury:

- The casualty is never left without an adult - a child is always sent to fetch the first aider.
- The casualty is never moved, except on the advice of the first aider, or, if not available, on telephone advice from a doctor.
- Other children should be removed from the area, and the casualty kept warm, dry and calm.
- Telephone calls to parents should communicate as accurate an assessment of the injury as possible, without over-emphasising the situation and possibly causing panic.

All staff have completed “First Aid” training.

The School Secretary contacts parents if a child is ill or needs medical attention. Should the parents be unavailable an emergency contact number is on file.

Should an ambulance be required this will be summoned by the Headteacher or, in his/her absence, the senior teacher. In the unlikely event of a parent not being available, a member of staff will accompany the child.

The staff on duty are responsible for completing the appropriate accident report forms.

It is not the responsibility of staff to administer medicine but, in exceptional circumstances, the Headteacher will arrange for an adult to administer the medicine. All medicines should be clearly marked with the child's name and dosage required. Forms must be obtained from the School Office and completed to assist safe administration of medicine. Administration of medicines must be recorded in the Illness/Incident Book.

Asthma inhalers should be named and stored safely (in fluorescent draw string bags) by the Class Teacher and available to the children concerned when needed. If a child suffers from asthma, parents are asked to complete an asthma card which is stored in the child's Asthma card. A list of asthma sufferers and other allergies is available in Class Files. These are updated regularly.

Epi-pens are kept in a named box under teacher supervision in the Class Room. A spare pen is kept in the Staff Room First Box.

Materials for dealing with the spillage of body fluids are kept in the Caretaker's Cupboard, i.e. mop, bags, cleaning fluid and disposable gloves. A supply of Milton and disposable gloves is also kept in the Staff Room.

Moving Around the Site

The safe movement of children around the School is the shared responsibility of all staff. Children are regularly reminded of the need to

- walk at all times (except on the playground at break or lunch time)
- be alert and careful
- think of others.

These rules are emphasised because there is a risk of injury if children are

- running
- running and bumping into others
- pushing and shoving
- not thinking
- playing on steps.

Staff need to be vigilant and remind children to be particularly careful in these areas

- cloakroom areas and entrances to classrooms
- entrances to buildings involving various types of door and/or step
- routes to and from the main hall
- the bus queue
- the conservation area - the gate must be kept closed
- the play areas
- all entrances to the School site.

Movement from play areas to classrooms

- At the end of morning and afternoon break and at 1.00 pm, when the bell is rung to signify the end of an outdoor session, children should stand still and be silent. When each class is told to go inside, the children should walk sensibly and quietly into the building.
- At lunchtime and at the end of the school day, children should be sent out of their classrooms in orderly groups.

- At times during the school day when classes move to a different part of the School, such as for lessons in the hall, or assembly, children should walk in quiet lines accompanied by their teacher/an adult.
- Before school, from 8.50 am, a member of staff is on duty on the playground to oversee children arriving on the site. Football is not permitted before school or at break time without the teacher-on-duty's permission. No leather or heavy balls are to be used on the playground. Children should walk directly into school.
- During morning break, at least 2 members of staff are on duty to supervise the children. This involves monitoring and where necessary modifying behaviour, and dealing with any accidents that occur. Staff on duty should also ensure that cloakroom areas have been vacated.
- During lunch times, Midday Supervisors are on duty to supervise children. Their responsibilities are as above, but also include the monitoring of two further areas of the site - the front playground in winter and the playing field in summer.
- After school, a member of staff monitors the front playground, while a second staff member accompanies the bus children to the bus. If any child/children have not been collected by 3.25 pm they should be taken to the School Office to await collection.

Play Equipment

The School has two areas with large play equipment:

1. Area outside hall - open to children in Nursery & Reception.
2. Area adjacent to swimming pool, known as the Trim Trail - open to all children. The highest 'monkey bars' are for KS2 children only.

Both areas are available for use at break time and lunch time providing the weather is fine.

The following rules are designed to keep the children safe:

Play equipment cannot be used when

- the equipment is wet or frost

Staff should ensure that the Trim Trail does not become over crowded. If necessary delegate which classes can or cannot use the trail.

All staff are asked to monitor children's behaviour and intervene when inappropriate behaviour is likely to result in an accident or injury to another child.

Playground Areas

At break time children may play on the large playground, and the children in Nursery, Reception, Years 1 and 2 may play on the back playground. Camps Island is for 'quiet use' – no chasing or running!

A box of games equipment is available for the children to use at lunchtimes. Children should not use their own equipment, i.e. no large footballs/netballs, basketballs, high velocity balls or tennis rackets, etc.

At break time members of staff are responsible for ensuring that all children have vacated classrooms and cloakrooms. 3 to 4 members are allocated (on daily notice board) for supervising children on the play areas.

At lunch time midday supervisors are responsible for supervising the dining hall and play areas. All accidents should be reported to Class Teachers. If a serious accident occurs, it is the responsibility of the Class Teacher/Health & Safety Representative to make sure that the accident form has been completed. The Office must also be informed. All bumps on the head need to be communicated to the class teacher via a medical slip.

When in use, the field is checked daily and any animal excrement removed.

Fire Safety

All staff are expected to be vigilant and to take precautions against fire, e.g. never cover heater guards with children's work.

Fire Drills

Fire drills are held termly. All children should be reminded of the "procedure to be taken in the event of a fire" at the beginning of each term.

Written fire routine notices are situated in every classroom, the Hall, Offices and main corridors.

Fire extinguishers are provided

- in Class 1 cloakroom
- in the Library
- in the cloakroom area, Class 2
- in the hall
- in the kitchen.

On no account should staff use a fire extinguisher unless they have received instruction and training in the correct selection and use of such appliances. Evacuation of the premises to the assembly point must be the first priority.

Children should complete the fire drill in SILENCE and line up in class groups on the main playground.

Class Teachers or another responsible adult should call the register (not just count heads) and report to the Headteacher.

All fire exits must be clearly marked and kept clear at all times and not obstructed with furniture, displays or equipment.

PE/Games

All children must change for PE. They are asked to wear shorts, a T-shirt (tucked into shorts) and appropriate footwear or bare feet. All watches and jewellery must be removed. Small stud earrings are acceptable. Long hair should be tied back.

Children are not allowed to use any PE equipment unless supervised by a teacher. Most equipment is kept in the hall store or cupboard.

It is the teacher's responsibility to oversee the setting up and dismantling of larger apparatus. Teachers should check that any retaining straps are correctly fastened. Large equipment is regularly inspected following County Guidelines.

In the event of an accident, the teacher should stop the lesson, assess the situation and deal with it following the First Aid Guidelines.

Term-time Swimming

Children are not allowed in the pool area unsupervised.

It is the teacher's responsibility to unlock and re-lock the pool door. The pool must not be left unlocked when not in use. Keys are kept in the Caretaker's Cupboard.

Group numbers must not exceed 15 children.

Toilets are not available in the changing rooms; therefore children must visit the toilet before leaving their classroom.

There is a list of safety rules fixed to the wall inside the swimming pool area. These rules must be adhered to at all times. Resuscitation guidelines must be on display when children are in the pool area.

The teacher is responsible for uncovering and covering the pool. Children should not be left to do this. If assistance is required, up to 2 children may be asked to guide the cover as the member of staff operates the roller. Children are taught to line up quietly and that they must wait until the instructor is ready before entering the pool. Children enter the pool via one set of steps and exit the pool using the other set of steps.

In the event of a situation arising when emergency assistance is required, the "red triangle" procedure should be used. A red plastic triangle is hung on the fence next to the changing rooms with the resuscitation details. This

triangle should be given to a child to take to a member of staff. On receipt of the red triangle the teacher should alert another adult before going to the pool area to provide assistance.

Teachers complete a resuscitation training course annually. It is not possible for a member of staff to supervise a swimming session unless this course has been completed and updated.

Guidelines for the supervision of holiday swimming are available from the School Office.

Cookery

Staff in charge of cooking sessions should have successfully attended a Level 2 Health & Hygiene training course.

All cookery sessions should follow these agreed procedures.

Cookery sessions should be organised in small groups with adult supervision at all times. The cooker must be switched on and off by the supervising adult.

The cooker is situated in the staff room. The fire blanket must be available at all times. Oven gloves are provided for the supervising adult to use.

Cooking utensils, including washing up bowl, are stored in the Staff Room. These items must only be used for food technology work.

When preparing for a cooking activity children should wash their hands thoroughly. A nailbrush and antibacterial soap are provided in the washing up bowl. Blue plasters are available for use as appropriate.

Use of Tools

Children should be taught how to use tools safely and be given regular reminders about safe practice. Tools should only be used under supervision.

The size of group engaging in a task involving the use of tools will vary according to the type of activity being undertaken and the potential hazard of the tools being used. The greater the potential hazard, the greater the amount of individual attention needed from the adult.

Before any activity, the children must be reminded or taught how to use the relevant tools safely, and of the risks if these instructions are not followed.

Tools are kept sharp and in good condition, and are mostly stored in a designated section in Class 4. Some low risk tools, such as scissors, must be stored safely within classrooms.

Where activities involving the creation of dust and debris occur, children must use safety masks and eye protectors. If tools should ever need to be kept in classrooms during break or lunch times, they should be tidied and stored securely.

Use of Materials and Equipment

Glue

Key Stage 1 children must only use PVA glue under the guidance of a responsible adult. Glue should be stored in an airtight container and when displaced into alternative containers a small pot with a lid should be used. Children using PVA school glue are recommended to wear protective clothing, which can be found in all classrooms.

If glue is spilt onto clothing, it should be sponged in cold water.

Spray Paints

Spray paints should only be used under the supervision of a responsible adult in a well ventilated area. Appropriate protective clothing should be worn. Protective glasses and overalls are provided in classrooms.

Craft Items

Craft items should be stored appropriately in classrooms.

Scissors should be stored in a clearly labelled container within each classroom. Children are not allowed to use scissors unsupervised.

Staples and hand staplers should be safely stored within the classroom, and should only be used under the guidance of a responsible adult. Children should not use staple guns.

Craft knives should be stored in a container in a safe area and should only be used under the supervision of a responsible adult. Hardboard squares are available and should be used to protect surfaces. Sharp craft knife blades should always be protected when not in use.

Electrical Equipment

The safe use of all types of electrical equipment in School is the responsibility of all staff.

Children should be made aware of the dangers of electricity, and taught how to connect and switch on or off a range of appliances including computers, tape recorders, radios and video tvs. From the beginning of KS2 children are allowed to plug in and unplug electrical appliances.

Computers should be kept on special trolleys or tables situated next to walls, to minimise risk from trailing flexes.

Appliances that are stored in a permanent position should have their cables clipped to walls. Other appliances should be used in areas where the risk of an accident from a trailing flex is minimal.

Any appliance which has not been electrically tested and approved by the LEA should not be used.

Visitors on Site

All visitors should report to the School Office. Representatives from the LA and other organisations should be asked to produce some form of identification before carrying out work. Staff must ensure that the visitor is expected. If no identification is available and the visitor is not expected, confirmation of ID is needed before proceeding.

All visitors have a duty to sign into the Visitors' Book and wear an identification badge. They should take reasonable care of themselves and others and comply with safety warnings.

Staff and children will be informed of any work on the site being carried out by contractors which affects the normal routine. All major works should be demarcated by orange fencing to exclude children from the area. Staff are asked to remind children regularly of the potential dangers and which areas to avoid.

Visits and Journeys (Please refer to "Educational Visits Guidance Cambridgeshire")

Activities which take place in the immediate locality of the School, within the school day, and which are part of the School's curriculum, e.g. traffic surveys, fieldwork, etc., do not require written parental approval on each occasion. Written permission is obtained from parents at the beginning of each academic year.

Visits involving a part or full day away from School require written information to parents and permission slip to be returned.

There are LEA recommended minimum supervisory ratios; actual ratios of adults to pupils should normally be in excess of this.

The use of ancillary staff, suitable parents and other adult helpers should be considered. It has been highly recommended that 50% of staff accompanying visits should be school employees.

A travelling first aid kit and materials for dealing with travel sickness are available and should be taken on all journeys. The first aid kit is kept in the classroom and the 'travel sickness bucket' is stored in the Staff Room. All inhalers and other medication must be taken on trips out of school.

For further information and guidance on day and residential visits, staff should consult the Headteacher and "Educational Visits and Journeys Policy & Guidance", Cambridgeshire County Council. This document is kept in the Staff Room.

Voluntary Helpers

Voluntary helpers work in School on a regular basis and undertake a range of different activities in classrooms and around the School. All are required to complete a CRB check & are made aware of the school's policy of upholding 'Safeguarding Children' recommendations provide by Cambridgeshire County Council. Helpers work under the guidance of the Class Teacher and are only expected to supervise small groups of children.

On occasions, parents are requested to assist with transporting children on short trips (sports fixtures, etc.). Permission for a child to travel in another adult's car must be sought before the visit. Volunteer parents are asked to notify their insurance company that they will, from time to time, be transporting children for School activities.

Alexandra O'Connor
Headteacher