

HEALTH AND SAFETY POLICY

1 Introduction

The purpose of this policy document is to define the principles, aims and organisation of Health and Safety within Melrose and to provide a framework which;

- ◆promotes consistency in school planning and school practice.
- ◆facilitates development and change.
- ◆informs new staff, pupils, parents, governors and the wider community.

This policy document was developed in 1996 through a process of consultation with teaching staff.

It was reviewed in the Autumn term 2009. The next full review will be in the Autumn Term 2013.

Any changes in the meantime will be added as appendices until discussion and incorporation at the next full review.

This policy should be viewed in conjunction with the Teaching and Learning Policy, the AfL Policy, the Communication Policy, Learning Support Policy and all relevant subject policies.

2 Principles

A safe, secure environment in which teaching and learning may effectively take place must be provided for all children and staff.

3 Aims

Our aim is to secure a safe environment within which teaching and learning can take place.

4 Strategies for Safety

Fire Safety

- Fire Drill practices should be held once or twice each term.
- Melrose Fire Safety Procedures are prominently displayed in each classroom or communal area.
- Melrose Evacuation Routes are prominently displayed in each classroom or communal area.

Fire drill at lunchtime

Catering staff in the kitchen should take the yellow lunch registration cards with them. The lunchtime supervisors will distribute the cards to the appropriate adults for checking.

Registers

After registration a designated register monitor will take the registers to the secretary's office. They will be placed in a basket at the foot of the stairs where they are easily accessible.

The teacher responsible for teaching the first period in the afternoon will meet the class in their form room and complete the register before sending it down to be put in the basket at the foot of the stairs.

Any staff leaving the building e.g. PE and Music teachers going to the Senior School, should collect /return the registers from the basket.

Teachers responsible for After School clubs keep their own registers, including phone numbers.

Fire Blankets are wall mounted and are located in:

- 1.Science room.
- 2.Kitchen.
- 3.Computer room.
- 4.Hall.

In all of the above, common sense should be used. Panic should be suppressed. If there is suspicion of fire in unoccupied rooms the door must not be opened. The door handle should be checked. If the handle is cold, one could risk opening the door a fraction as long as one has an extinguisher in hand ready to be used. If the handle is warm or hot the door should not be opened.

First Aid

A management plan for serious incidents is as follows:

1. Assess the situation/ make the area safe.
2. Call for help
3. Give the casualty emergency aid.
4. Get help.
5. Deal with the aftermath.

First Aid Boxes are well equipped and accessible. They are located in;

1. Science room – wall mounted.
2. Kitchen – wall mounted.
3. In the alcove at the foot of the main stair case.
4. In the staff kitchen.
5. Reprographics room.

Minor cuts and abrasions will be dealt with by the secretary, the dinner ladies or the teacher on duty who is supplied with a first aid bag. For anything more serious the parents should be contacted. For any head injury the parents should be phoned and consulted as to whether or not the decision is to collect the child or leave the child at school. The dinner lady or teacher on duty should also ensure that the class teacher is informed of any accident, however minor, so that the child can continue to be monitored.

Protective gloves should be worn when dealing with bodily fluids. The teacher on duty should carry a pair of protective gloves at all times. They will be stored in the staff room.

Accidents

Accident forms are kept in the staff room.

Accident forms are filled in and kept in the folder in the staff room.

An accident is defined as any incident resulting in the child seeking medical treatment at a Doctor's surgery or hospital or when the advisability of seeking such treatment is debated.

Head Injuries

- Parents should always be notified in the case of any head injury.
- In the case of serious injuries, nil should be given by mouth.

Calling the Ambulance

This is at the discretion of the teacher in charge at the scene of the accident – usually the teacher on duty or one of the Senior Management team. Parents are advised that they are responsible for all costs incurred and sign an acceptance of such conditions on admission to the school.

Medicines

In accordance with the code of practice for the administration of medicines in educational establishments, advised by the States Education Council, medicines will not be administered to the children. Where possible parents should be asked to make arrangements to come into school or pupils should return home at lunchtime to take their medication. The only exceptions to this will be at the discretion of the Head Teacher who will then take full and sole responsibility for the administration of such medicines. Such permission is unlikely to be given very often and will be an exception rather than the rule. Such exceptions are most likely to be made when a case in question has been brought to the Head Teacher's attention by a member of staff. If such an exception is made the medication must be clearly labelled with a form attached which must be signed, dated and time noted when medication is given.

A list of children wishing to keep asthma inhalers at school will be kept in the office and also in the staff room. Parental permission must be given for children to bring asthma inhalers to school. Parents must inform us whether these inhalers are preventative or curative. Asthma inhalers kept in the teacher's desk must be labelled with full instructions for use and a note made of the date and time of use.

A list of children with severe allergies will be posted in the staffroom and in the relevant classrooms.

It is the parents' responsibility to check expiry dates of all medications.

Sick Children

Sick children report to KA on the ground floor with a note, signed by the teacher. Parents are phoned to come and collect their child.

Parents collecting children should report to KA or the teacher on duty before taking their daughter home with them, so that the register can be adjusted.

If there is an accident at lunchtime it will be reported to the teacher on duty who is responsible for the action taken and should ensure that an accident report is completed.

All parents must provide an alternative contact number.

Health and Safety in other areas

1. Pupils should be taught to understand the need for safe practice, especially in the Science room and in the kitchen.
2. Windows should only be opened at the top and only with the permission of the Teacher in charge.
3. Window blinds to be operated by adults only or by children under adult supervision.

Use of P.E. Equipment, Apparatus and Techniques in Accordance with Health and Safety Requirements

1. P.E. apparatus in the Hall is to be restricted to pupils in the Preparatory Department under the supervision of the Form teacher or a P.E. teacher.
2. There should be appropriate storage of equipment and apparatus.
2. Pupils are taught to understand the need for safe practice in physical activities and how to achieve this.

Break Duties

A list of teachers on Break duty in the playground or indoors will be posted on the Staffroom notice board.

All teachers on duty will carry a first aid bag with them at all times and be responsible for ensuring that the playground gates are shut.

Zebra crossings closest to teachers should be used.

Dinner Duties

The kitchen door must not be left opened, unsupervised, at any time.

Headlice

Information is sent out to parents at regular intervals.

Auxiliary Services

We co-operate fully with the States of Guernsey as far as school medicals, dental inspections etc. are concerned.

Sex Education

A nurse, from the Health Department, presents a course of lessons for Form II and Form III in the Spring and Summer terms, with the emphasis on the physical and emotional aspects of puberty.

Lunch

We encourage healthy eating as part of our PHSE policy.

Sun Protection

Children are encouraged to wear regulation sun hats and sun protection. Regular reminders are included in newsletters.

Vistiors

All visitors to the school should report to the office to collect their security badge and sign in and out.

If visitors are invited to the school everyone should be informed by a notice on the notice board in the staffroom.

If any member of staff is concerned about the presence of an unexplained adult in the school or the grounds they should ask for identification and purpose of visit in the first instance.

(Subsequent action if necessary with regard to safety of children and staff is a matter to be discussed).

Traffic/Collecting after School

See appendix for latest advice from the P.T.A.

Responsibility for Children

The staff of the school, acting in loco parentis, accepts responsibility for the children during school hours. On a normal school day such responsibility does not begin until 8.30 a.m. and ends fifteen minutes after the end of the school day i.e. 3.00 p.m. for the Preparatory Department and 3.45 p.m. for the Junior department.

Children going home at lunchtime are not the responsibility of the staff between 12.15 p.m. and ten minutes before the commencement of the afternoon session. On returning to school girls should be handed over to the care of the teacher on duty.

Children who usually stay at school at lunchtime will only be allowed out of school if a request has been received from the parents.

On school occasions such as family lunches held during a normal school day usually towards the end of term

a) parents joining their children for lunch will take responsibility for their own Children.

b) Children whose parents are unable to attend will remain the responsibility of the staff on duty, unless they have given written permission for another parent to look after their child.

Depending on the activities organised for the afternoon session it will be made clear to parents present whether the responsibility for their children rests with them or returns to the staff of the school.

Swimming

Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) for Melrose pupils using the Ladies' College pool will be found in the pool changing room.

- Beau Sejour swimming pool safety procedures are followed.

5 Resources

Information on fire drills is located in every form room.

First aid boxes located in the secretary's office, Science room, kitchen, by the telephone on the ground floor, Upper Preparatory's room, the staff kitchen and the reprographics room.

Fire blankets located in the Science room, the kitchen and the computer room.

Vomit bucket kept on a hook at the top of the cellar stairs.

Medical forms are located in the secretary's office and the staff room.

Lists of allergies, medical problems are displayed in the kitchen and on the staffroom notice board.

Duty lists.

First aid courses.

Emergency Action Plan (swimming).

Normal Operating Procedure (swimming).

Epi-pens, when applicable, are kept in the kitchen and the relevant classroom.

First aid book and video.

Medication, allowed in exceptional circumstances, must have full instructions and a record sheet attached.

6 Strategies for Assessment

Regular fire drills - at least one each term.

7 Strategies for Reporting

Medical forms.

Fire drill forms.