

# **THE LADIES' COLLEGE - EARLY YEARS FOUNDATION STAGE**

## **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 The Ladies' College EYFS 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 adapted for the EYFS in the Spring Term of 2009.

The next review will be in the Summer term 2010.

### **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.**

#### **a) Fire Safety.**

##### **Fire Drill.**

Fire practices should be held once or twice each term. Each class should exit as quickly and as silently as possible.

Before leaving the classroom, doors should be shut.

### **Preps, Nursery and Pre-School**

**Nursery and Pre-School.** will exit through the doors into the garden

**Middle Prep.** will exit through the doors into the garden.

**Lower Prep.** will exit through the doors into the garden.

**Upper Prep.** Pupils in the Upper Prep classroom will come down the stairs into the hall, through the doors to the garden and on to the netball court.

- should there be any obvious obstruction they should use the external fire escape.

Once assembled in the garden Preps and Pre-School should walk around to join the Juniors on the netball court unless that way is blocked in which case pupils will remain in the garden.

Teaching assistants check the Computer room and Prep toilets before leaving.

### **Juniors.**

**Form I and JR** teacher to lead children from front.

**Form III and II** staff to follow children out.

Teachers in Form I and Form II to check toilets on the way down.

**Form I** will come straight down the main staircase, turn right and exit through the Middle Preparatory through the doors into the garden.

- ◆ Should there be any obstruction to prevent them coming straight down the main staircase they will then go along the corridor down the back staircase and exit by the fire door next to the kitchen on to the netball court.

**Form II**, on the first floor above Form I, will come straight down the main staircase, turn right and exit through the doors in Middle Prep.

- ◆ Should there be any obstruction on the way down the stairs they will go along the corridor and down the back staircase.
- ◆ Should either Form I or Form II encounter any obstruction on the way down the stairs they will immediately turn round, proceed up the stairs and go along the nearest corridor to the back staircase.

**Junior Remove** will come out of their classroom, turn right and go down the back staircase and out of the side entrance next to the kitchen and on to the netball court.

should there be any obstruction to prevent them doing this they will turn to the left as they come out of the classroom and go down the main staircase, and exit through Lower Preparatory.

**Form III** will come out of their form room, turn right and go straight down the back staircase, out through the side door next to the kitchen and out on to the netball court.

- ◆ should there be any obstruction to prevent them doing this they will come out of their form room, turn left and go down the main staircase. When they reach the bottom they will turn right and out of Lower Preparatory doors.

### **Other areas in the school.**

Any pupils in the **Science room** will proceed straight out of the fire door into the garden and proceed on to the netball court.

Pupils in the **Hall** will proceed straight out of the fire door into the garden and proceed on to the netball court.

Pupils in the **kitchen** will proceed straight out of the door next to the kitchen and on to the netball court.

- ◆ should that way be blocked they will go out of the other door, straight ahead through Pre-Prep.'s room, through the doors and into the garden.

Any teachers in the **Resources room** or **Art store** upstairs should come straight down the stairs and follow either Form III to the right, down the back stairs or Form II to the left, down the main stairs. If their exit down the stairs to the corridor is cut off they should then get out of the window, stand on the parapet (but not jump) and wait for the fire engine to arrive.

Senior School pupils in the **Art room** will exit through the garden and on to the netball court.

### **Computer Room**

Exit through the door and go through Lower Prep to the garden and proceed to the netball court.

### **Fire Escape Instructions**

Fire Escape instructions are posted on the doors of each room.

### **Fire drill at lunchtime.**

If pupils are eating in the Hall they will exit through the fire doors into the garden, line up behind the planters and proceed round to the netball court.

Any teachers taking extra music lessons will proceed out to the front by the quickest route possible.

Anyone else in the building should exit by the quickest possible route.

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

Nursery and Pre-School children will exit through their classroom door into the garden and then proceed to the netball court.

- ◆ any Juniors needing to come in from the playground to the cloakroom must use the Prep. facilities.

### **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. In the event of a fire or fire drill, KA will take the registers out with her. The teacher in Form 1 will double check in case KA is out of the office the event of a fire or fire drill,

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.

PE teachers should remember to;

- a) Take the register with them if they are registering a class.
- b) Collect /return the registers for the basket at other times.

Girls going to After School Club at the Senior School must sign in on arrival and out when they leave.

Girls attending the Preparatory Department After School Club will be registered by the teacher in charge.

**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.

**b) 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.

**c) First Aid Boxes** are well equipped and accessible. They are located in

1. Secretary's office
2. Science room – wall mounted.
3. Kitchen – wall mounted.
4. In the alcove at the foot of the main stair case.
5. In the staff kitchen.
6. In the Upper Prep Classroom – wall mounted.
7. Technology store.

Minor cuts and abrasions will be dealt with by the teacher on duty, the secretary, or the dinner ladies 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.

#### **d)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.**

1. Parents should be notified.
2. In the case of serious injuries, nil should be given by mouth.

#### **e)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.

#### **f) Health and Safety in other areas.**

1. Pupils should be taught to understand the need for safe practice 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 & Pre-Preparatory Departments under the supervision of the form teacher or a P.E. mistress.
2. There should be appropriate storage of equipment and apparatus.  
pupils are taught to understand the need for safe practice in physical activities and how to achieve this.

**g) Break Duties**

A list of teachers on Break duty in the playground and rainy play duties 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 the gates are shut. Zebra crossings closest to teachers should be used.

**h) Dinner Duties**

A list of dinner ladies, with their respective areas of duty, will be posted on the Staffroom notice board. The kitchen door must not be left opened, unsupervised at any time.

**i) Auxiliary Services**

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

**j) Sex Education**

A nurse, from the Health Department, will run a course of lessons for Form II and Form III in the Spring and Summer terms, with the emphasis on the emotional aspects of puberty. The science teacher will emphasise the biological aspects, in accordance with the Science P.O.S. in the National Curriculum.

**k) Lunch**

We will encourage healthy eating as part of our PHSE policy.

**l) Visitors**

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

**m) Traffic/Collecting after School**

The PTA and the School have, over the past few years, worked hard to smooth the flow of traffic when children are delivered and collected from school.

**Collecting from School**

Whenever possible cars to be parked on the school netball court. If unable to park and are using the pick-up lane parents to use the following guidelines;

**Never** leave the driving seat of your car

**Move forward** promptly and keep close to the car in front

**Collect and drop only** in front of the main doors.

**Only collect** children who can load themselves and 'belt up'.

**Never wait** for your child to arrive – its stops traffic flow.

**b) 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 Mistress in Charge 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 Mistress in Charge's attention by a member of staff. If such an exception is made the medication must be closely 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. We must be informed if children are carrying inhalers themselves to gym classes or around the school. Asthma inhalers will be kept in the teacher's desk and a list kept with the medication for time/date to be recorded.

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.

**c) Sick Children.**

Junior or Preparatory children who become ill at school will report to KA on the ground floor with a signed note from the teacher and wait in her office until parents come and collect them. All such children must bring with them a note (a supply of them is kept in the staff room) signed by the teacher, giving reasons. At lunchtime a dinner lady will be asked to stay with the child until she is collected.

Parents collecting children should report to KA or the teacher on duty before taking the children home with them.

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.

Children in the Nursery and Pre-School classes will remain with their class teacher and their parents will be asked to collect them directly from their classroom.

**6. 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, the music room, the staff kitchen and the technology room.

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

Blankets are kept in the Middle Preparatory cloakroom.  
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 will be stored in the appropriate classroom if required.  
First aid book and video.  
Medication, allowed in exceptional circumstances, must have full instructions and a record sheet attached.  
Hazard forms for reporting damaged buildings or broken equipment or furniture.

**7. Strategies for Assessment.**

Regular fire drills - at least one each term.

**8. Strategies for Reporting.**

Medical forms.

Fire drill forms.

Accident report forms.