

# Slaithwaite CE J & I School



## Health and Safety Policy

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## **Slaithwaite CE J & I School Health and Safety Policy**

Slaithwaite CE J&I School follows the Health and Safety policy issued to all schools by Kirklees L.A; which can be found on One Hub.

### **Safety Procedures**

More detailed information is given in the Kirklees Health and Safety Policy which has been adapted by our Governing Body. This is to be found on the shelf on the office.

Health and Safety concerns everyone who enters our school grounds and building. It is important that procedures are discussed, understood and are applied on a consistent bases throughout the school.

### **School Staff-procedures**

Everyone has access to the Health and Safety Guidelines. Mrs Bradley is our nominated Health and Safety Officer and carries out regular checks. She also conducts a full annual check with the nominated Health and Safety Governor Mr C Beith. Full records are kept in the office and an annual report given to the governing body.

Risk Assessment is an integral part of teachers Curriculum Planning. Everyone is aware of the procedure for reporting accidents. Attention is paid to the appropriate guidelines when organising visits. The Education Visits Co-ordinator (Mrs Bradley) can be approached to discuss this. The Educational visits policy has clear guidelines for risk assessments and procedures to follow.

### **Classrooms are arranged to alleviate risks:**

- Furniture placed in front of hanging boards and radiators.
- Shelving arranged so it is above the head of the tallest child.
- Edges of rugs/mats should be flat to the floor
- Broken furniture should be removed until it can either be repaired or replaced
- Careful consideration should be given to the storage of packed lunch boxes

- Hot drinks will be put into classroom storerooms when children are present

### **School Garden/Pond**

Our school garden and pond are used regularly by children and staff. The pond has its own specific risk assessment criteria, these are available in the Heads office. When supervising children in the habitats garden, staff should at all times discourage children from eating plants, seeds and flowers. All other Health and Safety requirements apply to these areas. See also our Outdoor education policy.

### **First Aid**

If called to administer First Aid, it is important to:

- Wear plastic gloves when dealing with blood, vomit etc.
- Call upon the services of a trained First Aider if you are in any doubt about treatment. Our named First Aiders are Mrs Bradley, Mrs Booth, Pam Wood, Mrs Cherington, Rachel Bulmer.
- Record accidents in the Accident Book which is kept in the office and the disabled toilet in KS1.
- Put any blood soaked material into the blue bin in the adult toilet
- If you treat a child for a bumped head, make sure that you give them a 'bumped head' sticker (available in the office) and letter for parents.

The school has a full medical policy which can be found in the Headteachers office. This should be followed by all staff when administering medicine in school.

When mounting displays above reach staff should not be tempted to stand on chairs, tables etc. Secure ladders are located in the caretaker's store.

Staff should take care when approaching strangers in the building. They should be wearing some form of identification. If approached by a parent who is angry/drunk, staff should summon help as soon as practically possible.

All staff should be familiar with the procedure for evacuating the school in case of fire, bomb etc. (See separate policy)

Staff should ensure that children change into suitable clothing for PE lessons and establish clear rules for the safe use of playground equipment. See the school P.E policy.

If staff need to contact a parent, children's contact cards, listing emergency numbers are in the school office.

Fire Procedures are displayed in all classrooms in school. Fire drills are practised each term. (See Fire File in office)

### **Parents and Members of the Community Helping in School**

All helpers are to sign in the Visitors Book which is located in the School Entrance. The Head or admin officer will make sure that helpers are aware of all relevant guidelines. If helpers are observed not to be following the guidelines and are putting children at risk, school staff will inform the Head or Deputy.

### **Lunch Time Supervisors-duties**

- Establish clear procedures to ensure that there is adequate supervision both in the playground and in the dining hall.
- Encourage the children to behave in a responsible way. (See the school's Behaviour Policy).
- Make sure that the children do not have hot drinks or glass containers in their lunch boxes and ensure all spills/breakages are dealt with immediately.
- Discourage the children from sharing food.
- Make sure that you are aware of the Safety Guidelines for Using Playground Equipment.
- Be familiar with the school's Behaviour Policy.
- Report any incidents to the Headteacher.
- Do not leave the children alone in class after the lunchtime session until the teacher is back in the class
- Keep a written record of any concerns, incidents of bad behaviour etc. and report these to the Senior Supervisor who will inform the Headteacher.

**Please Note:**

Attached to this policy are procedures for bomb threats and fire procedures which are displayed throughout the building.

Other useful information which is not already listed here can be found in: Policies relating to Health Matters (Medical policy), Child Protection and Safeguarding, Drug Abuse and PSHCE and the schools emergency scheme (located in school office and staffroom)

All policies are available in a file in the Headteachers office. If you require any more information contact the Headteacher or a member of the Leadership Team.

Reviewed - March 2017

Next review - March 2018

**Mrs. E. Bradley**  
**Health and Safety officer**

## **PROCEDURES FOR DEALING WITH BOMB THREATS**

### **Risk Assessment**

In this assessment the following factors have been considered.

- Buildings/Premises of a type similar to ours have not been targeted in the past.
- There is nothing about our premises/building to attract terrorist seeking publicity from an act of violence.
- We have never received threats of this type in the past.
- There are no large amounts of money kept on site which may attract the criminal element.
- After discussing this Risk Assessment we consider that we are at low risk regarding bomb threats.

### **Preventative Actions**

All visitors are directed to the front door access which has a digital lock, and are asked to sign in here and given an official visitors badge before they proceed into the premises. All staff are encouraged to challenge anyone in the building without a visitors badge as to the nature of their visit, and children are asked to alert their teacher if they see anyone in school who they do not know without a visitor's badge. If anyone sees anything suspicious they are asked to pass this on to the Headteacher or a member of the Senior Leadership Team.

Circulation areas are to be kept as clear as possible and are checked to ensure that there are no suspicious packages left there.

### **Action to be taken on receiving a bomb threat**

- Stay calm.
- Try to obtain as much information as you can from the caller.
- Ask: Where is the bomb?
- What kind of bomb is it?
- What time is it due to go off?
- What does it look like?
- Why are you doing this?

The person receiving the call should also try to ascertain the following:

- Is the caller young/old/male/female?
- Is their speech slurred or rambling or is there any accent?
- Are there any identifiable background noises?
- Is the call from a phone box?

**The line should be kept open even after the caller has hung up to help with tracing the call.**

**The call must be reported to the Headteacher or Health and Safety competent person (Mrs Bradley) as soon as possible.**

If a bomb threat is received, all staff will be notified by word of mouth by either the Headteacher or the H & S Competent person. They will then do a check on their own areas for any suspicious packages. Reporting whether the area is clear or otherwise to the Headteacher.

If a suspicious package is found then the following procedure will be followed:

- Staff will be informed that a suspicious package has been found and will be asked to leave the building as quickly as possible via the designated escape routes, taking their pupils and class register with them.
- Any suspicious packages will be isolated, and not touched. All other personal belongings are to be collected and taken out, and windows and doors are to be left open.

Police will be notified via the kitchen phone or school phone if the kitchen line has received the threat and everyone will convene down at St James Church at the bottom of Holme Lane. The person who received the call or found the suspicious package is asked to wait by the pupil's entrance behind the hedge until police arrive.

Once everyone has arrived at the assembly point, teaching staff should carry out a roll call to ensure that everyone is accounted for.

**The building must not be reoccupied until the Police/Emergency Services give permission.**