

# HEALTH AND SAFETY

*As a member of staff or volunteer helper you share responsibility for your own health and safety and well-being, and that of colleagues and pupils. This document summarises health and safety issues that affect you. It also points you to more detailed guidance.*

## FIRE SAFETY

**Evacuation:** 'Fire Instructions' safety notices are displayed in classrooms and other places in school. Make sure you know what to do in the event of a fire. Your first responsibility is to help evacuate the building safely.

For security reasons, two gates are kept locked during the working day: one by the main school entrance and the other near the far end of the school hall. Keys for use in an emergency evacuation are situated alongside the nearest external doors.

Please make sure you are aware of these if you are using the areas affected.

**Fire Extinguishers:** Acquaint yourself with the location of fire extinguishers. A plan showing their location is displayed in the staff room. In an emergency use this equipment if you feel confident to do so. (See 'Fire & Other Emergency Evacuations'.)

## CLASSROOMS

Each teacher is responsible for the safety of the classroom environment and the activities that take place there. Classroom risk assessments are undertaken by teachers each year.

**People:** Teachers must **know** that volunteer helpers have been DBS checked **before** they work in school. **Do not assume this has been done.** Check in the

school office to be sure this has happened.

**Environment:** Be alert to risks (e.g. trip hazards, slippery floor, untidy storage, electrical equipment). If there is a problem do something about it, immediately if possible. Otherwise, alert the head teacher or school business manager to your concern: it is your responsibility to do this.

**Activities:** If you think that an activity involves unacceptable hazards do not begin it, or stop it. Think ahead, complete a risk assessment and remove risks wherever possible. Common sense is usually enough to anticipate problems. There are specific guidance sheets for several curriculum areas (e.g. Design & Technology, Swimming).

## ELECTRICAL SAFETY

All electrical equipment is periodically checked by a qualified electrician. However, an annual check cannot identify day-to-day faults so the principal safeguard is for all adult users to check plugs and leads before use. Don't use an item that appears to be faulty: put it out of use and report your concern.

**Extension leads:** Never link two or more extension leads together. Always unwind coiled leads to their full extent before use (to avoid overheating).

## SITE SECURITY

A security check of the school site is undertaken every day. Unrestricted access to the site is prohibited by locking three gates: one near the main school entrance, one leading to the path to 'Little Bears' pre-school and one near the far end of the school hall. If you ever observe one of these left open please secure it, or arrange

for it to be secured. Don't overlook it.

**Security of Youngest Children:** The outdoor learning area shared by 'Pluto' and 'Mars' classes is bounded by five gates. All must be closed during the school day so that young children remain under appropriate adult supervision. These gates are included in the security check at the start of each day but it remains imperative that supervising staff from these classes double check that the area is secure whenever it is in use. *This is especially important in sessions after break times when the gates have been used at the end of playtime.*

**Corridors:** The main risks within circulation areas are crowding (e.g. when lining up), and running. The main way to minimise risks is careful supervision. Please understand that it is your responsibility to help supervise **all** children at **all** times. Please ensure that the area outside your classroom doesn't become cluttered, effectively narrowing the corridor.

## VISITORS ON SCHOOL SITE

Visitors sign in at reception and wear a badge indicating that they are authorised to be on site. Visitors are normally escorted to and from their destination (though this may not be true of regular callers). If you encounter someone you do not recognise as a legitimate visitor (i.e. not wearing a visitors' badge) ask them to account for their presence and escort them to reception to sign in. Explain the reason for this request: a legitimate visitor will not mind.

If there is no one in the school office to welcome visitors (e.g. at lunchtime) and you are present to answer the buzzer you must not permit entry to anyone who is

unfamiliar to you. If you recognise a frequent visitor (e.g. visiting music teacher) you should require him/her to sign in, provide the visitors' badge and then open the door. *But only if you are 100% confident that this is appropriate.* Otherwise ask the caller to wait and alert another member of staff (e.g. admin officer, deputy head, head teacher, teacher).

## SIGNING CHILDREN OUT

All children leaving the school site at any time other than the end of the day are signed out by office staff. If an adult asks you to let him/her take a child out of school you must check with someone in the office before doing so. (There are sometimes restrictions on who collects a child: you will be informed of these in confidential memos.) **No child should ever release the security door at the school's entrance.**

## PLAYGROUND & PLAYING FIELD

Active supervision makes playtimes safe. If you are on duty please move around and be seen to be vigilant to minimise problems. **Do not stand talking with colleagues as this leaves areas unsupervised.** Please pay particular attention to supervision of the adventure trail. There are clear guidelines for this, with which you must be familiar. (See: 'Playground Supervision'.)

## WET FLOORS

Wet floors are a hazard. Please do not leave a classroom floor wet, but dry it as soon as possible. In classrooms this will usually mean a wipe with paper towels. A mop and bucket can be accessed if necessary: this is available from the caretaker's and cleaners' room. Speak with someone from the school office if you need guidance and/or assistance during the school day.

If you are in school when cleaning is taking place please take particular care on

wet floors and heed the warning notices used to mark out hazards.

## RISK ASSESSMENTS

An assessment must be undertaken for any activity that poses a potential risk. In particular, all visits off site must be risk assessed. **Please think ahead.** Complete all risk assessments for visits **a full week before the activity** to allow adequate time for checking. Activities that take place near water need external authorization so require far earlier notification. Speak with Mrs Ayles in the office for guidance.

## FIRST AID

The school's principal first aider, and appointed person, is Mrs Ayles, Miss Forrester and Mrs Gaule. It would fall to them or in their absences, a deputy head teacher to summon emergency services if required. Most members of the teaching assistant team and midday supervisory team have received basic first aid training and are able to deal with common minor injuries. All first aid actions must be recorded. (See: 'First Aid Policy'.)

## PUPILS WITH MEDICAL NEEDS

A document listing children with medical needs is always available inside the large cupboard found in each classroom, and also in the school office. Refer to this when necessary and be especially aware of the needs of children in your day-to-day care. Health Care Plans for individuals are always available in the school office (next to staff pigeon holes). Be aware of the existence of emergency plans for a few children, and refer to these if necessary.

## CCTV

Please note that CCTV is in use in a couple of locations on the school site.

## MEDICINES IN SCHOOL

The school has clear guidance on the administration of medicines to pupils. All documentation is held in the school office. Do not administer medicines unless you have been authorised to do so. Do not take medicines into your care: they must be kept in the school office (except inhalers for asthma). (See 'Medicines in School'.)

## ASTHMA INHALERS

Children with asthma for whom you bear responsibility and who need ready access to an inhaler **must be known to you.** You must maintain a simple record of the administration of their medicine(s). Forms are provided at the start of the year (or when there is a fresh diagnosis). It is parents' responsibility to provide an in-date inhaler but if you are aware that medication is out of date please inform the school office so we can request a replacement. To assist in this teachers check that inhalers are in date at the start of each major term.

## KNOCKS ON HEAD

These injuries must be treated seriously. Contact the child's parent/carer if you are concerned. Consult with a colleague if unsure. If you believe immediate home contact is *not* necessary, *double check this* with an informed colleague. If you agree the injury is minor you must still arrange to send home a 'Knock on Head' letter so that delayed symptoms could be recognised for what they are.

## WORKING AT HEIGHT

Little activity requires rising above floor level. If you need to reach high cupboards, pin boards etc. you must use a kick stool. **Do not stand on chairs or other furniture instead.** Anything higher: **just don't do it.**

## MANUAL HANDLING

Very little in school requires lifting a heavy or awkward load. Where it is necessary, get help. A sack trolley is available, normally used by the caretaker. Furniture must be moved with care. Dining tables are set up and moved by adults, following guidance (see MDSA noticeboard in furniture store). When carrying chairs, children should lift a maximum of two or three at a time.

## SCHOOL CLUBS

If you run a school club, follow the specific measures described in the risk assessment for your activity and the general measures in the guidance note distributed at the beginning of the year. Please be punctilious about registering children in and out and, if necessary, seek reassurance about unexpected absences by 'phoning home. (See: *'Running a School Club'*.)

## HAZARDOUS SUBSTANCES

**Bodily fluids/solids:** Hazards arise from contact with blood, vomit, urine and faeces. In every case you must exercise hygienic precautions. Without exception wear plastic gloves and wash your hands thoroughly after exposure. (See: *'Needlestick/Sharps Injuries & Exposure to Blood and Body Fluids'* flowchart on the school office and staff room notice boards.

**Chemicals:** Some glues and pottery glazes pose minor hazards. Children should handle glues responsibly. Pottery glazes are used infrequently which minimises risk. They must be used responsibly. Children must not ingest them. Some science experiments or demonstrations involve hazards (e.g. burning). Check with the subject leader or head teacher before starting an activity if you have *any* doubts. Glue guns must be used with caution. See relevant risk assessment.

## INCIDENT REPORTING

An incident is *'a situation where someone was, or could have been, either hurt or otherwise distressed arising out of work activities of the school'*. If such an event occurs it is reportable to the Local Authority. Talk to the head teacher or office staff if you think this is necessary.

**Minor accidents:** Most incidents in school involving children (e.g. bumps and scrapes in the playground) are not reportable but if a child has any accident this must be recorded in the accident book kept in the school office. In addition, it may be right to contact the child's parent/carer. Judge this by considering whether you would want to know about it if the incident was to affect a child of yours. Please talk to an informed colleague to double check your judgement. Always err on the side of caution.

If an incident happened because of a factor under our control, e.g. level of supervision, poor equipment, dangerous tools or substances, or the condition of the premises then this makes it reportable. Then you must see the head teacher or office staff.

## SOCIAL MEDIA

You must use social media sites only with the utmost care and professionalism. You must never make children your 'friends'. You must maintain complete confidentiality with regard to school matters, pupil matters and data protection. (See *'Use of Social Media by Staff'*.)

## EDUCATIONAL VISITS

**Every visit beyond the school site must be risk assessed.** Authorisation for the visit must be granted before the activity proceeds and any recommendations received must be acted upon. Give yourself plenty of time for this to happen.

**Use of private vehicles:** If transport for pupils is provided by parents then each driver must complete and return documentation confirming checks have

been undertaken. This must be done in advance and can take time, so think ahead. Members of staff must do the same (*below*). Parental consent for travel in a private vehicle must be obtained for each child for each visit.

**Personal Vehicle Insurance:** If you drive your own personal vehicle for work, e.g. attending training or transporting pupils, you must have Class 1 business use on your insurance. You must check your insurance covers Class 1 use prior to using your vehicle for work use. Great care must be taken if you own a commercial vehicle (e.g. a pickup) or you are not the policyholder (i.e. the second driver on your spouse, partner or friend's policy). Please contact your insurance company for clarification. Failure to have business use could result in your insurance company failing to pay out in the event of a claim.

## FURTHER INFORMATION

All the documents referred to here are available in the school office. Existing risk assessments are also in the school office. Please refer to these if you have any concerns about a specific school activity.

## POLICIES & GUIDANCE:

*'Health & Safety Policy'*  
Risk Assessments  
*'Safeguarding & Child Protection Policy'*  
*'Keeping Children Safe in Education 2025' (DfE)*  
*'Fire & Other Emergency Evacuations'*  
*'Playground Supervision'*  
*'Use of Physical Interventions'*  
*'Moving & Handling'* guidance for hall tables  
*'First Aid Policy'*  
*'Medicines in School'*  
*'Running a School Club'*  
*'Needlestick/Sharps Injuries & Exposure to Blood and Body Fluids'* flowchart  
*'Staff Behaviour Policy'*

