

# **Barlby Primary School**

## ***Health and Safety Policy***

<b>Policy reviewed:</b>	March 2025
<b>Approved by:</b>	FGB
<b>Review date:</b>	March 2026



## Health and Safety Policy

**Staff with First Aid Training: Jacqui Sitch (Paediatric), Wendy Turner, Linda Nugent, Btissam Batik, Alan Birmingham, Sarah Letts and Teresa Abdat. Training updated September 2021.**

### Rationale

The Governing Body and Headteacher recognises that it is their duty to ensure, so far as it is reasonably practical, that all those at Barby Primary School are not exposed to risks to their health and safety. The Governing Body and Headteacher accepts that they have a responsibility to take all reasonable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents or injury is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the Governing Body and Headteacher is to provide a safe, healthy working and learning environment for staff, pupils and visitors.

The Governing Body and Headteacher believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body and Headteacher will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

### Aims

As a school, we aim

- to ensure that all children, staff, parents and visitors to the school are safe
- To ensure that Health and Safety regulations are followed at all times

### Governing Body and Staff Responsibility

#### Role of the Governing Body

The Governing Body has the ultimate responsibility for Health and Safety in the school. The Governing Body will:

- Ensure that Health and Safety regulations are followed at all times
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and that this is reviewed each year
- Ensure Health and Safety inspections are carried out by the Site Care Manager and Designated Governor each term
- Identify and evaluate all risks relating to accidents, health and school sponsored activities
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

#### Role of the Headteacher

The Headteacher, in conjunction with the Governing Body, has the ultimate responsibility for Health and Safety in the school. The Headteacher will:

- Ensure that Health and Safety regulations are followed at all times
- Work in partnership with Kensington Queensmill to ensure that any shared health or safety matters are addressed
- Ensure Health and Safety inspections are carried out by the Site Care Manager and Designated Governor each term
- Ensure that the Royal Borough of Kensington and Chelsea undertake a Health and Safety inspection regularly
- Encourage staff, pupils and others to promote health and safety
- Monitor the standard of health and safety throughout the school, including all school based activities
- Monitor first aid provision
- Report to Governors on details of Fire Drills each term
- Report to Governors on any Health and Safety issues that require further attention and resourcing
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters



## Role of the Facilities Manager

The Facilities Manager will:

- Conduct regular safety inspections around the school
- Report, as appropriate, any health and safety concerns to the Headteacher
- Work in partnership with his counterpart at Kensington Queensmill
- Be involved in termly Health and Safety inspections with the Designated Governor
- Be involved in inspections by the Royal Borough of Kensington and Chelsea
- Be responsible for ensuring all electrical equipment is inspected and safe to use
- Be responsible for ensuring that the testing and servicing of all alarms and fire fighting equipment is carried out each year as required
- Ensure a fire drill is completed each term
- Ensure all signs used meet the statutory requirements
- Check the Site Manager's Book in the office on a regular basis to ensure hazards are cleared

## Role of Staff

Members of staff will:

- Ensure that they are aware of and follow Health and Safety issues recorded in this policy
- Make risk assessments when using a piece of equipment or planning an Educational Visit
- Ensure that their classroom or working space is organised so that the flow of children around the room does not cause risk
- Ensure that routes to the most commonly needed resources and areas are clear
- Ensure that no dangerous or unsafe items are left in classrooms or working spaces
- Ensure there are no obstructions in classrooms or communal areas eg. buggies
- Ensure that children are never left unattended in classrooms or other areas around the school
- Inform the Headteacher or Deputy Headteacher if a child vacates their room or area where they are working without permission
- Ensure that on School Trips, correct supervision is provided at all times
- Demonstrate to children how to use equipment such as scissors or other tools in a safe manner
- Ensure that children do not touch electrical sockets
- Ensure that they use appropriate equipment such as step ladders (rather than chairs) when displaying work, hanging work, etc
- Inform the Facilities Manager of any health and safety hazards in the classrooms or work spaces by e-mailing him and copying in the headteacher.
- Record any significant accidents that they witness recording on CPOMS.
- Ensure that they attend relevant school-based INSET

## Role of First Aiders

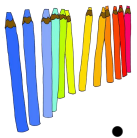
First aiders will:

- Ensure that First Aid boxes for the playgrounds, classrooms and trips are kept in stock
- Use CPOMS to record incidents and follow up head bumps with a phone call to the parent/carer

## Organisation

Information for the Health and Safety areas listed below follow:

- Accidents in School
- Accidents out of School
- Electrical Equipment
- Equipment around the School
- Fire Regulations and Emergency Procedures
- Hazardous Materials
- Medicines in School
- Physical Education
- School Security
- Educational Visits



- Science and DT

## **Accidents in School**

Lists of designated first aid providers are available in the staffroom and offices  
In the event of an accident happening, the following procedures will be followed:

### **1. Procedures for Minor accidents**

**Bumped knees/elbows** - get child to apply cold compress. If minor, these do not need to go to a First Aider.

**Grazes** - get child to apply cold compress/anti-bacterial wipe. If minor, these do not need to go to a First Aider.

**Small cuts** - Get child to apply pressure if minor. If concerned about depth of cut, get child to apply pressure to cut and send to a First Aider.

**Splinter** - send to a First Aider but please note that staff are not permitted to remove splinters. A telephone call should be made to parents if splinter is causing distress to the child

**Bleeding Nose** - Send to a First Aider depending on severity

**Items / Objects in eyes or ears** - send to a First Aider

**If in doubt**- seek advice/inform parent to have child checked at St Charles Hospital (next to school)

### **2. Procedures for Dealing with Head injuries**

Let the child get up independently - do not try to assist

Call for a First Aider

If the child cannot stand independently, follow procedures below under major accidents

A phone call home will be made shortly after the injury has taken place and recorded on CPOMS

### **3. Procedures for dealing with Major Accidents**

eg. child loses consciousness or has a fit

#### **If accident occurs in the classroom...**

- Do not move child
- **If having a fit, move furniture/obstructions away from the child**
- Send two children or preferably other adult if available to the office immediately to inform them of the event
- Where a child is having a seizure, the rest of the class should be taken to another space in the school
- Stay with the child
- The Headteacher, Deputy Headteachers or Office staff will inform a First Aider

Once first aider has arrived, the Class Teacher's responsibility is with their class, not the injured child as the injured child is receiving care. Keep the children calm.

Once the First Aider has assessed the situation, they will make the decision whether an ambulance is called. The First Aider will stay with the child/adult.

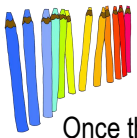
The Headteacher, Deputy Headteachers, Office Staff or a First Aider are the only people who telephone for an ambulance. After making the call, they should make it clear to colleagues that help has been requested.

The Headteacher, Deputy Headteachers, Office Staff or a First Aider will then contact the parents.

#### **If accident occurs in the playground...**

- Send a child or other adult to the office immediately to inform them of the accident
- Clear the scene of the accident by moving children to another part of the playground. One adult stays with the child until a First Aider arrives, the other adult monitors the other children
- The Headteacher, Deputy Headteachers or Office staff will inform a First Aider and parent if they are concerned

Once First Aider has arrived, the additional adult's responsibility is with the other children, not the injured child. Keep the children calm and reassured.



Once the First Aider has assessed the situation, they will make the decision whether an ambulance is called. Clearly, in an emergency situation there should be no delay in calling an ambulance. The First Aider will stay with the child/adult.

The Headteacher, Deputy Headteachers, Office Staff or a First Aider are the only people who telephone for an ambulance in most cases. Avoid multiple calls as it puts pressure on emergency services who need to prioritise their calls.

The Headteacher, Deputy Headteacher, Office Staff or a First Aider will then contact the parents once help is on its way.

In case of an emergency where an ambulance has been called, the Headteacher deals with the emergency with the First Aiders. The Deputy Headteacher deals with the school continuing as normal.

If the Headteacher is absent, the Deputy Headteachers take on this role as Acting Headteachers.

If the Deputy Headteachers are Acting Headteachers or the Deputy Headteachers are absent, a named Acting Deputy will ensure the school continues as normal. This will be member of the Senior Leadership Team or post threshold experienced teacher.

Someone dealing with the accident will update the staff involved as soon as possible - but staff need to recognise that this may not be immediately.

### **Accidents out of School: see Educational Visits Policy for more detail.**

A mobile phone and small First Aid kit is always taken on an outing - no matter how short.

The following procedures will be followed if a child is injured off site:

- If on site of a museum, swimming pool, etc, there should be a designated First Aider on that site that you can call upon. They will assess the situation and make a decision.
- Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.
- If in between sites (e.g.; bus stop), use common sense. If ambulance is required, call immediately. Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.
- If an ambulance is called on off site visits- a staff member from the school must accompany the child. Always inform the school which hospital the child is being taken to.

### **Electrical Equipment**

The Facilities Manager is responsible for ensuring the safety of all electrical equipment.

Electrical equipment can only be used if it has been inspected, tested and labelled by the Facilities Manager. Staff must not attempt to repair any electrical equipment, but should pass it immediately onto the Facilities Manager who will ensure that it is repaired appropriately.

### **Equipment around the School**

Staff should visually check equipment before using it in lessons. If there are concerns regarding the health and safety of any piece of equipment, it should be labelled and then entered in the site book in the office. (i.e.; broken bench, etc) If urgent, e-mail the Facilities Manager.

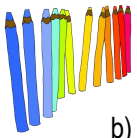
### **Fire Regulations and Emergency Procedures**

#### **a) Fire Hazards**

Displays hanging from the ceiling in classrooms are not permitted.

Lessons that involve heating or the use of potentially dangerous equipment must be carefully supervised. (See Science Policy and note on equipment)

The Facilities Manager should be informed of any fire hazards immediately.



#### b) Fire Alarms and Equipment

The Facilities Manager is responsible for ensuring that all alarms and equipment is tested as required.

#### c) Fire Drill

Fire Drills are completed every term. Timings are noted for evacuation of the building and for the completion of marking the class registers. These timings are reported to governors.

Children line up and leave the building silently. Outside doors must be shut after leaving. Classes line up at a designated spot in the playground some distance from the building. If this route is unsafe, evacuation must take place using the main doors at the front of the building with class lines forming in the resident playground. Registers are taken in silence and returned to either the Headteacher or Deputy Headteachers immediately.

- A copy of the visitors record from Invenry will be taken to the playground by the office staff.
- Do not run
- Do not stop to collect belongings

No child or adult should return to the building until the Headteacher or Deputy Headteachers give the all clear.

#### d) Emergency Procedures: See additional policies

- Evacuation Policy
- Lockdown Policy
- Bomb Threat Policy

### **Hazardous Materials**

All hazardous materials must be kept under the Facilities Manager's supervision at all times.

These materials include fixatives, hair spray, white spirits, mentholated spirits, etc.

### **Medicines in School**

There is a medicines in school policy. Medicines can only be given to a child when the parent has authorised this on a written proforma or e-mail.

All medicines must be kept in the Administration Office. They are administered by the Administration Staff or Senior staff. Administration of medicine must be noted on CPOMS.

No medicine should ever be kept in a classroom.

### **Physical Education**

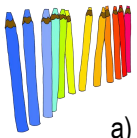
The PE equipment will be inspected once a term by the Facilities Manager and annually by an equipment maintenance company.

Staff should check the apparatus before use. If faulty equipment is found, it should be removed from use and the Facilities Manager notified.

Staff should ensure that children wear appropriate clothing and footwear for PE sessions. No jewellery, except small stud earrings, can be worn.

### **School Security**

All school gates are locked throughout the day. The only exception is at the end and beginning of days. Visitors to the school must use the intercom to access entry and sign in using the InVentry system. Visitor overviews are available and they must wear their sticker whilst on site and use the barcode to sign out when leaving.



a) Visitors to the School

- All visitors to the school should report to reception on arrival
- All visitors must sign in and out using the electronic Inventory system
- Prospective parents who want to visit the school will be given an appointment time for a group tour
- Expected visitors will be recorded on the information board in the staffroom and booked onto the electronic system
- Staff should politely challenge anybody on site who is not known to them and escort them to the Admin Office
- Safer Recruitment systems are robust and all adults working with children have DBS clearance

b) Procedures for Dealing with Aggressive Adults

There may be times when a parent or other adult becomes particularly distressed over an incident that has happened in school. This may result in behaviour that is unacceptable.

If a parent or carer approaches a member of staff to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with a member of senior staff present. If the parent or carer will not accompany the member of staff to the office, the member of staff should get another adult to immediately find senior staff. All staff members have the right to politely leave a situation if feeling threatened but must remember that they have a duty to care for children in the first instance.

If a parent or carer approaches a member of staff in a classroom or the playground when children are present to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with senior staff as your primary duty is supervising children. If the parent or carer will not go to the office, the member of staff should follow the following procedures;

- Ask another adult to oversee the class or playground and escort the parent or carer to the office.
- Ask another adult to immediately find a member of senior staff

At all times staff should remain calm in the manner in which they deal with the parents or carers. This can be difficult but professionalism is expected.

The Headteacher or Deputy Headteachers will always follow up situations of conflict. The school will not tolerate members of staff being treated inappropriately. Staff members will be kept up to date with this follow up. The school adopts a zero tolerance approach to aggressive or threatening behaviour.

If staff see or hear conflict between parents or between a parent and a child that is not their own on the school premises, they should immediately inform the Headteacher or Deputy Headteachers via the office. Parents and carers are not allowed to approach a child other than their own to discuss concerns.

Parents and carers who behave in an inappropriate manner towards staff, other parents or children will be warned that any further incidents may lead to them being banned from the premises. Incidents of a serious nature will result in an immediate ban and may be reported to the police.

**Educational Visits: detailed policy available.**

The leading teacher must complete a risk assessment electronically for the Headteacher to agree at least three weeks in advance of the proposed off site visit.

When organising a visit, staff should make sure that travel arrangements, routes and facilities at the venue are clear to all the adults accompanying the trip before leaving. Children should be grouped and know which adult is in charge of their group. Adults should have a list of the names of children in their group. The children should be clear on the behaviour expected of them on route and when at the venue.

Children must be adequately supervised on trips. The ratio for supervision is as follows:



Children under 5 years of age	1:4
Key Stage One	1:6
Key Stage Two	1:6

When travelling on public transport, children should be clear about the routines for getting on and off – especially when travelling at peak times. When waiting for a bus or tube, children should stand at a safe distance from the road or tracks and wait until their teacher instructs them to get on. An adult should always be the last one to get on or alight.

Checks should be made on a regular basis to ensure all children are accounted for.

A small first aid box should always be taken on all trips.  
Children must wear hi viz Barby tabards on public transport and at venues.  
Staff should dress professionally and wear their staff ID.

A mobile phone should always be accessible on a school trip – no matter how short the distance being travelled.

If there are any problems or difficulties, the school must be informed.

Separate guidance on planning an educational off-site visit is available.

### **Science or Design Technology**

Teachers should be aware of safety issues and ensure adequate supervision at all times.  
Common safety issues to be aware of include:

- Whenever possible, avoid using glassware: plastic containers are more suitable
- Sharp instruments including knives must be kept in a locked cupboard.
- Candles or night-lights should be stood in sand in a metal tray
- If children need to pick plants, warn them to pick with the hand they don't eat with
- If growing cultures, use sealed containers in which to do so