

NORHAM  
ST. CEOLWULF'S  
C OF E SCHOOL



# Norham St Ceolwulf's

## C of E First School

### Health & Safety Policy 2020

Date	January 2020
Date to be Reviewed	January 2021
Head teacher	Ms S Jones
Signed:	
Chair of Governors	Mr D Watkin
Signed:	



## **Statement of intent**

Norham St Ceolwulf's C of E First School believes that the health and safety of children is of paramount importance. We make our school a safe and healthy place for children, parents, staff and volunteers.

## **Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

## **Method**

The member of staff responsible for health and safety is Sarah Jones.

## **Risk assessment**

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. This is the responsibility of every staff member on a daily basis;
- Our assessment covers staff, children and parents;
- Deciding which areas need attention;
- Noting on the risk assessments if action is required, the timescales for action, the person responsible for the action and any funding required.

We maintain action plans of health and safety issues which are checked:

- Continually throughout the session, the week and the term.

## **Awareness raising**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing. This is carried out by SMJ.

As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.

We have a no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

## **Children's safety**

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service and are registered with OFSTED as child carers have unsupervised access to the children, including helping them with toileting.

All children are supervised by adults at all times.

Whenever the children are on the premises at least two qualified adults are present.

## **Security**

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of adult's, volunteers and visitors are recorded.
- Our systems prevent unauthorised access to our premises.

## **Procedures**

- Doors will be opened for 8.00 am. Parents accompany pupils to the school building or ring the bell and wait for a member of staff to receive the pupil.
- Pupils who arrive by bus are met by a member of staff and accompanied into the school building.
- Children are welcomed into the school and they line up at the outside door of Class 1 until a member of staff accompanies them out to play at 8.10 am.
- Children are encouraged to wave goodbye to carers at this door and join the adult on the playground.
- The main door is locked at 8.30 am by a member of staff.
- Any late arrivals are asked to enter through the main school entrance.
- All visitors are asked to enter through the main school entrance and sign in/out.
- Parents picking up at lunchtime are asked to ring the door bell, where they will be admitted to pick their children up. The door is locked after each parent has left.
- End of day pick up is 2.45 pm - children are accompanied into the front yard by staff. When the outside door is opened, parents to pick up their children. If parents are late, children are taken into the building to wait with staff.
- Pupils who travel home by bus are accompanied to the bus by a member of staff who checks that the coach driver fastens and secures their seatbelts.

## **Electrical equipment**

- All electrical school equipment conforms to safety requirements and is checked regularly by Norham St Ceolwulf's C of E First School.
- Our boiler is not accessible to the children.
- Heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds and is regularly checked by Norham St Ceolwulf's C of E First School.
- Children are made aware not to enter the kitchen.
- Lighting and ventilation is adequate in all areas including storage areas.

## **Outdoor area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- We require parents to provide suitable outdoor clothing for their children, including but not restricted to, coats, hats, sun hats, and sun protection cream. Where appropriate we will have a limited supply of these for use in an emergency.

## **Hygiene**

It is the responsibility of all staff to maintain standards of cleanliness. The policy is to "clean as you go".

We will ensure that:

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food, when the child has a cold and after handling animals.

- Toilet areas are regularly checked and cleaned each day by the school caretaker to ensure high standards of hygiene and safety. Checks are made during the working day to ensure the toilets are kept clean.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets and helped if required.
- Tissues will be available for use. Tissues will be disposed of appropriately after use and hands washed.
- Antibacterial spray will be used to clean surfaces for food prep and after use.
- We ensure that resources, equipment, dressing up clothes and furnishings are cleaned when necessary.

**We implement good hygiene practices by:**

- Cleaning tables between activities when necessary.
- Checking toilets regularly.
- Wearing protective clothing such as aprons and disposable gloves as appropriate.
- Providing sets of clean clothes.
- Providing tissues and wipes.

**Activities/Resources in EYFS**

- The layout of play equipment allow adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials including paint and glue are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly and noted in the red sleep book in the 2<sup>nd</sup> draw down.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Storage of food and drink**

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations. Our cook has the current Food Hygiene certificates.
- All food and drink is stored appropriately.
- Snack times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times from the water cooler.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

**Outings and visits**

- A risk assessment is carried out before an outing takes place using Evolve educational visits risk assessment from Northumberland County Council.
- Parents always sign consent forms before outings. Staff will also discuss the outing parents beforehand to allay any worries the parent may have and ensure they are fully aware of the content of the outing.
- Our adult to child ratio is normally one adult to five children depending on age. At least one of the staff members will hold a current First Aid certificate.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- A member of staff will carry a fully charged and operational mobile phone in addition to contact details for all families involved in the outing, a first aid kit, parental consent forms for emergency treatment of children.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover through SAFE MANAGEMENT OF VISITS AND OFF-SITE ACTIVITIES: NORTHUMBERLAND COUNTY COUNCIL.

### **Storage of cleaning materials**

- Any potentially dangerous substance will be kept out of sight and reach of children.
- Screw tops of containers will be tightly closed.

### **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Firefighting appliance conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises, explained to new members of staff, volunteers and parents.
- A fire drill is practised at the Head Teacher of Norham St Ceolwulf's C of E First School's discretion.
- Records are kept of fire drills in the filing cabinet in the caretaker's office and Norham St Ceolwulf's C of E First School keeps a record of the servicing of fire safety equipment.

### **First aid and medication**

All permanent staff working within the setting hold a current paediatric 1<sup>st</sup> Aid certificate - new staff will be put on training as soon as possible after they begin working in school. All staff are required to undertake an approved First Aid course.

Our first aid kit:

- Is regularly checked by our office manager and restocked as necessary;
- Is easily accessible to adults and is kept out of reach of children.

At the time of admission to the preschool, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written agreement.

In the event of a serious accident occurring one member of staff with a current First Aid certificate will care for the injured person, while another member of staff contacts the emergency services and parents.

All other staff remain with the other children, moving them to another room if appropriate. The other children will be kept calm and involved in an activity, although staff are ready to give comfort and answer questions if necessary.

The injured person will be transported to hospital by the emergency services and accompanied by one member of staff until a relative is available.

### **Our Accident Book**

- Is kept safely and accessible in the filing cabinet;
- Uses one page per accident/incident to promote confidentiality;
- All staff and volunteers know where it is kept and how to complete it;
- An accident form is given to parents upon collection, where any accident involves their child, they are asked to sign to confirm they have been informed of the accident, the circumstances leading up to it and the treatment given.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive by the appointed person at Northumberland County Council.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) link to RIDDOR found on the Northumberland County Council website for further information.

### **Medicines and illness**

Children's prescribed drugs are stored in the secure medical cupboard in the disabled toilet they are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication.

The administration of medication is recorded accurately by the key person and parents, and staff the record to acknowledge when a medicine has been administered.

If a child becomes unwell whilst at the School, all effort will be made to speak to the parent to get consent for Calpol or Piriton. If no consent can be obtained from a parent/carer then staff will use their judgement accordingly and the medication record filled out and counter signed by a parent.

### **Sickness**

- Parents are informed of our policy for the exclusion of ill or infectious children; this information is based on guidance from the Health Protection Agency. This includes:
- Procedures for contact parents or other authorised adults if a child becomes ill at school.
- A list of common illnesses and their exclusion periods is available for reference purposes. For information the exclusion period in the case of sickness and diarrhoea is 48 hours after the last occurrence of the illness.
- If a child becomes unwell during the session, the parent/carer will be contacted.

### **Adult safety**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- The sickness of staff and their involvement in accidents is recorded in the accident book or on their absence record.