INTRODUCTION
The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

RESPONSIBILITIES, DUTIES & OBLIGATIONS
The Governing Body, Head Teacher and the Health and Safety Co-ordinator (currently the Head Teacher) accept prime responsibility for the implementation of, and adherence to the current legislation and aim to maintain safe premises, systems of work and provide adequate training.
All staff accept their duty under Health & Safety Law to take reasonable care to avoid injury to themselves and to others by their work activities, and cooperate with management and each other in meeting statutory requirements. A poster showing an overview of the Law is displayed in the staffroom.

RISK ASSESSMENT
The Site Manager, Head Teacher and, when possible, a member of the Governing Body will carry out school site risk assessments at least annually & more frequently if a potential hazard is suddenly identified. (See Premises Management Policy and Risk Assessments)
The Head Teacher & relevant member of staff will carry out risk assessments for particular circumstances, events etc. e.g. a school visit.
Those carrying out the risk assessment will:
• Look for hazards;
• Decide who might be harmed and how;
• Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done;
• Record the findings
• Review the assessment from time to time and revise it if necessary.
(Hazard - a situation with the potential to cause harm arising from a work method, use of equipment, substances etc.
Risk - the likelihood that the potential from the hazard will be realised)
The Governing Body and/or Sites and Services committee will discuss any Health and Safety Reports/Risk Assessments when necessary. Health & Safety is a standing agenda item for the REST Committee.

**EMERGENCY EVACUATION / FIRE DRILL**

The emergency evacuation of the school is practised at least once per term. Fire notices are displayed in each classroom. It is important to keep corridors, doors and staircases clear to allow easy movement of classes, especially in an emergency. (See Lockdown/Emergency Evacuation Procedures)

**ELECTRICAL / P.E. EQUIPMENT / FIRE EXTINGUISHERS / FIRE & BURGLAR ALARMS**

All electrical and PE equipment, alarms and extinguishers are subject to the minimum of an annual safety check.

**SMOKING POLICY**

The school follows the LEA's no-smoking policy.

**STAFF SAFETY**

Should any incident involve physical violence, verbal abuse or other aggressive behaviours against a member of staff, the Head Teacher will immediately report this to the police, appropriate departments of LEA and the Chair of Governors and support the teacher in question if he or she wishes the matter to be reported to the police.

- Staff are advised to always remember the following
- Always be aware of personal safety.
- Not to see parents/carers alone if there are any doubts about the parents' behaviour.
- Always try to inform someone that they will be seeing a parent/carer when the meeting takes place outside the usual consultation times.
- Always ensure a position where there is a clear exit.
- Keep the classroom personal safety alarm in a readily accessible place.

Staff should be careful to follow guidance concerning lifting heavy objects and not standing on inappropriate furniture when reaching above head height.

**CHILD PROTECTION**

There are 2 designated senior people responsible for child protection in the school. These are the Head Teacher, Paula Rudd and Assistant Headteacher, Claire Hoye, who have received the appropriate training.
If a member of staff suspects that a child may be the victim of abuse, they should immediately inform the named person about their concerns.

The school’s named child protection officer works closely with Social Services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child and the suspicions/facts remaining confidential within the school’s staff on a ‘need to know’ basis.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse. This police check also applies to adult volunteers & students/tutors working in school as well as School Governors.

**SAFETY IN CURRICULUM ACTIVITIES / PLAYTIMES**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Head Teacher before the activity takes place.

It must be remembered that only qualified teachers have the legal responsibility for his/her class. No unqualified person should ever be left in sole charge of a class during schools hours, unless there is agreement by the Head Teacher (see lunchtime arrangements).

Pupils should not be put in the position of possible danger when helping staff e.g. standing on furniture, lifting heavy items etc. Children should never be left alone in class without the supervision of an appropriate member of staff.

Children are expected to move quietly and sensibly around school, either as individuals or in classes. Special care should be taken on the staircases.

We do not take any child off the school site without the prior permission of the parent. When using transport we only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

(See Educational Visits Policy)

At playtimes it is the responsibility of the member of staff on duty to ensure supervision is well managed by being in the playground at the correct time (see timetable) and whilst on duty changing their observation point regularly, doing their best to scan the whole scene. All classes are supervised into the playground by an appropriate member of staff. Staff deal with any problems as
they arise and take what they consider to be appropriate action in line with the relevant school policies.

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main reception hall as well additional boxes in the corridors. The following staff at the school have been trained in first aid: Sharon Griffiths, Carrie McMahon, Vicky James, Su Dyson, Sandra Dean (see pictures in entrance hall on wall)

Should any incident involving injury or a medical emergency to a child, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary or Head Teacher will telephone for emergency assistance.

We record all incidents involving injury in the school Accident / Incident Book kept in the main reception hall. We inform parents in all but minor cases through completing the school’s standard accident letter (kept by the Accident Book) and by giving the child a special sticker to wear. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. The same rules of severity apply to a child who is unwell. Medical Register: Kept in Head Teachers office (copies in classrooms). Contact Forms: Kept in Secretary’s office. (NB: These forms are strictly confidential).

(See relevant sections of the Staff Handbook, Asthma Policy, Administration of Medicines & School’s Prospectus)

THE SCHOOL CURRICULUM
We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, we regularly have assemblies involving our local police and fire officers. Also, through various topics we teach children about the danger of fire, how to avoid accidents, about hazardous materials and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in various areas where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education, PSHE and the Sex Education Policies.)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship. (See RE & Collective Worship Policies).

Each class has the opportunity to discuss problems or issues of concern with their teacher. Staff use designated lesson time to help children as a class discuss and overcome any fears and worries that they may have. Staff handle these concerns with sensitivity and will talk to small groups during break times if it is more reassuring for the children concerned than a whole class situation.

**SCHOOL SECURITY**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. CCTVs are positioned around the school with a monitor in the Secretary’s office.

We require all adult visitors to the school who arrive in normal school hours to sign in on the monitor in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any unknown adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher will warn any intruder that they must leave the school site straight away if considered safe to do so. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

(See Emergency Evacuation/Lock Down Procedures)

**THEFT OR OTHER CRIMINAL ACTS**

The teacher or Head Teacher will investigate any incidents of theft involving children.

If there are serious incidents of theft &/or vandalism on the school site, the Head Teacher will inform the police and record the incident and inform the LEA using the appropriate forms.

**SCHOOL MEALS**
Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support or means tested Job Seekers Allowance, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle and discourages pupil’s from bringing inappropriate foods and drinks to consume at lunch / break times. Fizzy drinks, glass bottles/containers, chewing gum & sweets are not allowed in school. The school participates in the 'Free Fruit for Schools' scheme & ensures the fruit is washed and appropriately prepared.

SCHOOL UNIFORM
It is our school policy that all children are encouraged to wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the Head Teacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent.

We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves.
We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school. We ask children to remove these during swimming lessons and to either remove or cover them with a plaster PE and games.

**MONITORING AND REVIEW**

The Governing Body has to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governing body & the Head Teacher liaise with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

The Head Teacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Head Teacher reports to governors regularly on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Reviewed: June 2017

Signed: ___________________________