

Notting Hill Preparatory School

Policy for

Health and Safety

(EYFS and KS1-3)

November 2004

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POLICY FOR HEALTH AND SAFETY

Aim

The aim of the NHP Health and Safety Policy is to create an awareness of precautions and measures regarding safety that must be observed in and out of school by all users of the school: children, school staff, parents and the local community. We have regard to 'Health & Safety: Responsibilities and Powers (DfES 0803/2001) when putting together this policy.

Objectives

- To promote the safety and welfare of all members of the school community.
- To promote good safety procedures, alertness and control and instil concern and consideration for the safety of others. Each individual must know how to protect him or herself and must know what to do in emergencies, including basic first aid and other procedures.
- To teach sensible safety habits within the whole curriculum: sometimes through topics, for example, 'safety rules in the laboratory' covered in Science; or through a PSHE topic, for instance on smoking or drugs. Outside agencies, such as the Police, Fire Brigade and Road Safety Officer, are invited to address the children in assembly.
- To encourage children to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with healthy options selected by the school wherever possible. Healthy break-time snacks are encouraged and milk or water is available.

Notting Hill Prep believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment, e.g. scissors, tools, PE apparatus
- when moving around school
- when carrying out investigations, e.g. a pond/pollution/soil studies
- when on educational visits

For any physical activity, children change into their sports kit. They must wear trainers or other suitable footwear for outside activities. Children are not permitted to wear any form of jewellery except for a pair of small stud earrings (pupils with pierced ears) and a discrete chain and religious symbol, for safety reasons.

Notting Hill Prep has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property etc.

In accordance with LEA safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children must wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the class teacher always takes a first-aid kit, mobile phone and list of emergency telephone numbers (see separate policy on **Educational Visits**).

Notting Hill Prep has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out in each building at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system (see separate **Critical Incident Policy** and separate **Fire Drill Procedures**).

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff (see separate **First Aid Policy**).

The Caretaker, under the direction of the Bursar, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Caretaker and cleaners maintain clean and tidy

buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

In accordance with Government guidelines the following procedure is followed for the administration of medication at NHP.

- Prescribed medication can only be administered by the Senior First Aid Officer (SFAO) – Julia in the original building (OB) and Juliette in the new building (JCB) – if the parent has filled out and signed a Medication form (see **Appendix 1**).
- Non-prescribed medication must not be administered by staff. For casual ailments (coughs, colds etc) it is usually possible for doses of medication to be given outside school hours. Should a child require a dose of medicine at lunchtime, the parent must come into school to administer the medicine. However, a request can be made for the SFAO (OB & JCB) to administer a lunchtime dose. The request must be put in writing and precise instructions and dosage given. The medicine must be clearly labeled with the name of the child and handed to the SFAO at the beginning of the day. Similarly, when pupils are away on residential trips, it may be appropriate for the Headmistress to seek written permission from parents to administer a mild analgesic, such as paracetamol, to relieve pain should this be necessary.
- No creams or lotions are to be administered, e.g. Arnica cream, Witchhazel. All cuts and bruises must be cleaned with water or antiseptic wipes. Individually wrapped sterile adhesive dressings are safe to use **provided** that they are **not** used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, First Aiders must establish whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative dressing, i.e. a non-allergic plaster or dressing, must be used.
- All EpiPens/ventilators etc are kept in a safe place in the school office, accompanied by a letter from the parents stating exactly when and how they are to be administered. An additional EpiPen is kept with the child in the classroom and is taken to sports lessons, music lessons (off site), lunch and school trips.
- For a child who requires emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma, epilepsy), the parent must request permission in writing of the Headmistress for appropriate members of staff (ie, the SFAO, the Form Teacher, the Teaching Assistant, the Sports teacher) to administer the medicine if necessary. Detailed written instructions must be supplied to the SFAO and the nature of the likely emergency and how to cope. Emergency daytime contact numbers must be provided where the parent/guardian can be contacted.
- For a child who has to take medicine in school for the treatment of a long term illness, eg diabetes, the parent must write to the school authorising the SFAO to administer the medicine and give precise instructions regarding dosage and frequency. The medication must be brought into school in a suitable labelled container that states the child's name, the name of the medicine, the dosage and time and frequency of administration. Wherever possible the medicine should be self-administered under supervision of an adult. No medicine should be kept in school bags – it must be handed in to the SFAO in either building.
- All medicines are kept in a safe place in the School Office and are administered by the SFAOs. Every effort is made to administer the medicine at the correct time, but this cannot be guaranteed.
- It must be noted that members of staff are not required to dispense medicine as part of their contract and any agreement to do so is voluntary.
- A list of children's allergies is on all class notice boards as close to the teacher's desk as possible (folded over so that the information cannot be seen casually – for confidentiality reasons) and its location is drawn to the attention of supply teachers.

HEALTH AND SAFETY ISSUES RELATING IN PARTICULAR TO EYFS

- Children go to the loo on their own (having asked permission). The loo is situated on the same floor as the Reception classroom.
- Only 2 children may go at one time. They wear a letter L round their necks so that the Form Teacher can see at a glance that two children are out of the class. They replace the letter on its hook when they return.
- In the event of an accident one child would return to the class to ask for help. The Classroom Assistant would in any case be keeping an eye on proceedings. We feel it is important for the children to go on their own to develop their independence skills.
- In the event of an accident when a child is away from the classroom (eg playtime) he/she would tell the adult on duty or their Form Teacher or Julia (whoever is closest).
- Children are reassured and clean clothes provided.

SAFE MOVEMENT IN THE SCHOOL AND BETWEEN THE TWO SITES

Procedures are in place to ensure safety in school and when moving between the two sites (OB and JCB) and the Isaac Newton Playground. In both buildings and when moving from one site to another the children are instructed to walk, not run.

In OB children and staff walk on the **right** side of the stairs.
In JCB it is **blue** stairs **up** and **pink** stairs **down**

Procedures for crossing the road and boarding the coach for outings are laid out in the **Safety Procedures for Road Crossing and Travel by Coach** document.

Procedures for playground supervision are laid out in the **Guidance for Playground Supervision** document.

SMOKING POLICY

It is the policy of the Headmistress that Notting Hill Prep is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school.

DRUGS AND ALCOHOL - see separate policy

TRAFFIC POLICY

Our traffic policy is designed to minimise traffic disruption at delivery and collection times. We are aware that it is important to consider the needs and routines of all those who live and work in the vicinity of the school. This is in line with the recommendations of RBK&C planning department.

- Families are encouraged to walk, cycle or scooter if at all possible.
- For those who are obliged to drive to school, we operate a 'kiss and drop'* system
- Parents using the 'kiss and drop' facility must drive west only down Lancaster Road so that they are on the school side of the street for the drop off. This will necessitate cars coming up Portobello Road and turning left into Lancaster Road.
- Parents using the 'kiss and drop' system with children in both school buildings can drop both children off outside the Junior School building and the Senior children will be crossed over at the traffic lights by a member of staff wearing a yellow jacket.
- Where possible parents are encouraged to join 'car runs' to minimise the number of car drop offs.
- Drivers wishing to come into school with their children are requested to park on another street so that they will not add to congestion in Lancaster Road..

- For collection in the afternoon, parents are requested to be considerate and park away from the school if possible.

*'Kiss and drop' system - A rota of parents and staff has been set up to be on duty outside the school every morning between 8.10 and 8.40 to escort children from cars into school.

Car Parking

Car parking is a concern at Notting Hill Prep, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Drivers parking cars in the roads outside or near the school, while dropping off or collecting children, should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school must be observed at all times.

Cycling

Children who have been given written permission by their parents to cycle to and from school on their own must have a cycling proficiency award and wear adequate safety equipment.

ANIMALS IN SCHOOL

Dogs or other pets are not allowed on the school premises, except with permission from the Headmistress, when a small animal/pet might be brought to school as part of a demonstration or curriculum resource etc. Reception and Year 1 have goldfish which are carefully looked after by the class teachers. Year 6 has a tortoise housed in a vivarium. The Science teacher has a corn snake in a locked vivarium in the Science Laboratory which is also kept locked. Children are taught how to care for them.

Should a dog chance to enter the premises and foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

Parents with dogs must keep them outside the school premises, **clear of the exit gate**, so that children are not frightened.

CHILDREN MOVING EQUIPMENT

In the normal day-to-day running of the school, there are times when children might need to move equipment or items or furniture - perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children must *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

PE and Sports Equipment

When using large apparatus, children must be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

Furniture

Chairs must be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs are needed, then the Caretaker will supervise. Tables need one child at each end. No child should attempt to lift a table single handed.

Gym mats will need at least two children per mat. Children are shown how to pick them up and put them down, so that they do not trap their fingers or feet.

Small items of equipment - tape players, CD players, PE trolleys - can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult must nominate a child to open and close doors.

Items children must not move:

- computers - wires can get caught and monitors can easily fall off trolleys
- televisions and overhead projectors
- piano - although on castors, it can tip and trap feet or fingers
- cooker - too heavy and awkward
- paper cutters - dangerously sharp blade
- children must not stand on chairs or tables to remove displays, nor must they remove staples, pins etc., from display/notice boards.

EQUIPMENT AND USE OF HAZARDOUS SUBSTANCES IN SCHOOL

All potentially hazardous substances are kept in a locked store in the basement. Staff must order only chemicals covered by the COSHH (Control of Substances Hazardous to Health) Register, which is kept in the Bursar's Office.

Any member of staff using chemicals must check the substance against the COSHH Register (held in the Bursar's Office) and follow procedures laid down for its use, control and exposure to it. Staff must review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties must be brought to the attention of the Headmistress/Bursar /Deputy Head or Science Coordinator.

Science

All equipment is kept in the locked cupboards between lessons.

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers must make children aware of this and insist that care is always taken. Children must not carry heavy loads, nor run about when carrying equipment that might shatter.

Glass must always be handled carefully and, whenever possible, plastic must be used in its place. Some objects, e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor must be cleaned up immediately to avoid accidents. Hot water must not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care must be taken when holding objects close to the eye.

No tasting or food consumption is allowed. Drinks in sealed bottles only may be consumed.

There are many ways in which germs can be transferred and these must be minimised by keeping hands and equipment clean. Hands must be washed before touching anything to be put into the mouth. Some things might need to be disinfected. Children must not use liquids that give off harmful vapours. Some glues can be hazardous both from the inflammability and inhalation point of view. Objects must not be pushed into the ears or nose.

A list of chemicals used and their potential hazards and treatments can be found in the Science Room. A table of the chemicals used and how dangerous contact with them can be treated is kept by the Senior First Aiders in both buildings.

Children must understand that some plants are poisonous and they must be aware of what these are. Moulds that have been grown must be destroyed carefully. The children must *never* handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Eye protection must be worn when chisels are in use. Children must be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations must be done at carefully chosen and monitored places.

It must be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessments must be carried out.

With naked flames (e.g. Bunsen burners), children must be warned to keep long hair and parts of clothing away from the flame. Candles must be fixed firmly in suitable holders. Safety goggles must be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care must be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children must never look at a very bright light (e.g. a projector beam). Pupils must never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers must be used. There must be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care must be taken when carrying out electrical work. Mains electricity must not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it must be connected and switched on under adult supervision. Leads must not 'trail' across the room or tables. Any electrical equipment 'loaned' to the school must be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

Any practical work must be carried out standing up with stools pushed under work benches. Sleeves must be rolled up. Any bags must be moved to a safe place, preferably under work benches.

Smart boards: children must be warned not to look directly into the projector beam. The school follows the Becta recommendations for installation and safe use of all equipment (see **Appendix 2**)

Technology

All equipment must be stored safely and returned to its correct storage place after use. Craft knife blades must be retracted before they are put away.

Hardboard must be used to protect surfaces when using tools. An adult must always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

When buying wood to use in school, ensure it is bought from an educational supplier. Some woods are treated and can be harmful to children. 'Donated' wood must not be accepted unless the source has been investigated.

Glue Guns

- ◆ When using glue guns, the children must be well supervised. Younger children must not use the guns on their own.
- ◆ Designate an area for using the glue gun. Only one child must be in the area using the gun at any one time. Keep all the other children well away.
- ◆ The item being glued must be left for a few minutes to cool.
- ◆ If a child should burn him/herself, the wound must be run under the cold tap. If there is doubt about the severity of the burn, the designated First Aider and the Headmistress must be consulted.

Musical Equipment

The location of the lesson, and the volume of sound produced, must be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, stereo systems, recording or electrical equipment must be returned to the correct storage place after use.

Protective Clothing

- ◆ Aprons must be worn for all painting activities and any potentially messy craft activities. Children in the Senior School must wear laboratory coats for science and for technology.
- ◆ If handling soil for any activity, gloves must be worn.
- ◆ Teachers must have goggles to hand, in readiness for science activities requiring their use. These need to be cleaned after each use to reduce the transmission of eye infections.
- ◆ In the case of accidents involving blood, all staff must wear plastic gloves and aprons.

SECURITY OF THE PREMISES

The Headmistress, the Bursar, the Deputy Head and the Caretaker are responsible for the security of the building. The School's designated keyholders are: CMS.

Class Teacher

It is the responsibility of the class teacher to make sure his/her classroom is secure, the windows closed and equipment and lights switched off before they leave the premises.

School Secretary

It is the responsibility of the School Administrator to ensure that the CCTV is recording in OB before she leaves at the end of each day. In the JCB the CCTV is on permanent record.

Bursar/Caretaker

It is the responsibility of the Bursar/Caretaker to check weekly that all locks and catches are in working order, that the fire alarm has no faults, and that the CCTV and security system are working properly. Haven Security checks termly that the emergency lighting is working.

The Caretaker checks at the end of each day, after the cleaners have left, that all windows are closed, that the CCTV is recording, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Headmistress/Deputy Head

The Headmistress/Deputy Head or other member of staff on duty performs the above functions in the absence of the Bursar/Caretaker/Administrator/Secretary.

The Headmistress is responsible for the security of the premises during the day. The main entrance gates to both buildings must be closed at all times.

Any parent or visitor is welcome in school but is asked to report to the school office first.

Children enter and leave school by the main doors.

Although these precautions must be observed, they should in no way detract from the welcoming ambience of the school.

Codes

The gate code for OB must be changed at regular intervals.

HEALTH AND SAFETY COMMITTEE

Notting Hill Prep has a School Safety Committee (comprising Headmistress, Bursar, School Administrator and Head of Sport) that meets once a term to review safety measures and reports of accidents, to assist in reviewing the school's Health and Safety Policy and to ensure safety procedures are implemented throughout the school.

The Bursar is responsible for Health and Safety in the school and day-to-day implementation of the policy.

The Headmistress, the Bursar/Caretaker and the Head of Sport meet once a term to complete a risk assessment.

Visitors on Site

All visitors to the school (OB or JCB) must report to the school office. They will be asked to sign the visitors' book and be given a visitor's badge to wear during their visit. At the end of their visit they must again report to the school office, return the badge and sign the visitors' book with the time of departure.

Any member of staff who observes an individual in the school who appears suspicious or out-of-place should approach the individual (if safe to do so), politely ask for their name and purpose in the school and make them aware of the school visitors' policy. They should be escorted to the School Reception desk and be checked in as a visitor. The incident should be referred to the Bursar to review security to determine how the intruder gained entry.

In the event of an individual gaining access to the site who may pose a safety hazard, procedures are in place and are set out in Appendix 3. Reference should also be made to the **Critical Incident Policy**.

Contractors on Site

- ◆ Contractors must telephone the Bursar and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors must report to the school office and the Bursar will be notified of their arrival. They will be requested to sign the visitors' book and be given a visitor's badge to wear during their visit. At the end of their visit they must again report to the school office, return the badge and sign the visitors' book with the time of departure.
- ◆ Contractors work under the close supervision of the Bursar, so that there is no danger to the health and safety of children or adults in school. Any concerns must be reported to the Headmistress and, when necessary, any other Advisory Body.
- ◆ When not in use, any equipment that contractors bring into school must be stored in a safe place.
- ◆ No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- ◆ No work must be in progress in the playgrounds during break times and lunchtime.

NB: The guidance below is communicated to contractors.

Guidance for Contractors on Site

Notting Hill Preparatory School complies with the recommendations of the Health and Safety Inspector (Kensington and Chelsea Local Authority) and requests you to refrain from the following practices:

- ◆ Smoking in the building or in the grounds, as Notting Hill Prep is a no-smoking school.
- ◆ Talking to the children (who have been taught not to talk to strangers).
- ◆ Moving vehicles while children are at play.
- ◆ Working on or near the playgrounds while the children are at play.
- ◆ Leaving equipment lying around or unattended.
- ◆ Playing music during school hours.

If you have any problems, please see the Bursar or the Headmistress.

PHYSICAL EDUCATION SAFETY POLICY

Notting Hill Prep always has the safety of the children in mind. There is a risk element to Physical Education of which the school is aware.

General points to be considered when teaching PE:

- ◆ The teacher must be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- ◆ The children must change into T-shirt, shorts and gym shoes for any physical activity for safety and hygiene reasons. Baggy clothing is not permissible.
- ◆ The teacher must be aware of what the children are doing throughout the session and must not leave them on their own.
- ◆ Children who have forgotten their PE kit must sit and watch the rest of the class.
- ◆ If a child constantly forgets his/her PE kit, a letter must be sent to the parents, reminding them that PE is part of the school curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

Gymnastic Safety

- ◆ Large pieces of gymnastic apparatus must be moved only when there is a member of staff present. All equipment must be checked by a member of staff and returned to its proper place at the end of the lesson.
- ◆ The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- ◆ The children must be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher must be able to see the whole class (important during apparatus work).
- ◆ Is the apparatus suitable for the age of the children? The teacher must know how many children are safe on each piece of apparatus and must group the children accordingly.
- ◆ If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- ◆ Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.
- ◆ Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment must be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children must follow the school code of behaviour for representing the school. This is drawn up by the Head of Sport and a copy is given to all children in Year 4 up. A reminder is given in the coach before arrival at the venue.

Parents are notified of dates of matches in the termly events calendar and are reminded to these in the weekly newsletter. On the Friday before a match children are sent home with a fixture team list. In the event of cancellation of a match parents will be notified as soon as possible, or by 12.30 at the latest on the day of the fixture.

At the match, teachers must ensure that all the children can be seen.

Travel Safety

All teachers know that the safety of children when travelling off site is of paramount importance and follow the procedures laid out in the **Safety Procedures for Road Crossing and Travel by Coach** document. The senior teacher takes the register at the outset of the trip and does a head count for the return journey.

Dance Safety

Although dance is less dangerous than other physical activities, teachers must be aware of certain hazards.

- Children must dance in bare feet or wear ballet shoes or plimsolls..
- The teacher must make sure there is nothing in the Hall on which children could harm themselves.

Swimming Safety

All swimming lessons at Notting Hill Prep take place at Kensington Leisure Centre. Risk assessments are completed for travelling to the pool and for the Leisure Centre. Staff have a duty of care and responsibility for the safety of their pupils. Male and female staff must accompany the children when travelling to and from the baths. A portable First Aid kit and mobile phone must be taken. Rules for travel by coach must be followed (see **Safety Procedures for Road Crossing and Coach**).The children must be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths.

The children must know the layout of the Leisure Centre, including where the swimming pools and changing rooms and toilets are located. Children in Reception to Year 3 are always accompanied to the toilet. A teacher is always present in the changing room (Reception – Year 2). From Year 3 up boys and girls change in separate rooms and a member of staff (male for boys, female for girls) is in each room or waits just outside, within hearing, being mindful of not embarrassing the older children.

Teachers are responsible for making sure that the children follow the pool safety rules and conventions for swimming in, and being near, a pool. The swimming teacher at the baths must make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. A Kensington Leisure Centre lifeguard is on duty for every session.

Adult to pupil ratio must be at least 1:8 on the poolside. Children with long hair must wear swimming caps.

For all venues used the Head of Sport obtains written confirmation that the correct child protection procedures have been carried out for staff on the premises in relation to suitability to work with children, CRB checks and medical fitness.

Other policies referred to in this document are:

- **Educational Visits**
- **Critical Incident**
- **Fire Drill Procedures**
- **First Aid**
- **Safety Procedures for Road Crossing and Travel by Coach**
- **Guidance for Playtime Supervision**
- **Drugs and Alcohol**

Further Information

Useful Documents and Resources

Reporting accidents, injuries, work-related diseases and dangerous occurrences:

Postal reports to
Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Internet reports to: www.riddor.gov.uk or www.hse.gov.uk

Telephone (local rate) 0845 300 9923; Fax (local rate) 0845 300 9924

e-mail: riddor@natbrit.com

Health and Safety of Pupils on Educational Visits (DfES HSPV2 1998)

HSE Publications

RIDDOR reporting:

Information about the New Information Centre 2001

Guide to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (ISBN 0 7176 24315)

RIDDOR Explained.

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Health & Safety Management in Schools

Safety Policies in Schools (various)

Safety Policies in the Education Sector

Five steps to risk assessment: Managing Health and Safety

Contractors in Schools

ASE	Be Safe – Safety Policy and Risk Assessment
Folens Publishers	Primary Professional Development: Managing Medicines in School (FA5428)
NAS/UWT	Health and Safety Representatives Handbook (annual)
The Stationery Office	Health and Safety Law – What You Must Know October 99 Pack of 25 leaflets

APPENDIX 1**Medicine request form**

I authorise _____ to administer medicine as detailed below.

Date
Pupil
Parent
Name of medicine
Time medicine must be given
Quantity
Reason
Signed

APPENDIX 2

BECTA Guidelines

How to work safely with ICT

ICT offers a range of benefits for teaching and learning, but all computers and devices need to be used with care. This material looks at the health and safety issues involved in using computers in general, in the classroom and in the ICT suite.

Computers and peripherals such as printers are electrical equipment, so there are some general points to consider:

- Ensure that all electrical installations are carried out by a qualified electrician.
- All equipment must be of a reliable standard and must be checked annually by qualified electricians.
- Ensure that no cabling is trailing on the floor.
- Ensure that seating is suitable for the size of pupils using it.
- Ensure that benching is sturdy enough to withstand the weight of the hardware and additional equipment stored on it.
- Follow health and safety guidance regarding the height, position and distance of monitors and keyboards from pupils when working.
- If you are using a data projector, make sure that all leads are safely located, and that pupils don't walk around the back of working areas which have cables.
- If you are using an interactive whiteboard, ensure that all children can reach it without standing on anything.
- If using data projectors or interactive whiteboards, ensure that pupils never look directly into the beam of the projector. If presenting to the class and entering the beam, pupils must not look towards the audience for more than a few seconds, and ideally must keep their backs to the beam at all times.
- Children must be supervised at all times during the operation of data projectors or interactive whiteboards. Ensure that pupils never look directly into the beam of the projector, and if presenting to the class and entering the beam, pupils must not look towards the audience for more than a few seconds. Ideally they must keep their backs to the beam at all times.
- If you are working with programmable toys such as floor turtles, create a clearly defined working area; use markers or seating to define the work space to ensure that pupils do not accidentally fall over equipment.

Working safely in the ICT suite

Pupils must be aware of rules for using the ICT suite. Ideally, they will be involved in devising these rules and may make posters explaining why the rules are necessary.

- Fire exits must be kept clear at all times; do not allow them to be blocked by equipment or pupils' bags.
- If pupils are going to be seated for extended periods, ensure that good-quality seating is provided which supports the back.
- Seating must be height-adjustable so that monitors and keyboards are correctly positioned and pupils do not have to look up or down at the monitor for prolonged periods.
- Check to see if there is too much reflected light on monitor screens, making it difficult for pupils to see.
- Ensure that pupils can see displays adequately.
- Make sure that pupils have room to make notes or use textbooks alongside the computer.
- Ensure that the room temperature does not get too warm because computers are kept switched on for prolonged periods.
- Ensure that there is enough fresh air circulating; installing a fan simply moves the warm, stale air about without renewing it.

Working safely in the classroom

There are some issues that are more relevant to working on computers in the classroom:

- Locate the computers in areas where pupils can sit and work without distracting or disrupting others in the class.
- Ensure that procedures for connecting peripherals (scanners, digital cameras, webcams, control technology equipment and monitoring equipment), adhere to school and local authority health and safety guidelines.
- Ensure that additional equipment is situated where it will not cause a hazard such as trailing cables.
- If you are using laptops, ensure that they are located on firm desks or tables.
- Ensure that all electrical equipment is located away from water supplies, and that pupils have a sound knowledge of electrical safety.
- Ensure that pupils don't take drinks to tables if they are working with electrical equipment such as cameras, videos, laptops, computers or datalogging equipment.

If you have a number of portable computers in the classroom, you may want to set up a procedure to be followed when they are to be moved. For example, you could stipulate that only a small group of pupils must move at a time, or designate specific pupils to be responsible for laptops.

Projector health and safety issues

Use of data projectors as part of interactive whiteboard solutions has been subject to best practice guidance issued by the Health and Safety Executive (HSE) that established effective guidelines for use and constraints on brightness for safety reasons.

The emergence of ultra short throw projectors presents a positive step forward in the development of technologies that support interactive learning and teaching and at the same time provide a safer classroom environment. The widespread use of interactive technologies to enrich the learning and teaching experience already makes a valuable contribution to the educational process. When used in accordance with the established HSE guidance these technologies can be an effective aid to learning and institutions must actively develop the application of existing interactive whiteboard technologies embedding their use within teaching and learning. For these installations the following guidance is still relevant:

Employers must establish work procedures for teachers/lecturers and pupils/students and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and students, must try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- Pupils and students are adequately supervised when they are asked to point out something on the screen.
- Employers must also try to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, employers must use room blinds to reduce ambient light levels.

The new ultra short throw technologies provide schools with an alternative to existing traditional data projector installations and present improvements in safety for end users when utilising this type of projection technology within an interactive whiteboard solution. Also as this technology presents a potential elimination of the risk to injury through exposure to the beam then existing brightness (lumen)

constraints that are suggested for traditional data projector installations can be relaxed, providing a brighter and more defined image. This therefore reduces the impact of ambient lighting and provides more flexibility in respect of where to site the equipment within the classroom. There is also an inherent security and safety benefit that can be derived from the installation itself which does not need to be ceiling or boom mounted.

In light of these developments schools in the process of procuring new interactive whiteboard solutions or refreshing their current interactive whiteboard solutions must actively consider ultra short throw projectors as an option.

However it is important to point out that any installation of interactive whiteboard solutions must only be undertaken following an appropriate risk assessment as required under Section 6 of the Health and Safety at Work Act 1974.

Electrical installations

All electrical installations undertaken, including whiteboards, must follow all local authority guidelines. In most cases these must follow the BS7671 and NICEIC standards. It is important to note that projector power installations that are classed as temporary are subject to PAT testing (Portable Appliance Testing) under the Electricity at Work Regulations 1989.

Information relating to the safe operation and use of projection equipment must be provided by the suppliers with all installations, especially in relation to beam viewing by teachers and pupils.

Board heights

Concerns also exist with respect to the location of interactive whiteboards both from a teacher and a pupil perspective. If the board is too low the teacher may object to the positioning on the grounds of health and safety, conversely if the board is too high then pupils may not be able to reach the top portion of the board. If the latter is true then schools may choose to use a step or some staged area in front of the board which poses a significant trip/fall hazard.

There are currently no specific standards for the install height of an interactive whiteboard however there are several criteria that determine the most effective positioning of board:

1. To ensure compliance with health and safety requirements the projector must be mounted no lower than 2.2 metres from the floor.
2. The potential for image distortion (keystoning) when viewed from certain angles also determines at which point the interactive whiteboard can be positioned based on point 1.

Schools must therefore undertake an appropriate risk assessment to ensure that the board is positioned at the most appropriate height for intended users.

APPENDIX 3

Procedure for dealing with an intruder who may pose a safety hazard

- Ask a colleague to observe your approach to the intruder
- Politely greet intruder, identify yourself and ask purpose of the visit to the school
- Explain that visitors must report to Reception and escort them to Reception
- Depending on circumstances and demeanour of intruder, person at Reception to contact a member of senior management to ask for assistance
- If intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, endeavours should be made to calm person by talking in a low, calm and reassuring voice whilst another member of staff calls the police
- If police called and the individual leaves or attempts to leave prior to the police arriving, no attempt should be made to physically detain or restrain the person. The police should be contacted to inform them that the individual has left the building, giving the direction and means of transport
- If the individual stays until the police arrive, inform the officers what has happened that led to the individual being with you so they can establish a probable cause for arrest for trespassing. Also verbally ask the individual not to return to the school whilst still in the presence of the police.
- The Bursar and Headmistress should review security immediately.

Procedure for dealing with an intruder who is armed or otherwise poses a safety hazard

- Alert all staff members by coded message in both OB and JCB over school intercom – press *71 for OB and *78 for JCB and calmly say coded message twice. Staff are informed of this 'message' on commencement of employment and at staff meetings and it is also noted in the **Staff Handbook, Notes for Supply, Peripatetic and Auxillary Staff and Volunteers and Notes for Parent Volunteers.**
- On hearing the coded message, all staff and pupils should remain in classrooms, keeping as quiet as possible and crouching down out of sight of doors and windows until otherwise directed by the police or a senior member of staff.
- Contact the police as soon as possible to report the incident
- Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon involved
- Advise the operator what we are doing to ensure the safety of the children and other staff members and remain on the line until the operator advises you to hang up
- Until police arrive, monitor location of intruder
- When confronting an intruder, take another staff member with you. If safe to do so, attempt to direct the intruder to the door/away from areas occupied by children. Use casual conversation or body language to calm the situation. If the intruder refuses to cooperate, do not escalate the situation
- If the intruder shows a weapon, assure him/her that it is not necessary to consider using it. Back away slowly and leave the area with both hands up with the palms facing the intruder.
- Remain calm and do not attempt to disarm the person
- Once police arrive, give them the location and description of intruder, any known weapons and any statements made by the intruder
- All other staff members and visitors should remain in their classrooms with the children unless otherwise directed by the police, reassuring and engaging the children as appropriate
- The contingency plan in case of a crisis/disaster should be put into action (see **Critical Incident Policy**).
- In any event there will be a thorough investigation of the incident and an assessment of security measures.