

# HEALTH AND SAFETY POLICY

Reviewed and updated 1st September 2018

## GENERAL GUIDELINES

It is the duty of the school to:

- Establish and maintain a safe and healthy environment at school
- Establish and maintain safe working procedures among staff and pupils
- Make arrangements to ensure safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety
- Maintain all areas, under the control of the headteacher, in a condition that is safe and without risk to health
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in case of accident
- Teach safety as part of pupils' duties where appropriate

## RESPONSIBILITIES OF STAFF TOWARDS PUPILS

Every member of staff is responsible for the health and safety arrangements in relation to staff and pupils. They will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision and to never leave children without supervision
- Be aware of and implement safe working practices and to personally set a good example
- Ensure that all equipment and tools used are appropriate to that use and meet accepted safety standards
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Ensure that child restraints and seats are appropriate to the age of the children are used when private vehicles transport children to and from school functions
- Evaluate promptly and, where appropriate, take action upon criticism of health and safety arrangements
- Investigate any accident, report it both in the "Incident Book" as well as to the headteacher and take appropriate corrective action
- Report any suspicion of child abuse to the headteacher who will take all necessary actions (contact the social services...) to protect the child  
All staff have to be aware of the circular number 10/95 of DfEE: *Protecting children from abuse: the role of the education service.*
- Report any child misbehaviour to the headteacher who will apply the same policy as for anti-bullying  
All staff has to be aware of the circular number 10/98 of DfEE: *The use of force to control or restrain pupils.*

## **MEDICATION, ILLNESS AND ACCIDENTS**

### **MEDICATION**

Teachers are not allowed to administer drugs of any kind to children. If their child needs medication during school hours, parents must come to school at a time arranged with the Headteacher or class teacher to give the child the necessary medicine.

In exceptional circumstances, provided that a permission form (clarifying dosage and storage conditions of the required medicine) has been filled in by a parent/legal guardian, the Headteacher may administer medication;

At the Headteacher's discretion, medicines may be administered for medical conditions that require long-term treatment, e.g. asthma, cystic fibrosis etc. Children who are asthmatic and use inhalers must keep a named inhaler in the teacher's drawer for immediate use when needed.

Children must not carry medicine for reasons of safety.

### **ILLNESS AND MINOR ACCIDENTS**

The school has as a number of trained first aiders on the staff. A first aid kit is available in each class. However, in case of accident or illness at school, we will contact the parents as we can not administer any medication without prescription.

Children or members of staff who are unwell are far better at home than at school. A list of people to contact and a list of people who are allowed to pick up children at school is requested from parents at the beginning of the year.

In the case of sickness and/or diarrhoea we request that parents allow symptom free 24 hours before returning their children to school in order to minimise the spreading infections.

Parents are required to notify the school in writing if their child is not fit enough to participate in sports, games...

### **SPECIAL NEEDS**

Some pupils, for part or all of their school lives, have a need for a greater level of support than others. When children are identified by teachers as having special needs, their parents are informed.

These children usually only need monitoring and extra help for a limited period. Where appropriate, the school will direct parents to specialists such as Educational Psychologist or a Speech Therapist.

### **FOOD SAFETY**

All food operation carried out within l'Ecole Bilingue must be carefully done to ensure the food is being treated in a safe and hygienic way.

Every staff member has to make sure that the level of premises (regular cleaning...) and personal hygiene (washing hands before serving...) is kept to a high standard at all time.

The following operations are regularly performed and controlled:

- Cleaning Schedule
- Weekly stock control list
- Update of signs (allergies or safety signs)

Nuts are forbidden at school to avoid any potential allergy reaction.

Lollypops and chewing-gums are forbidden at school for safety reason.

Kitchen staff is trained appropriately and follow strict protocols for preparing and serving food. They are responsible for maintaining a high level of hygiene in the kitchen and in the refectory.

They keep informed of any food allergy and specific diets (Diabetes, no pork, no eggs...).

Kitchen is only accessible to kitchen staff.

Parents of children with strong food allergies must inform the school and are requested to provide their child with lunch.

## **EMERGENCY PROCEDURES**

### **IN CASE OF ACCIDENT**

If an accident occurs, all staff is required to react as quickly as possible and without panicking : the injured child needs to feel safe, to be reassured and to remain calm so as not to worsen their injury and/or pain, supervision of the other children in the class must be maintained at all times.

1. Perform first aid arrangements
2. Ask a colleague to call “9 999”, give the telephone number, name and address of the school, describe the injury and explain the circumstances of the accident
3. Call the parents/legal guardians
4. Stay close to the injured child (never leave them alone!) until the rescue team arrives  
A colleague must take responsibility for the other children, move them away from the scene and reassure them
5. Report all details in the “Incident Book”

### **IN CASE OF FIRE**

Every school day the Headteacher will make sure that all emergency exits are unlocked to facilitate evacuation procedures.

If a fire starts within the school premises, all staff is required to react efficiently, quietly and without panicking : children need to feel in good hands, to be reassured and to follow the instructions of the staff.

1. Call the fire brigade by calling “9 999” and give the operator the school’s telephone number.
2. When the fire brigade replies, state clearly:  
“FIRE at St David’s Welsh Church, St Mary’s Terrace, W2 1SJ”
  - Do not put the receiver down until the address has been repeated by the brigade
  - Do not attempt to put out the fire unless it is very small
  - The most important thing is to make sure that everyone leaves the building calmly and as quickly as possible
  - Upon leaving, if possible, close doors and windows and switch off all electrical appliances.
3. How to get out  
The premises should be vacated as quickly as possible but in a calm and orderly manner:

Teachers are required to take the register (book) of their class and to check the presence of all children when outside the building, at the meeting point (the playground).

### **IN CASE OF TERRORIST ATTACK**

1. All School buses and outings are cancelled.
2. Liaise with local Authorities and Police.
3. Children are kept at school until parents or relatives come and pick them up.
4. Member of staff with children to leave the school.
5. Rest of the staff to leave premises gradually if safe and according to ratio Children/Staff.

Ref: *“Emergency aid for Appointed Persons”, Schools editions, St John Ambulance*  
*“Pocket First aid for every emergency”. Ed. DK*  
*“Children Act 1999”*  
*“The Fire Precautions (Work place) Regulations 1997”*  
*“Education Act 2002” and “Education Act 2005”*  
*“DjES 0803/2001 Health and safety, responsibilities and powers”*  
*The Food Safety (General Food Hygiene) Regulations 0110532279*  
*“Childcare Act 2006”*  
*“Fire Safety Risk Assessment - Educational Premises”, 2006*

