

HEALTH AND SAFETY POLICY

ASHBURY SCHOOL



Together We Grow

This document serves to outline the procedures to be followed by the staff of Ashbury School with regard to the Health and Safety of pupils and employees at the School.

Aim

Our aim as a place of work and learning is to provide a safe and healthy environment for employees, pupils and visitors. We aim to ensure that the work and activities carried out by and at the school do not adversely affect the health and safety of any person.

In order to achieve our aim we recognise the need for consultation and communication with all staff on health and safety issues. We also recognise the need to seek expert advice, where necessary, in order to determine risks to health and safety. We are committed to providing adequate training and information in respect of health and safety risks to all staff and require support from every one to enable the objectives of this policy to be achieved.

1. Summary of Health and Safety Functions

The following sets out the scope of the various responsibilities and functions for health and safety at Ashbury School.

The main functions of the Head of School are to:

- manage all the day-to-day health and safety matters in the school in accordance with the health and safety policy;
- ensure regular inspections are carried out;
- submit any inspection reports or feedback to the Board;
- ensure action is taken;
- pass on any information received on health and safety matters to the appropriate people;
- identify any staff training needs.

The main functions of the Deputies are to:

- assist the Head of School with the day-to-day management of health and safety in accordance with the health and safety policy;
- review and update procedures regularly;
- carry out regular safety inspections and report to the Head of School;
- coordinate any training programmes;
- act on any reports from above or below in the hierarchy.

The main functions of all other staff are to:

- assist the Head of School and the Deputy Heads with the day-to-day management of health and safety in accordance with the health and safety policy;
- check to ensure that classrooms/work areas are safe and hazard free;
- check that equipment is safe before use;
- ensure that safe procedures are followed;
- bring problems to the relevant person's attention.

The main functions of the School's Board are to:

- conduct regular safety inspections of the school;
- prioritise actions to be taken;
- ensure that actions are taken;
- include health and safety as a topic on the Board meeting agenda;
- ratify the school's health and safety policy.

2. Communicating Health and Safety information

The communicating of health and safety information is a two-way process. The Head of School is responsible for circulating all relevant health and safety bulletins/updates to all staff that need them. The health and safety policy will be circulated to all staff annually and to all new staff on the taking up of their post. Staff members who identify unsafe areas or identify safety or health hazards are responsible to bring them to the attention of the Head of School. These are also to be entered into the maintenance book for attention of the maintenance manager.

3. Controlling Risks in Curriculum Areas

- 3.1 It is the responsibility of every teacher to ensure that pupils are aware of any potential hazards and to check that all reasonable precautions are taken.
- 3.2 Scissors, knives and tools should be stored safely and pupils should be instructed in the correct usage of these. Pupils using the aforementioned must never be left unsupervised.

Computers

- 3.3 Computer equipment's electrical supply must be checked regularly to ensure that it is not faulty.

Physical Education

- 3.4 All physical education and playground equipment must be inspected regularly to ensure that it is in a good state of repair. The correct use of both physical education and playground equipment must be explained to the pupils before they are allowed to use the equipment. All physical education lessons should start with warm up exercises and the need for these should be explained to the pupils, for example, to prevent straining of muscles.
- 3.5 Pupils must change into the appropriate clothing for PE lessons. Long hair must be tied back and jewellery must be removed.
- 3.6 In the event of an accident all pupils must be instructed to sit on the floor. One pupil must be sent to the office for help while the teacher stays with the class and attends to the injured pupil.

The following guidelines must be communicated to the pupils and parents:

- Don't play with sticks or sharp objects
- Don't throw sand or stones
- Don't run on the corridors
- Don't play dangerous games

Parents who drop children at school must:

- Use only the in gate when driving onto school premises
- Drive with extreme caution and be aware of children
- Drive slowly
- Be aware of children crossing the road.

4. Excursion/Fieldwork Policy

The legal liability of an individual teacher or Head of School for an injury sustained by a pupil on a school outing, tour or sporting event will depend on whether or not the injury is a direct result of some negligence or failure on the part of the teacher to fulfil their duty of care to the pupil. There is no legal liability for any injury sustained by a pupil unless there is proven negligence by the teacher.

The standard of care required of a teacher is that which from an objective point of view can reasonably be expected from teachers generally applying skill and awareness of children's problems, needs and susceptibilities. The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of his or her own child will do, bearing in mind that being responsible for up to 28 pupils can be very different from looking after a family. The legal duty of care expected of an individual teacher is, therefore, that which a caring teaching profession would in any case expect of itself.

This means in practice that a teacher must:

- ensure supervision of the pupils throughout the journey or visit according to professional standards and common sense; and
- take reasonable steps to avoid exposing pupils to dangers that are foreseeable and beyond those with which the particular pupils can reasonably be expected to cope.

Policy

1. Parental consent forms must be obtained before any pupil will be allowed to go on an outing or excursion. (See attached indemnity form Annexure A)
2. Parents must be given full written details regarding the outing, excursion or tour including departure time, destination, purpose, programme, emergency contact details and expected time of return.
3. Any special requirements such as diet, medication, allergies and medical conditions must be requested from the parents and be obtained in writing before the pupils leave on a tour.
4. A chain of contact must be arranged in advance for swift communication in the event of an emergency.

Safety on an excursion/outing

Safety on an excursion or outing is an extension of the normal everyday care taken at school. There are however a number of special situations which may arise and then the following rules need to be adhered to:

1. Ensure that pupils are suitably dressed and briefed on all possible risks.
2. The staff member in charge must have a register of all pupils participating in the outing or excursion.
3. A first aid kit must be taken with on an outing or excursion.
4. Register is to be taken before the bus leaves from any point.
5. When outside in summer, pupils must be encouraged to apply sunscreen and to wear a hat.
6. Ensure that parents are aware of the estimated time of return and the pick-up points.

5. CONTRACTORS AND WORKERS ON SITE

1. The presence of workers other than those employed by the school may create potentially hazardous situations.
2. The Head of school must discuss with the contractor/s the potential hazards that might be caused by the work, e.g. materials, machinery noise, dust and traffic.
3. The construction site must be cordoned off properly and pupils must be told to stay clear of the construction area.
4. A full inspection of the work done must be carried out by the school safety officer upon completion.

6. SECURITY

It is of utmost importance that the school takes all the necessary precautions to secure the school environment.

In order to prevent unauthorised access to the premises:

1. All perimeter gates are to be closed and locked by 08:15 excluding the pedestrian gate to the car park.
2. Access to the school will then only be through a pedestrian gate monitored by a school secretary via a security camera.
3. Perimeter gates are only unlocked again at 14:00.

All visitors to the school are to report directly to the Admin Office. No visitors are allowed to go directly to the classrooms.

7. FIRST AID PROCEDURES

1. Two fully equipped first aid boxes are available at the school: One portable kit for outings and sports events and one in the office (Reception) where the secretaries attend to injured or sick pupils.
2. First aid boxes are to be checked and stocked on a regular basis.
3. The Head of School will sanction the contacting of the emergency services where and if required.
4. Parents will be notified immediately of any serious accident involving their child. It is the duty of the parent to ensure the school has the correct contact details.

Administering medicines

No teacher or member of staff will be responsible for administering of medication. Should any pupil require medication during the school day it is the responsibility of the parent to arrange this.

Headache tablets etc. will only be given to a pupil once the office has telephonically received permission from the parent.

8. FIRE AND EVACUATION PROCEDURE

See Crisis Management Policy for procedures to be followed

9. ANTI-BULLYING POLICY

The purpose of this policy is to outline the stance taken by the school with regard to bullying and how the school will respond to incidents of bullying.

Policy

Ashbury School does not and will not tolerate bullying in any form, and all members of our school community are committed to creating a safe, caring and tolerant environment.

What defines bullying?

Bullying happens when a pupil or group of pupils tries to intentionally upset by doing, or saying hurtful things to another pupil on a continual or on-going basis in such a way that the pupil feels threatened, frightened, intimidated or unsafe.

What the school will do to prevent bullying

All cases of bullying will be reported to the Deputy Head or Head of school who will deal with them.

Staff will:

- adequately supervise school activities;
- arrive at class on time and move promptly between lessons;
- be role models in word and action;
- educate pupils and parents about bullying;
- be observant of signs of distress or suspected incidents of bullying;
- help victims of bullying and ensure that they are not placed at further risk;
- report suspected incidents of bullying to the Deputy Head or Head of school.

Pupils will:

- refuse to be involved in any bullying situation;
- report any incident or suspected incident of bullying.

Parents and guardians will:

- watch for any signs of unhappiness in their child's life;
- take an interest in their child's social life;
- inform the school if there is any suspicion that their child is being bullied;
- refrain from telling their child to retaliate;
- seek to address the situation if their child is found to have abused another pupil.

Note:

A pupil who is bullying other pupils may him/herself be a victim of some form of domestic abuse. The pupil may need the support of the school to engage with parents in as sensitive a way as possible.

10. HIV/AIDS

See HIV/AIDS Policy

11. HARASSMENT

1. The School seeks to provide a work environment in which all employees, pupils and their parents are treated with respect and dignity that is free of harassment based on race, religion, language, colour, sex, age, national origin, disability or sexual orientation. Staff and pupils may not harass or intimidate other staff or pupils on these or any other grounds. Such harassment not only contravenes the school's policy but it may also constitute unlawful discrimination.
2. Any such behaviour will be treated as gross misconduct in accordance with the school's disciplinary code and procedure and could render the member of staff liable to suspension or dismissal, and the pupil to disciplinary procedures.
3. All members of staff and pupils are responsible for conducting themselves in accordance with this policy.
4. Members of staff must not victimise or retaliate against a member of staff or pupil who has made allegations or complaints of harassment, or provided information about such harassment. Such behaviour will be treated as gross misconduct in accordance with the school's disciplinary code and procedure. Staff should support colleagues who suffer such treatment and are making a complaint.
5. Harassment can cause severe stress to the victim and therefore is clearly a health and safety issue.

Sexual Harassment

1. It is against the school's policy for any member of staff or pupil, male or female, to sexually harass another member of staff or pupil or to harass him or her on the grounds of his or her sexual orientation.
2. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in unwelcome phone texting, verbal and/or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures. It is for the complainant to decide for him or herself what they regard as offensive.

Racial Harassment

1. It is against the school's policy for any member of staff or pupil to harass another member of staff or pupil on the grounds of his or her race, religion, colour or national origin.
2. Racial harassment includes, but is not limited to, engaging in unwelcome phone texting, verbal and/or physical conduct of a racial nature, subjection to racist comments, racist jokes or pictures.

Other Harassment

1. It is against the school's policy for any member of staff or pupil on to harass another member of staff or pupil on the grounds of his or her disability or age.
2. In addition, conduct relating to a person's status or other characteristic, which has the purpose or effect of unreasonably interfering with a member of staff's or pupil's work performance, or creating an intimidating, hostile or offensive working environment constitutes harassment.

Reporting and investigation of complaints

While the school encourages members of staff and pupils who believe they are being harassed to notify the offender (by word or by conduct) that his or her behaviour is unwelcome, the school also recognises that actual or perceived power and status disparities may make such confrontation impractical. In the event that such informal, direct communication is either ineffective or impractical, the following steps should be followed in reporting a complaint of harassment:

1. Any member of staff or pupil who believes he or she has been or is being harassed in violation of this policy, or who wishes to report an incident of harassment, should speak to the Head of School. Where the pupil prefers, the pupil may report the matter to any member of staff. Where this happens the member of staff entrusted with the information must refer it to the Head of School within one working day.
2. Reports should be made promptly so that investigation may proceed and any action taken without delay where it is deemed necessary.
3. All allegations of harassment will be dealt with seriously, confidentially and speedily. The school will not ignore or treat lightly complaints of harassment. The allegation will be promptly investigated.
4. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to investigate the allegation, the school must be able to determine the scope of the investigation and the individuals who should be informed of the allegation.
5. The complainant will be informed of the outcome of the investigation and the school's conclusions.

Disciplinary action

1. Any member of staff or pupil who is found to have harassed another member of staff, pupil or parent in violation of this policy will be subject to appropriate disciplinary action under the school's disciplinary procedure. Such behaviour will be treated as gross misconduct and could render the member of staff liable to dismissal or suspension, and the learner to disciplinary procedures.
2. Teachers who had knowledge that such harassment had occurred in the school but who had taken no action to eliminate it will also be subject to disciplinary action under the school's disciplinary procedures.

12. INFECTIOUS DISEASES AND PARASITES

The policy on infectious diseases and parasites promotes the health of both the individual and school community.

- All pupils must be inoculated in compliance with the recommended health regulations.
- Parents or guardians must inform the school of any allergies or food intolerances that a pupil might have.
- Pupils who are ill should not attend school. Parents or guardians must inform the school of any absence.
- Pupils who have been off school for 2 consecutive days or more are to provide the school with a medical certificate.
- Teachers must provide pupils who have been off school due to illness with work missed.

The following table sets out broad guidelines on a number of diseases:

Disease	Cause	Method Spread	Signs and Symptoms	Infectious Period and/or Treatment
Chicken Pox	Virus	Airborne and discharge of skin lesions	Rash appears on trunk, then face, then limbs. Child will feel ill and have a severe headache. Spots are irritating.	6 days from onset of rash
Common Cold	Virus	Airborne and contact	Sneezing, sore throat, headache and runny nose. Child irritable and not interested in play.	
Diarrhoea	Virus/ Bacteria	Contact	Sick children vomit or have diarrhoea they lose large amounts of water and salts. Decreased urination, sunken eyes, dry garish skin. Cramping.	1 to 2 days
Head lice	Parasite	Contact	Child scratches itchy head. Small white dots in the hair (nits or eggs of the lice). Hats, pillows, combs must not be shared.	Apply shampoo or lotion
Measles	Virus	Airborne	Runny nose, watery eyes, cough and fever. Spots inside the mouth. Blotchy red rash all over the body spreading from the face. Child has a cough and is irritable and hot with sore eyes.	7 days from onset of rash
Mumps	Virus	Airborne	Rise in temperature, sore throat, and headache. Pain and swelling of the glands in front of and behind the ear. Child may not want to eat.	7 days until the swelling has gone
Pink eye / conjunctivitis	Virus/ Bacteria	Contact (easily spread)	Eye inflamed, may be a sticky discharge. Itchy eyes	Prescription eye drops
Ringworm	Fungus	Contact	Causes ring shaped scaly patches on the skin.	Treated with ointment
Rubella (German Measles)	Virus	Airborne	Headache, stiff neck, runny nose, rash of pink spots behind the ears, swollen glands. Child may feel unwell.	4 days from onset of rash
Scarlet fever	Bacillus	Droplet infection	Sore throat, swollen lymph glands in the neck, tonsils may be pussy. Red rash on the second day.	Treatment given by GP
Whooping cough	Bacillus	Airborne	Frequent cough, temperature rises. Child appears to be suffocating.	21 days from onset of cough
Hand, Foot and Mouth	Virus	Contact and saliva airborne	High Fever, Blisters in Mouth, on hands and feet.	5 Days from onset of blisters

13 Sun Safety

Extended exposure to the sun can be dangerous for the children. They can become dehydrated and the sun can burn their skin. Too much exposure to the sun without adequate skin protection can increase the risk of skin cancer later on in life.

Children must be encouraged to sit in shaded areas on very hot sunny days. They must also be encouraged to drink water regularly.