

HELVETIA HOUSE SCHOOL HEALTH & SAFETY POLICY

Introduction

Helvetia House School attaches great importance to the health, welfare and safety of its employees, pupils, carers and members of the community. It expects all staff to work together to achieve an environment, compatible with the provision of a quality education, which is both safe and healthy. Many of these headings are summaries, with full policies available.

Aims and objectives

We aim to:

- Prevent accidents and promote a working environment that optimises the health and safety of pupils, staff and visitors.
- Ensure appropriate first aid facilities and treatment are available should accidents occur.
- Take every reasonable measure to ensure that information acquired from health and safety monitoring is used to improve working practices and the working environment.

“It is the duty of every employee:

- *To take reasonable care of the health and safety of themselves, and of other persons who may be affected by their acts and omissions at work.*
- To co-operate with their employer so as to permit the employer to meet its statutory requirements.
- To ensure that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.”

Health and Safety at Work (Jersey) Law 1989

Fire Safety

Evacuation Procedure:

- Fire exits are clearly labelled throughout the school.
- Fire drills are held at least twice a year without notice.
- The teacher must grab the class register on leaving the building.
- Each class or group of children will leave the building in single file with their teacher or teaching assistant by the safest/ quickest route.
- All belongings must be left behind.
- The fire assembly points are the front and back playgrounds.
- On arriving at the assembly point class teachers will do a roll call against their class registers.
- The headteacher or deputy headteacher will then confirm with staff that all children and staff are safely out.
- Once the building has been evacuated the headteacher and/or deputy headteacher will determine the reason for the alarm (if unplanned) and whether it is safe to re-enter the building.
- No one must re-enter the building until they have been given the all-clear!

Reporting of fire incidents:

- All fire alarms situations will be recorded in the Fire Incident Log, along with any fire practices, as a matter of course.
- All Fire Drills must be recorded in a log detailing time, date and evacuation time.

Bomb Threat:

If a bomb threat is received the Headteacher, or in her absence, the most senior member of staff available must be notified.

For the safety of all pupils the fire alarm should be sounded and all persons evacuated from the building in line with the Fire Evacuation Policy.

The Fire Service should be notified that there is no fire. The Police should be contacted simultaneously on the emergency number for advice as to whether the school should be evacuated more permanently – police guidance should be followed in this matter. If the Fire Service needs to be recalled as an emergency, then this should occur. CYPES should be contacted at the earliest opportunity.

The normal evacuation procedure should be followed, except if the Police confirm extended evacuation is necessary. In this case, pupils should be evacuated to Parade Park and the 'Critical Incident' applied.

Senior staff should be willing to support the Police in any search activities they may determine necessary.

Accidents and incidents

All staff should assess any injury and give advice regarding minor injuries and ailments. A First Aider should be called for all other cases and any accidents must be recorded in the Accident Book which is in the First Aid cupboard.

A serious accident is 'one that may result in death or major injury, 24-hour hospitalisation, more than 3 days absence from work or emergency service transport to hospital'. A check over at A and E does not require a blue form.

A 'near miss' is an 'unplanned event that has not caused injury or damage but would do so' they are recorded in the school Accident Book

First Aid

Provision of First Aid:

In order to make adequate provision for the health, safety and welfare of all personnel (including pupils, employees and visitors) Helvetia House School has qualified first aid cover during normal working hours. First Aiders can offer advice but are not medical professionals. There is a designated first aid cupboard with a list of the children with medical conditions.

If a child has sustained a serious injury, the duty First Aider should be called to assess the injury. If the injury needs medical attention, then arrangements should immediately be made to contact the parent / carer and take the child to the Accident and Emergency Department at the General Hospital. If it is assessed that the injury does not need expert attention, then appropriate care is to be provided in school in consultation with the parent/carer. Parents are contacted if the injury is to the head.

Any children who are sent home due to illness or an accident should first be cleared by a school First Aider and the class teacher, the parent / carer should be contacted through the school office. First aid boxes are regularly maintained by the First Aid Co-ordinator.

Protection from the Sun

Sun awareness and sun safety issues are investigated and dealt with in the PSHE curriculum specifically and in class generally when the situation is appropriate e.g. sports days. The children are encouraged to cover up as much as possible and to this end Helvetia House School sun hats and sports caps are part of the compulsory school uniform. Additionally, appropriate use is to be made of sunscreens, particularly during the summer term. Parents / carers are regularly appraised of these situations and the fact that parents / carers or the children themselves need to apply their sun cream.

Infection Control

In order to prevent the transmission of any infectious disease, including HIV, the following First Aid guidelines should be followed whenever possible, as appropriate in these cases a First Aider must be involved:

- When dealing with an incident where blood is present, dependent on the circumstances and if practicable, disposable gloves should be worn.
- Blood on the skin where there is no cut should be thoroughly washed with soap and hot water as soon as possible.
- Blood in a cut or puncture wound should be encouraged to bleed freely and washed with soap and copious warm water.
- Splashes into the eye or mouth should immediately be rinsed with water (for eyes use saline eyewash if available).
- Should there be an inoculation injury or where another person's blood has entered an open wound, the affected person should report to the Accident and Emergency Department as soon as possible for further treatment and medical advice.
- Mouth to mouth resuscitation must never be withheld in an emergency when another person's life is at risk. Mouthpieces should be used if available.
- Large spillages of blood on floors or work surfaces should be treated as advised.

In all of these situations refer to a School's First Aiders and Headteacher, who have access to ESC policies and procedures regarding infection control.

Medical Exclusion

If the Headteacher decides that it is appropriate to initiate a pupil absence from school due to medical reasons the Headteacher will consult the current public health guidelines and / or will seek advice from the ESC Health and Safety representative and talk to the pupil's parents / carers.

Anyone who has diarrhoea and vomiting has to stay away from school for a minimum of 48 hours from the time that the diarrhoea and vomiting finishes.

If a child is suffering from any of the common childhood illnesses such as Chicken Pox or German Measles, parents will be informed that there is a case /cases of these infections in school. In the event of a positive COVID 19 case please refer to the latest Government Guidelines and COVID 19 risk assessment.

Medicines in School

The school will not normally undertake to store or administer medication to children during school hours. However, in extreme circumstances and at the discretion of the headteacher, parents can request that medication be administered. Medicine requiring administering 3 times a day would not normally be given during school hours. Any such request must be made in writing giving precise details of the time and dose to be administered.

Inhalers

The one exception to the above policy is that of inhalers. Children who require a long-term inhaler for asthma and allergic conditions should hand them over to the PE teacher who will store them in the First Aid cupboard. Children who need a short-term inhaler will keep it in class with them. This encourages independence and responsibility of use. Parents should inform the child's teacher of the need for an inhaler. The teacher and child will decide together the best place for the inhaler to be kept in the classroom during the day.

Alcohol

It is the duty of all staff to ensure they are fit to work to the best of their ability at all times. Therefore, every member of staff should ensure that the consumption of alcohol does not affect their working practice.

In particular staff should consider their role in the workplace and have regard for their:

- responsibility for children.
- contact with the public.
- relationships with colleagues.

No alcohol should be consumed on school premises except for celebrations, when alcohol may be served at the end of the working day at a time agreed by the Headteacher. Non-alcoholic drinks are always available at these times. On school trips away and local visits members of staff do not consume alcohol whilst they are directly responsible for the supervision of children.

Smoking

Helvetia House School has a no smoking policy at all times in both indoor and outdoor areas.

Dental/Health services

Schools Dental Service

The service is currently based at the General Hospital and liaises with the school regarding dental checks for primary aged children.

Schools Health Service

This service is designed to aid the healthy development of children. It attempts to identify at an early-stage physical, social and emotional problems. It is also involved with immunisation against disease, and the promotion of healthy lifestyles.

Medical examinations take place during the early years and at other ages, as requested. Vision and hearing tests are carried out periodically and immunisations are offered at the recommended ages.

Control of substances

In order to make the environment of Helvetia House School as safe as possible we will endeavour to ensure that:

- All substances are clearly marked and arrangements in place for the handling, transport, storage and disposal of the substances.
- Cleaning materials are stored in a lockable cupboard or container.
- Personal protective equipment is readily available.
- Cleaners will be made aware of the potential hazards associated with substances and trained appropriately.
- Containers must always be closed to prevent vapour escaping.
- Any 'hazardous' product must be kept in the labelled box provided and stored out of children's reach.

Safe handling

Staff will be trained in manual handling and practices and systems will be assessed so as to ensure a safe working environment consideration will be given to:

- workplace layout.
- cleanliness/tidiness of floors.
- slip resistance of floors.
- lighting.
- obstruction of passageways and doors.
- safe behaviour.

Physical Education Safety

Physical education has an inherent risk element of which we all need to be aware. We should ensure that the risk is calculated and kept to an absolute minimum. Risk assessments are completed for each PE area.

Physical education includes many activities that offer a challenge to the child's initiative, determination and courage. There is always an element of risk. However, the prevention of accidents is largely dependant on the skill, knowledge and example of the teacher, who having a duty of care must at all times have the safety of the child at the forefront of his/her mind.

Some specialist aspects of PE are potentially most hazardous, e.g. swimming (in deep-water pools). Helvetia only work with teachers and coaches with nationally recognised qualifications to undertake these activities.

P.E. Equipment

All indoor and outdoor physical education and play equipment, will be checked in line with ESC regulations. Any items of equipment considered unsafe as a result of the maintenance check will be taken out of use immediately and removed from school as soon as possible.

Physical education equipment, particularly those items associated with gymnastics, athletics etc., should only be used when under the supervision of a suitably qualified teacher.

Voluntary Helpers

Parents and adult friends of the school who are prepared to offer their services as official voluntary helpers will be welcomed into school on the basis of their suitability for helping children and supporting qualified teachers. All voluntary helpers must have a formal police check (DBS) undertaken before they are used on a regular basis (defined as weekly). Unchecked helpers should

not be given sole responsibility for a group of children and must always work alongside a member of the teaching staff. It is also important that helpers who are engaged in transporting children in their own cars, must check whether their car insurance policy covers such situations.

Being aware of known health issues

All teachers must be aware of those children with abnormalities of health and be sufficiently knowledgeable and sensitive in the planning of suitable programmes of skill development. A care plan should be created for children or staff who may require emergency care during the school day due to their health issue.

They need to be aware of those pupils with any special needs, and also be familiar with appropriate methods of treatment which may have to be administered.

Lone Workers

It is essential that any staff or workers who are in school working alone notify an associate in order that they can be contacted if there is any health or safety support required.

Safety in Science

Some activities in science are potentially hazardous. Such activities must be risk assessed and copies given to the Headteacher prior to any activity.

Keeping Animals and Plants

As a rule, pets should not be kept in school as they may compromise the children's health. The only permissible exception is the keeping of fish and the School Dog. Risk assessments should be completed and regularly reviewed for any animals brought to site.

At agreed times carers or staff may bring pets in to support a particular aspect of the educational curriculum e.g., hatching a battery of eggs in controlled circumstances as part of a living and growing topic.

Staff should also ensure that the types of plants that are kept in school are not a danger to the children.

Dogs are not allowed on school site unless they have prior approval of the Headteacher.

Safety in technology

The health and safety is an integral part of the teaching of for technology. There are essential elements which must be considered.

Tools

Children in early years classrooms should not use craft knives, and sharp items should not be left out where they can be accessible to pupils. As far as is possible, reasonably and appropriately sized tools should be used. In early years classrooms it is almost impossible to acquire a wide range of tools which are appropriate in size, and a high level of supervision is therefore required for most technology work that involves making things from raw materials. Good practice in the use of tools is essential. Tools are introduced to pupils progressively, taking into account the strength, dexterity, complexity, danger, and supervision factors involved. The size of groups is also a factor that needs to be considered when tools are being used.

Safety Cut-outs

If electrical equipment is used a safety cut out should be in operation.

Batteries

If batteries are used, we recommend alkaline dry cell alternatively power packs as substitute. Ni-Cad rechargeable batteries are not recommended.

Glue and Paste

Solvent glues are not used in classrooms. Super or 'supa' glues should not be used in school, even by staff. Wallpaper pastes such as Solvite and Polycell should not be used for the making of Papier Maché as they contain fungicides which can be absorbed through the skin. The only glue of this sort that should be used is fungicide-free.

Glue Guns

Children should not be permitted to use hot glue guns. The cold variety are to be used under close adult supervision.

Other Materials

We avoid using scrap wood, the origin of which is uncertain.

Re-cycled bottles and canisters should always be washed out so that left over substances are removed.

Kitchen roll tubes are of a higher quality and durability than toilet rolls, and do not pose the same health risk.

Items containing lead or mercury are not normally be used in schools.

Great care should be taken when using aerosols of paint or spray mount, as the propellants involved may be inflammable, and the materials sprayed are often toxic or contain solvents. Any spraying which is undertaken should take place in a well-ventilated area, away from others.

Mouth infections, asthma and epilepsy can be promoted by inflating and blowing. Balloons should be inflated with appropriate balloon pumps.

Contact with mineral oils, including hydraulic oil on farm and building site machinery, should be avoided as it can trigger dermatitis and skin infections.

Visits & Outdoor Education

CYPES has published comprehensive guidelines which Helvetia follow. Risk Assessments are completed prior to any visits and trips out. This assessment includes adhering to the CYPES adult / pupil ratio and taking into account any individual pupil support that may be required.

School closure in Severe Weather

General CYPES have established a reporting system if weather conditions appear likely to deteriorate and cause difficulties for children going to and from school. The decision to close during snow or when there is a forecast of deteriorating conditions will be taken by the Headteacher. Parents will be advised by email but are also advised to listen to local broadcasts for announcements regarding the closing and re-opening of schools should bad conditions persist.

Safety and Supervision in school

Duties and Responsibilities

All staff at Helvetia House School have both a statutory and contractual obligation to maintain good order and discipline among pupils and to safeguard their health, safety and welfare whenever they are authorised to be on school premises or engaged in authorised activities elsewhere. Thus, the teacher has a responsibility to minimise the risk of injury and to promote good standards of behaviour and good attitudes and relationships amongst pupils. All employees will take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

Safety in the school building and the grounds

Pupils should move around school safely and calmly. They need to be aware of their own safety and the safety of others. Pupils are made aware of the safety rules and their purpose. Good safety habits are taught through the PSHE, social skills and associated curriculum areas. Children are made aware of the need to keep their areas tidy – both for reasons of safety and because of the impression it has on people who work in the school and visit the school. At the end of the school day children will be supervised until parents or other such persons come to collect them. Children who have not been collected by 3.15pm will be asked to wait in After School Club in the hall. Parents will be contacted if this becomes a regular event.