

St. John's Prep. & Senior School



Health, Safety & Welfare Policy

Last reviewed by the leadership team September 2018	Last reviewed by the advisory board November 2018
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Policy on Health, Safety and Welfare of our Pupils (see also our Employer's Health & Safety Policy)

INTRODUCTION

Our School is committed to doing all that we can to ensure that the students in our care are healthy, safe and enjoy emotional well-being. We also have a fundamental duty of care to the adults who work in and visit our School.

The health, safety and welfare of all the people who work or learn at our School are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

As well as our important statutory responsibilities towards students and staff, we believe that students learn, and staff work most effectively when they are healthy, safe, secure and happy; therefore striving to ensure these conditions support our primary purpose: Learning.

AIMS AND OBJECTIVES

This School has fully supported the aims of the National Healthy Schools initiative, and the Prep. School continues to maintain the requirements of the National Healthy School Standard which has now been discontinued as a National Initiative. We believe that a Healthy School is one in which students can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-School approach to the well-being of our students and staff, and our aims include:

- ensuring that our School premises are safe and secure and that we comply with all Health and Safety regulations;
- giving health issues high priority in our planning, procedures and relationships;
- planning the curriculum to ensure that the students have sufficient opportunity to learn about healthy living and staying safe (SMSC, Sport, Science);
- providing opportunities for students to take responsibility for their learning and behaviour, and for their own physical and emotional well-being and that of others;
- making sure that the learning and working environment is stimulating and conducive to the physical and emotional well-being of students and adults alike;
- making sure that we have effective policies on sex and relationships education and drugs education;
- providing sufficient opportunities in the curriculum for physical exercise and development;
- promoting healthy eating;
- providing opportunities for students to put forward their views and be listened to;
- supporting children who need additional care and attention;
- working closely with parents and external agencies to provide the best possible care, guidance and support for our students;
- making sure that our students have clear and appropriate targets.

THE SCHOOL CURRICULUM

We teach our students about Health and Safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate students in this regard as part of the normal School curriculum. For example, in the Geography curriculum in Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the emergency services. Through this topic, we teach our students about the danger of fire and other hazards, and how to avoid accidents. Likewise, through the Science curriculum, we teach students about such things as hazardous materials, and how to handle equipment safely. At Key Stage 2, pupils have received Junior Citizenship training in year 6 when we have been fortunate to be offered a place, organised by the local Borough and the Metropolitan Police.

We teach pupils respect for their bodies, and how to look after themselves. We discuss these issues with the pupils in SMSC lessons, and we reinforce these points in Science, where pupils learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Pupils from Key Stage 2 onwards receive both drugs education and sex and relationship education (see the relevant policies).

We believe that everybody in our School can and should promote everybody else's safety, so we teach pupils to spot hazards in the classroom or around the School, and inform their teacher.

Our School promotes the spiritual welfare and growth of the pupils through the SMSC/RE curriculum, through special events, such as Harvest festivals, Remembrance Day services, Christmas, Easter and end of year services in our local church as well as through visiting speakers and the weekly act of collective worship. SMSC issues are also discussed and promoted by pupils in public speeches, during lining up time and in the classroom. The School is also very active in raising funds for various charities such as Diabetes, British Heart Foundation, Scope, Blind Society, Hearing Dogs, Lifeboat and many others. Visiting charities are a good way to give pupils an understanding of the needs of others and offer an insight as to how society at large works.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use a Form Period to help pupils discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

We employ the services of a School Counsellor who visits on a monthly basis to talk to pupils or parents who ask to see her. During these visits, she also speaks to each year group on a variety of subjects such as; e-safety, personal safety; managing conflict; self-image; sex and relationship and various other issues.

SCHOOL MEALS

Our School provides the opportunity for pupils to have a meal at lunchtimes free of charge. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of The Education (Nutritional Standards and Requirements for School Food) Regulations 2008. Children under five, and those whose parents or carers receive the above benefits, are entitled to free milk each School day. Milk is offered to all pupils at lunch time.

If pupils choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time. We are able to provide guidance to parents on healthy lunchboxes and encourage healthy packed lunches. As sweets can damage pupils' teeth, the Prep School does not allow sweets to be eaten in School. Both Schools have a tuck shop and the pupils are only allowed to eat sweets at break times. No chewing gum is allowed on the premises on either

SCHOOL UNIFORM

On grounds of health and safety, we do not allow pupils to wear jewellery in our School. An exception is stud earrings in pierced ears. We ask pupils either to remove these during PE and games, or to cover them with a plaster from home.

SCHOOL SECURITY

While it is difficult to make the School site totally secure, we will do all we can to ensure that the School is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects, Health & Safety advisors and other consultants).

We require all adult visitors who arrive in normal School hours to sign the visitors' book in the Reception area, and to wear an identification badge at all times whilst on the School premises.

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

If any adult working in the School has suspicions that a person may be trespassing on the School site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the School site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the School site, he/she will contact the police.

Safety of students

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, she/he should bring them to the attention of the Headteacher before that particular activity next takes place.

Risk assessments are carried out for every area of the curriculum and normal activities involving pupils in School. We also carry out specific risk assessments for one-off activities or for visits and outings off the School site.

We do not take any child off the School site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all he/she can to aid the child concerned. We keep a First Aid box in the Medical Room, in the Office and in the staff room. A small emergency pack is held in each classroom. Teachers on duty at break times take a small first aid kit out with them. See First Aid Policy for further details. Most members of staff have been trained in First Aid.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

We follow the guidance set out in 'Use of reasonable force: Advice for headteachers, staff and governing bodies (DfE July 2013)

We never use physical restraint or other kinds of physical contact as a punishment.

FIRE AND OTHER EMERGENCY PROCEDURES

St. John's Prep and Senior School is a responsible employer who takes its fire safety duties seriously. For this reason, we have formulated this policy, in order to comply with the statutory guidance in the Regulatory Reform (Fire Safety) Order 2005. In compliance with the Fire Safety Order (FSO), we will adopt a risk assessment based approach to managing fire safety within each of our premises. Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, by ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at St John's Prep and Senior School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

Both Head teachers are the designated School Fire Safety Managers, and are responsible together with the Bursar and Health & Safety Officers for ensuring that:

- The fire safety policy is kept under regular review.
- The fire safety policy is promulgated to the school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of fire training given to new and existing staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons learned.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

Fire Safety Management

We have introduced the following procedures in order to maintain high standards of fire safety:

- A fire risk assessment (FRA) has been completed. The findings of the FRA have been used to develop appropriate control measures to ensure the risks are reduced to a level as low as is reasonably practicable. This will be reviewed annually.
- The fire evacuation procedure will be practised every term, the results being recorded in the fire log book. The details of the evacuation plan are displayed in all classrooms/general rooms and all staff are aware of these details.
- All employees will receive training and instruction on all of the fire and emergency procedures. All training will be recorded and details retained on the employees personnel files.
- All exits and emergency routes are to be kept clear at all times. These routes have been properly signed, adequately lit and fitted with the relevant standard of fire doors.
- The premises have appropriate fire equipment, detectors and alarms. Fire safety testing and maintenance is carried out on a regular basis as defined in the fire log book.
- The premises have been equipped with emergency lighting as required to allow for safe evacuation of staff in the event of the failure of normal lighting during an emergency. Emergency lighting will be tested on a regular basis as defined in the fire log book.
- The fire alarm will be tested each week from a different call point. Records will be kept in the fire log book.
- All electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment should be taken out of use until it has been repaired and tested.
- This policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.

Fire and Evacuation Procedures

1. Any pupil discovering a fire in the school should tell the nearest adult.
2. Any adult discovering a fire should operate the nearest fire alarm point.

These are operated in the following manner:

Press the black fire alarm button

The fire alarm points in the school are situated:

In all the external classrooms and

In all the communal areas.

At the Prep School, the fire extinguishers are situated in the following areas:

Lower Ground Floor – Staff workroom, computer room, art room, music suite, Entrance to basement. Basement

Ground Floor

Main Entrance, Outside the Nursery, School Hall, Kitchen, Outside the School Office, Staff Room, top of stairs to lower ground floor. Reception classroom.

First Floor

Both landings (at the top of both stairways), Bursars Office, Classroom 1, classroom 3.

Outbuildings

1 fire extinguisher per unit in each outbuilding

At the Senior School the fire extinguishers are situated in the following areas:

Ground Floor

Lobby, Kitchen, Staffroom, Wooden Staircase, Mrs. Li-Teterra's Office.

First Floor

Corridor Mr. Tardios Jnr., I.C.T., Library, Main Staircase, Staircase leading to kitchen.

Outbuildings

Outside Laboratory, Sports Hall, English Office, Music Room, Doomsday Building.

Basement

Boys' Toilets, Corridor Girls' Toilet, Boiler Room, Basement Corridor.

Do not use fire extinguishers unless you have been trained, or you need one to clear a path to safety for yourself or others. You must not put yourself or others at risk. Your only duty is to preserve life.

3. Upon hearing the alarm teachers should assemble their Pupils and take them straight to their allocated assembly points outside the School. The assembly points for each class are: -

At the Prep School, the grass area adjacent to the Prep 1 unit in ascending class order.

At the Senior School, the grass area on the other side of the piazza, lined up by Forms in register order. First forms to the right hand side facing the building up to the Sixth form to the left.

At both Schools, form tutors are responsible for checking attendance with their class register.

4. As soon as the alarm is given it will be the responsibility of the Fire Marshals to check the school and make sure that no pupil has been left behind in the toilets or anywhere else.

At the **Prep School**, these members of staff are:

Linda Robinson-Farenden– Outbuildings
Gwyneth Williams – Upper floor of main building
Mary Brown - Ground floor of main building
Jane Richardson – Lower Ground Floor of main building

At the **Senior School**, these members of staff are:

Nicholas Blanning (Art teachers)- Doomsday rooms -art classes and upstairs rooms.
Lab Technician – 3 Science Labs and AVA room.
Hugh O'Neill – Upstairs main building, library and ICT rooms.
Paul Robinson – Ground floor and downstairs main building.
Jason Hodgson – Sports Hall, outside classrooms and Music cottage.

5. If for any reason, a teacher cannot use the usual route he or she should exercise discretion and get the pupils to safety by other routes.
6. If time permits, teachers should close windows and doors as they leave the classroom.
7. Helpers with groups throughout the School should take their pupils out at once. The only responsibility of adults in the school is to get the pupils in their charge to safety as quickly as possible.
8. Teachers should take their registers with them and take a roll call once the pupils have assembled outside.
9. Office Staff are responsible for checking the visitors' book and ensuring that visitors have been escorted off the premises to the designated area.
10. No pupil or adult should go back into the school without the express permission of the Head teacher who will only allow this after the Chief Fire Officer has indicated that it is safe to do so.
11. On hearing the fire alarm, the Head teacher will immediately telephone the fire brigade on 999. If the School telephone is out of action or cannot be reached, mobile phones will be used.
12. The Head teachers at both schools are responsible for ensuring that fire drills are held every term, that the fire alarms are tested weekly and that the emergency lighting system is tested monthly. These drills and tests are recorded in the Schools' Fire Log Books.
 - Fire drills are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.
 - Fire drills should be as realistic as possible. Accordingly the minimum number of staff should be advised of the date and time.
 - Security must be advised prior to the drill.
 - The frequency of drills shown above is the minimum. Should the drill show deficiencies in the system of implementation, further drills will need to be organised.
 - The nominated building fire officer or deputy must complete the register, fire alarm log and fire drill/ alarm report form.
13. Several members of the each School's staff has attended a Fire Marshall Course and induction for new employees contains information about fire procedures within the school. A 'Classification of Fire and Extinguisher Information Sheet' is given to all staff as part of their induction training.

Employees Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution procedures that we may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors. All employees have a responsibility to ensure that they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and FRA (Fire Risk Assessment). We will also ensure that all visitors to our premises are briefed on the evacuation procedures, issued with a visitor identification badge and supervised by a member of staff.

EDUCATIONAL VISITS

The School takes very seriously its responsibilities for ensuring the safety of pupils whilst on School trips (see also the policy for Off-Site Visits). Risk Assessments for School trips are always carried out by the member of staff responsible for organising the trip. The Risk Assessments are reviewed and signed off by the Headteacher or Deputy Head.

Minibuses

The School minibuses are regularly maintained. It is the responsibility of the driver to make safety checks prior to driving the vehicle. If the minibus is not in a suitable condition it must not be used. First Aid kits are carried on all buses.

Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving.

MEDICINES

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from School. However, although a child may soon be well enough to be back at School, medication may perhaps still be required during the School day for a short period. In such cases, parents are asked to complete an authorisation form which they send in with the medication for the Form Teacher to administer. In the Prep School a record is kept of all medicines administered on the Behaviour Watch system and the permission slip is filed in the child's record file in the office. In the Senior School, medication is kept in the office.

Where, on the other hand, pupils have long-term medical needs, we will do everything we can to enable them to attend School regularly. Parents must give us details of the child's condition and medication, and bring the medication to School in a secure, labelled container. Records will be kept of all medication received and

administered by the School. A Medical Needs Plan is prepared for those children who need it.

Exclusion periods for Common Infections

Disease	Exclusion Period
Chickenpox	Until all vesicles have crusted over
Conjunctivitis	None
Diarrhoea and vomiting	Until free of symptoms for at least 48 hours
Hand, Foot and Mouth	None
Hepatitis A	For 7 days after onset of jaundice
Impetigo	Until lesions are crusted or healed/or 48 hours after starting antibiotics.
Measles	For 4 days after rash appears
Mumps	For 5 days after onset of swollen glands
Ringworm	None – proper treatment by GP is important. Scalp ringworm needs treatment with an oral antifungal
Rubella (German Measles)	For 4 days after onset of rash
Scabies	Can return after first treatment
Scarlet Fever	For 24 hours after commencing antibiotics
Threadworms	None
Tuberculosis	Local Health Protection Unit will advise on necessary action
Whooping Cough (Pertussis)	For 5 days after commencing antibiotics

THEFT OR OTHER CRIMINAL ACTS

The teacher or Headteacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the School site, the Headteacher will inform the police, and record the incident in the Behaviour Watch System.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if she/he wishes the matter to be reported to the police.

THE HEALTH AND WELFARE OF STAFF

The School takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with Health and Safety Law. If a member of staff is experiencing stress at work, he/she should inform the Headteacher without delay.

The School will not tolerate violence, threatening behaviour or abuse directed against School staff. If such incidents do occur, the School will take the matter very seriously, and the police will be called.

MONITORING AND REVIEW

The Headteacher implements the School's Health, Safety and Welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

This policy will be reviewed annually.