



BCS Policy:

# Health and Safety

Date: September 2017

## Introduction

At The Branch Christian School we are committed to the highest level of health and safety. There are six hazards which pose potential risks to people using the school premises and these are outlined below. Working at the school does not involve any other specific or general risks to health and safety provided staff abide by the advice and rules given in this Health and Safety Policy.

## Health and Safety Officer

The Health & Safety Officer is Mrs. Debbie Thomas (Administrator). The officer has the responsibility for:

- Making sure that all the aspects of the policy are carried out
- Regularly checking the grounds, buildings and contents, and reporting any areas of concern
- Taking appropriate action following the report
- Making sure that fire regulations are fulfilled in full throughout the buildings
- Holding fire drills three times a year, and checking 'call points' on a weekly basis.
- Checking all electrical equipment once a term, and having all plugs and appliances tested by a competent person once a year
- Regularly updating staff on any Health and Safety issues

## Hazards

1. Steps from playground to school building
2. Playground
3. Science experiments
4. Wood work Lessons
5. Cooking Lesson
6. Playground gate
7. Computer screens
8. Fire

**NOTE:** This list is not exhaustive.

## Risks

1. Students falling or tripping or being pushed down steps, especially during break times (Low risk)
2. With brick walls along one side the playground there is a risk of injury to students should they slip, trip or fall (Medium risk)
3. Injury to students or staff through careless or wrong use of certain science equipment and materials, e.g. Bunsen Burners (Low risk)
4. Injury to students due to the incorrect use of woodwork equipment (medium risk)
5. Injury to students due to the incorrect use of knives etc. Burns etc.
6. Eye strain, fatigue, stress or repetitive strain injury due to spending too much time in front of a computer screen (Low risk)

**NOTE:** This list is not exhaustive.

## Measures

### Steps

These steps are not to be treated as part of the playground. Students must not play or loiter on them. Running is not allowed on the steps. Playground staff to ensure these rules are adhered to.

### Playground

Students to be aware of each other. Mass chasing games to be monitored and stopped if students become too enthusiastic, causing potential harm to others. Only children 8 and under are allowed to use the playframe, they must not jump off the play equipment or run in front of the swings when they are in motion.

### Science Experiments

The science teacher gives instruction of practical experiment rules before each lesson. Such rules include common sense matters like no eating, running, positioning of bags, tomfoolery, etc. during practical class.

The main hazards are from the use of Bunsen Burners. Clear teaching from the teacher will always take place so that students know how to safely use the flames. Long hair must be suitably tied back and clothing buttoned up securely.

Heat resistant mats are to be used to protect tables, and the use of tongs to protect hands.

The chemicals used in experiments are issued by the teacher in small quantities and their hazards explained. The hazard signs are taught to the students. Eye protection is to be worn during any use of chemicals.

Eye protection should be worn at any time that students perform any investigation, even if that investigation seems to pose no danger. Wires snapping, splashes etc, are seldom anticipated.

### **Cooking Lessons**

Ensure that the students are all aware of the dangers, and ensure that they are properly supervised at all times.

### **Woodwork Lessons**

Ensure that all students are aware of the dangers, and ensure that they are properly supervised at all times.

### **Playground Gate**

The gate is always to be secured (and closed) by a bolt. Opening and closing of gates to be done by, or supervised by staff.

### **Computer Screens**

The ICT teacher should explain health & safety issues to all students using computer screens. This should take place in the ICT lessons.

Staff using computer display screens as a major part of their work are entitled to take regular breaks in order to avoid the risk of eye strain, fatigue, stress and RSI.

### **Fire**

- All gas appliances to be turned on and off by staff members and not students.
- Students not allowed to use gas appliances if wearing loose clothing and long hair which is not tied back.
- Fire doors should be kept shut.

- The school premises are 'no smoking' areas. This applies to all staff, students, and all visitors to the school.
- All staff should acquaint themselves with the whereabouts of all fire extinguishers and the fire instructions on the wall. Staff should be clear as to what those instructions require of them if the alarm goes off and also if they discover a fire. They should be aware of where the fire exits are.
- If the fire alarm goes off, staff should calmly lead their class out of the building via the nearest fire exit. Students should not take belongings with them. All doors should be closed on leaving. The Administrator is responsible for bringing handing the register to a supervisor. Registers should be called to ascertain all students and staff are accounted for.
- The Administrator will instruct staff and students to go back into the building after a fire drill. In the case of a fire the Administrator will issue instructions as appropriate.

## **Safety**

### **Beginning and End of the School Day**

- Students should not arrive at school before the gate opens at 8:10 am.
- No children should be left unaccompanied in the school grounds at the end of the day.
- Children must not walk or climb on the perimeter walls at any time.
- Once parents arrive at school at the end of the day, they are asked to take the responsibility for their children in terms of their safety, observing the key elements of this policy.
- Students in Pre-School, ABC's and Junior Learning Centre must remain in school until collected by parent or guardian or authorised person. A member of staff must remain with them. If an older junior is allowed to leave alone, the school office should be informed in writing by the parent or guardian.

## **Breaktimes**

- There must always be 2 members of staff on playground duty during breaks.
- Students must not be left unaccompanied. If a child is hurt and needs first aid, an older student must be asked to go and get another member of staff to help.
- All students should be outside at playtimes unless they have staff permission to be indoors.
- Fighting, kicking, other forms of physical violence and all forms of physical play which may lead to violence, are not allowed anywhere on school premises or outside during the school day or during afternoon activities.
- The steps down to the playground are not to be treated as part of the playground. They are a means of access to and from the playground and no running is allowed on them.

## **Inside the Building**

- Teachers are not to leave students unattended or unsupervised in the classroom or buildings generally either during lessons or other times in the school.
- Staff to make sure students do not use or touch electrical equipment or appliances unsupervised or without permission. No electrical appliances to be plugged in or out by staff or students without first making sure that the socket switch is in the off position. Extension leads not to be left plugged in with no appliances plugged into them, regardless of whether or not they are switched on at the main plug.
- All electrical sockets to have safety plugs in place when a room is being used by Pre-School and ABC class children.
- In the event of a fire at school, the buildings should be evacuated promptly, quietly and efficiently using the fire exits, all doors should be closed and everyone should assemble outside as instructed. Registers should be called to ascertain if anyone is missing.
- No running is allowed in the school buildings.
- Bleaches and toilet cleaners are not to be used by students.

## **School Activities off the Premises**

- Students are not allowed off the premises unaccompanied during the school hours unless they have staff or parental permission.
- Students are not to be left unaccompanied whilst on school trips. They must be supervised and given clear instructions as to rules and expectations.
- Basic First Aid equipment should be taken on school trips by staff responsible for the trip.
- All students must wear a seatbelt when travelling in a vehicle driven by a staff member or parent whilst on a school trip or excursion. Staff are only allowed to drive students in vehicles for which they have been properly trained and have passed any necessary test. Staff must be insured to drive such a vehicle. Employees of the school, or anyone else driving students from the school, must not use a mobile phone whilst driving but must park the vehicle safely and then take or make any telephone call.
- The staff / student ratio on all off the premises activities and trips should be no greater than 1:15. Where students are being walked along the pavements and across roads, there should be at least one member of staff at the front and at least one at the back.
- Staff should follow and fill in all forms required 'Educational Visits Procedures'

## **Science Equipment**

- When appropriate, e.g. In Science lessons or in school maintenance, use all safety equipment and protective clothing provided.
- Seriously hazardous chemicals for use in Science lessons must be stored in a locked cupboard.
- The majority of the Science equipment is housed in labelled tray storage. Students are not allowed to remove equipment without their teacher's permission.
- Most chemicals are stored in the science storage area on shelves off the floor. Only the more dangerous items of severe toxicity are locked in the small poison cupboard to which students have no access. Concentrated acids are stored in appropriate bottles in locked cupboards.
- Cleaning equipment or other miscellaneous items should not, for safety reasons, be placed in this area.

## **Tidiness**

- To prevent accidents, do not leave things lying around – keep work areas, entrances and gangways tidy and clear.
- Clean up spills/wet patches on the floor straight away. The yellow warning sign should be in place when the floor has been mopped.
- Always close drawers and cupboard doors.

## **Rubbish**

- Rubbish should be placed in refuse sacks provided and removed each day.

## **Lifting and Carrying**

- Do not attempt to lift anything that is too heavy for you. You must be shown how to lift and carry items correctly. When lifting or carrying, make sure you can see where you are going. Get help with anything that you think might be too heavy or awkward to manage on your own.

## Working at Heights

- If you are working above ground level, the following rules can make the job safer.
- Do not use a ladder with split, missing or loose rungs.
- Do not over-stretch on the ladder.

## Electricity

- All electrical equipment and appliances should be visually inspected once a term. Equipment and appliances should be tested where necessary and should be inspected and tested by a competent person every year.
- Equipment users should report any damage or defects they find. Suspect or faulty equipment should be taken out of use and labelled '**DO NOT USE**' and kept secure until examined by a competent person.
- Understand the instructions before using any electrical equipment. If you do not understand, ask!

## Machinery

- Only operate a machine for the job it is intended to do, after you have been trained and given permission to use it. Follow exactly the safe way of using the machine. Do not take short cuts to save time.
- Make sure that you know where all the controls are and what they do. When using any machine, know how to stop it in an emergency.
- Safety guards are fitted to machines to protect you. They must be used. If you think that any moving part could cause damage, find out if there should be a guard before you use the machine.
- Always follow the systems set up for adjusting or cleaning machines. Make sure that no-one else can switch a machine on again while you are working on it.



- Do not wear dangling chains or loose clothing which could get caught in moving parts. Keep long hair tucked under a cap or tied back.
- Do not distract other people who are using machinery.
- Tell the Health & Safety Officer at once if you think a machine is not working correctly or is unsafe.
- Only use tools for the job they are intended to do.

## **Gymnasium**

- Students are to be supervised at all times. Only students 14 years and above are allowed to use any weight-training equipment and only under strict supervision. Correct lifting and breathing techniques to be taught to students using the equipment. The emphasis is to be on training and not straining.
- The gym should be kept tidy at all times. No loose weights or items to be left lying about the floor.

## **General**

- Do not interfere with, or misuse anything provided for safety.
- Report to the Health & Safety Officer anything that seems dangerous, damaged or faulty, including and especially electrical equipment.
- Ask when unsure about anything.
- Do not take part in practical jokes which may result in damage to persons or equipment.

## **Evening use of the Premises**

- After dusk and before dawn, anyone using the premises should switch on the lights to the reception area.

## **Outside Contractors**

- Contractors visiting the site to carry out works must report to the school office, produce identification. They must have satisfactory public liability insurance cover for themselves and their sub-contractors. They should be given a copy of the parts of this policy that is relevant to them and sign a statement agreeing to abide by it.

## **Illness / Sickness**

- No child should be sent to school having taken Calpol (or similar) to cover up a temperature.
- The school has the right to exclude a pupil from the premises if they are deemed not well enough to attend, or there is a danger or risk to other students.
- If a child becomes ill at school, they should be isolated from the rest of the students and arrangements made for that child to be collected or taken home.
- No medicine is to be given to students at school by members of staff without written permission from a parent.
- If a member of staff becomes ill at school they should obtain permission from the Principal to go home. Their lesson should be covered by another member of staff.

## **Medical Issues**

- All students to be regularly checked by the school nurse to comply with the standard requirements in schools.
- If a pupil is believed to have head lice, parents should be informed and told how to treat their children. If head lice are found on a pupil, or students or if any pupil is found to have a serious infectious disease, a letter must be sent home to all parents informing them and advising accordingly.

## **Injury**

- If a child is hurt or injured whilst at school, appropriate First Aid or medical help will be given by staff, where possible by those with first aid qualifications.

- If a child is injured and needs hospital attention, arrangements will be made for the child to attend hospital. If a child is too badly injured to be moved, a member of staff will telephone for an ambulance. Parents to be informed.
- The 'Accident Book' must be filled in if an injury occurs in school. Parents should be informed and/or called in as appropriate. The 'Accident Book' is on top of the first aid box in the Health Room.
- If a pupil is taken ill or has an accident whilst on a school trip, it is the responsibility of the teacher in charge of the pupil to take whatever action is necessary to secure the well-being of the child. This may involve informing parents or school and taking the child to a doctor or hospital.

### **First Aid**

- A first aid box is kept in the Health Room.
- A travel first aid kit is kept in the cupboard in the Health Room for use on school trips and other out of school activities.
- Students are not allowed to go to the first aid boxes and help themselves to first aid materials. Staff only, in whatever capacity that may be, are allowed to go to these boxes. Staff must not give students permission to attend to their own cuts and bruises etc.

### **Hygiene**

- Wash your hands, using soap and water or suitable cleanser after using the toilets.
- Dry your hands using hand dryer or suitable towels provided.
- Get medical advice about any skin complaints, rashes, blisters, ulcers etc. and follow any treatment recommended to you. Tell the Administrator immediately.

### **Working Conditions**

- The indoor temperature for staff and students to work in should be a minimum of 16 degrees centigrade.
- Students should have seats which give adequate support for the lower back, and footrests should be provided for students who cannot place their feet flat on the floor.

---

**Policy Review Information:**

<b>Review date</b>	<b>Changes made</b>	<b>By whom</b>	<b>Date of next review</b>
September 2017	No changes required.	Mrs. D Thomas	September 2020