

The Falcons School for Boys

**THE FALCONS
PRE-PREPARATORY
SCHOOL FOR BOYS
INCLUDING THE EARLY YEARS FOUNDATION STAGE**



**HEALTH, SAFETY AND
WELFARE POLICY**

Revised: Sept. 2011

Health, Safety and Welfare Policy

Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. The school complies with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. We aim to provide a safe, secure and pleasant working environment for everyone. The Falcons Pre- preparatory School for Boys takes responsibility for protecting the health and safety of all the boys and members of staff. Health and safety is an item on the agenda for the weekly staff meetings. Each month the members of the H and S committee will conduct a tour of the building and note any areas of concern and rectify any problems via the required persons. Daily checks are carried out to ensure classroom safety and risk assessments are in place for communal areas within the school environment.

Each year we have an independent health and safety inspection by a company appointed by Alpha Plus Limited.

The school curriculum

We teach the boys about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate the boys in this regard in the normal school curriculum. For example, in the Geography curriculum and in the Nursery unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach the boys about the danger of fire, and how to avoid accidents. Through the science curriculum we teach the boys about hazardous materials, and how to handle equipment safely.

Health and Safety issues also arise in Geography topics, where we teach about caring for the environment and awareness of the dangers of litter. Our school promotes the spiritual growth and welfare of the boys through the RE curriculum, PSHE (including circle time) and through special events such as Harvest Festivals, plus through the act of our morning assemblies.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers may use circle time, as appropriate, to help the boys discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School Meals

At the Falcons School for Boys, we provide the boys with a healthy balanced meal prepared in our kitchen. We provide them with a suitable place to eat their lunch and we supervise them during this time.

We also provide packed lunches for school trips and outings.

We have a no nut policy and children are not allowed to bring chocolate bars. Parents have been sent a letter advising them to check any chocolate products that might have come into contamination with nuts. This is to protect with boys who have severe allergies. All boys with special dietary requirements or allergies wear tags during lunch to remind kitchen staff and teaching staff of their medical conditions.

School Uniform

It is our school policy that all the boys wear their school uniform when attending school, or when participating in a school-organized event, such as a school trip. This is enforced to identify our boys easily on these trips and events and keep them safe.

It is the responsibility of the Deputy Head and the SMT to ensure that the school uniform policy is enforced.

We ask parents to provide their son with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. Hair should be neat and tidy. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of Health and Safety we do not allow the boys to wear jewellery in our school. The exception to this rule is religious bracelets. We ask the boys either to remove these during PE or Swimming.

Safeguarding Children

There is a separate Safeguarding Policy.

There are two named people responsible for child protection in the school. They are Gordon Milne and Henk Weyers. If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

Security of the Premises

The Head teacher and Site Manager are designated key holders. The Site Manager is responsible for the security of the building

It is the responsibility of the class teacher to ensure that their classroom windows are closed when leaving the classroom at the end of the day. Closing down the IT equipment is also the responsibility of the teacher. It is the responsibility of the Site Manager to check that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is in working order

Parents and visitors are welcome to the school but must report to the School Office first. None must be admitted to the school unless they have come in via the entry phone system. This in no way detracts from the open door policy of the school.

School Security

We do all we can to ensure the school is a safe environment for all who work or learn here. The school is monitored by CCTV cameras, which are monitored by the office staff. The front gate and door are only opened when the caller has been identified.

We require all adult visitors, parents and contractors to the school who arrive in normal school hours to wear an identification badge at all times whilst on the school premises and to sign in and out of the school premises, in the office.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the SMT member immediately. An SMT member will warn any intruder that they must leave the school site straight away. If the SMT staff member has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

Fire Alarm

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

Fire exits are labeled appropriately.

The member of staff in charge of the class takes them to the assembly point.

On hearing the fire alarm the baton system comes into operation, the member of staff with the baton checks that their floor is clear and all doors are closed. They take the folder containing the contact lists down to the assembly point.

Nobody is to go back into school until instructed by the Head teacher that it is safe to do so. If a child is missing it must be reported immediately to the Head.

Pupils should walk in and out of school sensibly and line up quietly.

If the usual exit point for a class is blocked for any reason then the nearest available exit should be used.

Lunchtime Fire Procedure

- Staff members on duty in the dining area and playground shall evacuate all children from the building.
- Any staff members in other areas of the building shall evacuate to their class assembly point, the Fire Officer shall ensure that toilets are vacated.
- The Head teacher and Fire Officers (teachers) assigned to each floor will ensure, as far as is reasonably practicable, that the rest of the building is vacated.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Head teacher or designated member of staff must:

- Sound the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure above).
- Phone 999 for the fire brigade and police.
- Check that the evacuation procedure has been followed.
- Remain in the street to meet the fire brigade/police and direct them to the incident.
- Ensure that all adults and children remain outside.
- Give the all clear when appropriate and allow adults and children to re-enter the premises.

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Smoking Policy

- It is the policy of Alpha Plus that Falcons School for Boys is a no-smoking school.
- Smoking is not permitted in any area of the school, including EYFS, by staff, parents or visitors to the school.

Car Parking

Car parking is a concern at Falcons School for Boys as it could be a hazard for those who use the school. It is also a hazard for neighbours of the school. Drivers parking near the school or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. Regular letters to parents emphasise the following:

- Care of our neighbours
- Use of the unofficial one way system around the locality
- Not parking on yellow lines or zig zag lines

Staff should ensure that they and the children leave at the designated time when going to and from sporting events and games afternoons.

The Head teacher or School Secretary will have personal contact with any adult who continually parks in an obstructive way. All comments by parents or neighbours will be followed up.

Safety of the Boys

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Head/SMT before the activity takes place.

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

If an accident does happen, resulting 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, gym and locker room. The majority of staff have been trained in First Aid and during the academic year staff, not already trained, will attend training courses to obtain this qualification. Injured or unwell boys are taken to the office, where the school secretary will assess and attend to the boy concerned. If supervision is required for an extended period of time, she will inform one of the trained assistants to

stay with that pupil until the issue is resolved, or the parent can collect him from the medical room.

Should any incident involving injury to a child take place, one of the trained first aiders will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record all incidents involving consequential injury in the school logbook, and we inform parents in such cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

Seat belts and Seating on Coaches

We only use coaches and mini-buses with seat belts provided. We instruct the boys to use seat belts and insist that they be used at all times when the bus is moving. The boy's safety during these journeys is paramount; we therefore do not allow boys to sit in the front seats, seats next an emergency exit door or seats overlooking stairs. Drivers use hands free headsets to talk to their control office to ensure safety when driving.

Policy on Children Moving Equipment

Staff should avoid situations where children need to move heavy items wherever possible. However, in the normal day to day running of the school, there may be situations where children need to move equipment or items of furniture, such as:

- Chairs
- Sports equipment
- Small items

Children must always be supervised when moving any equipment. Some items may be heavy or awkward to handle; children must be shown how to lift and carry safely.

Chairs should be moved singly and children must be shown how to carry them correctly.

Children must not move items that are too heavy such as tables, or those that are unstable such as computers but pupils may carry laptops when appropriate and directed to do so.

Accidents

Accidents fall into four categories:

- Fatal
- Major injury
- Employees resulting in more than three days consecutive absence

- Other accidents

Accidents in the first two categories must be reported immediately to the Director of Human Resources at Alpha Plus who will contact the appropriate Health and Safety Executive:

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Secretary who will send for an ambulance if needed and contact parents.

When in doubt, always contact parents/guardians.

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive and Alpha Plus Group Head Office.

Employee Accidents (This applies to all Education employees and self-employed persons on school premises.)

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. If the accident does not result in a fatal or major injury, but the employee is incapacitated and unable to work for more than three days (excluding the day of the accident) there is still a requirement to contact the HSE.

Pupil Accidents (Including accidents to any visitors not at work)

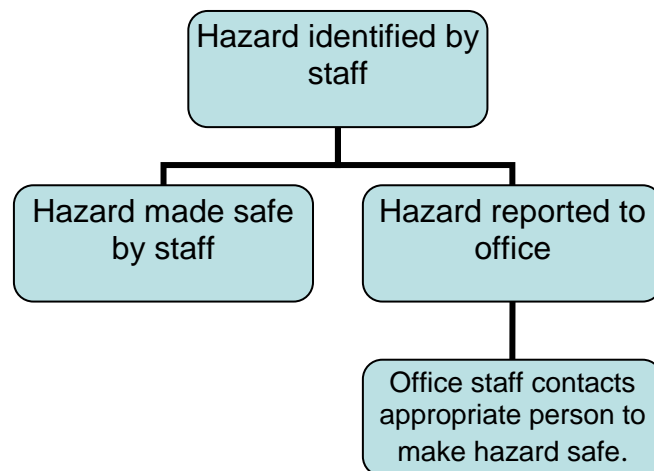
Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collision, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (e.g.: potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to pupils occurring on school sponsored or controlled activities off the school site (such as field trips or sporting events) must be reported if the accident arose out of or in connection with these activities.

Procedures for reporting hazards

All hazards are to be recorded and reported to the Health and Safety Committee. The following diagram shows the procedures for reporting hazards within our school.



Contractors on site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head teacher, Secretary or the Site Manager.
- All contractors must report to the school office. The Site Manager, if appropriate, will then be informed of their arrival.
- All contractors must complete a contractors attendance record sheet and wear a 'visitor's label'.
- Contractors are informed of the following:
 - Smoking in buildings is against the law and we are a non-smoking school
 - No playing of music when the school is in progress
 - No talking to pupils (we instruct our pupils not to talk to strangers)
- Contractors will work under close supervision of the Site Manager, Head or School Secretary so as not to endanger the health and safety of children or adults in the school.
- Any equipment that contractors bring into school must not be stored within the school during term time.

The Falcons School for Boys

- No repairs or maintenance may be carried out in areas, which adults or children are occupying; this includes cloakroom and toilet areas.
- All work will be monitored by the Site Manager and any concerns reported to the Head teacher and the contractor concerned.

Theft or other criminal acts

The SMT or Head teacher will investigate any incidents of theft involving the boys or members of staff.

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 he or she wishes the matter to be reported to the police.

(Please see our Violence against staff policy)

Monitoring and review

The Head teacher/SMT implements the school 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.