



**Meadow Hall Policy**

**On**

**Health, Safety and  
Welfare Policy**

**June 2017**

## **1. Title: Health and Safety Policy**

## **2. 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. 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 supports our primary purpose: learning.

## **3. Rational/Purpose**

This policy is to provide a safe, secure and pleasant working environment for everyone. The management takes responsibility for protecting the health, safety and welfare of all students and members of staff.

## **4. Aims and Objectives**

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;
- providing opportunities for students to take responsibility for their 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 student and adults alike;
- 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 students who need additional care and attention;
- working closely with parents/carers and external agencies to provide the best possible care, guidance and support for our students.

## **5. Scope**

This policy applies to students, parents, staff, visitors, volunteers and contractors in Meadow Hall and is applicable during school time and off-site educational visits.

## 6. Key Measures

### 6.1 Curriculum

- We teach 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, the EYFS theme, on 'People who help us' deals with the work of the emergency services. Through this topic, we teach children about the danger of fire and other hazards, and how to avoid accidents. Likewise, in the Key Stage 1 Science curriculum, we teach students about such things as hazardous materials, and how to handle equipment safely.
- We teach students respect for their bodies, and how to look after themselves. We discuss these issues with the students in personal, social citizenship and health education (PSCHE) lessons, and we reinforce these points in science lessons, where students learn about nutrition, healthy lifestyles 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 and pollution. Students in Key Stage 2 receive both drugs education and sex and relationship education.
- We believe that everybody in our school can and should promote everybody else's safety, so we teach students to spot hazards in the classroom or around the school, and inform their teacher.
- Our school promotes the spiritual and emotional welfare and growth of students through the PSCHE and religious education curriculum, as well as through special events, such as harvest assemblies, circle time, weekly assemblies and acts of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers seek to help students discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### 6.2 School Meals

- Our school provides the opportunity for students to have a meal at lunchtimes if they subscribe to it; otherwise, they bring packed lunch from home. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of National Agency for Food and Drug Administration and Control (NAFDAC).
- When students 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 and carers on healthy lunchboxes and encourage healthy packed lunches.
- Our school promotes a healthy lifestyle. Students are encouraged to take enough water and reduce that of fizzy drinks.

### 6.3 School Uniform

- It is our policy that all students wear the school uniform when attending school. We believe that being easily identifiable through the uniform, both on and off the school premises, including travelling to school and on school trips, helps to keep students safe.

## **6.4 Child Protection**

- The named people with responsibility for child protection in our school are the Director of Studies and the Sectional Heads. We will follow the procedures for child protection drawn up by the State and other recognised safety organisations.
- If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person identified as the child protection officer.
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with recognised child protection professionals. We handle all such cases with sensitivity and we attach paramount importance to the interests of the child.
- We require all adults employed in school to have their application and employment vetted by the police, through Criminal Records checks, in order to check that there is no evidence of offences involving students or abuse. This also applies to all adults having significant contact with students in school, including volunteers and visitors.
- All the adults in our school share responsibility for keeping our students safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they may be upset or concerned about such an investigation, will nevertheless accept that the school acted in the child's best interests.

## **6.5 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 and other consultants).
- We require all adult visitors who arrive at normal school hours to sign the visitors' book at the gate area, and to wear an identification badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter their classrooms if the school visitor's badge does not identify them.
- If any adult working in the school suspects that a person may be trespassing on the school site, he/she must inform the Head Teacher immediately. The Head Teacher will warn any intruder that they must leave the school site right away. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will alert the school security.
- The police will be called in as occasion demands.

## **6.6 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, s/he should bring them to the attention of the Head Teacher 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 while he/she send for the school matron. The school keeps a first aid on every floor in the school and has a well equipped healing bay where the school matrons can administer first aid.
- Should any incident involving injury to a child take place within the school, any of the school matrons will be called to assist.
- We record in the school log book all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.
- There may be rare occasions on which it is necessary for the injured child to be taken to the hospital. This must be done with the parent's consent.
- If occasion calls for, staff may restrain a pupil physically, to prevent him or her from inflicting injury to themselves or to others. In such cases, only the minimum force necessary may be used, and guidance on using physical restraint in schools will be followed. Any action taken must be only to restrain the pupil. We never use physical restraint or other kinds of physical contact as a punishment. If restraint has been required, a written report will be made.

#### **6.7 Fire and Other Emergency Procedures**

- Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

#### **6.8 Educational Visits**

- The school takes very seriously its responsibilities for ensuring the safety of students whilst on school trips. Required adult to pupil ratios are always adhered to. (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.

#### **6.9 Seat Belts**

- We use coaches and mini-buses only when seat belts are provided. We instruct the students to use seat belts at all times while on the bus.

#### **6.10 Medicines**

- Most pupils will at some point in 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 or carers will be expected to drop the medication with the school matron who administers the medication.

- Where, on the other hand, students have long-term medical needs, we will do everything we can to enable them attend school regularly. Parents or carers must give us details of the child(ren)'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.
- If any other member of staff is to be engaged in this drug administration, training will be received, usually from the school matron.

### **6.11 Internet Safety**

- We regularly use the internet in school, because it has many educational benefits and supports pupils' learning. In order to minimise the risk of students coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents and carers are asked to sign authorisation for their child to use the internet. We also seek parental permission before using photographs of students or their work on the school's website, or in newsletters and other publications.

### **6.12 Theft or Other Criminal Acts**

- The Head Teacher, or other teachers, will investigate any incidents of theft involving students. If there are serious incidents of theft on the school site, the Head Teacher will inform the management, who will inform the police and record the incident in the incident book.
- 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 s/he wishes the matter to be reported to the police.

### **6.13 The Health and Welfare of Staff**

- The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their entitlement to professional development, which we address in our CPD policy. 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 Head Teacher 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 take action in line with guidance from the police.

<h2><b>7. Roles and Responsibilities</b></h2>
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### **7.1 Staff's/Teacher's Responsibilities**

To prevent accidents and cases of work-related illnesses by managing the health and safety risks in the work place/school.

Staff members are routinely consulted on health and safety matters as they arise, and also formally consulted at regular health and safety performance review meetings or sooner if required.

Emergency exits have been identified, communicated and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.

## **7.2 Head of Admin**

The Head of Admin alongside the Facility Officers are responsible for health and safety matters. It is the Head of Admin's responsibility to keep the management informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regards to health and safety matters. The Head of Admin liaises with the Head of Facility on health and safety matters, and carries out regular joint health and safety checks.

The management carries out regular risk assessments and health and safety surveys, with the objective of keeping the school environment safe.

The school implements the school's Health, Safety and Welfare policy on a day-to-day basis, and ensures that all staff members are aware of the details of the policy as it applies to them. The Head of Admin also reports to the management on a regular basis on health and safety issues.

## **8. Monitoring and Review**

The management, in consultation with professional advisors, carries out regular risk assessments and health and safety surveys, with the object of keeping the school environment safe.

The school implements the school's Health, Safety and Welfare policy on a day-to-day basis, and ensures that all staff members are aware of the details of the policy as it applies to them. The Head of Admin also reports to the management on a regular basis on health and safety issues.

Any amendment to this policy will be made if and when necessary by the school's management.

**This policy was last reviewed in June 2017, and is due for the next review in June, 2019. However, if there is an immediate need for a review, it will be carried out.**