

# Sunrise Primary School and Nursery Health and Safety Policy

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## **Introduction**

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This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations (See Appendix 1: Health and Safety made simple). It is to be read in conjunction with the policies of Sunrise Primary School and Nursery on Safeguarding and the Health and Safety Procedures attached to the end of this policy.

It will be reviewed, added to and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all school employees.

### **Definition of 'Employee'**

The term 'employee' includes all paid staff whatever their function in the school. 'Employee' does not include contractor's staff, for whom the contractor is the employer for purposes of health and safety. For practical purposes volunteers, parents, governors and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the school, such as assisting teachers, accompanying children on school trips, carrying out maintenance or decoration, or DIY work etc.

The success of this policy depends on the active support of all employees to achieve its objectives.

### **Policy Statement**

The head teacher, Mary Anne (Meeta) Lovage, will be responsible as site manager to the Board of Trustees and the Management Committee of the school.

The head teacher recognizes and accepts responsibility as site manager, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.

In discharging these responsibilities the head teacher will pay due regard to relevant regulations, codes of practice, site 'permits to work' for contractors, guidance notes and professional advice agreed by the London Borough of Haringey, or other professionals such as the Fire Safety Officer.

The head teacher similarly requires all employees of the school to recognize their responsibilities to take care for the safety of themselves, of other workers, pupils, visitors and of others who may be affected by the work of the school and to co-operate fully with the head teacher and the Health & Safety Officer, Yvonne Byrd in implementing and fulfilling this policy.

The head teacher as site manager accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The head teacher similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

### **General Responsibilities**

The head teacher will be responsible to the Board of Trustees and the Management Committee for the implementation, management and monitoring of the relevant policies and procedures. The head teacher will co-operate with and maintain appropriate levels of communication with the Board of Trustees and the Management Committee regarding issues relevant to the site.

The head teacher will liaise with the school's Management Committee in matters where its responsibilities relate to the Health and Safety at Work Act 1974.

The head teacher will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.

Those with management responsibilities over other staff (i.e. line managers) will take all reasonable measures to assist the head teacher in implementing the school's health and safety policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility fulfill their responsibilities and that the areas in which they work are safe.

Employees have the duty to take responsible care for their own health and safety and that others who may be affected by their actions and/or omissions. Employees are to co-operate with the head teacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

### **The Management Committee's' Statement**

The Management Committee of the school will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974, the Department of Education guidelines, relevant regulations and approved codes of practice whilst paying due regard to advice and information provided by the advisers of the same.

The Management Committee will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe, and without risk to health and that any plant, equipment or substances in the premises or provided for use there are similarly safe and without risks to health.

The Management Committee recognizes that failure to comply with the standards set by the Department of Education on health and safety matters will result in immediate demands for improvement or face the risk of closure.

The Management Committee will review this statement regularly and when circumstances change. The Management Committee will ensure that the school maintains monitors and reviews its health and safety policy including the necessary items of organization, arrangements and procedures.

The Management, Headteacher and Health & Safety Officer will ensure the site is secure.

In order to assist in the discharge of its responsibilities the Management Committee will receive from the head teacher copies of all health and safety reports sent to the Health & Safety Executive and Ofsted.

### **Advice and Training**

The head teacher notes that the Haringey Education Service and the London Borough of Haringey provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate employees. The head will make available to all employees the pamphlet 'Health and Safety Law: what you need to know', published by the Health and Safety Executive. See Appendix 2. The head teacher undertakes to make such advice and information available to all appropriate employees. The head teacher will also ensure that all employees receive appropriate health and safety training.

**1. The overall aim of the above is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:**

- a) to establish and maintain a safe and healthy environment throughout the school
- b) to establish and maintain safe working procedures among staff and pupils
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- d) to ensure the provision of sufficient information, instructions and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- e) to ensure the provision of sufficient information, instructions and supervision to enable all visitors on the site to avoid hazards and be aware of appropriate health and safety procedures
- f) to maintain a safe healthy place of work and safe access and egress from it

- g) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- h) to lay down procedures to be followed in case of accident
- i) to provide and maintain adequate welfare facilities

## **2 Responsibilities and Duties in matters concerned with safety**

### **2.1 The Head**

The ultimate responsibility for all school safety organization and activity rests with the head, who shall

- a) be the focal point for day to day references on safety and give advice or indicate sources of advice
- b) co-ordinate the implementation of the approved safety procedures in the school
- c) maintain contact with outside agencies able to offer expert advice
- d) ensure ongoing risk assessments are carried out regularly for all areas of the school premises and for all activities in which staff, pupils and visitors to the school may be involved
- e) ensure all known hazards are dealt with promptly and stop any practices or the use of any plant, tools, equipment, machinery etc she considers to be unsafe until satisfied as to their safety
- f) ensure that additions or improvements are made where necessary to plant, tools, equipment, machinery etc which are dangerous or potentially so, or where conditions change
- g) make or arrange investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazard situations
- h) provide employees with the results of any risk assessments
- i) review regularly:
  - the provision of first aid in the school
  - the emergency regulations and make recommendations for improving the procedures laid down
- j) review regularly the dissemination of safety information concerning the school
- k) recommend necessary changes and improvements in welfare facilities

- l) inform the Management Committee regularly of the Health and Safety arrangements of the school

## **2.2 Obligations of all Employees**

The Management of Health and Safety at Work Regulations 1992 together with the Health and Safety at Work Act 1974 states:

It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work and
- b) as regards any duty or requirement imposed on his employer or any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Legislation also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected

- a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- b) to follow instructions related to health and safety procedures
- c) to observe standards of dress consistent with safety and/or hygiene
- d) to exercise good standards of housekeeping and cleanliness
- e) to know and apply the emergency procedures in respect of fire and first aid
- f) to use and not willfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- g) to inform the head and governing body health and safety working party/committee of any potential hazards (but only within their own knowledge and experience)
- h) to co-operate with other employees in promoting improved safety measures in their school

- i) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

### **2.3 Teaching and non-teaching staff holding posts/positions of special responsibility**

These staff:

- a) have a general responsibility for the application of the school's Health & Safety policy to their own area of work and are directly responsible to the head for the application of existing safety measures and procedures within that area. Advice or instructions given by the Health & Safety Officer and the Head, including the relevant parts of this statement, shall be observed
- b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines)
- c) shall resolve any health and safety problem any member of staff may refer to them and refer to the head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- d) shall carry out regular safety inspection of the activities for which they are responsible and where necessary, submit a report to the head
- e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work
- f) shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the local authority
- g) shall propose to the head requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

### **2.4 Special obligations of class teachers**

The safety of pupils in classrooms is the responsibility of class teachers: teachers have traditionally carried a responsibility for the safety of pupils when they are in their charge and this is further defined in the School Teachers Pay and Conditions Act of 1991, as amended.

If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot

accept this responsibility, s/he should discuss the matter with the head before allowing practical work to take place. Class teachers are expected:

- a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare (see below) and first aid and to carry them out
- b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- c) to give clear instructions and warning as often as necessary
- d) to follow safe working procedures personally
- e) to call for protective clothing, guards, special safe working procedures etc where necessary
- f) to make recommendations to the Health & Safety officer, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- g) follow Child Protection and Safeguarding procedures

## **2.5 The pupil**

All staff shall work with pupils to establish, at whatever level is appropriate, an ability

- a) to exercise personal responsibility for the safety of self and classmates
- b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable foot-wear, knives and other items considered dangerous)
- c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- d) to use and not willfully misuse, neglect or interfere with things provided for his/her safety

## **2.6 Supervision of pupils**

The school day hours are as follows:

### **Nursery and Primary School**

9.00 am – 4.00 pm

### **Pre & After school club**

8.30 am – 9.00am  
4.00 pm – 6.00 pm

Responsibility for pupils on the premises is accepted for 10 minutes on either side of these hours.

### **3 Visitors and Volunteers**

All visitors will sign in at the front door. Regular visitors and other users of the premises (e.g. delivery men from specific companies) are required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the staff they are with (See Safeguarding Policy).

### **Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Environmental Health Inspector), the head should immediately advise the Management Committee.

### **Specifics:**

#### **Accident Reporting**

It is our aim at Sunrise to minimize accidents. We do this by:

- 1 Where any new equipment is bought staff are given training on how to use it
- 2 Through Circle Times and in lessons children are reminded of school rules regarding the health and safety of themselves and others, and of the constant need for self discipline to minimize the harming of themselves and their peers.

It is an aspect of school life that accidents will happen, and when these do they are logged immediately usually by the employee who dealt with the incident.

All members of staff are aware of our accident logging procedure. This is done via the accident book kept on the window ledge outside the nursery. We record the following information:

- Date
- Name
- Time
- Reason for accident
- Signature of person attending accident and the signature of the parent

More serious accidents are entered following the above procedures, and in addition the Health & Safety Executive procedures regarding RIDDOR (2013) are followed (these are attached in Appendix 3), and Ofsted is informed.

If an ambulance is called the school logs the time it is phoned and the time of arrival on the accident form. This section runs alongside the First Aid policy.

### **Animals**

If teachers wish to bring an animal on site then the permission of the head teacher must be sought. A written statement outlining the reasons for the above is to be given to the head, outlining hygiene arrangements prior to the visit.

Where farm visits take place teachers ensure adequate facilities for washing hands are available on the site. Teachers remind children of the need for washing hands after stroking animals and supervise this activity particularly before food is eaten.

Parents/carers are not allowed to bring dogs on to the school site.

### **Asbestos**

To ensure the health and safety of staff from asbestos contamination whilst on the school site, Sunrise Primary School follows these procedures:

Any member of staff believing they may have discovered asbestos on the school site will immediately vacate the vicinity, evacuating everyone else where this is considered practical.

The concerned member of staff will immediately inform the head teacher of the possible presence of asbestos.

The head teacher will instruct the Health & Safety Executive and follow their instructions.

If asbestos is confirmed or if the material cannot definitely be certified as 'safe' the Health & Safety officer shall request a council-approved specialist contractor to take immediate and appropriate action with the identified material, whether this be a) immediate removal, b) programmed removal, c) encapsulation, d) no action in those cases where detailed examination and testing confirms that it is safe to do so. Where option c) is taken – periodic review of the encapsulated asbestos will be taken by the Health & Safety office to ensure its safe condition.

### **Asthma**

In the case of a child requiring an inhaler, the parent will inform the class teacher through written instructions which will be carried out by the class teacher.

For younger children (below year 4), inhalers are kept in the classroom, in a high cupboard out of children's reach.

From Year 4 onwards, inhalers are kept in children's bags and they self-administer under supervision of the Class Teacher or First Aider.

The school admission forms have a section whereby parents declare medical conditions their child may have. This information is relayed to teachers through a copy of the admission form.

### **Bomb Procedure**

The administrator/Head will record the message accurately taking account of background noise.

The following procedure will be followed:

Ring 999

When police arrive they will advise whether

- a) the bomb call is a hoax
- b) to conduct a search
- c) to evacuate

### **The fire bell is NOT to be rung unless there is little time to vacate the building**

If the school has to be evacuated then the Head will direct teachers and their classes away from the vicinity of the bomb, out on to Coniston Road, turning left onto Grasmere Road and into the car park next to the Lindales Sheltered Housing Scheme.

After this a note will be placed at the school entrance to stop people entering the school.

### **Building Maintenance**

If an area is unsafe it is immediately sectioned off, recorded in the Hazard Book and reported to the Head teacher.

Day to day maintenance issues are recorded in the Hazard Book located in the red pouch by the front door.

The Hazard Book records the following details:

Date:

Hazard:

Who might be harmed?

What are you doing already?

Further action required?

By whom? When?

Date Completed

The Hazard Book is reviewed on a weekly basis at the staff meeting to ensure all hazards are dealt with.

On an annual basis the Health & Safety Officer, or delegated staff member, carries out a comprehensive Building Risk Assessment in the company of a skilled volunteer. The school uses appropriately skilled volunteers and professional contractors to undertake building and maintenance work.

### **Cleaning & Disinfection**

The cleaning for the school currently operates under the control of the Head Teacher.

If the Head is not happy with the cleanliness of the site she will speak with the Cleaners directly. The employees take an active interest in monitoring the standards of cleanliness during the year.

One of the most important steps in reducing the number of germs, and therefore the spread of disease, is the thorough cleaning of surfaces that could possibly pose a risk to children.

- Clean the surfaces considered most likely to be contaminated are those with which children are most likely to have close contact e.g. toys that children put in their mouths, food preparation areas, and surfaces likely to become contaminated such as nappy changing mats, toilet seats, toilet handles, taps etc.
- Routine cleaning with liquid detergent and water is the most useful method for removing germs from surfaces. Good mechanical scrubbing physically reduces the numbers of germs from the surface, just as hand washing reduces the numbers of germs from the hands.
- However, some items and surfaces should receive an additional step i.e. Disinfection, to kill germs after cleaning with liquid detergent and rinsing with clean water.
- Items that can be washed in a dishwasher or hot cycle of a washing machine do not have to be disinfected because these machines use water that is hot enough for a long enough period of time to kill most germs.
- Disinfection must also be carried out in cases of infection i.e. Diarrhea and vomiting
- Disinfection also usually requires soaking or drenching the item for several minutes to give the disinfectant time to kill the remaining germs.

### **Cleaning Materials**

- Cloths should be disposable and changed daily.

- Mops should be washed thoroughly after use in a cleaning equipment sink (not a kitchen sink) with hot soapy water and left to dry. i.e. they should not be left in a bucket of water.
- Mops used to clean up body fluids should be :
  - a) Cleaned with hot soapy water
  - b) Rinsed with a disinfecting solution
  - c) Wrung as dry as possible
  - d) Hung to dry completely
- Buckets and basins need to be washed out and dried after use.
- Separate cleaning materials must be used for the kitchen and toilets. Colour coding is recommended. Common practice is :
  - Yellow - Kitchen
  - Red - Toilet
  - Blue - General Areas

### **Communicable Diseases**

These are detected as soon as possible, with the children being isolated. (Full details of all communicable diseases are available from the Health & Safety Officer who has a copy of the “Guidance on the Exclusion of Children from Day Nurseries and Schools on Account of Infectious Diseases” from Hackney Child Health Manual). People are informed in the following order:

The Health & Safety Officer to seek advice and then the parents informed through a notice being posted on the front door.

Parents are asked to take the child to the doctor.

Pupils should not return to school until the incubation period is complete.

If symptoms re-appear all staff inform the Health & Safety Officer immediately.

All staff, as part of school procedures observe the above at regular opportunities e.g. children getting changed for swimming.

### **Contractors on Site**

All contractors on site will report to the Head Teacher. They must sign in using the signing in book.

All contractors must show their ID and DBS number to the administrator to gain entry to the school. If this is not available then a member of staff must supervise them as they

work. If a member of staff is not possible the contactor will need to return when the children have gone home.

## **COSHH**

The highest standards of safety regarding COSHH substances are implemented, e.g. a locked cupboard in the kitchen (a room the pupils do not have access to), and in the locked side shed.

The cleaning cupboard is locked when not in use by the school cleaner.

Washing detergent is stored out of children's reach.

All deliveries are locked away immediately by kitchen manager, Veronica Burrell, or in the case of sickness, her replacement.

No staff members are allowed to store any chemical that is not used by the school. The kitchen manager and cleaning staff are the only staff permitted to use cleaning chemicals other than the non-hazardous cleaning spray used for cleaning desks and tables in the classrooms.

## **Display Screen Equipment**

In Sunrise Primary School and Nursery a "user" is someone who uses display screen equipment more or less continuously on most days, our user is the Administrator.

The school has adopted the LEA guidelines on the use of display screen equipment. The administrator is aware of these guidelines.

Optimal office environmental conditions, (space, lighting, heat, humidity) aim to be achieved as far as is reasonably practicable.

Risk Assessment: is deemed to be minimal in the use of DSE and workstations. Wires connecting the equipment are secured along the side of the desk where the equipment is kept to eliminate any hazard from the trailing wires.

Electrical equipment forming part of DSE is tested periodically by an external contractor.

The Administrator is aware of the fact that she may exercise her entitlement to any eye test at the occupational health unit and that this should take place at least once every two years.

## **Electrical Safety**

Within the school, daily assessment checks are carried out which alert staff to any electrical hazards.

All staff are aware that any electrical equipment which is considered unsafe is reported immediately to the Head and recorded in the Hazard Book. The equipment should not be used until repair has taken place.

Recognized contractors are used for repairs e.g. for computers.

It is school policy not to buy second hand electrical equipment. Staff are not permitted to bring any electrical equipment into school without prior permission of the Head.

### **Equipment, Toys & Furnishing**

- Carpets should be vacuumed daily and steam cleaned as required (at least once per year).
- Mattresses should be washed with hot water and detergent and disinfected when soiled.
- Cot / bed frames should be washed with hot water and detergent regularly.
- High chairs, tables and chairs should be cleaned and washed with hot water and detergent daily.
- Hard toys should be washed with hot water and detergent and dried regularly.
- Soft toys should all be capable of being washed in the washing machine at as hot a cycle as possible (min 60°C) and tumble dried (unless otherwise specified on the label).
- Water play toys should be stored dry and trays should be emptied, rinsed and dried out daily by turning upside down so that no condensation can collect.
- Play dough should be changed weekly and children should be discouraged from putting play dough in their mouths.
- In the case of an outbreak of infection, all water play and the use of play dough should cease for an initial period of one week, (after which there will be a review).
- Sand should be changed monthly.

### **Fire Safety**

Fire Drills are organized by the Head in cooperation with the Fire Warden and held termly. These are recorded in the Fire Safety file kept in the red pouch by the front door.

All fire extinguishers are checked annually by Chubb.

- All walk ways and fire doors should not be obstructed.
- Visibility panels on fire doors are always kept clear, display on these is prohibited.
- Fire doors should not be wedged open.
- All fire exits are clearly labeled.

The Head has drawn up fire drill procedures and escape routes after consultation with an approved Fire Safety Officer, David Eckersley.

## **The school is a no smoking site.**

The Fire Safety file contains information about designated staff should a fire occur. The school's designated fire officer is Mary Anne Lovage (Meeta).

### **First Aid**

We have facilities for administering First Aid in our school office.

There is at least one qualified First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during every school day. We also have a number of members of the teaching staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport. There are also assistants who hold the Paediatric First Aid qualification for the care of the Foundation Stage Pupils.

The Appointed Person is responsible for:

- Taking charge when someone is injured or becomes ill;
- Deciding whether to treat the injury on site or send to the hospital. In addition, summon an ambulance if appropriate;
- Looking after and restocking the first aid box and any other first aid equipment in their area of responsibility.

The Appointed Person is a First Aider whose training must include:

- What to do in an emergency
  - Cardiopulmonary resuscitation
  - First aid for the unconscious casualty
  - First aid for the wounded, bleeding or burnt
- Appointed Persons may undertake basic and/or advanced HSE approved first aid

### **The Appointed First Aider in the school is:**

Keith Hanson (Krsnadeva)

The following staff members are also First Aid trained (all First Aiders hold the Paediatric First Aid qualification):

Jake Cornish

Mary Anne Lovage (Meeta)

Eleanor Agozino

Ravinder Kaur (Ritadevii)

It is school policy that one of the above named first aiders always accompanies the children on school outings, journeys and to playing fields.

The First Aid box is located in the hall immediately outside the kitchen on the high shelf opposite the staff toilet.

Jake Cornish checks the box regularly and replaces used stock.

We always take an additional first aid kit with us when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

We will always contact parents if their child suffers anything more than a trivial injury, or if he/she becomes unwell, or if we have any worries or concerns about his/her health.

All staff must know:

1. How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.
2. The location of the nearest first aid box
3. The name of and how to contact the First Aider (first aid trained person) responsible for the building
4. Where to find a basic First Aid handbook for dealing with first aid emergencies (in the First Aid box)
5. Basic first aid equipment

### Emergency planning

If anyone on the site sustains an injury which the Appointed Person considers to be sufficiently serious an ambulance will be called.

### PROCEDURE

#### Request for an Ambulance

Dial 999 or 112 ask for ambulance and be ready with the following information:

Your telephone number:

Your Location:

Exact location of School:

Your Name:

Brief description of symptoms:

Age of Patient:

Speak slowly and clearly and be ready to repeat the information if requested.

Inform Ambulance Control of best entrance to use and that the crew will be met.

### Transport to hospital or home

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency that requires an ambulance, the parent will be called immediately.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.

- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured

### Self Administration of Medication

Where a child has been deemed capable of administering medication by the parents, i.e. Inhalers:

- Staff must be aware of the circumstances in which self administration is permissible and written parent consent gained
- Staff should supervise the children in the process of self administration of medication
- A record should be kept of time, frequency and dose of self administrative medicine (and perhaps the circumstances).
- Any adverse reactions should be recorded as above and if necessary G.P. and parents should be informed immediately.

Any other medication that the parent wishes the child to self medicate will be discussed with the Head Teacher / Principal.

### **Food Hygiene**

The kitchen is run by Verona Burrell who is responsible for all Food Hygiene in the kitchen. When in the kitchen, or preparing or serving food to the pupils, all staff are required to wear a hair net, an apron and wash their hands.

Staff are aware that any bags containing snacks should be kept away from heated radiators in the winter and stored away from sunlight in the summer.

Before any activity involving cooking, children are required to wash their hands and the surfaces are cleaned thoroughly.

School cookers are not used by children for school functions.

### **Food and Diet**

Sunrise School follows a **strictly meat free diet**.

We know that food plays an important role in preventive medicine and also in good mental and emotional health. We ask that staff and parents respect the following food policies for nursery/school lunches, snacks and nursery/school events.

Vegetarian: No meat, chicken, fish or eggs. Additionally we ask that you avoid onions, garlic and mushrooms as these foods have a harmful effect on the nervous system.

For parents consuming food from home, for personal reasons, we ask that it is strictly meat and fish free.

Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies.

We record information about each child's dietary needs and display this information for all staff to see in the Nursery and ensure a copy is given to the Kitchen for all catering staff to see.

We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up-to-date.

We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes

We have devised an Early Years menu, involving children in the planning.

We display the menus for the information of our parents.

We provide nutritious food for all snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.

We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.

We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.

Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.

We organise meal and snack times so that they are social occasions in which children and staff all participate.

We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.

We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.

We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the day.

### **Hand Washing**

- Always use warm running water and a mild liquid soap.
- Antibacterial soaps may be used, but are not required.
- Wet the hands, wrists and forearms and then apply a small amount of liquid soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds.
- Be sure to rub between fingers, under nails and around the tops and palms of the hands. Most people miss their fingertips, thumbs, wrists and the back of the hands.
- Rinse hands thoroughly under warm running water.
- Dry hands thoroughly with disposable towels as wet hands will harbour germs.
- You should wash your hands:
  - Before starting and after work
  - Before handling, preparing or serving food or drinks
  - Before and after eating
  - Before feeding a child
  - After using the toilet or helping a child using the toilet
  - After all contact with human waste
  - After handling animals or pets
  - After handling contaminated linen or equipment
  - After handling waste or waste containers
  - After removing gloves and plastic aprons
  - After any outdoor activities
  - Before giving or applying medication or ointment to a child or self
  - Whenever they are visibly dirty

### **HIV/AIDS and Blood Bourne infections**

All staff should follow the following health and safety procedures:

Staff will:

- Wear a pair of gloves when dealing with body fluid
- A new pair of gloves are worn for each new person to prevent infection of others
- Used gloves, soiled dressing and swabs are disposed of immediately in a bag which is tied up and placed immediately in the outside bin.
- Any staff or children who are bitten and the resulting injury breaks the skin will be advised (or the parents advised) to attend the A and E unit at North Middlesex Hospital for advice and possibly post exposure immunization. Known information about the “biter” will be passed onto relevant medical authorities.

## **ICT**

### **Wifi use in school**

Sunrise Primary school and nursery is aware of the recent information about wifi use in school. Sunrise School understands that the information is inconclusive and that there is no evidence of risk to health.

We do recognize that wifi presents potential hazards and have issued the following procedures:

Laptops not to be used on laps. Use laptops on tables.

This statement will be reviewed annually.

Please also see the e-safety policy.

### **Infection Control**

Young children, in their early years have an increased susceptibility to infections. It is therefore important for infection control measures to be taken by staff in the Nursery setting to minimise the spread of infection.

Maintaining the cleanliness of the premises and equipment can be achieved by:

- Checking the setting is clean before the children arrive. Through daily risk assessment sheets.
- Establishing and implementing a daily cleaning schedule.
- A rota system in place for cleaning toys, soft toys, furnishings, dressing up clothes and other equipment.
- Use of a soap and water solution for cleaning surfaces.
- A suitable solution used for disinfecting, when required.
- Staff should use disposable gloves and aprons when appropriate.
- Particular emphasis to be placed on the importance of hand washing at the appropriate times.
- Staff are familiar with regulations relating to safe food handling.
- Staff involved in food preparation should avoid nappy changing / toileting children until they have finished food preparation duties.
- If a child becomes ill at the nursery, the parents will be contacted. The child will be isolated from the other children and monitored until the parents arrive.
- Children who have an increased vulnerability to infectious disease should be identified.

### **Intruders on Site**

All Staff are advised not to work alone; a minimum of two is the norm.

The Head will exclude people from the premises if staff or pupils feel threatened.

The school has adopted the guidance from the Health & Safety Executive in their document 'Violence at Work: A Guide for Employees'. See Appendix 4.

Please also see the Risk Assessment Policies

### **Laundry**

- Staff should wear disposable gloves and apron for all contact with laundry that has been contaminated.
- Individual sheets for each child should be laundered weekly or more frequently if necessary.
- Sheets are labelled to ensure children only use their designated linen.
- Individual face cloths, hand towels and tea towels are changed on a daily basis and laundered weekly.
- Ensure all laundry is washed at a 60°C cycle or above in the washing machine.

### **Lettings**

The school has no current clients who are hiring our premises.

### **Maintenance of Equipment**

#### **Electrical:**

All electrical appliances and equipment are tested on an annual cycle by an external contractor outside of school hours.

The Fire Warden tests the smoke detectors on a weekly basis

See Fire Risk assessment (located in the red pouch by the front door).

#### **Gas:**

Gas appliances are tested annually by external contractors

### **Maintenance of school vehicle**

Sunrise Primary School and Nursery does have a school minibus. It is serviced on an annual basis. Ongoing repairs are undertaken as required. The minibus driver will report the repairs to the Head Teacher. This policy runs alongside the Policy on Safety in the Minibus.

### **Manual Handling**

All staff are (or will be) trained in Manual Handling. This training is reviewed every 3 years.

See Manual Handling risk assessment folder located in the office.

### **Meal Times**

We provide healthy snacks and well-balanced vegetarian meals each day. We take into account the cultural and dietary needs of individual children, including any food allergies. We also aim to provide meals that are familiar to the children and welcome

ideas from home. We do not use nuts or seeds (including peanut butter) in any food provided.

All children are given a choice about what and how much they want to eat. If your child's appetite is poor or they have not eaten anything for lunch, we will let you know when you pick your child up. The notice board in the hallway at the school shows the daily menu and the list of all the different and favourite meals provided on a regular basis. Filtered water is available at all times both offered to the children in jug for ease of use or from the tap.

The school does not offer the children sweets at any time but they may be allowed occasionally on birthday's occasion when provided by parents/carers.

Our approach to mealtime: they should be a social occasion where children can learn from each other, talk with each other and staff. Children will be encouraged but never forced to try foods and their likes and dislikes will be respected, as will their speed of eating.

### **Medical Conditions and Medication**

The application form details any medical conditions that children have. The Class Teachers are aware of any ongoing medical conditions such as diabetes, epilepsy and asthma and take the advice given to them by parents in the management of these conditions. This forms the Health Care plan and is kept in the child's folder.

All inhalers are labeled with the name of the child and the dosage.

A list of all pupils who have asthma, epilepsy or diabetes is kept by the Appointed First Aider in a folder in the high cupboard on the left as you enter the office.

### **Menstruation**

It is school policy to always keep sanitary towels in stock, should menstruation begin in school. They are located in the adult toilet on the high shelf.

### **No Smoking Policy**

There is a no smoking policy in all areas of school and its immediate vicinity. Sunrise is a non-smoking site.

### **Nursery and Reception Toileting Procedures**

Policy Statement: We aim to work closely with parents towards toilet training keeping any medical or developmental reasons in mind and create a flexible approach. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

### **Nappy Changing/Clothes Changing Procedures**

Key persons have a list of personalised changing times for the young children in their care who are in nappies or 'pull-ups'. But will change children whenever they require it.

Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned taking in account the child's security and privacy. It is our aim for key persons to be the main person changing. Only checked / approved / designated staff will carry out these tasks.

All staff are familiar with the hygiene procedures and carry these out when changing nappies.

We aim to ensure that nappy changing is relaxed and a time to promote independence in young children. Routines and particular needs are discussed with parents to ensure a consistent approach and minimise stress to the child.

Staff should wear a plastic apron and disposable gloves.

- Encourage the child to come upstairs to the nappy changing area (especially if they have done a poo).
- Make sure nappies, wipes and change of clothes are accessible to you.
- Ask the child to enter the toilet cubicle.
- Ask the child to sit on the potty or toilet or allow them to stand.
- Change nappy/clothes and clean the child using wipes.
- Wipe from front to back.
- Talk to the child about the process. Tell them what you are doing.
- Put soiled nappy in a bag and tie a knot (plastic bags are kept on the shelf above the boys toilets)
- Put the soiled clothes in plastic bag. Then put into a yellow cloth bag and put in on the child's shelf. Make sure the yellow bag is labelled, if not write the child's name on white tape and stick on the bag.
- Encourage or support the child to dress.
- Encourage the child to wash and dry their hands.
- Spray potty with detergent. Fill with water. Empty in the toilet and wipe clean with toilet tissue.
- PUT NAPPY IN BAG IN THE BIN OUTSIDE (NOT RECYCLING).
- Take off glove and apron and put in the bin.
- Report any shortage of gloves, wipes and aprons to Elly or the classroom leader.

**NB If young children are left in wet or soiled nappies/'pull ups' we would consider this as 'Neglect' and will be a disciplinary matter. We have a 'duty of care' towards children's personal needs.**

### **Potty Use**

Staff should wear a plastic apron and disposable gloves.

Initially encourage the child to sit on the toilet using step and/or extra toilet seat to help, before suggesting the potty. ONE CHILD IN THE TOILET AT A TIME.

If the child prefers to use the potty:

- Encourage them to “make sure wee goes in the potty”.
- Wait with the child.
- Allow them space.
- When the child has finished, encourage them to wipe from front to back and put tissue in the toilet.
- Encourage them to wash their hands.
- Empty the potty in to the toilet.
- Fill up with water from the basin and pour out into the toilet.
- Squirt with detergent (stored on the shelf).
- Wipe clean with toilet tissue
- Store back up on the shelf.
- Take off the apron and gloves and put in the bin.
- Wash hands thoroughly and dry well.
- Report any shortage of gloves, wipes or aprons to Elly, or the class leader.

### **Toilet Training**

We aim to meet the developmental needs of each child within its care with regards to toileting.

As far as possible toilet training if initiated at home will be continued within the nursery environment to maintain continuity, or will commence after discussion by request of the parents or by staff who recognise symptoms which indicate the child’s readiness towards toilet training.

Children will be treated as individuals by all staff and toilet training will be initiated with consultation with parents when a child shows awareness of his or her toilet needs rather than by a specific age.

Staff will adopt a positive reinforcement approach to each child who is toilet training. ie. positively reinforcing success and minimizing accidents.

Children will be offered the opportunity to go to the toilet or potty at intervals or if the child indicates his or her toileting needs.

All soiled or wet clothing and skincare regime will be as per nappy changing policy. Staff will not respond negatively when a child wets or soil themselves, recognising that this is a normal part of a child’s development.

### **Toilet Use – Reception**

- Encourage the child to sit on the toilet using step and/or extra toilet seat to help. ONE CHILD IN THE TOILET AT A TIME.
- Support them on the toilet. Wait with them or allow them space according to their needs.
- When the child has finished, encourage them to wipe from front to back and put tissue in the toilet.

- If the child needs help wiping after poo, put gloves and apron on and clean the child from front to back.
- Talk to the child about the process.
- Use baby wipes if necessary (stored on the shelf above the towel).
- Wipe extra seat clean with tissue using detergent if necessary.
- Encourage the child to wash and dry their hands.
- Report any shortage of gloves, wipes or aprons to Elly.

## **Occupational Health Services and work related stress**

*Stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual’s ability to cope.”*

Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be advised to visit to their GP for support and professional advice.

At school level, support for stressed employees includes:

- Re-examination of the workload with a view to making beneficial changes
- Consultation with the School Principal
- Suggesting support from an appropriate counselor or therapist

## **Physical Restraint**

The school has adopted the advice given in the Government policy document ‘Restrictive Physical Intervention’ (RPI), downloaded from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/339092/Restrictive-Physical-Intervention\\_Final-U.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/339092/Restrictive-Physical-Intervention_Final-U.pdf) (see Appendix 5) and will implement Risk Assessments for children deemed to be exhibiting ‘extremely serious behaviour’, as contained in the Behaviour Management policy.

## **Playground Safety**

Three members of staff are on duty at break times to cover the playground area.

The Nursery and Reception class operate a ‘Freeflow’ policy which allows children to go outside if they wish. When children are outside, and it is not a recognised break time, the following staff to child ratio is applied:

- For 2 year olds, the ratio of staff will be one staff member for every three children.
- For 3-5 year olds, the ratio of staff will be one staff member for every four children.

Staff are provided with training on issues such as behaviour management. This training is reviewed at a minimum of every 3 years.

All play fighting activities are prohibited. Children are reminded regularly about this. The Assistant Head conducts a daily check of the playground and apparatus within it before school begins.

The Head should be informed immediately of any potential hazards and the area will be made out of bounds until the area can be made safe.

See risk assessment

### **Promotion of Health**

- Staff should be aware of the precautions required for children exposed to the sun.
- The premises should be smoke free.
- First Aid Box provided and stored in accessible positions, out of the reach of children.
- A system is in place whereby First Aid Boxes are regularly checked and restocked by a designated member of staff.
- A member of staff with a valid First Aid Certificate should be on duty at all times.
- It is good practice to discuss any medical concern regarding a child with his / her parents in the first instance.
- In emergency situations, action may be taken as agreed with the parents at the time of placement.
- Staff should be familiar with the procedure in the event of a serious accident / incident.
- A clear, concise immediate written record should be kept of any accidents / incidents in the Accident Book.
- All staff should follow the HPA guidance for infection control, indicating when a child should be kept away from nursery with an infectious illness.

### **Risk Assessment**

There are comprehensive risk assessments in the Risk Assessment Folder, held in the office. Staff are required to update these as appropriate and inform the Head so that relevant amendments can be made on the system.

The Health and Safety Officer, the administrator and appointed staff inspect the site daily for potential risks. If any issues arise, they are made safe, noted in the Hazard Book and the Head is informed about the risk. If professional services are required, the Head Teacher or Assistant Head Teacher will contact them as appropriate.

- Once a year the Health and Safety Officer, or delegated staff member, with a skilled volunteer conduct an inspection of the site
- All findings are recorded in the Risk assessment Folder in the office.
- It is the responsibility of all staff, teaching and non-teaching staff to report potential hazards and risks to the Head, and record them in the Hazard Book.

- Non-urgent works are recorded in the Hazard Book which is located in the pouch by the front door.

The following forms are completed to ensure awareness of hazards and likelihood of difficulties or dangers arising towards the children, visitors and staff on our premises or when in our care, on an outing, and action is taken to address the risk presented.

- Annual review of Health & Safety of floors, fences, storage, water and waste disposal, heating, kitchen area, stairs, entrance, office, furniture, toilets and minibus.
- Minibus logbook, parents/drivers list
- Outing Risk Assessment: long, short and regular trips
- Kitchen safety check list
- Hazard book to record breakages on school premise
- Fire drill and Fire and Safety Maintenance Logbook
- Daily Health & Safety check for classroom, garden, toilets and hallways.

### **Road Safety Education**

Children are constantly reminded of road safety issues through the curriculum.

Children are not allowed to cross the road or enter/leave the minibus without teacher's supervision.

### **Safety on the Mini-Bus**

- Once boarding the mini-bus for the journey, the children are not to leave the mini-bus,
- To have seat belts fastened before the journey commences,
- No food to be consumed on the mini-bus,
- Children to remain seated during the journey and speak in quiet voices,
- Parents are responsible for the children boarding the mini-bus in the morning and collecting the children from the mini-bus in the afternoon,
- The driver is responsible to ensure the mini-bus is neat and clean and free from foreign items or material,
- The children to remain seated until the mini-bus driver opens the door,
- A log book to be maintained by the driver,
- A first-aid box to be maintained in the mini-bus,
- To double check the handbrake before leaving the mini-bus,
- Drivers' water bottle to be secured to prevent it from rolling around the mini-bus.

### **Safety Representatives**

All members of staff put health and safety issues on the agenda at staff meetings through their Nursery Leaders or Class Teachers.

## **School Security**

All visitors will be greeted by a member of staff and will sign in at the front door on arrival. All visitors **not** known to the school must show their ID to the administrator/staff member to gain entry to the school. If this is not available then a member of staff must supervise them whilst they are in school.

- All visitors must sign in the visitor's book.
- All visitors who are or likely to come into contact with children and work with them in isolation should be asked to produce evidence of ID and DBS numbers. If the contractor or visitor is unable to produce these documents then they must be accompanied by a member of staff.
- Street facing exterior doors should be kept closed.
- See annual risk assessment of premises.

## **School Trips**

Sunrise has an Outings Policy which should be referred to by staff organizing a trip. Staff complete a risk assessment form and the associated check list for each visit two weeks in advance of the trip.

Children should always wear a seatbelt when traveling by car, coach and minibus.

Children should always wear High Visibility jackets on outings.

All volunteers who regularly help in school and on school trips are DBS checked. Less regular helpers who are without a DBS check are closely supervised and children must not be left solely in their care.

## **Sick Children**

When a child becomes sick with vomiting or high temperature, we contact the parents/carers as soon as possible to collect the child.

The child can wait in a quiet area of the school, awaiting their arrival under staff supervision.

## **Sleep Room**

- In cold weather the temperature in the sleep room will be maintained at the agreed school ambient temperature, which is between 20 and 22 degrees Celsius. In excessively hot weather means of cooling the room will be provided.
- Each child will have their own bed and labelled sheets/blankets.
- Where parents have given special instructions regarding sleeping position for medical or any other reason. This should be recorded and staff caring for the child should be made aware of this information by the room supervisor at the beginning of their shift. Comforters are allowed at parental discretion.
- Mattresses will be cleaned between uses by each child.
- Cot sheets will be laundered weekly or earlier if soiled.

- Sleep period times and duration will be recorded in each child's daily diary.
- Children sleeping should be checked frequently (every 10 mins or so) and a record kept – staff member to initial / sign at each interval.

### **Slips and Trips**

All slips and trips that require First Aid should be recorded in the Accident book located outside the Nursery. 'Bumped head' slips are passed to parents when there is no sign of serious injury.

The Health & Safety officer (Yvonne Byrd) should be informed immediately so that the area can be made safe.

If necessary a warning sign will be placed over the area until the hazard is removed.

### **Staff Protection**

We intend to create an environment in which children and staff are safe from abuse, and in which any suspicion of abuse is promptly and appropriately responded to.

The Management Committee will not tolerate inappropriate or aggressive behaviour toward its staff.

We will take corrective action in circumstances where we feel it is necessary.

In the event of an allegation made against a member of staff we will follow all procedures in the Child Protection and Procedures document.

For protection of both staff and children, there will always be 2 staff on site at any time (when children are present) – staff will not be left alone to open up / lock up the nursery.

### **Sun Care**

The school has adopted the advice given by the Government in the leaflet entitled 'Sun Safety at Schools: What you can do?', downloaded from:

[http://www.cdc.gov/cancer/skin/pdf/sunsafety\\_v0908.pdf](http://www.cdc.gov/cancer/skin/pdf/sunsafety_v0908.pdf)

Pupils are encouraged to wear loose clothing protecting bare skin. Parents are asked to provide their children with a sun hat in warm weather and an appropriate sun factor cream.

Through the curriculum, children are continually reminded of the detrimental effects the sun can have on their bodies.

### **Swimming**

Parents are informed by letter that their child will be attending swimming lessons as part of the PE element of the National Curriculum.

Swimming takes place at Northumberland Park School swimming pool (see Appendix 6: Northumberland Park Primary School Swimming Lessons – Code of Practice – staff and school responsibilities).

The following procedures operate alongside this Code of Practice:

- The minibus will transport some of the children to swimming lessons. Each child will have a seat. Remaining children will walk under the supervision of a teacher.
- Children should always wear a seatbelt when traveling by car, coach and minibus.
- The day – Thursday
- The time – Late morning. 11am for Reception and Years 1, 2 & 3.  
11.30am for Years 4, 5 & 6.
- What children need to take:
  - Swimming costume
  - Swimming cap
  - Towel
  - Suitable bag
  - No jewelry
- Medical considerations (asthma, eczema, diabetes etc.) are noted and medicinal requirements are compiled by the Class Teacher.
- If a child fails to provide the necessary medication they will not be allowed to attend swimming that day.
- Children changing will be supervised by a member of staff
- Children will be supervised by two swimming pool instructors (one as Lifeguard) during their lessons. Those not in lessons will be supervised in the pool by a minimum of two staff directly.
- Staff will check each changing room and the minibus as the children leave to ensure no clothing/equipment is left behind.
- Children must go to the toilet with a member of staff who will ensure their safety.
- No running is allowed at the swimming pool.
- All children and staff are required to wipe their feet on mats provided before entering the wet area.
- Staff take a Swimming Register before each session. The swimming instructors at Northumberland Park School also hold a copy.
- Staff to pupil ratio conforms to the school's Outings Policy.
- At all times, pupil safety must not be compromised.

### **Toileting and Washing Facilities**

- All toilets are to be cleaned down daily with hot water and detergent. This also applies to the toilet seat and handle, sinks, taps and door handles. Use disposable cloths. If the toilet is stained, use a cream cleanser.
- If an area becomes contaminated with infected material, the area needs to be washed with hot water and detergent, and then disinfected.
- Toilet floors should be washed daily and spillages attended to as they occur.

- Toilet paper is to be provided for toddlers and pre-school children at all times. (Toilet roll holders to be provided in close proximity).
- All children must be supervised when going to the toilet.
- Educate the children on how to wash their hands properly and supervise this activity on every occasion for children under 5. Staff acts as role models.
- Check the water regularly, during each session to ensure correct temperature for hand washing.

### **Violence to staff**

To ensure the safety of staff from violence the following procedures are followed:

All staff are made aware that parents sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the school site, in a room which while ensuring confidentiality of matters being discussed, allows for the situation to be monitored by colleagues.

- **What to do if parents become angry:**
  - Staff should remain calm and maintain eye contact although not continuous eye contact.
  - Diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Head teacher
  - Staff should always sit nearest the door so that they can make an exit should they need to.
- **If a member of staff is concerned for the safety of a colleague:**
  - The concerned member of staff can go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished"

In the case of an emergency the head can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.

In the case of assault taking place, (or even where assault appears imminent) Sunrise Primary School and Nursery are aware of the traumatic effect it can have on the victim; in such circumstances a trusted colleague will be released to support and look after the victim, either remaining on site, going to the hospital or police station or taking the member of staff home.

In case of actual assault against a member of staff the matter will be reported directly to the police.

### **Waste Disposal** Body Fluids

The trained staff member on hand will clear away any body fluids needing to be cleared up:

- The fluid is covered with disposable paper towels and then put in disposable plastic bags. The area is then mopped with disinfectant.
- A white plastic apron should be worn and disposable seamless rubber gloves.

#### Other common body wastes

Soiled nappies, bandages, cleaning materials are placed in disposable plastic bags which are tied and thrown in the outside bin.

Soiled clothing is tied in a plastic bag and placed on the peg of the child concerned.

Sanitary towels are disposed of in the bin in the adult toilet which is emptied daily.

#### Broken Glass

Broken glass is thoroughly wrapped in newspaper with a large label 'broken glass' sellotaped on it to warn others. It is then placed immediately in the outside recycling bins. As a rule, glass should not be used in school unless it is essential or unavoidable.

#### **Publicizing the policy**

The H&S policy and any revisions will be discussed with staff annually at a whole school staff meeting at the beginning of the Summer Term

This policy was adopted on 15<sup>th</sup> April 2015:

Date to be reviewed: 15<sup>th</sup> April 2016 (reviewed annually)

Signed on behalf of the Management Committee

Name of Signatory: Mary Anne Lovage

Role of Signatory: Chairperson

**Appendix 1:** 'Health and Safety made simple: The Basics for your Business' published by the Health and Safety Executive.

**Appendix 2:** 'Health and Safety Law: What you Need to Know' published by the Health and Safety Executive

**Appendix 3:** 'Reporting Accidents and Incidents at Work: A Brief Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)' published by the Health and Safety Executive

**Appendix 4:** 'Violence at Work: A Guide for Employers

**Appendix 5:** 'Restrictive Physical Intervention' Policy, published by Service Children's Education

**Appendix 6:** Northumberland Primary School Swimming Lessons – Code of Practice – Staff & School responsibilities