



St Saviour's School, Poplar Health and Safety Policy

- This school's policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school.
- The LBTH's Health and Safety Policy is adopted and complemented by the school's Policy.
- We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.
- The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.
- Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.
- A complete audit will be carried out annually and a report will be submitted to the Governing Body.

School Security

The entrance door to the school is fitted with an entry phone system, which can be operated from the school office. Anyone entering the building at this time is required to identify him/herself, and report to the secretary's office or the head teacher. This in no way detracts from the open-door policy of the school.

All adults working in the school, including parents working as volunteers, must undergo a police check.

Safety of Children

- It is the responsibility of teachers to ensure that curriculum activities are safe.
- Pupils are only taken off the school site with prior permission of parents.
- The school's Behaviour Policy and school rules have been written with the safety of all in mind and must be adhered to.
- Children are taught to have care and consideration for themselves and others:
 - in the classroom
 - using equipment
 - moving around school
 - carrying out investigations
 - on educational visits
- Children are supervised in the playground at morning break by members of the teaching staff.

- Children are supervised at lunchtime, by lunchtime supervisors.
- Staff are on duty each day, after school, to ensure that all children are collected.

Car Parking

Car parking is a concern at St Saviours and while we acknowledge that the road in front of the school is extremely busy, we must ask those collecting children by car, at any time of the day, to strictly observe the markings at the main gate of the school. Parents should not bring vehicles into the playground.

The school has regular contact with road safety officers, who will talk to parents as well as children and provide information and leaflets.

Complaints by parents, staff and other road users will be followed up.

Accidents

- In the event of an accident, resulting in an injury to a child or adult, all incidents are recorded in an Accident Book and more serious incidents are reported to the Governing Body.
- When an incident involves injury to a child, this will be dealt with by either the teacher on duty or the child's own teacher.
- If there is any concern about the injury, one of the trained first-aiders must be consulted, the trained first-aiders names are displayed in Key areas including staffroom and offices
- When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of securely.
- If there is any concern whatsoever about the injury, the school will contact the parent.
- If the parent cannot be contacted, then, if the school deems it necessary, the family doctor or emergency services will be contacted.

NB: When a child becomes a pupil at the school, the parent or Guardian fills in a Class Data form which the school maintains on computer. The information given on this form is very important, especially in the event of an accident. Parents/Guardians must ensure that the school office is notified immediately if there are any changes, particularly in a child's health, the family doctor and especially 1st and 2nd Contact numbers.

First Aid Supplies

Office staff are responsible for checking the contents of the First aid boxes on a regular basis and they will be maintained in line with borough regulations.

All staff are responsible for notifying Amy Poulter if supplies in any box are running low. First aid boxes will contain the following:

- Scissors
- Bandages
- Single plasters
- Sterile individual wipes
- Sterile gauze
- Disposable gloves

Fire/Emergency evacuation

- Fire drills are carried out according to the governing body's policy
- All staff and pupils participate in and are familiar with the procedures
- Each classroom has a specific exit route which is known to pupils
- Classes muster, with the class teacher, in a particular area of the playground.
- Classes only return to the building when told to do so by the person in charge. (head or deputy etc)
- In the event of a real emergency, the head or his deputy will be responsible for contacting the emergency services.
- The school is fitted with fire alarms; one at each exit
- Fire extinguishers are located at various points around the school.
- The Staff kitchen is equipped with a fire-blanket.
- All fire extinguishers, blankets and alarms will be checked and maintained annually by Kidde Fire Protection Co.

The Premises Manager

- The premises manager, under the supervision of the head, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils.
- The premises manager and his staff maintain a clean and tidy building and grounds.
- Any minor repairs are completed by the premises manager or through the use of authorised contractors.
- The premises manager will ensure that;
 - all locks and catches are in working order.
 - the security system and fire alarms are in working order.

The Board of Governors

Governors have a statutory duty, under the Health and Safety at Work Order 1998, to ensure that the Board's Safety Policy is both understood and implemented.

This Policy has been endorsed by the Governors and will be reviewed regularly and amended as required