



ASHBROOKE HOUSE SCHOOL

INDEPENDENT SCHOOL FOR BOYS AND GIRLS AGED 3 TO 11

HEALTH AND SAFETY POLICY

The school and grounds should be safe places in which children, staff and visitors can feel confident that they will be free from harm. Hazards will have been identified and the risks of injury to persons will be reduced by appropriate risk assessments and control measures being put in place.

The care of children from age 3 – 11 is an important responsibility and the school is proud that it has an excellent health and safety record.

RESPONSIBILITIES

- The principal John Teasdale has overall responsibility for the Health and Safety of the grounds and premises. He will ensure the appropriate upkeep of both grounds and premises is maintained to ensure as safe an environment as possible for the operation of the school.
- The Headteacher is responsible for ensuring the systems in place are operating correctly and on a day to day basis serious hazards are identified and appropriate control measures are put in place.
- Staff are responsible for ensuring they follow health and safety guidelines. They have a duty to ensure the classroom is safe and to bring to the notice of the Headteacher any concern they have in relation to the premises and grounds.

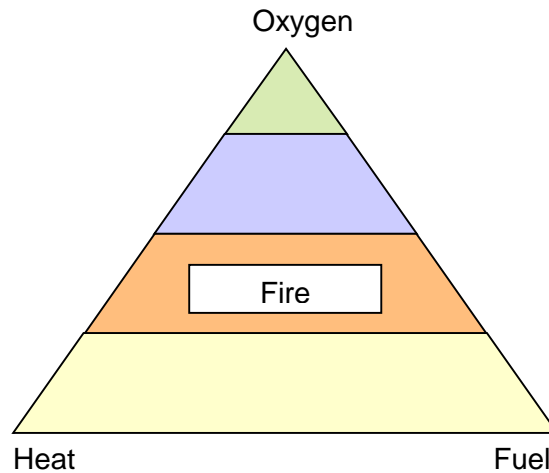
The main systems in place to ensure the health and safety of persons.

1. Fire: The school has a modern fire alarm system with associated smoke or heat detectors plus emergency lighting. Staff should familiarise themselves with the evacuation procedure. A fire drill is held termly.
2. First Aid: The First Aid cabinet plus two portable First Aid boxes is in the kitchen. The designated First Aider is Mrs Rebecca Blackwell and Mrs Amanda Gifford.
3. Child Protection: The school has a Child Protection Policy and the designated person in charge is the Headteacher (Miss Karen Wallington). Staff who have also undertaken the required training are Mrs Tracey Parsons.
4. Visits and residential stays: This policy should be followed for any visit off the premises.
5. Parking: The adjacent church allows staff to park at the rear of its car park. Staff should therefore keep the school driveway free of vehicles except for necessary loading and unloading.
6. Playground duties
7. Movement around the school
8. School security
9. Contractors and maintenance
10. Breakfast Club

1 FIRE

- The school and school grounds are non smoking areas. Staff should also refrain from smoking in the grounds of the adjacent LDS chapel.

Remember the fire triangle



- Staff should maintain a neat, well organized classroom and not store unnecessary paper supplies
- Gas fires should be guarded and it is the class teachers responsibility to turn off their fire at the end of the afternoon session.
- TV's and other portable electrical appliances should be switched off at the mains and the plug removed from the socket.

FIRE EVACUATION PROCEDURE ASHBROOKE HOUSE SCHOOL

Any person discovering a fire should raise the alarm and attempt to put the fire out using the appliance provided. (see plan of building).

Dial 999 for the Fire Brigade if in doubt.

Close all doors and windows.

Staff should evacuate the building with their class in an orderly manner.

Staff should bring the **REGISTER** and check at the assembly point that each child is present.

GROUND FLOOR

Rooms 1 & 7 Leave by the front door and assemble on front drive.

Rooms 4, 5 & 6 - Leave via Room 5 door and assemble on front drive.

Rooms 2 & 3 Leave via front door and assemble on front drive.

FIRST FLOOR

Rooms 8, 9, 14, 15 & 16 Leave by front stairs and front door and assemble on front drive.

Rooms 10 - 13 Leave by front stairs and assemble on front drive. **CLOSE DOOR.**

SECOND FLOOR

All rooms evacuated via rear **FIRE ESCAPE**. Assemble on front drive.
CLOSE FIRE DOOR.

Teachers should take a roll call of their class and report to the Head that all pupils are accounted for.

2 FIRST AID POLICY

1 _____ and _____ having taken the Appointed Persons Course in First Aid will take responsibility when necessary.

The responsibilities of First Aiders are:-

- a) To take charge of situations where personal injury or illness has occurred or where further medical help may be needed.
- b) In cases of serious injury or illness has occurred or where further medical help may be needed.
- c) To ensure that first aid boxes are provided and stocked with designated items only.
- d) To keep staff informed of any changes in first aid practice.

2 All members of staff act in loco-parentis during the time that the school is open to children.

3 In the absence of the appointed persons the Headteacher will assume responsibilities of the nominated first aiders.

4 First aid boxes are kept in the kitchen.

5 Under no circumstances should children be allowed to treat the injuries of other children.

6 All accidents and injuries whether staff or pupil that occur on school premises or at school organised functions e.g. sports day, school fete must be entered in the accident book which is kept in the kitchen.

7 Any injury where bleeding occurs must be washed in water and covered with a sterile adhesive dressing. Always wear disposable gloves while attending.

8 Serious accidents e.g. fractures, unconsciousness, must be reported to the designated first aider and Head Teacher and details entered in the official accident book, kept in the kitchen.

9 Contaminated surfaces should be washed thoroughly – 1 part bleach to 10 parts water, using rubber gloves.

All serious accidents must be transported to hospital by ambulance and no attempt should be made to move any injured patient until a full examination and assessment has been made by the appointed person.

In the case of a serious accident occurring during a lesson, the activity should be suspended and the class supervised.

The appointed first aiders should be called to deal with the accident and the Head Teacher informed immediately. Parents/guardians must be contacted as soon as possible.

EPILEPSY

If a known epileptic suffers a violent/prolonged fit, medical help should be sought and parents contacted. If the epileptic suffers a short seizure and recovers quickly, sit them quietly and monitor his/her condition.

If an injury occurs, first aid should be administered immediately. Parents should also be contacted.

In the case of epilepsy and asthma, staff are to be informed of children who are epileptic and asthma sufferers.

ANAPHALACTIC SHOCK

Children suffering from this condition may be in a life threatening situation and an ambulance should be called immediately. Medication should be given immediately (if available) by the appointed person. If the patient is conscious sit them down – if unconscious placed in the Recovery position. Be prepared to give Resuscitation to the patient if there is not breathing or pulse

ASTHMA

Our policy is in accordance with the National Asthma Campaign.

- 1 Children are encouraged to participate fully in all aspects of school life.
- 2 The school environment is favourable to children suffering from asthma, e.g. non-smoking, no hazardous materials are used.
- 3 Other children are helped to understand Asthma so that they can assist their friends during an attack.
- 4 Inhalers are readily available – all junior children carry and administer their own..
- 5 Infant children have immediate access to their inhalers which are kept in the teacher's desk/cupboard. They are always administered under supervision of the teacher.
- 6 All children's inhalers must be named and the responsibility for checking if the inhaler is fully charged or otherwise properly functioning and whether out of date rests with the parent.
- 7 In the event of a severe attack, the child will be sat down quietly and medical assistance called for.
- 8 Inhalers must accompany all children on visits and outside activities e.g. sports, swimming, educational day visits and activity week.

3 CHILD PROTECTION

- Children are brought to school between 7.45am and 8.55am. All children are allowed entry through the front door.
- From 8.30am children remain in the hall until dismissed for registration at 8.55am.
- At lunchtime Nursery children who leave at the end of the morning session are collected by a parent/carer from the nursery side door.
- At the end of the afternoon session the class teacher will lead their class to the front door from where a parent/carer will be expected to collect a child. Any child not collected should not be left in the school drive or on the pavement but brought back into school where they will remain in the room of the After School Club until collected.
- If a parent/carer cannot collect a child they are required to telephone the school to inform us who will collect the child.
- The Headteacher may for legal reasons be informed of a person (s) who should not collect a child and this information will be conveyed to the class teacher.

4 VISITS AND RESIDENTIAL STAYS – Please see individual sheets.

5 PARKING AND ROAD SAFETY

- The school is fortunate to be granted free staff parking by the adjacent LDS chapel. Staff should park at the rear of the car park and comply with any instructions from any leader or member of the church.
- In the winter months the lights along the side of the church will automatically go on to illuminate staff access and also enhance security.
- Parents are encouraged to arrive at the school from the direction of Beach Road to allow easy access to the pavement. This is to also allow a smoother and safer flow of traffic.
- Parents are not allowed to use the school drive to drop off or collect children.
- Staff will be informed of any child who walks or catches a bus to and from school.
- Staff will be informed of any child who has had permission to cycle to and from school.

6 PLAYGROUND DUTIES

- Nursery, reception, Class 1 and 2 have playtime first. The nursery assistant is always on duty together with a member of staff.
- Class 3 to 6 have playtime following the younger children. One member of staff is on duty.
- If children are injured they should be sent indoors to the kitchen where the General Assistant or another First Aider will give the necessary treatment and record the accident in the Accident Book.
- After Easter or even before if the weather is very good children may use the lawn as well as the playground.
- Children should line up in classes at the end of playtime and walk along the path back into school. All staff should be vigilant at playtime.
 - a) stand where the widest view is possible
 - b) Very rough and boisterous play should not be tolerated. Children who are reprimanded should be required to stand near the fence or sit on a bench for an appropriate time.

7 MOVEMENT AROUND THE SCHOOL

- There should be no running inside the school

- Children should walk sensibly in single file keeping to the left when going upstairs.
- There should be no jumping down any stairs.
- The rear staircase should be used with extra care. It is not in general use and only in dire emergency should it be used as an evacuation route.

8 SCHOOL SECURITY

- The school has an alarm system which is deactivated by the Headteacher on arrival.
- After school the designated cleaner is responsible for setting the alarm. This cleaner also has a key to the premises.
- Staff with or near to the ground floor doors should check that the doors are locked at the end of the afternoon session. The exception is the ground floor rear door on Friday which is used by the older children returning from games.
- Staff should close any window at the end of the afternoon session.
- The Class 6 teacher should daily check that the fire escape door is closed.

9 CONTRACTORS AND MAINTENANCE

- The school tries to ensure that any major maintenance is done in school holidays.
- Gas fires are serviced annually during the summer holiday.
- Portable appliance testing is done during a main or half term holiday.
- Tim Leach carries out most maintenance tasks.
- Staff should inform the Headteacher of any maintenance requirements and these are recorded in the Maintenance File.

10 BREAKFAST CLUB

- This was started in September 2014 from 7.45am – 8.30am.
- The club uses the hall and Reception Classroom.
- A daily register of attendance is kept.
- Fire evacuation is via the front door and the driveway is the Fire Assembly Point. An evacuation is held Termly.
- Two staff Mrs Amanda Gifford and Miss Yvonne James are in charge of this club.