



HEALTH AND SAFETY POLICY

PURPOSE

Health and safety is an important consideration for all within Wingate School. The School will take all reasonable steps to provide a safe and suitable environment for student's, staff and visitors.

Monitoring and Review of Health and Safety Arrangements:

An annual check is carried out by a Health and Safety Inspectorate. They will inspect and monitor the upkeep of buildings and grounds to ensure that the premises are compliant with Health and Safety requirements. Any report from the inspectors will be used to inform the SIP.

Responsibilities:

The School will:

- Ensure health and safety is considered an important and often an essential element of child safety
- Consult staff and provide training opportunities where necessary
- Regularly monitor and review health and safety procedures across the school

The Head Teacher will:

- Encourage a common-sense approach to develop a health and safety culture throughout the school
- Annually review health and safety arrangements across the school
- Take day to day operational decisions
- Draw up health and safety procedures as necessary
- Ensure staff are aware of their responsibilities

All staff are responsible for health and safety within their working environment. They should take all reasonable steps to:

- Ensure - as far as is reasonably practicable, that their classroom or work area is safe for all adults and children
- Report any potential health and safety risks or hazards to the school office immediately

Keeping the school informed: Students and visitors should sign out from the Office (or the notice board in the staff room for teachers) before leaving school. Parents and guardians should keep the Office updated of any changes of contact details. The School endeavours to keep parents informed via the school website and regular emails and newsletters.

Contractors: when on site are expected to follow the school safety procedures and ensure their working areas are safe for all students and staff. The Bursar or Head Teacher will liaise with contractors as appropriate.

If an event occurs, **Accident and Incident Report Forms** are available from the office and must be completed as soon as possible after the event. A copy of the form is included as Appendix A

Curriculum:

PE:

- On days when seniors and juniors students have PE, they must arrive in school in their PE kit. Infant classes change in their classrooms before their PE lessons unless parents are informed otherwise
- If students are taken down to the pitches, the teacher must take a mobile phone to contact the office in an emergency
- The wearing of jewellery and nail varnish is not permitted. Any studs must be removed or taped over for the lesson

Sciences:

- Protective eye goggles and gloves should be worn by staff and students during all practical experiments

Art & Design:

- Protective clothing should be worn when working with paint and other art materials

ICT:

- No food or drink should be consumed within any of the ICT rooms

General Safety:

School Access:

- Before 09.10, students and parents may use the two entrances in Calle Mirador la Cumbrita. After this time the gates are locked and visitors or late arrivals should enter via the main school entrance using the key code or the office entrance, though both have intercom. All visitors or late arrivals must either sign in or report to the school office

Vehicles:

- Both car parks follow a one-way system at peak times in the morning arrival and afternoon dismissal. Vehicles enter from Calle Mirador la Cumbrita and leave from the bottom of the car park

Fire Safety and Evacuation Procedures:

- The school will provide a safe and healthy working environment with respect to fire safety. The Emergency Evacuation procedure is included as Appendix B.
- The school is obliged to carry out two fire evacuation drills each year
- School fire fighting equipment is checked annually

First Aid:

- Basic First Aid is administered by the School Office staff. The School has TWO appointed First Aiders - Mrs Jacqui Dadswell and Sra Eva Ramirez, though many of the staff have undergone Basic First Aid training
- Any child complaining of being ill should be taken to the sick room and the office informed
- If more than first aid is required the office will take action as necessary

Administration of Medication:

- The School office keeps a register of all students who are on prescribed medication and/or have any allergies. Teachers are notified of any student in their class who may need medication
- Students with serious medical conditions or serious allergies are identified on the notice board in the staff room
- Epi pens with instructions for use are located in the relevant classroom and the office
- Any medication is kept in the office or in the fridge in the staffroom

Contagious Diseases:

- If there is a serious outbreak of a disease, parents and staff will be notified via email

Head Lice:

- Checks on children for head lice are carried out regularly or if a case arises
- Incidents of head lice are reported to parents of children in the class where an outbreak has occurred and the student collected from school

Supervision of Students:

- Students must be supervised at all times in lessons and break or lunchtimes
- Staff duties are organised at the beginning of each academic year and promulgated in the staff room

Off Site Activities, Trips and Visits:

- Any visit off site must be approved by the Head teacher. He will ensure that there is the correct ratio of staff to students and discuss any H&S issues with the trip leader
- The trip leader is the person responsible for all prior administration, organisation and safety whilst on the trip
- For any visit to take place off the school site, a letter home requesting permission is required which is available from the office
- A list of the children and adults in the party on a school visit must be kept in the office for the duration of the trip
- Coaches hired by the school must have seat belts fitted, adults should ensure that they are used and children are seated at all times
- The trip leader must ensure a First Aid kit should be taken on every trip
- At the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency. It is their responsibility to keep the office updated of any changes



Mr Colin Macrae
Head of Wingate School