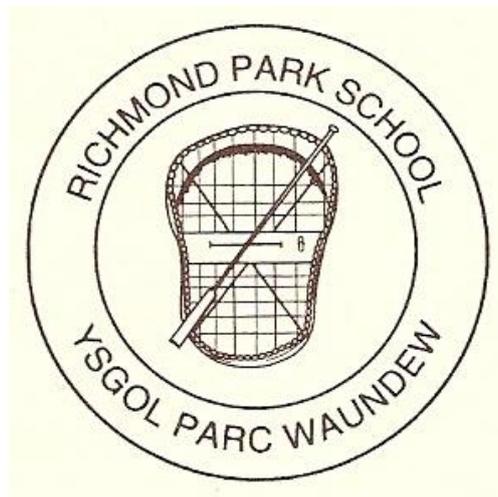




# Richmond Park Community Primary School



# Health & Safety Policy

Revised March 2013



## **Richmond Park CP School**

### **Health and Safety Policy - Contents**

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Signed: ..... (Chair of Governors)

Signed: ..... (Headteacher)

Date: .....

## **Richmond Park CP School**

### **Health and Safety Policy**

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Carmarthenshire County Council Local Authority and by the Education Department. The general aims of these policy statements are accepted and implemented by as a school.

#### **Aims**

Our main aims for Health and Safety are to:-

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

The arrangements set out below are designed to implement the aims of our Health and Safety practice at Richmond Park Primary School.

#### **General Guidelines**

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and management of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Governors and Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of pupils' duties where appropriate;
- provide and maintain adequate welfare facilities and to make recommendations to Carmarthenshire County Council as appropriate.

## Responsibility of the Governors and Head Teacher

The Governors and Head Teacher are responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on an annual basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority via e-mail and staff information file.
- make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- ensure that regular safety inspections are undertaken. (A Health & Safety Governors Committee conducts an annual risk assessment and follow-up action plan of the school premises and property);
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Risk Assessment;
- report to Carmarthenshire County Council any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

**NB:** The Governing Body will deal with all aspects of maintenance which are under their control, report to the County Council Help Desk any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.

- monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Carmarthenshire County Council Local Authority), hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head Teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## **Responsibilities of Teaching staff, Non-Teaching staff and Parents/Carers:**

All members of the school community work towards the school's aims by:

- being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- being familiar with all instructions and guidance of safety within the school.
- using common sense and due care and attention at all times to take responsible of their own safety and that of others.
- all teaching and non-teaching staff are expected to sign in on arrival to the school and sign out when leaving the school in the 'sign-in' book which is kept in the main reception area. Staff should also sign out and in if they leave the building for lunch, etc.

## **Responsibilities of Pupils:**

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

**NB:** The Governors and Head Teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school prospectus.

## **Responsibilities of Visitors:**

- Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.
- Peripatetic staff and visitors are expected to sign in on arrival and out when leaving the building. Signing in and out book to be left at the Reception desk. Visitors are also required to wear an identity badge during their visit.

## **Fire and Emergency Evacuation Procedures**

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

All staff, pupils and visitors are expected to vacate the building upon hearing the fire alarm through their nearest fire exit and line up at the fire assembly points with their class. If children attend clubs after school, they should vacate through their nearest fire exits and assemble at the points below:

- The fire assembly point for all junior classes is in the furthest corner of the lower junior yard.
- The fire assembly point for Year 1 and 2 classes are on the lower part of the Year 1/2 yard.
- The assembly point for Nursery and Reception children is on the bottom of the Nursery/Reception yard.
- The primary assembly point for the Assessment Unit class will be through the fire exit door in their corridor and assemble on the bottom of the drive next to the Nursery/Reception yard. The secondary assembly point in the event of a fire in the corridor will be through the Assessment Unit atrium doors into the junior corridors, through the fire exit next to the Year 3/4 class and assemble with the juniors on their yard.

It is the responsibility of class teachers to take their class register onto the yard with them during an evacuation.

It is the responsibility of the Headteacher or person responsible for the drill to give teachers and pupils the 'all clear' to re-enter the school after a drill.

A whole school fire alarm drill will be held every term.

The log book for the recording and evaluation of practice and evacuation drills is available and stored in the school office. This will be conducted by the person arranging the drill.

A weekly fire alarm test will be undertaken by the Premises Officer and a record of this will be kept in the Fire Manual in the school office.

The Premises Officer will also be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.

- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

### **Responsibilities during a fire drill/evacuation:**

Checking all areas: Headteacher - overall supervision.

Junior toilets – Deputy Headteacher

Staff room – Deputy Headteacher

Infant toilets – Assistant Headteacher

Nursery/Reception toilets – Nursery/Reception class teachers

Classrooms – class teachers

Staff toilets – Headteacher

Office area – Geraldine Phillips

Phoning fire service – This is automatic however Geraldine Phillips to check fire service has been called.

Unlocking gates to allow access – Hayley Morris

Registers and visitors book – Hayley Morris

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include visits by 'Kidde' to service and monitor the fire extinguishers and the fire alarm system. They will then sign and date that these have been serviced in the log book in the office and on the fire extinguishers themselves.

## **First Aid and Accident Reporting Procedures**

Pupils/staff involved in an accident in the classroom or on the school yard/field should be seen by the staff on first aid duty or by the designated trained first aider. They will then decide whether the Head Teacher will need to be informed.

A First Aid box is available in the office, staff room and Nursery/Reception classes. The first aid coordinator should make regular checks to ensure that the first aid box is kept up to date with the necessary equipment.

First Aid boxes should include: \* A leaflet giving general first aid guidance. \* 20 individually wrapped plasters of assorted size. \* 2 sterile eye pads. \* 4 triangular bandages, individually wrapped. \* 6 safety pins. \* 6 medium wound dressings (approx 12cm x 12cm) individually wrapped and sterile. \* 2 large wound dressings (approx 18cm x 18cm). \* Disposable gloves.

The person in charge of an educational visit, sporting event, etc. should ensure that they take a replenished travel first aid kit with them to these events.

The Headteacher is the person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences.

The accident and incident books are kept in the office and are to be completed by the person who administered first aid as soon as possible after the event.

For head injuries and other serious injuries, parents/carers should be called as soon as possible and informed of the injury. Depending on the nature of the injury, parents/carers can then decide if they would like to take children home and make further arrangements for the injury, e.g. visit the doctor, etc.

Report forms for recording serious injuries, eg, fractures as a result of defective apparatus etc are available in the school office.

A list of first aiders is kept in the office along with their training dates.

An ambulance should be called where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. In the event of a serious injury requiring medical attention, the parent will be informed by the school. Arrangements should then be made for the pupil to be taken to the Accident and Emergency unit at West Wales General Hospital. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.

When it is necessary in an emergency for staff to transport pupils in their own car, they are to be accompanied by another adult.

A member of staff or pupil taken to hospital should be accompanied by two members of staff (for pupils). At least one member of staff will remain at the hospital until the pupil's parent arrives.

## **Equipment**

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested regularly in accordance with Carmarthenshire County Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

The safe disposal of ICT equipment is done by contacting the ICT department at Carmarthenshire County Council, who then arrange for the equipment to be collected and disposed of safely.

## Off-Site Visits

We follow the 'All Wales Guidance' for Educational Visits as published by the Welsh Assembly Government 2008.

All pupils should have a signed consent form from parents/carers in their personal files to provide consent for local activities. These local activities are listed on the consent form (see attached letter and consent form for local visits). Where there is no general consent form signed, parents will need to sign a separate consent for each visit.

For all off-site activities which are not listed on the general consent form, the teachers/visit leader should complete the online educational visit form on the Evolve website ([www.evolve.edufocus.co.uk](http://www.evolve.edufocus.co.uk)). This form will be submitted to the Educational Visits Coordinator, the Headteacher or Carmarthenshire LEA (for residential visits) for approval.

For any visit to take place off the school site, a letter home requesting permission is required (if the visit is not already included on the general consent form). A letter will be sent home for all educational visits to provide information about the visit.

At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance in the town. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach. The project leader should also have a list of contact numbers for the children and staff.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary. A list of children with Epi-Pens, etc is available in the school office.

The Teacher in Charge of each off-site visit is responsible for the Risk Assessment and Risk Management arrangements for the visit, using the school proformas appended. This includes specific individual risk assessments for particular children with medical needs, behavioural issues, disabilities, etc.

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff. These first aid kits should be prepared and checked prior to the day of use.

After use, it is important that they are returned to the first aid cupboard and any items replenished if necessary.

The pupil : adult ratio recommended by the 'All Wales Guidance for Educational Visits' are set below:

<b>General off-site visits ratios</b>			
<b>Activity</b>	<b>Age of young people</b>	<b>Staff: young person ratios- typical range</b> NB actual ratios must be determined by a process of risk assessment	<b>Leader competence</b>
Local visits and visits to normal countryside	Nursery	1: 2-4	Previous experience and approved by Head/EVC
	Reception	1: 4-6	
	Years 1-3	1: 6-10	
	Years 4-6	1: 10-15	
	Special education	1: 6-10	
Residential visits and visits abroad	Years 4-6	1: 8-10	As above
	Special education	1: 5-8	
Swimming in public pools (with lifeguard)	Years 1-3	1: 5-8	As above
	Years 4-6	1: 10-12	

## **General Health and Safety Arrangements**

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Premises Officer, Bursar or Headteacher will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- Safety in Science;
- Safety in Art;
- Caretaker's Training Manual.

A yearly check will be carried out by a governor, the Premises Officer and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Certain rules and procedures are considered essential to ensure the health and safety of staff and pupils within various areas of the curriculum.

- Health and Safety guidance for safe practice in and out of the classroom is included in all National Curriculum school policy documents.
- All staff are required to be vigilant in ensuring that any defective apparatus, damage to equipment, furniture, building or playground is reported to the Head Teacher for attention.

Subject leaders are required to ensure that the health and safety requirements are updated in accordance with changes and developments in the curriculum.

New and expectant mothers who are members of staff should meet with the Headteacher as soon as possible to complete the 'New & Expectant Mothers Fitness for Work' for attached with this policy to ensure that they are safe to work.

## **Safety Rules and Procedures for Physical Education**

Children doing PE exercises, with or without apparatus, should be supervised at all times in the hall/gymnasium.

Apparatus put out and put away by the children, must be carried in a quiet and disciplined way to avoid causing any hazard.

The teacher in charge must check any apparatus, which is put out or assembled by the children to see that it is secure and safe to use.

Children must be obliged to use apparatus sensibly and safely, and be taught to see the possible dangers caused by indiscipline and misuse.

Guidance on appropriate safety procedures regarding environment and clothing used for PE and the removal of all jewellery including earrings should be followed as seen in the PE Scheme of Work.

Further guidance on the authority's health and safety policy for all aspects of physical education and school sport is contained within the British Association of Advisers and Lecturers in Physical Education (BAALPE) resource "Safe Practice in Physical Education and School Sport" (kept by the PE Leader).

Exclusively, for matters relating to sport, the publication "Safety in Sport" is recommended for schools to use.

All children who suffer from Asthma or require any other form of medication, should have these with them or provided to the teacher in charge at the start of each session.

### **Clothing**

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### **Jewellery**

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. No watches should be worn during physical education.

It is advisable to collect all such items prior to the lesson and store safely.

### **Lifting and Moving**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Any apparatus which is found faulty should be taken out of use immediately, and the fact reported to the Head Teacher.

Children should be instructed to watch out for, and report, any faults in the apparatus.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

## **Safety Rules and Procedures for Swimming Classes at the Leisure Centre Pool**

The Leisure Centre provides a qualified swimming teacher who is overall in charge of the swimming groups.

The Leisure Centre swimming teacher is a qualified ASA or STA school swimming teacher.

The Leisure Centre swimming teacher has a minimum or current NARS life guard qualification.

The Leisure Centre swimming teacher has a current first aid certificate.

The class teacher bringing the children to the pool must engage in the active teaching of swimming.

Ratios of 12 children to 1 adult (non-swimmers) should be used for Years 4-6 and ratios of 8 children to 1 adult (non-swimmers) should be used for Years 1-3.

Additional staff/helpers may assist teachers in the teaching of swimming, as directed by the class teacher.

Staff should be suitably dressed for the teaching of swimming. To comply with Leisure Centre guidance, staff are advised to take indoor footwear for use on pool side.

There is a pool operating procedure, which must be followed, available to view in all pools if required. A copy of the CCC Pool Risk Assessment is held in the school office. All staff are expected to make themselves aware of its detail.

It is recommended that the class teacher has access to a mobile phone in cases of emergency.

Teachers retain the responsibility for all children in their care from the time that they leave school until their return.

Advice contained in the BAALPE resource "Safe Practice in Physical Education and School Sport" should be used.

In the swimming pools used by Carmarthenshire County Council the following documents are used to complement the BAALPE Resource:

- Management of Health and Safety in Swimming Pools – Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk).
- National Curriculum Swimming Resource – ASA/STA [www.britishswimming.org](http://www.britishswimming.org) / [www.sta.co.uk](http://www.sta.co.uk).

## **Safety Rules and Procedures for Pupils Travelling on a Bus**

Children must wear seat belts before the beginning of a journey and remain in their seat belts throughout the journey.

Staff are advised to inform the driver of difficulties with seat belts.

The journey is not to be undertaken unless every child is securely fastened with a seat belt.

Children should not at any time get out of their seats while the bus is in motion.

Children should not at any time eat or drink while the bus is in motion.

Children should not be using pencils, rulers etc while travelling on the bus.

The level of noise on the bus should be kept to a minimum so as not in any way be a distraction to the driver.

Bags, sporting equipment etc should not be placed in the luggage compartment above the seats.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach nor in the centre back seat if this can be avoided.

Children should not be seated by an emergency exit.

## **Safety Rules and Procedures for Transporting Pupils in a Car**

Legislation governing the use of child car seats came into force on the 18<sup>th</sup> September 2006. “Children aged 3 years and under 12 must use the correct child seat/booster cushion when traveling in cars or goods vehicles until they reach about 4’5” (135 cms). Few exceptions are permitted”.

Pupils required to be taken in an emergency to the hospital are exempt from the above arrangements. “There are some specific practical exemptions for taxis, emergency vehicles and (for children aged 3 and over) journeys over a short distance in an unexpected necessity”.

Any staff transporting pupils to or from an event must have written consent from parents/carers and the Head Teacher, as well as have the appropriate insurance to cover transporting children whilst at work.

Further information regarding the use of car seats for children can be found in the Welsh Assembly Government booklet “Law” (copies available in school and on the website [www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk)).

## **Safety Rules and Procedures for Supporting Pupils with Medical Needs**

### **Medication**

Many pupils will need to take medication at school at some time in their school life. Mostly this will be for a short period only: to finish a course of antibiotics or apply a lotion. Medication should only be taken to school when absolutely essential.

Many pupils with long term medical conditions will require medication during school hours. It is very important for the school to have sufficient information about the medical condition of any pupil with long term medical needs:

- Details of a pupil's condition.
- Special requirements, eg, dietary needs, pre-activity precautions.
- Medication and any side effects.
- What to do, and who to contact in an emergency.
- The role the school can play.

Parents will be asked to supply information about medicines that their child needs to take at school, and to inform school of any changes to the prescription or the support needed. Details needed include:

- Name of medication.
- Dose.
- Method of administration.
- Time and frequency of administration.
- Other treatment.
- Any side effects.

### **See Parental Request for School to Administer Medication**

Medicines should be taken and stored in the School Office or in classroom cupboards. Medicines in containers should be clearly labelled with the name of the pupil, the name and dose of the drug and the frequency of administration.

Asthma Inhalers must be readily available to pupils, usually being able to administer them themselves.

School staff should not give non-prescribed medication, eg, aspirin and paracetamol to pupils.

No pupil should be given medication without his or her parents' written consent. Any member of staff giving medicine to a pupil should check:

- The pupil's name.
- Written instructions provided by parents or doctor.
- Prescribed dose.
- Expiry date.

If pupils refuse to take medication, school staff should not force them to do so and parents should be informed as a matter of urgency.

Teachers in charge of educational visits, sporting activities, swimming lessons must ensure that all pupils with specific medical conditions and requirements have all necessary medication, inhalers, epipens etc with them during out of school activities.

All members of staff working with children with specific medical conditions have received training on how to administer first aid, e.g. use of epipens, etc. A list of these children and their medical needs are kept in the school office.

### **Allergies**

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children.

### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow county guidance on advice/reporting of diseases as outlined in Health Matters. If in doubt we contact the school nurse.

### **Headlice**

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

### **Access to Education and Support for Children and Young People with Medical Needs**

<http://wales.gov.uk/topics/educationandskills/publications/guidance/?lang=en>

This guidance document replaces guidance:

Welsh Office Circular 57/94 – The Education of Sick Children; and  
Welsh Office Circular 34/97 – Supporting Pupils with Medical Needs

## **Staff Health and Welfare**

### **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher or a member of the senior leadership team as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

### **Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

### **Violence**

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

## **Safety Rules and Procedures Regarding Supervision of Pupils**

Each class teacher has the responsibility for his/her class of children during school hours and on school visits etc which may be out of school hours.

Children should not arrive at school before 8.45a.m. or after 9.00a.m. Children attending Breakfast Club can do so between 8.00a.m and 8.45a.m.

School Hours:

### Foundation Phase

Morning Session 9.00 a.m. - 12.00 noon

Morning Break 10.30 a.m. - 10.45 a.m.

Afternoon Session 1.00 p.m. - 3.00 p.m (Assessment Unit/Nursery/Reception),  
1.00pm – 3.05pm (Year 1 and 2).

### Key Stage Two

Morning Session 9.00 a.m. – 12.00 p.m.

Morning Break 10.30 a.m. – 10.45 a.m.

Children will be supervised on the school premises from 8.45am. The teacher on yard duty from the Infant and Junior Departments will supervise children on the school yard. The teacher on inside duty will ring the bell at 9.00am for the children to line up.

During inclement weather, children will be supervised in their own classrooms from 8.45am.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

No children should be dismissed for playtime until the teacher on duty is on the yard.

At break times, a teacher will be on inside and outside duty for both junior and infant departments.

Extra support staff will be on duty to supervise children with specific medical needs, behavioural needs, etc.

All teachers should meet their classes outside and guide them back to class after break times.

The rota for duties is on the staff room notice board.

Children needing first aid will be seen to by other staff on first aid duty. Staff on yard duty should not leave the yard to assist with first aid. Another pupil should be sent in to seek assistance.

No children should be dismissed for dinner break until lunchtime supervisors are on duty in the hall or on the school yard. During inclement weather, lunchtime supervisors will supervise year groups in classrooms as arranged by the Head Teacher.

Pupils should not be left unattended in a classroom during class times or at break times. In the event of a teacher having to leave the class, arrangements should be made for a member of the support staff to supervise the pupils.

Children should be supervised at all times when:

- Moving from one part of the building to another.
- Going out and returning from a bus/taxi.
- Entering the hall.
- Going out for PE and games.
- Being dismissed at the end of the day.

Support staff and parent helpers on school visits should receive detailed information of groups; timetable of events; learning focus and the standard of behaviour expected from the children and procedures to be taken if these standards are not met.

Whenever possible, during a school visit, all staff accompanying the pupils should be given the mobile number of the teacher in charge in order to be contacted in an emergency.

## **Safety Rules and Regulations Regarding Staff and Students Working at School**

All staff and students are required to inform the Head Teacher/Deputy Head Teacher of any medical conditions that they have which may require treatment, medication, etc at school.

It is also very important that the school is given details of medication, the name and address of GP and emergency contact numbers of all staff.

Staff are required to take reasonable care of their own and others' health and safety.

Staff are required to inform the Head Teacher/Deputy Head Teacher of any serious risks to their own or others' health and safety at school.

### **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Staff should lock external doors behind them when leaving the school.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

Security lights are present in the car park.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

## **School Access Plan**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building.

Children may use the two entrances – one being the main reception entrance if arriving after 8.45am and the second being the side door to the Nursery corridor if arriving between 8.00am and 8.45am.

The gates are locked at 9.10 a.m. and after this time visitors or late arrivals should enter via the main entrance.

The internal doors to the school building require pass codes, which are only known to members of staff.

All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building. All visitors will be escorted through the building by a member of staff.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

All external doors are locked during the day and all visitors must report to the school office.

### **Vehicles**

Parents/carers are requested not to bring their cars onto the school site and regular reminders not to enter the staff car park are done via letters sent home.

Parents/carers collecting children who are injured or unwell may use the staff car park.

Staff cars should be parked in the marked bays. Other areas should remain clear.

Delivery vehicles are not expected to use the staff car park as they are likely to cause serious congestion. Instead, they should use the council car park next door to the school.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should also park next door to the school in the council car park and not enter the staff car park.

## Food Safety

The Authority recognizes, in line with the recommendation of The Food Standards Agency that, whilst it is not a legal requirement for teachers, staff, parents and volunteers who prepare and cook food in the classroom to attend a formal training course or to obtain a qualification in Food Safety. However “attendance on such training courses is considered best practice” (Foods Standards Agency).

In Richmond Park School, most teaching and non-teaching staff have been trained up to Level 2 Award in Food Safety and Catering (Chartered Institute of Environmental Health).

Please note the basic principles of safe food preparation can be summarized as the ‘4Cs’, namely:

- Clean: wash your hands, surfaces and utensils properly and keep them clean.
- Cook: cook food properly.
- Chill: chill food properly.
- Cross-contamination: avoid spreading food poisoning bacteria between foods by cross-contamination.

For more information on the principles of food preparation, see the following link:

<http://www.food.gov.uk/healthyeating/nutrition/schools/schoolfood>

## Use of Playground

In order to ensure the pupils' safety at all times when using the playground, staff are expected to follow the advice given:

Playground gates are open at 7.30a.m, closed at 9a.m., reopened at 2.55p.m and closed again at 5.30p.m.

Children using the playground must be supervised at all times.

A member of teaching staff should always be on duty during break times and between 8.45a.m. to 9.00a.m in the mornings.

Support staff should be on duty during break times and lunch times for children with medical needs, behavioural needs, etc. A rota can be seen in the staff room.

Lunchtime supervisors are employed to supervise the children on Foundation Phase and KS2 yards during lunchtimes.

Staff supervising the children must conduct a visual safety check prior to each use, eg, after periods of rain the equipment may remain slippery and therefore unsafe to use (e.g. the traversing wall).

Pupils must use the equipment properly, eg, made aware of the dangers of pushing each other and of rough play.

Any damage to the equipment, or signs of "wear and tear" noticed should be reported to the Phase Leader or Head Teacher.

Any unsafe areas on the playground (e.g. icy patches during freezing weather) should be marked out by cones and the person on duty should ensure that nobody uses that particular area.

## Walking and Bus Procedures

### Planning

#### Plan The Route

- Road Crossings
  - Aim for Controlled (Pelican Crossings, Zebra Crossings etc.)
  - If Uncontrolled
    - Aim for clear sight lines
    - Avoid crossings at complex junctions
    - Use lowered kerb edges
- Pathways and Walkways
  - Aim for off – road as much as possible (e.g. parks, pedestrian areas)
  - Avoid car parks (drivers' attention on parking, cars reversing etc.)
- For very large groups, notify the police in advance

#### Plan How to Organise The Children

- Several classes
  - Younger children in the middle, older at front and back
- Single classes
  - Slower children in the middle
  - Productive partnerships when walking two abreast
- High Visibility Vests at the front and back if insufficient available for every child

#### Plan How to Deploy Staff

- Teacher in charge, to move along the whole line as necessary.
- Support staff at designated intervals, depending on ages and attributes of children.
- Teachers responsible for classes/groups, move along the line of that class/group as necessary.

### Preparation

- **The Staff**

**Everybody** to be informed of

- the teacher in charge
- the route (with attention to specific hazards, e.g. crossings)
- the order of classes/groups
- her/his own individual roll

- **The children**

- Allocate productive partnerships
- Determine the order of children within each group

- On the playground **practise** the two methods of crossing roads (see below) and have a clearly differentiated signal/name for each

## **Execution**

- **Road Crossings**

- **The Snake (at controlled crossings)**

- Teacher in charge moves to the centre of the road.
- Children remain on pavement until teacher in charge calls them forward.
- Children, staff cross the road in order of the line.
- Teacher in charge waits until the last child has crossed and follows.
- If necessary (e.g. lights change) the teacher in charge will halt the line, leaving some children and staff to wait until it is safe to resume crossing.

- **The Tidal Wave**

- Children line up parallel to the pavement edge.
- Teacher in charge moves to the centre of the road.
- Children remain on pavement until teacher in charge calls them forward
- Children cross the road en masse.
- Teacher in charge waits until the last child has crossed and follows.
- If necessary the children can be crossed in batches.

- **Line Protocol**

- Children to stay together. Do not permit large gaps. Teacher in charge governs line speed
- Walk as far from kerb edge as possible.
- Check numbers frequently and always at beginning and end of the walk and after interruptions to progress

## Residential Visits Guidance

Group leaders should complete the online educational visits form on [www.evolve.edufocus.co.uk](http://www.evolve.edufocus.co.uk) and submit this plan to the Educational Visits Coordinator or Headteacher. This plan will then be checked and submitted to Carmarthenshire LEA for final approval (see EV1 and EV2 forms attached).

The plan should state the educational aim of the visit, a list of the children and staff attending, medical information, risk assessments (see attached '*risk assessment form – visits*', and '*Risk Assessment and Risk Management Plan - Pupils*', etc.

For adult to pupil ratios on residential visits, the school operates within the 'All Wales Guidance' framework for education visits. This is currently 1 adult per 8-10 children (depending on the activities, expertise and experience of the staff in charge following sufficient risk assessments).

Consent forms should be completed by parents/carers with detailed information about medical needs, etc and returned to the group leader for processing (see attached '*Parent/carer consent for one-off or occasional educational visits*' form).

Group leaders are expected to use the following guidance in planning and preparing residential visits out of school:

- **Standards for Adventure.** This is part 2 of a 3 part supplement to Health and Safety of Pupils on Educational Visits. A Good Practice Guide (HASPEV). <http://www.teachernet.gov.uk/visits> (paper copy available in school)
  
- **A Handbook for Group Leaders.** This is part 3 of a 3-part supplement to Health and Safety of Pupils on Educational Visits: A Good Practice Guide (HASPEV). <http://www.teachernet.gov.uk/visits> (paper copy available in school)
  
- **Group Safety at Water Margins** (CCPR and DFES) (<http://www.teachernet.gov.uk/visits> (paper copy available in school))

**Critical Incident Planned Response –**  
**Aggressive or Violent Incident in School (attack by aggressive parent or pupil)**

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

Remove children if possible.

Seek immediate help (ask a child to go to next door teacher).

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult.

They should remove the children if they are still present.

The Headteacher should be informed.

If the situation is out of control the police should be called.

In extreme cases it may be necessary to use restraint procedures but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

## Risk Assessment and Risk Management Plan - Pupils

Assessment		
Pupil's Name:	Date of Birth:	
Age:	Class:	SEN:
<b>Hazard:</b> Description of the situation which gives rise to risk:		
It usually happens in the following circumstances:		
It is unpredictable or irregular in occurrence:		
<b>Risk:</b> The risks associated with this hazard are:		
Physical injury – to whom and of what nature:		
Emotional disturbance – to whom and of what nature:		

Damage to property/equipment:
Disruption to education:
<b>Risk Management Plan</b>
Can the risks be:
Eliminated? <input type="checkbox"/> <input type="checkbox"/>
Avoided? <input type="checkbox"/> <input type="checkbox"/>
Managed? <input type="checkbox"/> <input type="checkbox"/>
What measures are already in place?
What additional measures are necessary – by whom, what, where and when?
Plan communicated to:
By: <span style="float: right;">Date:</span>

## Risk Assessment Form – Visits

School/centre:

Visit date(s):

Visit leader:

Activity/activities:

Venue:

Risk assessment completed by:

Date risk assessment completed:

<b>Significant hazards and harm which may occur</b>	<b>Who might be harmed?</b>	<b>Safety measures:</b> <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>

**Additional notes:**

**Richmond Park Community Primary School**  
Priory Street  
Carmarthen  
Carmarthenshire  
SA31 1NB



**Ysgol Gynradd Gymunedol Parc Waundew**  
Heol y Prior  
Caerfyrddin  
Sir Gâr  
SA31 1NB

Headteacher / Prifathro: Mr. Siôn Mason-Evans B.Ed.  
Tel: (01267) 238298 Fax: (01267) 235001  
e-mail: [admin.richmond@ysgolccc.org.uk](mailto:admin.richmond@ysgolccc.org.uk)

[www.richmondpark.amdro.org.uk](http://www.richmondpark.amdro.org.uk)

Dear Parents/Carers,

We are writing to ask you to complete, sign and return the attached parent consent form to school. The form covers educational visits and the use of your child's images on school documentation.

You have probably already completed a similar form at the start of the year, but this form will now replace the existing one and will cover your child for the entirety of his/her time at Richmond Park School. This saves you from having to take the trouble to return tear-off slips on each occasion when children attend local visits, and it saves the school paper by having one consent form instead of repeated forms annually. We ask for your consent for all visits as noted on the form which are undertaken whilst your child is a pupil at Richmond Park School. You will always be notified of visits outside the locality separately and asked to return a consent form for each of these.

As ICT is now such a prominent aspect of life at Richmond Park, we would also kindly ask you to consent to us using your child's images/video for school purposes. We have recently set up a school Facebook, Twitter, YouTube, Vimeo and J2Webby account. Your child's name or images/video will never appear on the school Facebook/Twitter pages – there will only be links which direct the reader back to the school website for this information. The YouTube account will be used to publish our online prospectus (which will include some children) and educational videos which have been approved for the children to conduct research for the topic they're currently studying. The Vimeo account is where we will host our other videos which have been created by the school or the children. J2Webby is our school blogging website where children can post examples of their work and have their peers, teachers, parents etc provide constructive feedback on their work. This feedback is only published once it has been approved by our teachers.

It is an exciting time at Richmond Park School for your child/children with these numerous opportunities at their disposal. We would appreciate it if you could provide full consent to allow your children to access all of these wonderful opportunities which are available to them. If you are unsure about anything in this letter or consent form, please feel free to come in and discuss this with us or your child's class teacher in school.

Yours sincerely,

Mr S. Mason-Evans  
(Headteacher)

Mr D. Cooper  
(Deputy Headteacher)

## Consent Form

This form is valid until your child **leaves** Richmond Park Primary School or you request to amend it.

I/we ..... (parent/carers name) give consent for my child

..... (child's name) on the ..... (date) to:

**1. Participate in local outings\* within the Carmarthen area during and/or outside of school hours.**

\* Local outings may include visits to the local library, the Oriel Myrddin Art Gallery, Abergwili Museum, Carmarthen Leisure Centre, Trinity College, walks into Carmarthen town, the cinema, Queen Elizabeth High School, St Peters & St Johns Church, local schools & sporting clubs.

I understand that there will be an adequate number of staff present at each outing. The ratios of staff to pupils will comply with the 'Educational Visits - All Wales Guidance' and our school's Educational Visits Policy.

**2. Consent for Web Publication of Work and Photographs**

**All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum.**

I consent that my child's work may be electronically published on the main school website or the school's blogging website, J2Webby.

**3. Consent for Internet Access & Publication**

I consent that my child can access the Internet in school. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials and are using the 'Bloxx' facility provided by the Local Authority to filter inappropriate material. I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Occasionally, we may take photographs of the children at our school. We may use these images in our prospectus or in other printed publications that we produce, as well as on our school website. We may also make video/DVD or webcam recordings for school-to-school conferences, monitoring or other educational use. From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 5 below, then sign and date the form above. **Please circle your answer:**

1. May we use your child's photograph in the prospectus and other printed publications that we produce for promotional purposes? **Yes / No**
2. May we use your child's image on our website? **Yes / No**
3. May we record your child's image on video/DVD and publish this on the school website? **Yes / No**
4. Are you happy for your child to appear in the media? **Yes / No**
5. Photographs for in-school display? **Yes/ No**

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

**I have read and understood the conditions of use on the back of this form.**

### **Conditions of use**

1. This form is valid from the date you sign it and will remain valid for the period of time your child attends Richmond Park School or until you request to amend the consent.
2. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video/DVD, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include pupil personal e-mail or postal addresses, or telephone or fax numbers on video/DVD, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual students for school purposes, we will only use the first name of that child in the accompanying text or photo caption.
5. We may include pictures of students and teachers that have been drawn by the students on our school website.
6. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
7. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. To post videos on the school website, we must host them on either YouTube or Vimeo. These videos will be created by both the children and the school and will include pupils, teachers, staff, etc. Pupils accessing YouTube or Vimeo may be subject to accessing videos from outside agencies.
9. No images, video or names of children will be posted on the school Facebook or Twitter accounts. There will only be links posted on these sites which direct the audience back to the school website for information about certain events, etc.
10. Children can blog their work and comments on the school blogging website, J2Webby. This site is monitored and regulated by the teachers. All posts and comments are sent to the teachers first before they are published, therefore they will not be seen by the public until they have been approved. Any unsuitable content will not be posted and will be deleted.
11. Consent given on the reverse page is for all visits as noted on the form which are undertaken whilst your child is a pupil at Richmond Park School. You will always be notified of visits outside the locality separately and asked to return a consent form for each of these.