



Staff Responsibilities

1. It is the School Board's intention to provide and maintain safe and healthy working conditions, equipment and systems of work for everyone in the school, and to provide, when necessary, relevant safety information, training and supervision. Any Health & Safety concerns are reported immediately to either the Principal or the Senior Administrative Assistant (SAA).
2. The Principal/SAA will oversee the day-to-day management of Health and Safety and the implementation of the policy within the school.
3. It is the duty of all staff to take reasonable care for the health and safety for themselves, their colleagues and persons who might be affected by their actions at work. They are required to co-operate with any person in a position of responsibility to enable statutory duties to be achieved.
4. The site is inspected by the Health and Safety team monthly. At other times any hazards or defects noticed are reported to the Principal and the SAA.
5. After inspection, any problems that are identified are itemised in a written report and actioned accordingly. This constitutes the risk assessment.

Pupil Responsibilities

1. Pupils are encouraged to take some responsibility for the health and safety of themselves and others. Aspects of this occur especially in the science, DT and PHSCE curriculum.
2. They are made aware of how their actions (for instance their behaviour on the playground or untidiness in the corridors/walkways) could affect the safety of other people.

Accident Reporting

1. All accidents are logged on an accident form, which is signed by the Principal and a copy sent to parents.
2. Accidents involving children are recorded and where possible the cause of the accident is recorded and monitored for patterns.

Emergency Procedures

1. These are set out in the staff handbook, which is reviewed annually in June and updated if necessary, when appropriate.
2. Fire drills are carried out once a term. Details of evacuation procedures are posted in all relevant areas and updated once a year, or as occasion demands.
3. Fire exits are kept clear at all times. Staff check each morning to ensure that the doors are unlocked. Fire drill notices are on view at all times.
4. It may be necessary to evacuate the building for reasons other than fire. On these occasions the same procedure as for fire drill will be followed. (See also Anfield Critical Incident Policy.)
5. If deemed necessary, the children, once assembled, may be taken up to the Worldwide Gardens car park, to a distance dictated by the circumstances at the time.

Medicines (see also Supporting Students with Medical Conditions policy)

1. It is the school's policy not to administer drugs or medicines to pupils without written permission from parents. Any child who needs short term medication during the day would be regarded as not well enough to attend school.
2. However, in certain circumstances, as accepted by the Principal, the school accepts responsibility for administering prescribed drugs. This generally refers to children who have long term illnesses. In these instances the parent completes the appropriate form, available from the office, giving clear instructions regarding the dosage etc. Any drugs or medicines are handed to the Office First Aider, as soon as possible. They are stored securely in the office.
3. Epi-pens are stored in the office and the child's classroom as each child who might need an epi-pen must have two in school.

Asthma (see also Supporting Students with Medical Conditions policy)

1. Children are encouraged to keep their inhaler with them so that it is readily available.
2. A spare is given to an office First Aider (currently Anita Lau, Phoebe Yan and Cyan Tang) who stores it in the office.
3. Under no circumstances can a child use another child's inhaler.

Hazardous Substances

1. All chemicals and hazardous substances are kept in a secure place away from the pupils and are only used by authorised adults (e.g. cleaning staff).

2. Any member of staff wanting to use any cleaning substance, for instance, must check first with the Principal and decide what measures are to be taken for protection. No substance should be brought in from home.
3. Children are never to be allowed to go to the cleaners' storage areas.

Jewellery

1. This is not to be worn at school (except as in point 2.)
2. Parents of children with pierced ears are informed that they wear earrings (studs only) at their own risk and any injury caused by the earrings becomes the responsibility of the parent.
3. The Board is aware that there will be instances when religious symbols are worn by children. This is not allowed without the consent of the Principal and the parents are made aware of the Health & Safety risks presented by the item(s) worn.

Swimming

1. Care is taken to follow the procedures of the pool, particularly those pertaining to regulations in the pool and Fire Orders.

Physical Education

1. If apparatus is used, the teacher checks at the beginning of the lesson that the equipment has been put up correctly. Pupils are taught never to go on the apparatus until the teacher says it is safe.
2. There is always teacher supervision when large apparatus is in use. It is emphasised that children must behave sensibly and quietly on the apparatus.
3. When getting the apparatus ready, staff ensure that there are sufficient numbers of children to handle the apparatus safely.
4. Indoor PE is carried out in bare feet (or plimsolls in the event of foot problems). All children have a change of clothes suitable for PE. This includes a change of top and shorts. For outdoor PE, tights are not to be worn under shorts.
5. Watches and all jewellery (including ear studs) must be removed. (See Jewellery)

Road Safety and the School Entrance

1. The entrance to the school site and the roadway around the school are hazardous. Pedestrians must always use the footpaths leading to the school grounds. Parents who bring their cars to school to deliver and pick up children take responsibility for walking to and from the cars. Pupils must not cross the roadways unaccompanied.

2. Emergency access to the school must not be obstructed by parked cars at any time.
3. There are regular reminders to discourage parents from bringing their cars to school.

School Trips

1. A risk assessment is prepared for every off-site visit.
2. The Principal is informed of any proposed visits and notified when details are finalised.
3. Every child has a permission slip provided by the parents.
4. Details are entered in the school diary/newsletter.
5. On the day of the visit the appropriate details are updated by the office staff.

Safety in the School

1. Pushchairs are not allowed inside the school buildings.
2. Bicycles, scooters etc. are not allowed to be used inside the school gates.
3. When children are tending planted areas they wear gloves to protect their hands and any use of equipment is appropriate to their height & age.
4. All adults are registered at the school office prior to being given access to the school, except during the start & end of school day when parents are delivering or collecting children.
5. Dogs (except guide dogs) are not allowed in the school grounds.

This policy will be reviewed on a regular basis.