

# HEALTH AND SAFETY POLICY



**Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.**

## Aim

King Arthur British School provides a safe and secure working environment for all adults and pupils on our site.

## Rationale

The school management team place a high priority on the health and safety of all pupils, staff and visitors to the school. A comprehensive private health insurance policy covers staff during their time at school and on their journey to and from school. Pupils are covered by the same policy whilst at school. This policy outlines the steps we all take to ensure that health and safety risks are reduced to the minimum.

## Operations

### Furniture and 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.
- Electrical equipment will be tested regularly and plugs and leads will be visually checked regularly.
- Fire fighting equipment and alarm systems are maintained via annual contract.
- P.E. equipment is checked regularly by the caretaker and P.E. teacher. Hazardous substances, such as glazes, cleaning materials, etc., are kept in appropriate storage areas.

### The school curriculum

- Pupils are taught how to live a safe and healthy life through the school curriculum. This includes regular visits from outside speakers to reinforce the work being carried out in class. Circle time in class provides opportunities for pupils to discuss concerns in a non-threatening environment.
- Teachers are responsible for ensuring the safety of pupils during all classes, but during science, art, design technology and information technology lessons in particular the safe use of equipment and materials is promoted through practical activities.

### PE and Swimming clothing

- All children will wear the appropriate clothing for P.E. and swimming classes i.e. the school P.E. uniform.

### **Jewellery**

- The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn. A watch may be worn to school, but not during P.E. or swimming lessons.

### **Lifting and Moving**

- Each child should be taught how to lift and move equipment.

### **Safety at the pool**

- Teachers and children should follow the safety procedures laid down by the pool and also the following additional safety rules:
- No child is allowed back into the changing area unaccompanied
- A male and female member of staff should accompany the children swimming at all times for Year 3 up.
- A child who is unwell or needs to leave the pool for another reason needs to be accompanied to the changing rooms and should change and return to the pool side with a member of staff.

### **Outdoor P.E. lessons**

- Children from Year 3 up attending P.E. lessons outside the school premises should, at all times, follow the teacher's instructions, particularly in matters of road safety. Pupils who do not do so will be excluded from P.E. classes outside the school premises for an appropriate period of time. The P.E. teacher is responsible for the safety of the children at all times.

### **Diet**

- The school menu is designed each month by our nutritionist. Meals are designed to provide a balance of the nutrients needed to support a healthy lifestyle. The main lunchtime meal is supplemented by a snack at morning break that children bring from home. The school consistently educates pupils and parents as to what constitutes a healthy and nutritional morning snack. Sweets are not accepted as a snack.
- Each month parents receive additional dietary advice on the back of the school menu. This is to provide education that may influence the children's diets at home.

### **School security**

- Every precaution is taken to ensure that the site is secured when pupils are in school.
- The main entrance is via a video security gate with administrative staff aware of all who enter and leave the site.
- All visitors to the site have to report to the front desk.
- Any person noticing unknown adults on site should report this to the head teacher immediately.

### **Safety of children**

- It is the responsibility of all teachers to ensure that curriculum activities are safe. If a teacher has concerns about pupil safety they should be reported to the head teacher before the activity takes place.
- Children are only taken off-site with the prior written permission from parents/guardians.
- Minor accidents, for example grazes on the playground, are treated by duty staff by cleaning with iodine from the nearest first aid box. Anything more severe is passed to the office where the child will be treated by a person trained in first aid.
- All injuries are reported to parents through email or parte. It is important that the office is informed of all injuries. More severe injuries, at the decision of the first aid staff, may be referred to the local hospital.
- Any injury requiring an outside consultation or emergency call should be passed immediately to the school directors.

### **School Building Access**

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

- Children and their parents may use both entrance gates in the morning.
- The caretaker is posted on the gate to oversee both the entrance (7.25 a.m. to 9 a.m.) and dismissal (5.00 to 5.30) of pupils.
- In case of bad weather, in the mornings, the children will go to the gym until the teachers come to collect them.
- In the afternoons, children who have not been collected are taken to the office and supervised by the administration staff until collected.
- The gates are locked from 9.00a.m. to 5.00 p.m. and, during this time, visitors must ring for entrance.
- All visitors must report to the school office on arrival.

### Vehicles

- Parents are requested not to block the c/Arroyo Fontarrón gate or c/Encomienda de Palacios gate.

### Supervision of Children whilst on the playground

- All members of staff are responsible for making sure that their classroom is clear of children when they go down to break or lunch.
- No children are allowed to remain unsupervised in the classrooms.
- No child can return unaccompanied to the class during break or lunchtime.
- Teachers or assistants should collect their class from the playground at the end of break and lunchtime.
- Children should not go up to class alone.
- There should be an adequate number of staff on duty for the age and number of children on the playground.
- The rota for duties is on the staff room notice board.

### Lunch-time Supervision

- Whilst in the lunch hall or eating lunch in the classroom (Pre-Nursery), the children are supervised by a teacher who is responsible for the pastoral care and discipline of the children.
- Kitchen staff are responsible for the organisation of serving the lunch and clearing away but must be supported in this by teachers and pupils at all times.
- No pupil or teacher should enter the kitchen during the serving of lunch.

### First Aid; Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

- **First aid kits** are available in the Office, PE Department and in the Staff Room. First aid kits for school journeys are stored in the Staff Room.
- **Disposable gloves** should always be used when dealing with blood or other bodily fluids and then disposed of safely.
- **Blood and other bodily fluid spillages** should be cleaned using whatever absorbent materials are available, e.g. paper towels. A mop should not be used as this will harbour bacteria. Disposable gloves should be worn when cleaning such spills. The area should then be disinfected.
- If a child has a graze or cut which needs disinfecting, this must be done using **sterile gauze**. Cotton wool must not be used. Cotton wool is not sterile and also, its fibrous nature means it may stick to and contaminate the wound.
- If a child sustains an injury, such as a **bump to the head**, which causes concern, parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class. If necessary, the child will be accompanied by a member of staff to a **local clinic** to be treated. Again, the parents will be contacted previously to see if they wish to accompany the child or take the child to another clinic or hospital.

- There will be an Accident book in the Office where all accidents must be recorded immediately after happening adding the staff member's name, time of the incident and a brief explanation of what happened.
- After any incident recorded in the Accident Book a message through Clickedu or email will be sent home to inform parents (unless a telephone call has already been made.)

#### **General advice**

**Bleeding:** Apply and sustain direct pressure. Nosebleeds: Sit down and firmly pinch the soft part of the nasal cavity, just above the nostrils, for 10 minutes. Lean forward and breathe through the mouth (do NOT tilt the head back, lay down or insert anything into the nose).

**Head bumps:** Apply ice and maintain vigilance. Look for signs of concussion (disorientation, vertigo, nausea, lethargy) and seek medical advice when necessary. Seizures: Protect from injury (lay or hold on the side, cushion the head and loosen tight clothes). Ensure the airway is clear but DO NOT put anything inside the mouth or give any food or drink.

**Burns:** Cool the burn with cool or lukewarm water for 10-30 minutes.

**Choking:** Remove visible objects carefully. Encourage the child to cough loudly. Place the child across your knee and slap the back.

**Sprain (ankle, Knee, Elbow):** Apply ice, raise the joint and maintain vigilance.

#### **Medication Policy**

- If a child requires prescribed medicines whilst in school, the **parent must write a note stating when and how much medicine should be administered.**
- All medication should be stored safely either in the fridge in the kitchen or in a medicine cupboard in the office. The school cannot administer any non-prescribed medicines.
- It is the responsibility of the Office staff and class teachers to ensure children have access to **inhalers/medicines** on any off-site visits.

#### **Allergies**

- Information about children who suffer from an allergy will be made known to staff.
- Class teachers are issued with lists informing of any medical issues concerning children, as are the kitchen staff.
- If a child has to keep some medicine in school, it is kept in the medicine cupboard in the office.

#### **Contagious Diseases**

- Outbreaks of notifiable diseases will be published to parents and staff, as per the official guidance below. If in doubt we contact the school doctor.

	<b>Recommended period to be kept away from school</b>	<b>Comments</b>
<b>Athlete's foot</b>	None	Athlete's foot is not a serious condition. Treatment is recommended.
<b>Chickenpox</b>	5 days from onset of rash, or until all vesicles have crusted over	Pregnant staff must be informed.
<b>Cold sores (Herpes simplex)</b>	None	Avoid kissing and contact with the sores.
<b>German measles (rubella)</b>	Four days from onset of rash.	Pregnant staff must be informed.
<b>Hand, foot and mouth</b>	None	
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
<b>Measles</b>	Four days from onset of rash	Pregnant staff must be informed.
<b>Ringworm</b>	Exclusion not usually required	Treatment is required.

<b>Scabies</b>	Child can return after first treatment	Household and close contacts require treatment.
<b>Scarlet fever</b>	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child
<b>Slapped cheek/fifth disease</b>	None (once rash has developed)	Pregnant staff must be informed.
<b>Shingles</b>	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. Pregnant staff must be informed.
<b>Warts and verrucae</b>	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
<b>Diarrhoea and/or vomiting</b>	48 hours from last episode of diarrhoea or vomiting	
<b>E. coli O157, Typhoid (enteric fever), Shigella (dysentery)</b>	48 hours from last episode of diarrhoea or vomiting	Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices.
<b>Flu (influenza)</b>	Until recovered	
<b>Whooping cough (pertussis)</b>	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	After treatment, non-infectious coughing may continue for many weeks.
<b>Conjunctivitis</b>	Until recovered.	
<b>Diphtheria</b>	Exclusion is essential.	Family contacts must be excluded until cleared to return by their local healthcare centre.
<b>Glandular fever</b>	Until Recovered.	
<b>Head lice</b>	None	Treatment is recommended only in cases where live lice have been seen.
<b>Hepatitis A</b>	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	
<b>Hepatitis B, C, HIV/AIDS</b>	None	
<b>Meningococcal meningitis/ septicaemia</b>	Until recovered	There is no reason to exclude siblings or other close contacts of a case.
<b>Meningitis viral</b>	According to doctors advise.	Milder illness. There is no reason to exclude siblings and other close contacts of a case.
<b>MRSA</b>	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread.
<b>Mumps</b>	Exclude child for five days after onset of swelling	

<b>Threadworms</b>	None	Treatment is recommended for the child and household contacts.
<b>Tonsillitis</b>	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

### Staff Health and Welfare

All staff have a responsibility to be mindful of their own safety. In particular, staff should take great care when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables and should seek help when moving or lifting equipment.

Further advice includes:

- If liquid is spilled on the floor, clean it as soon as possible.
- Don't leave objects or loose cables in a position where they pose a trip hazard.
- Don't leave cupboards open.
- Don't use electrical appliances with wet hands.
- Don't use faulty electrical equipment and report any defects to the maintenance person.
- Ensure emergency doors and exits are not blocked.
- Avoid eye strain by placing your computer monitor in a parallel position to a source of daylight and by ensuring that there is a minimum distance of 40cm between the screen and your eyes. Avoid turning your head by more than 20 degrees when using the computer.
- Avoid raising your voice over existing noise, don't speak too quickly and ensure there are periods in the day when your voice is rested.

### Off Site Visits

- Any visit off site must be approved by the Head Teacher.
- At the beginning of the school year parents are asked to sign a form giving their permission for off site visits.

Areas for consideration include:

- Likely weather conditions;
- The number of adults from the school required and the number of adult supervisors at location of the visit;
- Individual children's behaviour or medical needs;
- The need or otherwise for identification stickers,
- The potential for accidents at the location.

### Visits by Bus

When travelling by bus, the teacher in charge, on each vehicle, must have a list of all people on board, their ages and parental contact details.

- The adult must check that all children are wearing their seat belts before the journey commences.
- Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.
- Children should not be seated by an emergency exit.
- Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.
- The school has available travel first aid kits to be used on excursions.
- Staff should also ensure children have access to inhalers and their medication, where necessary.

### School Bus Service

The school bus service is run by an experienced Company, PEAR S.L (MARCELO BUSES).

- The company tries to keep the routes to a small number of children so that the children do not spend a long time on the bus.

- Pupils are picked up and dropped at or near their front doors.
- The school organises the bus routes in the afternoon and checks each group of children before handing them to the bus monitor. The monitor has a list of the children and their address.
- The buses are loaded and unloaded on the back entrance side of the school since it offers the buses a place to stop safely and has a wide pavement.
- Children are accompanied between the gate and the bus by the bus monitor. The back door is opened in the morning so that any buses that arrive early can leave the children in the school premises.
- If there is no-one at the child's home, the bus monitor will try to contact the family.
- Parents are asked to send a note with their child if they wish to make any changes to the bus routes.
- The buses cannot be used to transport friends home to play unless the school and the bus company is contacted first.

## Responsibilities

Overall responsibility for health and safety, by law, rests with the employer. In the case of an Independent school, such as this, the employer is the owner.

The Head Teacher and Senior Management team, however, will make day to day operational decisions. They will:

- Ensure that health and safety has a high profile
- Develop a health and safety culture throughout the school
- Ensure staff are aware of their responsibilities
- Ensure adequate resources for health and safety are available
- Keep the owner up to date
- Draw up health and safety procedures
- Monitor effectiveness of procedures
- Employees have responsibilities too.

Therefore, all staff will:

- Take reasonable care of their own and others' health and safety
- Carry out activities in accordance with training and instructions
- Support the implementation of health and safety arrangements
- Report shortcomings to the school office so they can be remedied and the owner informed, where necessary.

When contractors are on site they are expected to follow school safety procedure. The caretaker will liaise with contractors as appropriate. A yearly check will be carried out to monitor the upkeep of buildings and grounds. The caretaker and all staff will carry out monitoring on a day to day basis. All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.