

# **GAWSWORTH PRIMARY SCHOOL**

## **HEALTH AND SAFETY GUIDELINES**

### **For Teachers and Parents**

Everything must be done to ensure that the school provides a safe and healthy environment for the children and staff. For this reason an important checklist of procedures has been outlined for the benefit of all.

#### **FIRST AID**

- 1) The school has several qualified and Paediatric First Aiders and a number of Emergency Aiders.
- 2) First Aid Boxes

All staff have sufficient understanding of treating minor cuts and bruises and many carry out simple first aid. Accidents requiring specialist knowledge will be referred to the "First Aider".

First Aid Boxes are positioned in the school office the school kitchen and First Aid Room, and there is a portable box to be carried by teachers when taking children on visits. A member of staff is responsible for checking on the contents of the boxes and replenishing when necessary. We also have basic supplies in classrooms.

#### **ACCIDENT REPORTING**

Basic details of minor accidents are recorded in our Accident Book. We electronically report incidents which require a child to leave school early or go to hospital.

#### **FIRE DRILL**

Children and staff are constantly reminded of the routine to follow in the event of a fire. A copy of the school Fire Drill is kept by all members of staff. A formal Fire Drill is practised at least once a term by all the occupants of the school.

Fire extinguishers are strategically placed throughout the school.

#### **PHYSICAL EDUCATION ACTIVITIES**

Teachers ensure that pupils engaged in physical education activities of all kinds, both in school and outside on the playground and playing fields, are adequately supervised. All necessary safety precautions are taken at all times, particularly in the carrying, erection and dismantling of apparatus. Apparatus is checked by the teacher before children use it. Each pursuit or sport is followed in accordance with the accepted code of conduct for safety laid down by that particular pursuit or sport.

In the interests of children's safety, earrings are not allowed and long hair must be tied back.

#### **MEDICINES**

Medicines which have to be administered during the daytime are securely stored and a permission form must be completed. We cannot give painkillers unless prescribed.

#### **HYGIENE**

Children are instructed to wash their hands after visiting the toilet and prior to meals and baking activities.

## **DANGEROUS SUBSTANCES AND CHEMICALS**

All dangerous substances and chemicals are kept in the correctly labelled containers and locked away from children. Cleaning fluids etc. used by the caretaker are locked in the caretaker's store and a warning sign displayed on the door.

## **PORTABLE ELECTRICAL APPARATUS**

All portable electrical apparatus is listed and checked on a regular basis by the caretaker to ensure that the correct fuses are being used and that the plugs and leads are in good order.

## **SAFETY OF CHILDREN AT THE BEGINNING AND END OF THE SCHOOL DAY.**

The school is not officially responsible for the welfare of children until 8.50am. Children arriving before this time must remain outside on the school playground and are advised not to arrive before 8.45am.

In the interests of children's safety we request that parents of Reception and Year 1 children collect them directly outside the Reception classroom. Year 2 children should be collected from the playground. Key Stage One children will not be allowed to leave the premises until we know that a parent is there to receive them.

Please inform us if your child is to be collected by anyone else other than the parent.

Key Stage Two children (Years 3,4, 5 and 6) are allowed to make their own way out of school.

These children are reminded that if a parent/carer is late in arriving to collect them they should return to school, inform the headteacher and wait in the entrance hall .

**Parents are requested to avoid parking on the yellow zig zag lines directly outside school. Please allow the children a clear view of the road in both directions.**

**In the interest of safety children are not to enter and depart from school through the main gate. The top gate must be used at all times.**