

HEATH & SAFETY AT PARKFIELDS

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| Health & Safety | Mr J Hughes (Headteacher) & Governors |
| Child Protection | Mrs L Minshull (AHT-Pastoral) & Mrs H Nicholls (SENDCo) |
| Accident Reporting | Mr A Morgan & Mrs T Doult/Mrs Y Burrows |
| Health & Safety Co-Ordinator | Mr A Morgan (Site Manager) |
| Fire Safety | Mr A Morgan |
| First Aid | Mrs Y Burrows & Mrs T Doult |
| Medicine Administration | Mrs Y Burrows & Mrs T Doult |
| Contractors Asbestos | Mr A Morgan |

Parkfields School is a non-smoking site. This includes all e-cigarettes and vaping.

Parkfields School supports the race Equality Standard - 'Everyone is treated equally'.

It is essential that the school has up to date contact numbers including a third contact for use in an emergency.

HOME-TO-SCHOOL TRANSPORT BEHAVIOUR

Each child who is offered transport to and from school is expected to conform to the following rules:

Bus Stop:

Wait at the bus stop quietly.
Keep away from the road.
Keep bags, instruments etc, away from the kerb.
Do not leave litter.

Boarding:

Stand clear until the bus stops.
Be patient while queuing.
Don't push, shove or run into the road.
Make sure all belongings are taken onto the bus.
Always have the bus pass ready and show it if asked.
Sit down quietly and put bags, instruments etc in the racks or under the seat.

Travelling:

Wear the seat belt.
Stay seated whilst the bus is moving.
Listen to the instructions from the driver/escort.
Do not distract or be rude to the driver/escort.
Do not misbehave, shout or swear.
Do not leave litter on the bus.
Report any damage to the driver.

Leaving:

Do not stand up or leave your seat until the bus has stopped.
Make sure all belongings are taken off the bus.
Leave the bus quietly.
Do not push or shove.
Wait until the bus has gone before crossing the road.

On behalf of Central Bedfordshire Council, drivers have the right to refuse travel to those children who cannot show a valid pass on request.

For safety reasons, pupils who are entitled to school transport are **not allowed** to walk to school instead of using the transport provided. Pupils are only entitled to travel on the transport for which they have a valid pass.

Pupils not entitled to travel on school transport must not do so, e.g. others wishing to go home to a friend's house.

Parkfields Middle School

Health & Safety

Brochure 12

(July 2019)



"to flourish, learn & grow"

The following Health & Safety rules are printed in the Pupil Planners and discussed on the first day of each school year with the form teacher. The possible risks and hazards are explained to each child to ensure a continued safe working environment.

HEALTH & SAFETY RULES

I understand that the following hazards are likely to lead to an injury to someone else or myself:

I will NOT take part in any of these activities:

- Causing an obstruction in a doorway, corridor, stairwell or balcony
- Climbing buildings, trees, fences, furniture or safety barriers
- Jumping downstairs, sliding down banisters or swinging on handrails
- Kicking or throwing objects towards other people or windows
- Pushing, kicking or tripping other people
- Running inside the school building
- Playing outside the hazard lines where there may be traffic
- Playing around parked cars/minibuses/ other vehicles **anywhere** on the school site
- Playing around the wooden hut and the Horse Chestnut tree at the side of the Y5 block
- Leaving the school site, during school hours, without the permission of a member of staff and not without signing out at the office.

Signature:.....

I understand that the following hazards are likely to lead to a health hazard for other people or myself. I will ensure that I avoid health hazard situations:

- Drinking from an unnamed water bottle
- Not washing my hands after using the toilet
- Not washing my hands before I eat or drink
- Playing near the waste bins
- Storing food in my locker for more than one day

Signature:.....

I understand that during an emergency evacuation I will:

- Follow the instructions of an adult
- Hold open doors for others to follow
- Walk safely and quietly to the assembly point
- Line up in class order to be monitored as 'safe'

Signature:.....

ART, DRAMA, PE, SCIENCE AND TECHNOLOGY

In all of the above lessons children are given 'Health & Safety Rules' applicable to the processes or materials to be used by them.

FAQs

Frequently asked questions:

What happens if my child has an accident at school?

If it is a minor accident, first-aid is given by one of our first aiders.

Should a hospital check-up be necessary, Parents/Carers will be contacted and asked to collect their child, or Parents/Carers will be contacted whilst their child is taken directly to hospital.

When should I keep my child at home?

A child who has been sick, had diarrhoea, has a high temperature before school, or appears unwell should be kept at home. With regard to diarrhoea and vomiting - children must not attend school for 48 hours after the last bout.

A busy school is not a suitable place for a child who is unwell.

If a child is not well enough to be in the classroom, Parents/Carers will be contacted and asked to collect their child.

What does my child do if he/she feels unwell in the classroom?

Tell the teacher, who will give your child a medical pass to go to the school office so as to ensure that they are seen by a first-aider.

Will the school administer medicines?

Yes, but at our discretion, usually if the dosage is for four times per day. Any request to administer medicines should be notified using our forms (available in the school office) and the medicine should be clearly marked with the name of the pupil and the dosage. We cannot give medicines to children without a completed parental permission form.