

Keir Hardie Primary School



Classroom Safety Policy

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| Reviewed: | Autumn 2016 |
| Date of Next Review: | Autumn 2017 |

Classroom Safety Policy

Introduction

The safety of the children and staff should underpin all activities undertaken in school¹. This policy forms part of the Health and Safety Procedures at Keir Hardie Primary School. It contains advice and guidance for teachers on issues of classroom management and good practice for staff when supervising children. The guidance in this policy covers many of the foreseen risks in the classroom environment. There are always unforeseen risks and the use of common sense at all times can mean that accidents are avoided.

Classroom Organisation

The teacher should make sure that the environment is safe and secure for the children. There are a number of ways in which this should be done:

Furniture

- Furniture should be arranged sensibly so that all children have an adequate view of the board.
- Furniture should be arranged so that there is room for the children or teachers to travel around the room safely. Tables may need to be put back in position at the end of the day.
- All exits should be clear at all times.
- Furniture that is deemed unsafe or damaged should be reported to the site supervisor
- Children and staff should not stand on chairs and tables for any reason or any high surfaces for the purpose of putting up or removing displays.
- The moving of furniture should be carefully supervised.
 - Chairs should not be carried above the head.
 - Tables and PE benches should be carried by at least two children.

Display

- When putting up displays staff should take care to follow the Display policy. This makes it clear that staples or drawing pins should not be put into the wall, since they cause damage and can be dangerous to the cleaning staff when they clean the surfaces. Nor should glue be used on walls or trays (and no sticky labels).
- Children should not be asked to remove staples.
- Blue-tac to be used on all wooden surfaces.

Carpets

- Staff should make sure that their carpet area is secure and clean and should inform the site supervisor and/or the senior finance officer if this is not the case.

Use of Equipment and Materials

All new equipment purchased must conform with relevant British Standards

¹ Please note: 'School' refers to both KH Primary School and Children's Centre

Pens

- Children are not allowed to bring their own correcting fluids into school, only staff may use fluids such as Tippex because they are toxic.
- Pens that are mainly water based should be used. When other pens are used, i.e. spirit based pens they should only be used by staff and only then in a well-ventilated area.
- When using a whiteboard staff should make sure that pens match the board for which they are intended.

Science/Technology Lessons

- Technology tools should be kept in the technology resource area in workspace c at all times apart from when they are in use. Tools must only be used for their intended purpose. Where exceptional resources are being used a risk assessment should be included in the lesson plan detailing the safety instructions that will be given to the children and the safety precautions that will be taken.
- No sharp instruments should be used unless the activity is being supervised.
- Science equipment should be kept in a safe and secure place.
- After use any broken or worn out materials (e.g. batteries) should be reported to the appropriate co-ordinator a.s.a.p. and disposed of.
- Glass bottles and containers should not be used for science or technology experiments.
- Staff must explain and demonstrate to children how to use tools and specialised resources

Art Lessons

- All members of staff should ensure that children are well supervised at all times. Protective clothing or aprons should be used when necessary.

Paper Trimmers

- Paper trimmers are provided primarily for staff use, although there may be occasions when it is appropriate for children to use them to mount and display their work. If a child is to use the paper trimmer they should be properly instructed on how to use it and supervised appropriately.

Supervision of Children

- It is vital that pupils are adequately supervised at all times. Pupils should not be left unattended in the classroom.
- Children must always walk sensibly on the stairs under adults supervision.
- Pupils should be promptly collected from their class lines in the playground at the end of playtime and the end of lunchtime. When walking in the teacher should have the whole line in view. i.e. by stopping at a corner and telling the lead child to stop at a certain point. Children should walk in single file. Teachers should be ready to receive their class at the classroom at 8.55 am.
- Y5/6 are allowed to sensibly walk up to their classes from 8.50 am.