
Old Church C.E. (C) Primary School
School Street
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Headteacher: Ms D Clacy



Friday 8th May

Dear Parents

Health and Safety Advice (PLEASE DO NOT TAKE THIS SERIOUSLY)

I thought I would give you a little light hearted look and insight into what a Headteacher has to provide for your child's health and safety in school. I assume that you are all providing this as home is the new school.

Risk Assessments

- You need to provide risk assessments for every room in the house and every potential hazard, grading the seriousness and the anticipated hazard and what you would do about it.
- Don't forget to mention important things like slipping on a piece of dropped food in the kitchen; falling over any item on the floor (including the dog and your child) and please make sure the rooms are clutter free for children and staff.
- Be prepared to rewrite this daily as the new Guidance from the Government comes out. This will usually be late into the evening. Don't worry there has only be new guidance every day since March 23rd. You will be expected to change everything and keep up to date as it comes out.

First Aid

- When dealing with any injury, please don't forget to administer first aid to the child, whilst checking if they have a care plan; check if they are allergic to plasters; fill in a first aid form; duplicate this; let the class teacher know; log it on our electronic system CPOMS and phone the parent.
- You must be Paediatric First Aid trained to treat a child under 6. This will mean a 3 day training course. If you haven't got the certificate you can't deal with them!
- Make sure you are suitably dressed to treat the child. I suggest a full space suit with helmet.

COSH Data

- Please make sure that you have a COSH data sheet for every item which a child could potentially swallow. This includes every single brand of wax crayon, paint, every cleaning item, every felt tip pen, glue etc etc etc.
- A cosh data sheet needs to be written. This is a very detailed explanation of how to treat the child if they swallow it.
- No, hanging them upside down and shaking them is not appropriate!

- You will end up with hundreds of files- be prepared to build new offices to house these.
- You then have to keep those records for 25 years in case your child sues you when they are 30 for damages.

Fire Drills

- Please make sure that you have regular fire drills. If you haven't got a bell please go around the house shouting 'Fire' in a very loud voice.
- All occupants then have to leave silently and gather in a recognised place, where they are registered. If we can do this with 380 children you can do it with 1!
- As the HT you have to accompany the site manager to check that there is nobody left in the building and work out the cause of the fire. Don't be silly of course this isn't dangerous!
- Please deal appropriately with any child who has pressed the fire glass because they think it is fun.
- Hanging them upside down is not an appropriate punishment!
- This must be timed and a report completed and presented to the Health and Safety Committee.
- A small tip is not to forget to warn the fire brigade that it is only a drill. If you don't, a fire engine will appear with lots of people in uniform. This can be a lovely mistake if your fire crew are good looking. However, you then have to get all of your teachers back into school and stop them staring at the Firefighters!

Outside Activities

- If you are taking your child outside into the garden or the wider community, please complete a 15 page risk assessment looking for all the hazards, this will include attacks by stray animals and walking into lamp posts! (Yes, this happens every time we walk to church.)
- Please do not forget to note down where your nearest A and E is.
- Remember to seek permission for your child to go on the trip from their parents and spend a frantic hour chasing up those parents who haven't sent back their permission slip.
- You must also have a plan B for every part of the trip if something happens- I suggest holding your head in your hands; cry and scream: 'I am never going on a trip again.'
- For any activities which may be considered 'dangerous' this has to be completed weeks in advance and sent to the LA.
- Please do not forget to pack sick buckets; first aid kits, asthma bags and all medications. Then develop long arms to carry all of this.

Contingency Plans

- Please make sure that you have a detailed contingency plan for emergencies. This should be about 100 pages long and detailed with every procedure you need to take for every event which could happen in your school. This can range from a flood (I recommend that this is particularly detailed) to a terrorist attack. Oh and please do not forget to do a lock down drill. This bell must sound different from the first bell. I suggest shouting '@Bring, Bring' rather than 'Ding Ding'
- You also are required to have a grab bag- this must contain essential items if you have to relocate. In theory this should be torches, class register, mobile

phone etc. However, you can select your own items e.g. a bottle of your choice, a box of chocolates and your therapist's number.

Dogs on site

- It is the Local Authorities rule that no dogs should be on a school site. You may choose to pretend that you have never seen this rule like some Head teachers do! I can't think who that could be!

All of this must be written down in policies, taken to the Governing Body, shared with staff and counter signed by everybody who has read it.

There are of course a 101 more things to do regarding Health and Safety but I just expect these to be completed before Monday!

Enjoy the Bank Holiday.

Kind Regards

Davina Clacy