



Health & 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.

Sept 2017
v5.0

All employees have responsibility for health and safety. Everyone has a duty to take reasonable care whilst at work to ensure that neither they, nor anyone else is endangered through carrying out, or omitting to carry out their work activities.

AIMS

The aims of the Health & Safety Policy are to:

- Promote and maintain an attractive, safe and healthy working environment for all employees, pupils and other users of the building.
- Provide access to adequate and appropriate safety training for all staff; ensure all members of the school community understand their own responsibilities in maintaining a safe and healthy working environment.

RESPONSIBILITIES

HEAD TEACHER

The Headteacher has overall responsibility for Health and Safety, but day to day management is delegated to the Caretaker and administration staff. The Headteacher will carry out this function through:

- Overseeing the work of the Caretaker/Administration staff.
- Implementing the policy.
- Ensuring that all staff are aware of their responsibilities.
- Arranging first aid INSET for staff where appropriate.
- Reporting regularly on matters of Health and Safety to monitor the effectiveness of procedures.

CARETAKER

The Caretaker will have responsibility for the day to day administration of Health and Safety. This will be done through:

- Regular liaison with the Headteacher.
- Liaising with contractors to ensure adequate arrangements for Health and Safety.
- Ensuring that all building and relevant equipment defects are dealt with promptly.
- Carrying out daily and weekly checks of school grounds to include play equipment.

- Arranging periodic maintenance and safety checks on equipment and plant.

ADMINISTRATOR

- Making sure that all persons using the school (e.g. lettings) are conversant with school procedures.
- Undertaking and recording a weekly check of the fire/security alarm.
- Helping to prepare long term plans for improvement of Health and Safety and arranging fire drills.
- Arranging for the storage of all chemicals to be fully compliant with COSHH regulations and ensuring that those using them (cleaners) are fully aware of all conditions of use.
- Support Health & Safety for all staff during break & lunch times where requested.

ALL STAFF

It is a requirement of H&S legislation that all members of staff are familiar with H&S arrangements and should comply with them. Therefore all staff will be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

Every member of staff is responsible for:

- Taking reasonable care of themselves and others and support the implementation of health and safety arrangements.
- Reporting any problems to the head teacher
- Taking quick firm action to ensure that children are not allowed to jeopardize their own safety or that of others.
- Being good role models, vigilant and careful.
- Adhering to proper safety precautions, particularly in the handling of equipment or materials
- Taking heed of risk assessments and taking steps to minimize risks.
- Providing opportunities for children to discuss appropriate health and safety issues.

In addition:

NON TEACHING STAFF will often deal with a child who has been injured in school time. They must be fully conversant with the school's accident reporting procedures. Like all staff they share in the responsibility for Health and Safety.

MIDDAY SUPERVISORY ASSISTANTS should make sure that pupils behave in a safe and proper manner. Defective equipment must be reported to the Administrator or Head. Accidents must be

logged in the accident book and also reported verbally to the Midday Supervisor at the start of the afternoon session who will inform the class teacher for the child.

PUPILS will be made aware of Health and Safety rules through classroom discussion.

JEWELLERY AND VALUABLE ITEMS

Jewellery should not be worn at school. The exception is for children with pierced ears who may wear studs but this **MUST BE REMOVED** for P.E. In the case of recently pierced ears, sticky plaster provided from home must be worn over the studs. Children who cannot remove their own studs should not wear them on P.E. days. The school accepts no responsibility for loss or damage to earrings or other valuable items bought to school.

PARENTS, HELPERS, VISITORS AND OTHER USERS OF THE BUILDING

All persons helping in school must be signed in. All hirers of the building are responsible for their own health and safety. A copy of this policy will be given to hirers and they will be reminded of the need to report any defects.

SMOKING

In order to promote a safe and healthy work place and working environment for all who use the school, smoking is not permitted in the building.

PRACTICAL ARRANGEMENTS/PROVISIONS

First Aid (See: HPS First Aid & Medication Policy)

There are a number of recognized First Aiders in school, they are named on notices throughout the school and children are made aware of them also. A complete list of First Aiders is maintained by the Administrator. As part of the INSET programme, whole staff first aid training will be organized regularly. New members of staff are given the opportunity to attend other courses if they join the school in between training sessions.

FIRST AID BOXES ARE KEPT IN BOTH BUILDINGS:

No. 80: Admin Office (Ground Floor) Welfare Room (1st Floor)

No. 82: Kitchen (Ground Floor) Resource Room (1st Floor)

They are regularly checked by the Administrator. However, all members of staff are responsible for bringing shortages or missing equipment to the attention of the designated person (Administrator) so that replacements can be ordered.

FIRST AID BOX SHOULD ALWAYS BE TAKEN ON TRIPS AND OUTINGS:

Only items contained in the first aid box should be used in an emergency. Under no circumstances must creams or antiseptic ointments or any form of oral medication be used.

DEALING WITH INJURIES

Cuts: - use water and gauze or lint free pads to clean the cut. Encourage the child to hold the pad whilst you guide them. If the cut is not too bad, leave it open to the air. If the bleeding will not stop, apply a dressing, but first ensure that the child is not allergic to it. Hypo-allergenic plaster is kept in the first aid box.

Bruises: apply cold water or wrapped ice if available.
Sprains: apply a cold compress and give support.
Stings: apply cold water or wrapped ice.
Sore eyes: flush with copious amounts of sterile water.

Head injuries: - apply a cold compress, and look for signs of disorientation, loss of balance, double vision, slurred speech or drowsiness. If any of these are observed, call an ambulance. Parents should **ALWAYS** be informed if their child has had a bump on the head.

Suspected fracture and serious injuries: - if in doubt, keep the child still and call an ambulance. The school will contact the parent and agree arrangements for the child to be taken to the hospital. In the event of being unable to contact the parent the Head will arrange for a member of staff to accompany the child to the hospital while efforts to contact the parent continue. Medical notes from the child's school file will be taken for ease of reference at the hospital.

ACCIDENT RECORDING, REPORTING AND INVESTIGATION

All accidents and injuries, other than the most minor, should be recorded in the accident file which is kept in the kitchen in the First Aid cupboard. Parents should be notified at the end of school to inform them of what has happened and what action has been taken using the accident/injury slips also kept in the First Aid cupboard. Contact should be made by phone to the parent/guardian if child is picked up by someone else that day.

More serious accidents must be brought to the attention of the Head teacher who will decide on further action, including the completion of an Injury or Dangerous Occurrence report form, issued by the Health and Safety Executive. Copies of this form - 2508 - will be kept at the back of the accident file.

The person completing the accident report will be responsible for investigating the causes of the accident and, if necessary, making recommendation to prevent recurrence.

ADMINISTRATION OF MEDICINES

Medicines will not normally be administered in school. The only exceptions are for a pupil who suffers from a chronic complaint who could not otherwise attend school or if there is a compelling need to administer short term medication for a serious complaint. In either instance, parents will be required to seek the permission of the Headteacher and to fill in an information and consent form before any medicines can be administered.

Forms to be completed by parents are kept in the office. They must be completed in every case.

Inhalers for those children who suffer from asthma are kept in the cupboard above the sink in the staffroom. Whilst access to the appropriate inhalers will not be denied, they should not be kept in bags in class as they are easily lost, and in an emergency, it may be difficult to find a child's bag. When children go off site - to a sports event or on a day trip, it is the class teacher's responsibility to collect the inhalers from the office before departure and to return them at the end of the event.

FIRE

All fire-fighting equipment is serviced annually. There is a termly evacuation practice and annual lunchtime evacuation practice. The times of these practices is varied to cover all times of the school day. The Administrator keeps a log of all practice drills.

The evacuation procedure is displayed in all rooms. Staff should be familiar with the evacuation procedure for all rooms in which they work and make sure that this is explained to the children. When the registers are not in the classroom, they will be brought to the playground by the administrator.

HAZARD AND DEFECT REPORTING

All defects relating to grounds or equipment should be brought to the attention of the Caretaker and logged in the reporting book. The Headteacher will be responsible for monitoring the action taken to address a hazard or defect.

ELECTRICAL SAFETY

All staff must avoid trailing flexes across rooms. All portable electrical equipment will be checked annually by an approved tester. New electrical items may be used immediately but items brought in by staff from home must be checked by the Caretaker. All newly acquired items will be brought into the testing cycle within a year.

RISK ASSESSMENT

The results of the reports will help to determine the areas for which a formal risk assessment needs

to be carried out. The Administrator & Caretaker will be involved in assessing all premises related risks under the supervision of the Headteacher. Areas not related to the building/site will be identified regularly and when new materials, equipment or procedures are used risk assessments will be carried out. Risk Assessment of classrooms/activities will be carried out by teaching staff.

COSHH

The control of all chemicals on the premises is the responsibility of the Administrator. COSHH data sheets will be kept on all substances used in school, by the Administrator.

SECURITY AND VISITORS

Visitors must sign in at the reception on the ground floor and must wear ID badges when in the premises at all times.

DOGS/PETS ON SITE

Only guide dogs are permitted on school premises. Pets brought in for classroom observation etc. must be on site for a very limited period, usually brought in and taken home by a parent. Teachers should be sensitive to asthma and allergy sufferers in such circumstances.

PARKING

The movement of vehicles on site is restricted to staff, visitors and deliveries. The school will remind parents regularly about the need for sensible and considerate driving in the vicinity of the school.

SUPERVISION BEFORE AND AFTER SCHOOL

Children should not arrive more than ten minutes before the start of the school day 8.40.m when the teachers are deemed as being "on duty". Parents are requested to collect their children on time at the end of the school day 3.30p.m.

COLLECTION OF CHILDREN

In the event of a parent not turning up to collect a child the school will make every effort to contact the parent to make alternative arrangements for the child or to arrange supervision in the event of a short delay. Students remain the responsibility of the class teacher until 3:50pm and should remain under their supervision, after which time they may be left with the School Administrator. There may be circumstances where responsibility for a child who is not collected has to be given to Social Services. The Head teacher should be involved in such situations.

Signed Headteacher: _____ Date: _____

Signed Proprietor: _____ Date: _____



APPENDIX 1: HEALTH AND SAFETY CODES OF PRACTICE

CLASSROOM

Children should be supervised at all times when in the classroom. Therefore, children should not be kept in class at playtimes unless a teacher or assistant or is with them.

Should a serious incident or accident happen, anywhere on site, send a child to get help. Do not leave a group unsupervised.

Monitors may be asked to carry out tasks without supervision as long as the task is not of a potentially dangerous or hazardous nature. Usually, no more than two monitors should be in a class.

Children must ALWAYS be supervised when using a trimmer, scissors, compasses, staplers, pins, needles, lino cutters, craft knives or any other sharp or potentially dangerous implements.

Classroom organisation and displays should be considered to ensure that there is adequate room for children and adults to have safe, unhindered passage around the room.

Children should be expected to sit on chairs properly, with all four chair legs on the floor.

There should be no running within the building.

Children should NEVER walk around in socks or tights with no shoes.

Children should have flat shoes for indoor wear, no high heels.

Neither children nor staff should stand on chairs, desks, tables or units. Steps or ladders should be used by staff to reach heights, and care should be taken not to over-reach.

Generally, jewellery should not be worn by children in school. If a child has pierced ears, small studs are permissible.

Basic safety rules should be displayed in the classroom together with information on what to do in an emergency, and this should be gone through each term with the children.

HALL

Children should have their P.E kit, and they should work in bare feet in the hall. However suitable shoes should be worn during circuit training activities.

Loose, flowing clothes should not be worn for P.E. and long hair must be tied up.

No watches or jewellery should be worn in P.E. by pupils or staff.

Earrings should be removed by the child or taped during all P.E. sessions.

Staff should wear appropriate footwear or work in bare feet. NEVER wear heeled shoes and NEVER work in stockinged feet.

Staff should ensure that children know how to carry and set down apparatus safely. Apparatus should be checked by the teacher before children begin working on it.

Staff should ensure that all staples, pins etc are swept up when putting up or taking down hall displays,

PLAYGROUND

Staff should be out on the playground promptly so that the children are supervised as soon as they leave the classroom.

Children should be told the playground rules clearly - where they can and cannot play; use of equipment; numbers on the apparatus etc.

Children should always walk, not run towards the building, and they should not obstruct the doors by gathering around them.

Should an incident happen, an older child should be sent in for help. The teacher on duty should not leave the playground unsupervised.

Once out, the children should stay out unless they have the duty teacher's permission to go in.

Children should be stopped if treating any playtime equipment inappropriately.

If there is any doubt about an incident or a child's behaviour, please refer to the Headteacher or the Assistant Headteacher.

APPENDIX 2: CODE OF SAFE PRACTICE FOR MIDDAY SUPERVISORY ASSISTANTS

Should a serious incident or accident happen anywhere on site, a child should be sent to get help. NEVER leave a group unsupervised.

WET PLAYTIMES

Games, comics, rough paper and crayons are available for wet play times and children should be encouraged to sit down and do something quietly. The children should NEVER be allowed to run around the room or to play noisy, boisterous games.

Children must always be supervised when using a trimmer, scissors, compasses, staplers, pins, needles, lino cutters, craft knives or any other sharp or potentially dangerous implements. During lunchtimes, MSAs should not allow children to use such items.

Children should be expected to sit on chairs properly - with all four chair legs on the floor.

There should be no running within the building.

Children should never walk around with socks or tights with no shoes.

Children should have flat shoes for indoor wear - no high heels.

Neither children nor staff should stand on chairs, desks, tables or units. Steps or ladders should be used by staff to reach heights and care should be taken not to over-reach.

APPENDIX 3: CODE OF SAFE PRACTICE FOR SERIOUS MEDICAL CONDITIONS

It is crucial that all those who work in school are aware of which children are at risk and know the procedure for dealing appropriately with children with particular medical conditions.

STEPS TO ENSURE SAFETY AND WELL BEING

- Posters containing information and photographs of children with particular conditions will be put up in the staff room
- All staff will be informed of the children at risk.
- Parents will be invited to talk to the Headteacher about managing the condition, and to provide information for emergencies.
- Appropriate INSET will be arranged for all staff.
- Should an incident happen with a child at risk, it should be dealt with immediately as previously advised by parents, medical staff or during INSET.
- The Headteacher and / or the Assistant Headteacher and parents should be informed of every incident, however minor, and the incident should be recorded in the accident book.
- If in any doubt, call an ambulance and inform the parents.

APPENDIX 4: HEALTH AND SAFETY IN OUR SCHOOL

We all have responsibility for our own and others' health, safety and well being.

We will all try to remember the basic rules for safety.

- Always walk in the school building.
- Always walk towards the building.
- Make sure children are supervised when you using scissors, compasses, paper trimmers, glue guns, staplers or sharp implements.
- Always put things back in their proper place.
- Wipe up water spills promptly. Tell an adult of any other spills immediately.
- Remember to pick up any coats, jumpers, paper, pencils or other hazards from the floor.
- Remember to push chairs in and never swing on them.
- Always look before shutting a door.
- When moving a chair, the T.V. or apparatus in the hall ALWAYS face the way you are going -walk forwards, not backwards!!
- If you see something that could be dangerous, tell a member of staff.

IN P.E

- Remove watches and studs.
- Tape earrings if you cannot take them out.
- Wear suitable clothes and shoes.
- Tie up long hair.

APPENDIX 5: RECORDING/REPORTING SHEETS

ACCIDENT RECORD SHEET

<input type="text"/> Report Number (consecutive)	
+ Accident Record	
1 About the person who had the accident	
Name _____	
Address _____	
_____ Postcode _____	
Occupation _____	
2 About you, the individual filling in this record	
If you did not have the accident write your address and occupation.	
Name _____	
Address _____	
_____ Postcode _____	
Occupation _____	
3 Details of the accident (Continue on the back of this form if you need to)	
When it happened, Date ____/____/____ Time ____	
Where it happened, State location _____	

How did the accident happen? _____	

Give the cause if possible _____	

If the person who had the accident suffered an injury, give details _____	

Sign the record and date it.	
Print Name _____ Sign _____ Date ____/____/____	
4 For the employer only	
Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).	
How was it reported? _____	
Print Name _____ Sign _____ Date ____/____/____	

ACCIDENT/INCIDENT/ILLNESS REPORT TO BE GIVEN TO PARENTS:

ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP		Pupil's Name		Date
				Time
				Class
Location and details of accident/incident/illness				
Head Injury	Sprains/Twists		Parent/Carer Contacted	
Asthma	Nosebleed		Unable to contact Parent	
Bump/Bruise	Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid	
Cut/Graze	Mouth Injury/Tooth Ache/ Loose or Missing Tooth		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.	
Headache/High Temperature	TLC Applied			
Vomiting/Nausea	Collected from school		Authorised Signature	
Details of Treatment and Additional Comments				

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LINKED POLICIES

First Aid & Medication Policy

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