

# LANGTOFT PRIMARY SCHOOL

## Health and Safety Policy

### 1. Statement of Intent for Health and Safety Policy

#### 1.1 The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, staff and visitors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to minimise injuries and work-related ill health.

1.2 The Governors and Headteacher recognise the importance of safety, health and welfare in the successful operation of all its activities. They believe in the active participation of every child and every adult in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on the initiative and the co-operation of all staff, pupils and their families.

### 2. Introduction

2.1 This policy covers the activities of Langtoft Primary School. It is to be read in conjunction with the Corporate Health and Safety Policy of Lincolnshire County Council (found by following this link: <http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/health-and-safety-posters/> )

2.2 This *Health and Safety Policy* was reviewed and adopted by the *People, Finance and Premises Committee* in **June 2018**. It will be reviewed in **June 2019** and amended as necessary in light of new developments and information gathered from monitoring tasks.

2.3 It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements are implemented to control the risks. The main hazards and risk control arrangements are detailed in this policy.

2.4 If any member of the school community is in doubt about any aspect of health and safety, they should ask. Where necessary, specialist advice will be obtained.

2.5 The Governors and Headteacher are required by the Health and Safety at Work Act etc 1974 to afford facilities for consulting with Trade Union safety representatives and to establish safety committees where requested.

### 3. Organisational Responsibilities

3.1 It is the responsibility of the Governor Body and the headteacher to ensure that the policy remains valid and is operated effectively within the establishment, ensuring the communication of the relevant information to all staff.

3.2 The Health and Safety at Work Act etc. 1974 makes it the legal duty of the Employer and its Employees to take reasonable care for health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

3.3 **The duty of every employee is to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.** All staff are responsible for reporting to the headteacher, or a responsible person nominated by the headteacher, any

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hazards or safety defects which they cannot eliminate themselves. In turn, the headteacher will report to the Governors any defect which he cannot eliminate himself.

- 3.4 A safety professional is available for advice and guidance on hazards and legislation affecting the activities of education establishments.
- 3.5 All new members of staff must be given a copy of the *Health and Safety at Work Policy* during their induction meeting. Their duties under that policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the policy.
- 3.6 Supply teachers and sports coaches must be fully aware of any local arrangements for emergency action, i.e. fire evacuation, accident procedures and reporting and any other safety arrangements which may affect them during their time spent on the school premises. Guidance is displayed on the back of each classroom door.
- 3.7 Staff should be vigilant at all times regarding personal, pupil and school security.

#### **4. Competent Persons**

- 4.1 A safety professional from Lincolnshire County Council has been appointed to act as a competent person, as required under the Health and Safety Management Regulations 1992. The safety professional is available for advice and guidance on hazards and legislation affecting the activities of education establishments. They will also carry out safety inspections of education establishments as directed by the Director of Education.
- 4.2 A safety professional is available at County Offices in Lincoln: 01522 836717.

#### **5. Security of the School Site**

- 5.1 The perimeter of the school site is checked weekly by the Caretaker. External doors and windows are checked daily by the Caretaker as the school site is opened each morning (at approximately 0730) and made secure at the end of each day (at approximately 1800). Signs of wear, damage and attempts to gain entry are reported to the headteacher immediately. The headteacher will alert the police if necessary.
- 5.2 Vehicles gaining access to the site are free to do so from 0730 and before 0830. After this time, the Caretaker will have closed the vehicle access gate to restrict movement within the school site. Staff arriving after 0830 should exercise caution when entering the site. They should make their vehicle stationary once they have entered the site, close the vehicle access gate behind them and proceed to park their vehicle on the side of the car park furthest away from the building. (This process should be repeated in reverse when exiting the site.) When full, staff should park on the side of the car park closest to the school but begin from the trim trail/PlayZone end of the car park. This is to keep clear access to the Y3/4 fire exit.
- 5.3 All gates are locked at 0900 once the registration period has begun. They remain locked until 1500. (The exception to this is the wooden gate to the side of Y1. This should be closed by the last adult to go through. It is not 'locked' as it serves as an escape route in the event of a fire.) Access to the site between 0900 and 1500 is gained by using the intercom system located at the front of the school. Staff must only allow persons to enter the site when they are sure of the identity and purpose of the person's visit to the site.
- 5.4 Visitors in vehicles such as grounds maintenance contractors wishing to gain access to the site should do so through the double vehicle access gates. All gates are locked with a coded-padlock. The code to the lock should be changed at least three times per year: on 1 September, 1 January and 1 April. It is the responsibility of the caretaker to change the codes and to communicate this to the headteacher. The code should not be disclosed to any person who is not a contracted member of staff. **All** visitors and staff should enter the school

building through the Main Entrance where they will 'sign in'. See section **6: Visitors to School Site**.

- 5.5 All external doors are fitted without handles on the outside. This is to minimise the opportunity for intruders to gain unauthorised entry to the school building. External doors, which all serve as fire exits, should be kept free of obstacles and should remain shut during the school day. **They should not be propped open or used as a 'quick route'**. In exceptionally hot weather, fire exits in the classrooms of EYFS, Y2, Y5 and Y6 may be pinned open to aid the circulation of cooler air only when there is an adult in the classroom.
- 5.6 Entry to the building is through the Main Entrance. The internal doors are kept locked shut by a magnetic locking system. The lock can be released in three different ways:
- i. by touching a green pad on the inside of the internal doors. Children are told that only adults should touch the green button. They must not release the door even if the person on the other side is familiar to them.
  - ii. By pressing a release button located in the front or middle office
  - iii. By 'swiping' the door with a fob. Fobs are registered to staff members only. They should not be shared, swapped or left in public places. Lost fobs must be reported to the headteacher immediately.
- 5.7 The holders of school keys are: Mr M Chamberlain (Caretaker); Mr J McCullough (Headteacher) and Mr S Dolby (Deputy Headteacher). A separate register is kept for fob holders. See 5.4.iii above.

## 5.8 **Burglar Alarm System**

- 5.9 When the burglar alarm is triggered, key holders will be contacted by GB Alarms in the order that they are listed in 5.7 above. All reasonable precautions should be taken when a key holder approaches the school. Staff should complete a circuit of the perimeter of the site. Staff should **NOT** enter the building alone. They should, ideally, wait for the police to arrive. If the police do not arrive and it is clear that entry has been gained or attempted, the individual should contact the police.

## 6. **Visitors to School Site**

- 6.1 Visitors to the site should enter by the gate displaying the sign: 'Visitors please use this gate ~ Report to Main Entrance.' Entry is gained only once a member of staff is satisfied of the identity and purpose of the visitor. Visitors should proceed to the Main Entrance and sign in to the Visitors' Book. They will be issued with a yellow lanyard which is to be displayed at all times. They will be asked to read a short document that summarises the school's expectations of all visitors on site.
- 6.2 Persons who are regular visitors to the school (defined as three visits in three months) or who are visiting for the third time within a month AND who will work closely with children **MUST** have DBS check that indicates that are suitable to work with children. Their details will be stored on the school's Single Central Record (SCR). It is the responsibility of the bursar to keep the SCR up-to-date and to report any concerns to the headteacher.
- 6.3 Persons who fit the above **MUST** also attend an ANNUAL training session led by the school's Designated Safeguarding Lead. On completion, the individual will be given a personalised prompt card to help them manage any concerns they may have for the well-being and safety of children. The prompt card will be issued on entry to the school and returned (along with the yellow lanyard) on their exit.

6.4 All persons moving around the site should use the pathways provided. It is essential that such pathways are clear of obstacles. No person should cross the car park to gain access to another area of the site.

## **6.5 Children on the School Site**

6.6 Children should not be on the school site before 0845 in normal circumstances. All children should be on site by 0855 when a bell will sound to signal the start of the school day. Children should enter the building quietly and calmly so that registration may be completed by 0905. This point is communicated to parents/carers each September and repeated on at least two further occasions during the school year.

6.7 Teachers will arrange delivery of their completed class registers to the school office by 0910 and 1310 respectively. The school's Administrative Assistant will check the registers by 0915 to identify absent children for whom the school has no communication as to why the child is not at school. A telephone call will be made to ascertain the child's whereabouts. Children arriving after 0900 (i.e. once the gates have been locked) must be accompanied into school via the Main Entrance by an adult who will be asked to record the child's name and reason for late arrival in The Late Book. The Administrative Assistant will check that the child is marked in the register.

6.8 No child will be allowed to leave the school site during the school day without prior permission from the headteacher. All children who leave school after registration and before the end of a school day must have their details recorded in the pupil book in the main office. Children leaving the school site at the end of the school day or to attend an appointment out of school during the school day or because they are unwell must be collected by a parent/carer or previously nominated adult unless a parental request has been made for the child to make their own way home. This is stated clearly on the annual 'Permission to Walk Home' form, located in the school office.

6.9 Any child not collected must report to the adult who dismissed them. Said adult should wait with the child for ten minutes after school. After ten minutes the child should be escorted to the office where the bursar or the headteacher will contact the child's parents/carers to arrange their safe collection.

## **6.10 Extra-Curricular Activities**

6.11 Teachers/volunteers/coaches organising after-school clubs and activities should ensure that parents/carers are informed in writing of times, dates and arrangements for collection of children. Children should not be allowed to go home unaccompanied if the teacher is uncertain about the arrangements made. See 6.6 and 6.7 above.

6.12 If a club or activity has to be cancelled, parents/carers should be notified in advance in writing or at a shorter notice via email using the ParentMail system or via telephone call. **This should be done at least one day before the day of the planned club or activity.** Outdoor activities affected by inclement weather should be continued inside to avoid cancellation. **If a decision is made by the headteacher to cancel a club on the same day as it is due to take place, alternative arrangements need to be made so that supervision of the children involved is adequate until collection time.**

6.13 Teachers/volunteers/coaches are responsible for the health and safety of children at all times. Children should obey the rules of the school when attending clubs or activities.

## **6.14 Contractors on the School Site**

6.15 The headteacher (or Caretaker if work is being carried out during a school holiday and the headteacher is not present) should ensure that all contractors report to the school office on

arrival and departure from the school. This is to ensure that the headteacher can make any necessary arrangements. (See *Education Health and Safety Manual* for further guidance on procedures for dealing with contractors). When contractors are engaged in work at the school the headteacher (or delegated person) will liaise with the contractor and his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards which may be present, and of any temporary rules which apply during the contractors' presence on the premises.

- 6.16 The school's Asbestos Management Plan (AMP) must be read by all contractors carrying out work inside the building. Each contractor must sign to acknowledge that they have both read and understood the AMP. See the AMP for details of materials containing asbestos within the school and what should be done when materials containing asbestos are found or damaged.

## **7. Machinery and Electrical Equipment**

- 7.1 Staff must ensure that all safety guards and eye protection is present, serviceable and utilised when any machine is in use.
- 7.2 Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be reported to the headteacher immediately.
- 7.3 Electrical equipment and systems are subject to the Electricity at Work Regulations 1989. The Chief Property Officer is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. The testing will be carried out every five years. **Such a check is to be carried out in 2018. The next check should be scheduled for 2023.**
- 7.4 The headteacher is responsible for maintaining an up to date inventory of all portable electrical equipment. This electrical equipment must be visually inspected on a termly basis. All items of portable electrical equipment must be tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations.
- 7.5 All equipment maintenance inspections must be formally recorded.
- 7.6 All pieces of portable electrical equipment in the school should be fitted with safety type plug heads BS1363.

## **8. Physical Education**

- 8.1 Physical Education (PE) is an important element of the National Curriculum. It also carries an element of medium-risk hazard due to the nature of its content and the related equipment.
- 8.2 PE equipment will be serviced annually. It is good practice for teachers and children to check equipment before and during lessons. Any damaged, worn or unsafe equipment should be reported to the headteacher. Equipment, including apparatus in the hall, should be returned to the place it was taken from and left in a tidy state. Children should not be sent to the blue storage tanker to collect equipment without the close supervision of an adult.
- 8.3 PE should only be delivered by a qualified teacher or an appropriately qualified coach. During any PE lesson, the adult/s leading the session should be in a position where all children are visible to them so that supervision is maximised and potential accidents can be identified.
- 8.4 PE sessions taking place on the pavilion field should have a minimum of two adults accompany one class. First Aid equipment and medication for children should be taken. A mobile phone should be carried by one adult to be used in emergencies only.

- 8.5 Behaviour during PE sessions should be of the same high standard that it is in all other lessons. The adult leading the session should be able to stop the lesson at any point through use of the 'Stop Sign' or the raising of his/her voice. High levels of noise and exuberance can put children in danger as they may not be able to hear a call of warning or recognised that the session has been halted.
- 8.6 Due consideration should be given the use of mats during gymnastic sessions. A mat is used to cushion the planned controlled descent of a child from a jump from a height, for example, a standing jump from a bench. They should not be used in a way that gives a child a false sense of safety, for example, at the foot of a climbing wall or at the foot of swing ropes. In such cases, children will be expected to ascend and descend in a controlled manner. Children should be assessed by the teacher before using such equipment to ascertain an individual's ability to balance, travel and climb at a height.
- 8.7 At least two children should carry PE equipment, for example, one at each end of a bench.
- 8.8 Adults and children must wear suitable clothing/footwear for all PE lessons. Loose fitting or heavy clothing such as tracksuits are not appropriate for indoor activities. Hair that can restrict vision must be tied back. Watches must be removed. Ear-rings must be removed. No other jewellery should be worn.

## 9. Fire Drill

- 9.1 It is important that each member of staff responsible for a class or teaching group has made the children in that class or group aware of their action in the event of a fire being discovered. This includes the necessity to remain silent and to walk at a sensible pace during an evacuation. The headteacher/bursar will record fire drills in the Lincolnshire Fire Brigade Log Book.
- 9.2. A *Fire Instructions* notice is completed and displayed on the back of each classroom, in the hall, in each office and in the three main communal working areas. A laminated 'fire evacuation numbers' sheet, completed after each registration period, is also be displayed adjacent to the fire exit of each classroom. See 10. 6 below.
- 9.3 It is important that children have explained to them at the start of each term (six times per year) their course of action if they discover a fire. It should be explained to them clearly how they should report it and what action they should take. Certain doors in the school are classified as Fire Doors, and must remain CLOSED to prevent the rapid spread of fire in the event of fire.
- 9.4 It is important that each class knows the location it reports to after having left the building. The two Fire Assembly points are signposted with green Assembly Point notices.
- 9.5 In the event of any other happening which may necessitate the evacuation of the building, for example, a bomb scare or high level warning, the children and staff must be taken further away from the structure of the school as soon as the roll call is complete. It is agreed that this will be St. Michael and All Angels Church, East End, Langtoft.
- 9.6 Teachers will arrange delivery of their completed class registers to the school office by 0910 and 1310 respectively. In the event of fire these registers will be taken out to the playground and checked by the teacher taking charge of any remaining children. In addition, the laminated 'fire evacuation numbers' sheet should be taken by the adult in charge to the fire assembly point. This provides a means of 'head counting' in case the registers are inaccessible. A similar process is in place at lunchtime: each morning the school administrator provides the midday meal team with the number of children present for each class. This is kept with the team and returned to the office at the end of lunchtime. On completion of a successful head count, the 'fire evacuation numbers' sheet should be raised above head

height to signal to the bursar or headteacher that all children's bodies are accounted for. If a child is missing, the register (if available) should be taken in full to ascertain who is missing.

- 9.7 On hearing the fire alarm, the headteacher will telephone the fire brigade immediately. If the school phone is unreachable or out of service, a mobile phone or a phone at a neighbouring resident's will be used.
- 9.8 The headteacher is responsible for ensuring that termly fire evacuations are carried out; that the fire alarms are regularly tested; and that the emergency lighting system is also tested on a regular basis. All of the fire evacuations, fire alarm tests and emergency lighting tests must be formally recorded.
- 9.9 The headteacher is responsible for ensuring that all fire extinguishers and fire blankets are in-situ where required and designated. These should not be obscured by furniture or equipment.

## **10. General Safety in Corridors, Classrooms and Communal Areas**

- 10.1 Adults and children alike must walk quietly about the school building. Adults must stop and remind all children and adults who are not walking.
- 10.2 Good housekeeping prevails: tuck chairs under tables; return equipment, resources and first aid equipment to its designated storage space; keep exits and doorways clear; pick up items found on the floor; keep cupboards doors closed; count out and in sharp implements such as needles and clay tools; wipe up spillages; do not allow children in to the Office Store; accompany children in to the staff room.
- 10.3 Serious back and head injuries can occur if children rock back on their chairs and this must be firmly discouraged at all times. Children must not for any reason be allowed to stand on chairs or desks.
- 10.4 Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff are not to use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of cupboards or storage racks. In general heavy objects should be stored low down to reduce the risk of injury from falling and handling.
- 10.5 Specific attention should be given to the wires trailing from computers and other electrical equipment, particularly in a classroom situation. Any trailing leads should be channelled through either purpose-designed equipment, or other products sold specifically for this purpose.
- 10.6 Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the headteacher. The headteacher is responsible for providing manual handling equipment where necessary. Special care should be taken when asking pupils to manoeuvre heavy objects. The members of staff should assess the risk in asking children to perform manual handling tasks, i.e. moving chairs, tables, musical instruments, PE benches etc.
- 10.7 VDU's should be set up and operated in accordance with the comprehensive guidance given in the Visual Display Units guidance booklet No pcs/21/90. Repetitive strain injury (RSI) to muscles, ligaments, and nerves of the hand and arm can be caused by the repetitive movements associated with intensive data input or typing. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard or typing work to the headteacher.

- 10.8 The headteacher will arrange to assess 'users' and 'workstations' under the Display Screen Equipment 1992 (see *Education Safety Manual* for information on assessment procedures). Once the assessments are complete, arrangements will be made to reduce any risks, which are highlighted from the assessments. These assessments are completed as required, or a minimum of annually. The headteacher will plan display screen equipment work so there are breaks or changes of activity and provide information, instruction and training for the usage of display screen equipment (See *Education Safety Manual* for guidance).
- 10.9 Adult resources that consist of blades such as a craft knife, adult-sized scissors and guillotines MUST be kept out of sight and reach of children.
- 10.11 A laminator MUST NOT be used in a classroom or communal work area during the school hours of 0845 and 1600 as it is possible that children may be on the school site. A laminator-in-use must not be left unattended.
- 10.12 Glassware and ceramic containers carrying hot food and drinks must not leave the staffroom during the hours of 0845 and 1600 as it is possible that children may still be on the school site. Hot drinks must be consumed within the safety of the staff room **or within a sealed cup if they are to be taken out of the classroom.** Adults should use plastic cups and plastic bottles to consume drinks within the classroom. Such vessels should be kept away from electronic devices.

## **11. Prevention of Accidents**

- 11.1 The 'rules' outlined in this policy need to be followed carefully by all children and staff. Adults must ensure that the children in their care are fully compliant with them. All staff have a responsibility for all the pupils in the school and should exercise concern for their safety. This particularly relates to their behaviour and conduct.
- 11.2 Regular monitoring of the safety and behaviour within and around the school will be carried out by the headteacher and deputy headteacher through the normal managerial arrangements within the school.

## **12. Playtime and Dinner Time Supervision**

- 12.1 A minimum of two adults will supervise each playground at morning and afternoon breaks. A minimum of three Midday Meal Supervisory Assistants (MMSAs) will supervise a playground during lunchtime break.
- 12.2 When the field is in use at least four adults will supervise the field at morning and afternoon breaks, ensuring that each area of the field can be seen; football area behind Playzone building, willow tunnel and tyre park area and stone circle/wooded area. A minimum of three Midday Meal Supervisory Assistants will supervise the field during lunchtime break covering the same areas described above.
- 12.3 The rules agreed between the children, staff and Headteacher during assembly for safe play at break-times must be adhered to by all staff and children. When an unforeseen problem arises, adults must use their common sense to make safe the situation quickly and report such incidents to the headteacher so that he can reassess the rule with the children and staff.
- 12.4 All children should be outside during playtimes unless they are completing work under the direction of the class teacher. Children should not be in a classroom at playtime or at lunchtime unless they are under the supervision of a class teacher. **A single child should not be in a classroom with a single adult.**
- 12.5 A class teacher who is not on playtime duty should ensure all of his/her children are outside at play and not in 'hidden' places such toilets and classrooms. Toilets should be closely



monitored, as they are potential danger areas. Wet floors can lead to slippery conditions and doors are in continual use.

- 12.6 There is a duty to keep 'on patrol' and to be vigilant. Adults on duty should continuously circulate the area they are supervising, putting a stop to any potentially dangerous activity, for example, using skipping ropes to tie up baddies; throwing balls at windows. Games that involve carrying or swinging other children are not permitted because of the high risk.
- 12.7 A rota exists for the fair and safe use of areas such as the climbing wall, tyre park, football area and trim trail. Adults on duty should make themselves familiar with said rota. The headteacher will remind children at the start of each week of the content and purpose of the rota.
- 12.8 When the weather is damp or there is a frost, the circular decking area is out of bounds. Adults on duty should also check the suitability of other wooden structures such as the trim trail bridge during damp or icy weather.
- 12.9 MMSAs arrive at 11.50am and provide supervision of the children between 1200 and 1300. They accompany the children in and out of the building during the lunchtime break and stay with a class if a teacher is not back in the classroom by 1pm. A nominated MMSA reports all accidents to that took place during the lunchtime break to the adult teaching the class in the afternoon. This is of particular importance when an injury to the head has been sustained.
- 12.10 Within the MMSA team, individuals are trained in the use of an epipen to treat an anaphylactic allergic reaction, in the checking of glucose levels in the blood for children with diabetes, in first aid and in basic food hygiene and food handling.
- 12.11 If the weather means that the lunchtime break is indoors, then a minimum of three MMSAs go to classrooms to take over from teachers at 1200 until 1300. During wet break times all classes have paper, crayons and games. IT and scissors should not be 'played' with during indoor break times. MMSAs are responsible for the general tidying of the classrooms before the afternoon session of learning begins.
- 12.12 Children must not leave the school during the lunchtime break unless authorised by the headteacher or deputy headteacher.
- 12.13 MMSAs should be aware of the arrangements for a fire drill. They are issued with an up-to-date list of children present at registration in the morning. The list is altered to reflect the coming and going of children post-registration.
- 12.14 MMSAs should be aware of the procedure for reporting an accident involving a child. **See section 13.4 below.**

### **13. Reporting an Accident**

- 13.1 All accidents to pupils, staff and visitors must be recorded on the appropriate documentation (see *Education Health and Safety Manual* for accident reporting procedure). All serious accidents, near misses and dangerous occurrences (whether or not first aid or professional medical support was administered/sought) must be recorded in the Accident Book by the headteacher or bursar and reported to the Governing Body, to the County Council and to the HSE where necessary using the appropriate form. In all cases the headteacher is responsible for ensuring that such remedial action as is reasonably practicable is taken to avoid a repetition of the incident.

### **13.2 Accidents involving adults**

- 13.3 All details should be provided as required on a statutory Accident Form contained within the Accident Book which is kept in the school office. (This procedure complies with the Data Protection Act 1998.)
- 13.4 Accidents involving children**
- 13.5 Serious accidents are recorded in the same way as **Accidents involving adults, 13.2** above. Minor incidents, such as grazed knees, are recorded in the First Aid log located by the First Aid stations.
- 13.6 Accidents that involve a bump to the head or suspected bumped to the head must be reported to parents/carers using a 'head bump' form. These are stored at each First Aid Station. An entry in to the First Aid log must also be made. A phone call should also be made to the parent/carer of the child in case the 'head bump' form is lost. If the child is going to PlayZone the adult named on the 'head bump' form as the adult to whom the head injury was reported should inform a member of the PlayZone staff that a) the child has received a bump to the head and is carrying a note and b) that the child's parent/carer has been informed.
- 13.7 Once 'full', the logs are kept in the school office or archives in line with the Data Protection Policy.
- 13.8 First aid equipment is situated in both key stages. For minor cuts and grazes, the MMSAs will be the appropriate person to contact for treatment. More serious accidents need to be attended by a member of the teaching staff who will deal with the injury or make contact with the Health Centre.
- 13.9 The school also keeps an Incident Book. This differs from the Accident Book in that it is used to record incidents of a physically aggressive nature, for example, a child who hits out in anger and hurts themselves, others or property. Such a child is usually known to the school already and de-escalation techniques will have been agreed and applied in a Behaviour Management Plan following a risk assessment.
- 13.10 A risk assessment should be completed for those children that are known to the school as having behaviour that may cause risk to themselves or others. In response to the outcomes of the assessment, a Behaviour Management Plan should be compiled and acknowledged by parent/carer.

See section 17. *Use of Physical Intervention Strategies* also.

## 14. First Aid

- 14.1 The Bursar is responsible for ordering first aid equipment in accordance with the First Aid at Work Code of Practice Third Edition (2013) (<http://www.hse.gov.uk/pubns/priced/l74.pdf>)
- 14.2 Staff should notify her when stocks of any item appear to be running low.
- 14.3 See First Aid Procedures in **Appendix 1**.
- 14.4 First aid boxes are located in the following positions:
- i. Key Stage 2 (between lower and upper KS2, opposite Caretaker's cupboard)
  - ii. Main Entrance (opposite paper store and above Y2 lockers)

### 14.5 List of minimum contents for first aid boxes:

1 x guidance leaflet on first aid	6 x safety pins
20 x self adhesive plasters assorted	6 x sterile dressing medium no 8

2 x sterile eye pads with bandage  
6 x triangular bandages, calico BP  
latex gloves

2 x sterile dressing large no 9  
3 x sterile dressing extra large no 3

## **ONLY THE LISTED CONTENTS SHOULD BE USED IN THE FIRST AID BOXES**

### **15. Inspection and Reports**

- 15.1 Safety Representatives shall give at least three weeks' notice to the headteacher when they wish to carry out a formal inspection. When Safety Representatives have made an inspection they should complete a report form, a copy of which should be given to the headteacher. Matters of concern should be discussed so that appropriate action can be taken.

### **16. Information and Training**

- 16.1 The County Council and Headteacher will provide such information, instruction, training and supervision as is considered necessary to ensure the health and safety of employees.
- 16.2 Appointed Safety Representatives will be given information and knowledge over and above that necessary for employees generally to enable them to play an informed part in promoting health and safety at work. It is hoped that recognised trade unions will make their own arrangements to provide training for their appointed Safety Representatives as to how they will carry out their functions. However, at all times it is expected that all members of staff should note and report anything they consider to be dangerous or a safety hazard. Safety Representatives shall be consulted by the governing body on all health and safety matters. The headteacher is responsible for responding to Safety Representatives or other employee safety initiatives.

### **17. Use of Physical Intervention Strategies**

- 17.1 Where de-escalation is unsuccessful, it may be necessary to restrain a child. Restraining should only be carried out by trained staff and as a last resort. After each incident of restraining, staff involved should inform the headteacher or deputy headteacher that they have restrained a child and a Team Teach Incident Report Form should be completed together. It may be necessary to review the child's Behaviour Management Plan at this point.

### **18. Pupils Engaged in Off-site Activities**

- 18.1 All activities of this kind must be undertaken with adequate adult supervision for the type of activity in question. All activities undertaken away from the immediate environment of the school locality must have one member of staff surplus to the needs of direct pupil supervision. This member of staff is then available to deal immediately with any emergency that may arise.
- 18.2 Parents/carers have in the past proved to be very useful in assisting in the supervisory aspects of such activities. Parent helpers must be made fully aware of safety precautions before embarking on a venture.
- 18.3 The children who are to be involved in off-site activities must be given full and clear teacher instructions regarding safety procedures and the potential hazards appertaining to the occasion. First Aiders and appropriate first aid equipment must be available on such outings.
- 18.4 Risk assessments will be carried out using EVOLVE and submitted to the Educational Visits Coordinator (EVC). The headteacher is then notified by EVOLVE that the risk assessment is ready for final approval. Full details of these along with written details of appropriate behaviour and expectations will be given to all helpers in advance of the visit date. Risk assessments for residential visits must be approved by the headteacher, Chair of Governors

and the LA. Standard Operating Procedures (SOPs) and Codes of Practice are available to ensure the safety and well-being of all.

**18.5** There are SOPs for:

- i. Road Crossing – Zebra
- ii. Road Crossing – Pelican
- iii. Road Crossing – Group (where no Pelican or Zebra crossing nearby)
- iv. Coach Travel
- v. Gift Shop Visit
- vi. Walking on Public Pavements
- vii. Residential
- viii. Walk in Locality
- ix. Administering first aid

**18.6** If a major incident were to occur whilst off-site, the Party Leader or nominated person if the Party Leader is injured, will follow the school's Critical Incident Plan. This will begin by informing leaders at the school of the incident so that they can coordinate what happens next.

18.7 All staff must ensure that they are fully complying with the county policy relating to insurance and advanced notification of visits as well as the conditions set out by Lincolnshire County Council.

18.8 All children and accompanying adults will be insured.

18.9 The office must be informed as to the class(es) and number of children taken off site for whatever reason in case of a fire check being necessary in their absence.

**19. Closure of School: Severe Weather Conditions**

19.1 A decision to close the school is made by the Chair of Governors and the Headteacher. A decision should be made by 0800 to maximise the amount of time given to parents/carers before the start of the school day. An email will be sent to all registered email addresses via ParentMail PMX. A declaration will be posted on the school website. A telephone matrix is in place to inform staff of the decision to close the school. It is the responsibility of staff to inform the bursar when their main contact number changes.

19.2 When a decision has been made by the Chair of Governors and the Headteacher to close the school during the school day due to severe weather conditions, it is imperative that children are cleared from the school as soon as possible. Parents/carers will be contacted with an emergency text sent to the Priority #1 number on their ParentMail PMX account.

19.3 **No child will be allowed to go home on their own** unless permission has been given by the parents/carers.

19.4 Staff will remain at the school until it is cleared of children.

**20. Manual Handling**

20.1 The headteacher will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling carrying etc). Wherever possible manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation.

20.2 The headteacher will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

## 21. Control Of Substances Hazardous To Health (COSHH)

- 21.1 The headteacher will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health. The headteacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working. The individual departmental arrangements for dealing with COSHH are outlined in separate documentation.
- 21.2 The headteacher must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances.

## 22. Premises Management

- 22.1 The caretaker is responsible for using all cleaning chemicals in accordance with the manufacturer's instructions. Full product information, safe working methods and COSHH assessments have been provided for all products used within the school. The caretaker must use these chemicals in accordance with the manufacturer's instructions.
- 22.2. The caretaker is responsible for storing cleaning materials in a safe manner and locked away out of reach of children. **The caretaker's storage cupboard will be locked at all times during school hours.** Cleaning materials will not be left in classrooms, communal or toilet areas.
- 22.3. The caretaker is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the headteacher immediately.
- 22.4. The caretaker will report any necessary repairs inside and outside to the headteacher.

## 23. Behaviour relating to practical activities

- i. The movement of children carrying scissors, craft tools or needles must be very carefully controlled.
- ii. Care must be taken in the selection of tools being used: these must be appropriate to the age and ability of the children in question.
- iii. All tools must be kept under strict teacher issue and control.
- iv. Use of saws etc must form part of an initial training programme before careful and controlled issue.
- v. Safe storage arrangements must be used for school tools.
- vi. Care must be taken in the selection of glues for practical tasks.
- vii. Staff must ensure that children wash their hands after using any material in craft session. Full details regarding the safety aspects of materials can be found in the COSHH guidelines.

## 24. Behaviour linked to physical activities

- i. The setting out and putting away of PE and games apparatus should be taught/revised during the first teaching session of a unit of work.
- ii. Although talking may well form an important and appropriate part of certain team activities it should not be allowed to become a dangerous source of distraction, in apparatus work, for example
- iii. Adequate supervision must be maintained whilst children are changing for swimming. Pupils must be made fully aware of the need to walk carefully in the pool area to avoid slipping. The wearing of jewellery including earrings is forbidden for swimming.

## 25. Hazardous Work Areas/Activities

25.1 Risk assessment will be carried out before any activity is undertaken in an area of the school site which could be deemed to be hazardous. Similarly, risk assessments must be carried out before any hazardous activities are undertaken. The completed report must be given to the Headteacher in advance of the activity being undertaken.

## **26. Local Monitoring of Performance and Review**

26.1 Regular monitoring of the policy is the responsibility of the *People, Finance and Premises Committee* of the Governor Body and the headteacher. This includes an analysis of the Accident Book and First Aid logs to identify any patterns that may be forming and to consider what adjustments need to be made.

26.2 The headteacher and the Governing Body shall carry out a safety inspection of the premises at least once a year.

26.3 Regular monitoring of the safety within the school will be carried out by the headteacher through the normal managerial arrangements within the school.

## **27. Grievance and Disciplinary**

27.1 All matters concerning health and safety matters will be dealt with under the standard grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment.

## **28. Review**

28.1 The Governors and the headteacher will review the school in line with the Workplace (Health, Safety and Welfare) Regulations 1992.

28.2 The Governors and headteacher will produce a rolling programme of improvements which will ensure that school meets the standard required under these regulations. This is ensured by the completion of regular Health & Safety Walks, the Annual HASWA Policy review, and regular, termly reviews of the Accident Books for Adults and Children by the headteacher , with an intention to identify any trends or common root causes which may warrant further investigation and improvement to prevent repeat occurrences. The completion of this analysis and any resulting actions are reported to the *People, Finance and Premises Committee* as a standard agenda item.

28.3 The headteacher will annually review this policy which will then be presented to the Governing Body for discussion. Any suggestions/amendments should be presented to the headteacher.

## **APPENDIX 1**

### **FIRST AID PROCEDURES**

The following procedures must be taken in the event of accidents to pupils, staff and all visitors to the school.

### **ACCIDENTS IN SCHOOL**

All accidents requiring first aid treatment must be entered into one of the First Aid log books which are located beside the first aid stations.

In the event of minor cuts and abrasions:

- i. Comfort and reassure
- ii. Use gloves and antiseptic wipes
- iii. Clean wound with wipes

- iv. Apply plaster after checking that the child is not allergic to plasters. e.g. ask “Does mum or dad put plasters on you at home?”.
- v. Complete log book

Any head injuries, however minor, **MUST** be reported to the class teacher so that a *Head Note* can be issued to the child(rens) parent/carer. An entry into the First Aid log book must also be made.

The following points should be followed:

- i. Comfort and reassure
- ii. Apply ice pack (located in ice box within fridge) which must be covered by the manufacturer’s jacket. (Do not apply ice pack directly to skin.)
- iii. Remove ice pack after 10 minutes
- iv. Monitor condition
- v. Advise class teacher to enable log to be entered and head note to be issued

Any accident that requires further medical attention, i.e. visit to doctor, hospital etc. must be recorded in the **Accident Book** which is kept locked in the school office. The parents should be contacted. (If necessary, please contact the Bursar for assistance in completing this book.)

Should it be necessary for any child to be taken to hospital or the health centre the parent/carer should always be contacted. In the absence of parental care, ensure that your car insurance permits you to transport children in an emergency and **always** take another adult to accompany you.

If an accident involves the spillage of any body fluids i.e. blood, vomit etc. the First-Aider **must** wear latex gloves located by the first aid boxes. Disposal of all clinical waste including the gloves must be made by using the yellow clinical waste bags and placing them into the sanitary container in the ladies toilet. (This is for the protection of both yourself and the patient.)

## **MEDICINES IN SCHOOL**

As a general rule, **NO medicines should be administered by staff to children in school**. Should a child require medication, then it is beholden on the parent/carer to come to school to administer medication. There are, however, the following exceptions:

### **Asthma**

Children known to suffer from asthma will have, if appropriate, their own inhalers in school. These will be kept on their person if the child is old enough to retain their own medication. A reserve inhaler may also be found in the medical cabinet in the school office.

### **Diabetes**

We currently have two pupils who have diabetes. Their medical needs have been detailed by their parents and recorded on the *confidential medical notes*. Three nominated staff have been trained in administering medication (insulin). The medication is kept in the Main Office.

### **Severe Allergic Reactions**

Children who may suffer from severe allergic reactions, i.e. nut allergies, will also have been notified to us by their parents. Epi-Pens will be available in the teacher’s cupboard within the classroom. The epipen should accompany the child at lunchtime – inside and out. A list of those members of staff trained to give Epi-Pen is available from the school office.

### **Epilepsy**

Should there be a child who suffers from epilepsy and requires medication to be administered, this will be kept in the medical cabinet located in the school office and must only be administered by those staff who have undergone appropriate training, i.e. Diazepam training. A list of those members of staff trained is circulated to all staff.

This list is not exhaustive and may be added to from time to time.

**If in doubt about any of the above, please contact a fully qualified for further advice.**

### **ACCIDENTS OCCURRING DURING AN OFF-SITE ACTIVITY**

The same procedures as listed above should be followed in the event of any accident occurring off-site, i.e. educational visit. The log book should be completed on return to school by using the notes made during the visit.

Please ensure that you are familiar with the accident procedures of any establishment you are visiting. (This should be ascertained by undertaking a Risk Assessment prior to any visit.)

Parents/carers of the injured child should NOT be contacted. The Party Leader should first speak with the headteacher or deputy headteacher via the school office in the first instance. A decision will then be made as to the most appropriate way in which to contact the parent/carer of the child/ren involved.

### **RISK ASSESSMENTS HELD WITHIN SCHOOL:**

1. Fire Risk
2. 15 to 18 years old