



**‘Every Child, Every Chance, Every Day’**

<b>Reviewed By</b>	Cate Gregory	Policy Owner	15th June 2017
<b>Approved by</b>	Cate Gregory	Head of School	15 <sup>th</sup> June 2017
<b>Ratified by</b>	Carl Brooks	Governor	20 <sup>th</sup> July 2017
<b>NEXT REVIEW</b>			June 2019

Reference should be made to the main Trust Health & Safety Policy. The information below is school specific health & safety information and procedures.

**ORGANISATION**

- Each teacher is responsible for the safety of the children in his/her care, i.e. ten minutes before starting time and until they have left the premises. If the teacher has to leave school, the child should be given into the care of their Year Leader, the Admin Officer or Head of School. Teachers are responsible for the good order and discipline in the classrooms, and for their class’s behaviour in the cloakrooms and toilet area. They should arrange classroom furniture so that it minimises the risk of accidents and report any defective or damaged equipment which could result in an accident.
- During break time and dinner time, the responsibility will be handed over to the teacher on playground duty or the lunchtime supervisor. Until such person is present attending to their duties, the teacher remains responsible. Accidents to children or staff are to be reported to the Office Staff/first aider and a minor accident form completed or an online report made. Parents should be informed of any significant accident to children. Children should not be unsupervised in any area for any length of time; however to go to the toilet or collect a book from the library is acceptable.
- Lunchtime Supervisors are responsible for the children in their care. Both in the school and the playground, and supervisors should arrange their duties so that the children are supervised at all times. Accidents must be reported to the First Aider. Adult/child ratios especially in reception year are identified.
- The Dining Room Assistants share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken. The First Aid box must be kept in good order and the Admin Officer (First Aider) informed if stocks get low.
- The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff. Also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc. They are also responsible for the shared school pond and must implement reasonably practicable measures to ensure an acceptable level of safety.

They are responsible for the proper reporting of accidents to themselves and staff, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects.

Contractors on Site/Deliveries of Stores – Site Managers and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles is banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the Headteacher to establish safe working procedures.

## **MAJOR ACCIDENTS IN SCHOOL**

- If possible take the injured person to the School Office. If in doubt **DO NOT MOVE**, keep him/her warm and call a First Aider.
- First aid equipment is kept in the School Office and in secure boxes held on first aid posts during breaks and lunchtimes.
- Serious accident to Child – either phone 999 for Ambulance or take child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child’s information from office file.**
- Contact Parent – from file/ sims in School Office
- Either
  - a) Wait for parent to come or
  - b) Arrange to meet parent at hospital, or
  - c) Take child to hospital and leave message for absent parent.

Take with you child’s address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound? The accident book must be completed and Serious Accident Form to be completed and sent to Health & Safety Officer, Frobisher House. H & S Executive must be informed of any serious accident.(RIDDOR)

***All accidents must be recorded in the Accident Book found in school office.***

## **MAJOR ACCIDENT ON SCHOOL TRIP**

See Off site visits Policy. Child’s health & contact details should be accessed through school. School will deal with contacting parents.

## **ACCIDENT OR ILLNESS OF STAFF - whilst on a school trip**

As above but substituting parent for next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

## **POND**

The schools share a pond and both site managers will be responsible for its up keep and implementation of reasonable safety measures to ensure accidents are prevented. The school has a risk assessment in place, for further information refer to the school pond risk assessment.

## **MONITORING**

A School Governor H&S /Premises monitors the accident book and reports to Governors.

## **NOTIFIABLE DISEASES**

- Exclusion dates are issued by the County Health Authorities for infectious diseases and are available by contacting the School Office.
- Any knowledge of such infectious disease is to be reported to the School Office.
- Any incidence of Head Lice should to be reported to the School Office so that parents can be contacted and the hair treated straight away. Children may not be excluded for this.
- Any special medical knowledge pertinent to a child’s life in school is to be noted on his/her records.
- Information about children with life threatening allergies is on the notice board in the staff room and in the main kitchen and in the office.

## **HYGIENE**

Gloves should always be worn when dealing with blood. All First Aid waste should be placed in the designated bin in the School Office. Waste should be bagged up and disposed of in the bin.

Protective disposable gloves are available in every classroom, the Kitchen, School Office and with Site Manager. People who use them should replace them from the stock in the School Office.

Sick bowls are available in each classroom and should be used when sending a sick child to the School Office for care.

Dressings with body fluids should be disposed of in the designated bin with double bin liners.

## **CURRICULUM**

Many subject areas have Health and Safety guidance e.g. Science, DT, PE and Art. See the subject policies for details. H & S guidance is also in the Off site visits Policy.

## **FIRE**

Follow procedures discussed at annual Fire Awareness Training for all staff. And in the fire safety management plan and evacuation plan

- Ring nearest fire alarm bell/ break glass point.
- Ensure School Office is notified to phone fire brigade.
- Staff will supervise children by the quickest, safest route to assemble in the playground. Children must walk quickly but quietly. Close doors of empty rooms if possible.
- Persons/children with a PEEP the procedure in place for them will be followed.
- Teachers check children against the register, reports to Head teacher (or next senior member of staff). In the event of any child missing, teacher informs Head teacher who decides how a search is to be made.
- Children must stand quietly and may only re-enter the building when given permission by the fire officer, Head teacher or Deputy Head teacher.
- School office to ring 999 and ask for Fire Brigade giving address of school. Collect the class registers, visitors' signing in book, children removed/returned register and children's A-Z file then checks the school office area and toilets and leaves the building.
- Any ancillary staff, parents and students leave the school and go to the main entrance area to be accounted for.
- Fire practice to take place at least one a term (after each new intake). Term 1- announced, Term 2-un announced, term 3- lunchtime.
- Fire equipment is tested at regular intervals.

### **FIRE AT LUNCHTIME Follow the fire safety management plan and evacuation plan**

- The supervisor will assist the senior member of staff available.
- Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed
- Sound the alarm & check the fire brigade is called.
- The supervisor in charge of them checks that all children leave the building and line up in their allotted places in the playground where they will be counted and checked against registers; Any person/child with a PEEP the procedure will be followed. Wherever possible doors should be closed as the last one leaves.
- Children in the school hall should be told to get up and go to the nearest door. Hall supervisors must open the side fire exits and help the children. They then go and line up in their class line.
- Adults should leave the building, closing fire doors behind them and assist with checking the children in the playground.

- The supervisor with the fire marshals should sweep the building collecting dinner registers if they have not already got them, checking all rooms including toilets. If Fire Marshals are on site they will assist in the evacuation. All available staff will assist in the evacuation as above.
- The supervisor will take the registers outside for checking against the children present. If teacher available they will check their own class.
- Lunchtime fire practices will be held once a year.

## **RECORDS**

Records of fire procedures/training are kept in a file in the Admin office.

Staff are requested to inform the School Office and use the signing in and out board, if they are leaving the building during office hours.

All non-staff in school should sign in and wear a badge.

A fire safety /exit announcement will be given at the beginning of parent Assemblies.

## **SMOKING**

The school has a 'No Smoking' Policy for all school premises.

## **DOGS**

Dogs are not permitted on the school site except for curriculum purposes or if guide dogs.

## **HOT DRINKS**

Extreme caution should be taken if transporting hot drinks down the corridor.

## **EXTENDED SCHOOLS**

Other agencies using the school out of hours will also carry out their own risk assessments and meet regularly with the school H&S personnel to discuss any issues. They will be given a copy of the school H&S policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported as soon as possible by the club leader with regards to a disclosure or CP issue.

## **P.E. EQUIPMENT**

**The P.E. Policy provides more detailed guidance on safety in P.E.**

- For outdoor P.E. children should have suitable soft shoes and clothing. Use of small play equipment at playtime and lunchtime is allowed under supervision, when a teacher or supervisory assistant is present.
- Outdoor climbing equipment may be used by children in their usual playtime clothes. Children must not push or pull each other.
- Indoor large apparatus is checked regularly by Universal Services. Its safety in use is the responsibility of the teacher in charge. Student teachers may not take a lesson using large PE apparatus without a qualified teacher present.

## **COOKING ACTIVITIES**

Great care must be exercised when the oven and hob are in use. Cooking activities supervised by a parent are still the responsibility of the class teacher, who must ensure that new helpers are given information and support and a risk assessment is in place.

## **LOG BOOKS**

Logs are kept of playground apparatus checks, electrical checks, evacuation practices and work equipment checks. The premises subcommittee carries out an annual Health and Safety premises check.

## **TRAINING**

Relevant and appropriate H&S training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and work place trainees will be give specific induction in H&S matters and an induction pack given out with the employee handbook.

Health & Safety Governor: Carl Brooks  
School Health & Safety Officer: Hazel Hayter

## **Appendix 1**

EMERGENCY EVACUATION PROCEDURES SEE SCHOOLS BUSINESS CONTINUITY PLAN ALSO.

### **Action after evacuation of the building if the building cannot be re entered and the playground is unsafe.**

HT or Senior Manager takes decision to leave the premises.

- Cross “bus plug” in to Bellemoor Road. Staff will protect the children by standing facing traffic at least 2 car lengths from the line. Pass responsibility on to following staff.
- Walk to Upper Shirley high school and line up in drive entrance.
- Lead staff to ask Upper Shirley School Reception for assistance and use of their School Hall. This has been agreed with their Headteacher.
- Sit in class lines in the School Hall & recheck Class Registers, Visitors’ Signing in Book and Children Removed/Returned Register.
- Admin/ office staff responsible for collecting A-Z file of children’s names and above available documentation.
- Parents contacted & asked to cascade message to collect children.
- NO PARENTS TO ENTER THE SCHOOL HALL.
- Deputy Headteacher or present Senior manager in charge of reuniting children with parents e.g. ask for Squirrel Class parents to come to door and sort out children MARK register, then do class 2,3,4 etc. Repeat until all children are collected.
- Headteacher in charge of press liaison, Upper Shirley School liaison, missing children.
- All staff in charge of toileting, comforting, drinks etc.