



# Shirley Infant and Junior Schools Health and Safety Policy



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**The school follows the Hamwic Education Trust Health & Safety Policy and reference should be made to the main policy.**

**The information below is school specific health & safety information and procedures. The School Leader is the overall responsible person within the school however they may delegate different duties to the Business Manager, Site Manager and Governors. See the main policy for roles and responsibilities**

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom from 8.40am (Infant school) or 8.45am (Junior school) where they are supervised by a member of staff.

At playtimes and lunchtimes children should be escorted out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times; no child should be left unaccompanied in the school building. Children unable to go out for medical reasons will stay on their year group corridor (for SJU children) or should go to the Infants Computing area with a friend (for SIN children) to be supervised by staff.

Playgrounds must be adequately supervised during all break times.

All duty staff have a responsibility of a visual check of the apparatus on their duty days. Any defects must be reported to senior leadership and the site manager immediately and children kept clear until a risk assessment has been undertaken.

In the case of an accident follow the school First Aid Policy.

Teachers will collect children at the end of all break times from the playground, counting in (for SIN) and checking the children.

At the end of the school day or following after school activities, children are released in accordance with their parent's wishes. Children being collected by taxi must go the office. A member of staff must check the identification of the taxi driver before releasing the child/children.

Any children not collected will be supervised in the school office area until the arrival of the responsible person. The responsible person must sign to confirm the time of the late collection.

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 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.

Staff are responsible for the correct reporting of accidents to themselves and others, 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.



## 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 First Aid Room 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 medical emergency information from Bromcom.**
- Contact Parent
- 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 the 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 for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All adult accidents should be completed on an online form.

## Accident on a 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.

## Administration of Medicines

See School and Trust First Aid Policy.

## Arson

Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day.



All movable items, especially dustbins/wheelie bins, will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

## **Asbestos**

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. contractors.

The asbestos survey is held at the school office and is given to all contractors as a matter of routine.

## **Boiler Room**

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the Site Manager. If he is unavailable they will be escorted keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

## **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.

## **Contractors on Site/Deliveries of Stores**

The Site Manager 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 are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the School Leader to establish safe working procedures.

## **COSHH – Control of Substances Hazardous to Health**

All COSHH Risk Assessments and Data Sheets are store in a folder and made available to all staff.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.



## Dogs

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes.

## Electrical Equipment

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System. When purchasing new electrical items during the time between tests, the receipt should be retained and the item booked on the next annual test. All second hand or other electrical items being brought in to the school, must have an in date PAT test before entering.

## Emergency Evacuation Plan

EMERGENCY EVACUATION PROCEDURES SEE SCHOOLS BUSINESS CONTINUITY PLAN ALSO.

Head teacher or Senior Leader takes the decision to leave the premises.

- When crossing roads, staff will protect the children by standing facing traffic at least 2 car lengths from the line. Pass responsibility on to following staff.
- SIN to proceed along Bellemoor Road to Upper Shirley High School and line up in drive entrance
- SJU to proceed along Bellemoor Road or Winchester Road away from the school towards Wordsworth Primary School and line up in drive entrance
- Lead staff to ask for assistance
- Sit in class lines in the School Hall & re-check Class Registers, Visitors' Register and Children Removed/Returned Register.
- Admin/ office staff responsible for collecting A-Z file of children's names, emergency contacts and above available documentation.
- Office staff to contact all parents via Bromcom and phone utilising IT resources of host school.
- Deputy Head teacher or present Senior Leader is in charge of reuniting children with parents e.g. ask for Squirrel Class parents to come to door, sort out children, mark register, then do class 2,3,4 etc. Repeat until all children are collected.
- Head teacher in charge of press liaison, missing children.
- All staff in charge of toileting, comforting, drinks etc.

## Extended Schools

Other agencies using the school out of hours will follow the school's expectations regarding H&S. They will be first aid trained and also carry out their own risk assessments, copies provide to school and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety 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.

## Fire

The School follows procedures discussed at annual Fire Awareness Training for all staff.

- 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 School Leader (or next senior member of staff). In the event of any child missing, teacher informs School Leader 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, School Leader or Deputy School Leader.
- 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).
- Fire equipment is tested at regular intervals and used by those trained to do so.

## Fire at Lunchtime

- 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 the teacher is available they will check their own class.
- Lunchtime fire practices will be held at least once a year.



Records of fire procedures/training are kept on the school intranet and iAuditor.

Staff are requested to inform the School Office and use the Inventory 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.**

### First Aid Provision

It is the responsibility of the First Aid at Work (FAW)/first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call the FAW for support, then they must do so and remain with the injured person until a complete handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an epipen;
- in the event of the person having difficulty breathing;
- severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury;
- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if there has been an injury to the head.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).





The following are qualified first aiders:

First Aid at Work	Basic First Aid	Paediatric First Aid
Manna Chowdhury	Salma Aktear	Georgia Channel
Rob Davies	Karen Allen	Hayley Colligan
Amanda Hunt	Donna Dunford	Catherine Gregory
Seyi Segun	Mel Durman	Caralee Howard
	Robyn Holloway	Rich Lomath
	Christina Johnson	Joanne Preston
	Marian Lister	Lela Rackham
	Louise Matthews	Laura Watts
	Dean McKhuen	
	Susan Prince	
	Amy Saville	
	Ewelina Zalewska	
	Celia Yazdanparast	

## Legionella

A Risk Assessment will be carried out on the water system at the school and all remedial work will be addressed and completed. Statutory checks are carried out and records kept.

## Nuts/Nut Products including Sesame Seeds

Shirley Infant and Junior Schools are 'nut aware' and aim to be a nut-free environment, including sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

Dolce supply our hot school meals and it is their declared policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

## Physical Assault, Threatening Behaviour or Verbal Abuse at Work

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees,





help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

#### What to do

- Inform your line manager
- Complete the online report form.
- The School Leader will then investigate and take any appropriate action

#### Pond

The school is 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.

#### Reporting

Staff will be informed at induction about accident/incident reporting procedures. Even minor accidents can result in future issues and great care must be taken to ensure they are recorded immediately. Staff will also be reminded that the proper recording of accidents/incidents is in their own interests.

Online reporting forms are available at <https://incidents.hamwic.org/>

**STUDENTS/PUPILS** – All accidents to pupils/students involving injury are to be recorded by using the online accident forms.

Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. These will be reported to the Head of Estates at HET managed services on 02380 786833.

**STAFF** – All accidents to staff are to be recorded and this will be done by immediately inputting information on the online form.

**VISITORS** – All accidents to visitors other than students are to be recorded and this will be done by immediately inputting information on the online accident form.

**NEAR MISS INCIDENTS** – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an online accident/incident form is to be completed.

**VIOLENT/BEHAVIOUR INCIDENTS** – These include violence, bullying and harassment. Employees must feel secure in their work and this is facilitated by the introduction of safe guidance procedures. Attention will be given to an effective lone working systems which e.g. includes the reporting in and back up arrangements for staff carrying out home visits, especially where there may be a risk of violence. An online violent incident form must be filled out at all times.



Physical safety of staff is more important than the security of buildings or cash. HET will do all it can to ensure the safety of the staff is met. Employees involved in violent incidents will always have the opportunity to discuss what has happened in detail with the manager and with colleagues and counselling will be offered.

## **Risk Assessments (RA)**

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The School Leader and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the School Leader who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

**Risk identification** - All hazards will be identified and recorded unless eliminated completely

**Responsibility for risk assessment** – The RA will be signed by both the person responsible and School leader

**Training requirements** – RA training is offered at regular intervals for all staff to attend.

**Risk rating** – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

**Control measures** – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

**Communication process** – All Staff will be made aware of the RA applicable to them.

**Review process** - RA will be reviewed yearly or earlier if there are significant changes.

## **Slips and Trips**

The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager through the Helpdesk Support Ticket System.

## **Smoking**

In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds. Any reference to 'smoking' will also include the use of e-cigarettes.



## Stress

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the Hamwic Education Trust Stress Policy.

## Training

Relevant and appropriate Health and Safety 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 given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

## Visitors

All visitor to the school are required to sign in at the main school office – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit. The school's fire and emergency evacuation procedures are on the reverse side of this badge.

