

## HEALTH AND SAFETY POLICY

### 1. STATEMENT OF INTENT

The Governing Body of Woods Foundation School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed .....  .....

(Chair of Governors)

Date ..... 26/11/21 .....

Signed .....  .....

(Headteacher)

Date ..... 26/11/21 .....

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service 'wired'. Health & Safety Community.

## AIM

The aim of our school is to create an atmosphere of carefulness both in and out of school, this is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- ~ The ability of each individual to protect him/her self
- ~ Concern and consideration for the safety of others
- ~ Knowledge of what to do in certain situations
- ~ Alertness and control
- ~ Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health related topic such as drug abuse.

At Wood's Foundation School children are encouraged to develop healthy habits, good health and hygiene routines, (for example regular exercise or care of themselves, personal hygiene etc.). A positive attitude to healthy eating is encouraged at school, with a healthy option menu at lunchtime.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- ~ In the classroom
- ~ When using equipment e.g. scissors, tools, PE apparatus
- ~ When moving around school
- ~ When carrying out investigations
- ~ When on educational visits

For any physical activity, children change into their PE or Games kit.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property, etc.

In accordance with LEA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed and a first aid kit and list of emergency 'phone numbers taken.

Wood's Foundation School has set procedures in case of an emergency in school, such as a fire alert when the building needs to be evacuated. This drill is carried out at least once a term. All staff and children are familiar with the procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the hall as is the school's accident register, accident forms and a list of any allergies children have. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away and if necessary, an ambulance sent for.

## **2. ORGANISATION**

### **2.1 Responsibilities of the Governing Body**

The Governing Body is responsible for:

- Complying with the County Council's Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly ( at least once annually ) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

### **2.2 Responsibilities of the Headteacher**

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Schools Health and Safety Team;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;

- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

**Note:** in the absence of the Headteacher these responsibilities fall to his/her immediate deputy.

### **2.3 Responsibilities of Health and Safety Co-ordinator (must be a Senior Member of Staff )**

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for

effectiveness;

- Monitoring contractors on site and ensuring they consult the asbestos log.

## **2.4 Subject Co-ordinators**

Subject co-ordinators are responsible for:

- The day to day management of health and safety within their subject in accordance with the health and safety policy;
- Drawing up and reviewing subject policies, procedures and risk assessments regularly ( at least once annually );
- Carrying out regular health and safety monitoring inspections of the subject and making reports to the headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the school;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

## **2.5 Responsibilities of all staff**

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, school governors and headteacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participating in health and safety inspections and the health and safety committee where appropriate.

Headteacher, Cleaner in charge and Governing Body  
Deputy Headteacher  
Teachers  
Teaching Assistants

### 3 ARRANGEMENTS

#### Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator ) is:	Samantha Sycamore, School Business Manager (SBM)
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#### Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required to inform:	Samantha Sycamore, SBM
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#### Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	In the Headteacher's office
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#### Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure Bomb Alert Gas Leak Electrical Fault Water Storm or Flood Damage Persons Threatening Violence on Site Dangerous Animal(s) on Site Other	The School emergency plan (copies in the school office, Headteacher's room, staff room, Headteacher's and deputy Headteacher's briefcase)

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person ( and deputy ) responsible for person for ensuring and supervising ( where appropriate )	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Headteacher	Deputy head, Business Manager or senior teacher
<ul style="list-style-type: none"> <li>summoning of the emergency services</li> </ul>	Headteacher	Deputy head, Business Manager or senior teacher
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Headteacher	Deputy head or senior teacher
<ul style="list-style-type: none"> <li>that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Headteacher, Deputy Headteacher or other member of the senior management team)</li> </ul>	Headteacher	Deputy head or senior teacher

**Note: The priorities are as follows:**

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- to call the emergency services when appropriate;**
- to safeguard the premises and equipment, if this is possible without putting persons at risk.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Headteacher
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The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	SBM
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: ( eg. in the school office )	First Copy Emergency plan in school office
	Second Copy Emergency plan in head's briefcase

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Headteacher
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## Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	In main office	Cleaner in charge report to Business Manager
Emergency Lighting System	In main office	Cleaner in charge report to Business Manager
Smoke Detection System	In main office	Cleaner in charge report to Business Manager

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment ( for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Cleaner in charge report to Business Manager
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Notts Fire and Rescue
	Telephone Number 01623 825516

## Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Boiler house
Electricity	Store room in staff room
Gas	Bunker by main gate

## Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event: Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
Front office	Mrs N Gell and Mrs N Buttle

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy before being sent to the Health and Safety Team at County Hall.	Head Teacher
	SBM

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Head Teacher
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

## FIRST AID

The following employees are **first aiders** have been trained to First Aid at Work level and Paediatric First Aid

Name	Location/Extension	Date of Expiry of Certificate
Mrs Y Crofts (Paediatric)	Class R	Sept 2022
Mrs M Gough (Paediatric)	Class 3/4	July 2022
Mrs S Sycamore	Office	

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed in the staff room.

The person responsible for ensuring first aid qualifications are maintained is:	Headteacher
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Headteacher
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
All classrooms	
Main Office	Main Office

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Wet room	

A termly check on the location and contents of all first aid boxes will be made by.	Nicola Gell
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Nicola Gell

The address and telephone number of the nearest medical centre/NHS GP is:	<b>Calverton Health Clinic</b> 4 St. Wilfrids Sq NG14 6FP 0115 965 7800
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queens Medical Centre 0115 924 9924

## Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Mrs N Gell
	Deputy Yasmin Crofts
The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Yasmin crofts Insulin: Lesley Watts, Rachel Bower,
	Second Melda Gough
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Lindsey Beach Autumn term 2021 onwards as appointed Senco

## Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class teachers
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## Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	SBM
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## Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	SBM
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Headteacher's office
It should then be placed/given to	Head Teacher
The person responsible for initiating a risk assessment of	SBM

hazards identified and any remedial action decided upon is:	
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## House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Sam Sycamore
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: ( who will arrange for its safe disposal).	Sam Sycamore
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The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is:	Sam Sycamore
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The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is:	Sam Sycamore
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## Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Sam Sycamore
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Sam Sycamore
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The person responsible for ordering repairs which are the school's responsibility is:	Sam Sycamore
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	Sam Sycamore
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The name and telephone number of the school's attached maintenance surveyor is:	Name:
	<b>Peter Hammond</b> Telephone Number: <b>01623 434032</b>

## Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Nicola Watts Cleaner in charge
	Deputy Sam Sycamore

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Nicola Watts Cleaner in charge
	Deputy Sam Sycamore

### Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Sam Sycamore
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### Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Sam Sycamore
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- Health and Safety Policies: County Council, Departmental, and School.
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Premises Asbestos Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Sam Sycamore
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Sam Sycamore
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Sam Sycamore
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The person responsible for reviewing the effectiveness of health and safety training is:	Sam Sycamore
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Sam Sycamore
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Sam Sycamore
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## Manual Handling of Loads

### Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Sam Sycamore
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The person responsible for monitoring the safety of manual handling activities is:	Sam Sycamore
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### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Senco
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## Work Equipment

### SPECIFIC RISKS

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

### **Ladders**

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Sam Sycamore
Person(s) authorised to use is/are:	Nicola Watts Cleaner in charge

### Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Sam Sycamore
Person(s) authorised to use is/are:	Class teachers and TAs

## Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that special needs equipment is kept in good working order and serviced appropriately is:	Sam Sycamore
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## Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training,	Sam Sycamore
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Supervision, safe use and risk assessment is:	
Person(s) authorised to operate and use is/are:	Nicola Watts Cleaner in charge

#### **Catering Equipment (Dough mixers, Slicing machines, Potato peelers)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Catering Manager
Person(s) authorised to operate and use is/are:	Kitchen staff

#### **Design and Technology Equipment (Food Technology and Textiles)**

The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Sam Sycamore
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#### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) responsible for regular (daily) visual inspection is/are:	Nicola Watts Cleaner in charge
Contractor responsible for annual full inspection and report is:	Sports Safe UK

#### **Outdoor Play Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) responsible for regular (daily) visual inspection is/are:	Nicola Watts Cleaner in charge
Contractor responsible for annual full inspection and report is:	G M Services Leicester

#### **Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Sam Sycamore
Person(s) authorised to operate and use is/are:	Staff

#### **Mobile Staging**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Sam Sycamore
Person(s) authorised to operate and use is /are:	Staff

#### **Portable Electrical Appliances**

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Sam Sycamore
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Sam Sycamore

## Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
Peter Asplin	Acting Head teacher
Sam Sycamore	Business Manager
N Buttle	Admin Assistant
N Gell	Admin/classroom Assistant

The person responsible for implementing the requirements of the risk assessment is:	Sam Sycamore
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## Hazardous Substances

The person responsible for undertaking and updating the COSHH risk assessments is:	Sam Sycamore
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## Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Sam Sycamore
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The premises asbestos log is kept:	Main Office
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Sam Sycamore
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## Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Sam Sycamore
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## Waste Management

Waste will be collected daily by:	Nicola Watts Cleaner in charge
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Nicola Watts Cleaner in charge
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Sam Sycamore
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## Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they

are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Cleaner in charge who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the Health and Safety Team at County Hall.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	Sam Sycamore
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Sam Sycamore
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### Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Jenna Frudd (Governor)
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable. A copy will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Sam Sycamore
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### Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	Sam Sycamore
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	In the risk assessment file
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	In main office
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The person responsible for maintaining it is:	Sam Sycamore
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The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Sam Sycamore
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The health and safety notice board is sited:	In the staff room
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The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Sam Sycamore
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The Health and Safety Law Poster is sited:	In the staff room
The person responsible for maintaining it is	Sam Sycamore

### Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including and overnight stay is:	The lead staff member for the trip approved by S Sycamore Category A Visits. The lead staff Member via Evolve approved by Sam Sycamore as EVC and Head Teacher for Category B visits.
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	The lead staff member for the trip via Evolve appr'd by Sam Sycamore EVC and Head Teacher for Category C visits.
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### Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Peter Asplin
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### Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme is:	Sam Sycamore
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The person responsible for following up the annual play equipment inspection report is:	Sam Sycamore
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The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Nicola Watts Cleaner in charge
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	Head teacher
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### Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises In accordance with the lettings procedure is:	Sam Sycamore
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Sam Sycamore
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Nicola Watts Cleaner in charge

## Visitors

<p>On arrival all visitors should report to: where they will be issued with:</p> <ul style="list-style-type: none"> <li>• an identification badge with</li> </ul> <p>Black lanyard = DBS/CRB checked Red lanyard = not DBS/CRB checked must be accompanied around school</p> <ul style="list-style-type: none"> <li>• relevant health and safety information</li> <li>• sign the visitors book</li> </ul>
An employee seeing an unidentified person should challenge the visitor and report to reception.

## Contractors

**Note: The School will normally use contractors on the LA's approved list.**

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on the LA's approved lists is,	Sam Sycamore
The person in control of contractors is:	Sam Sycamore
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Sam Sycamore Nicola Watts Cleaner in charge

## Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Name
Sam Sycamore, SBM
Peter Asplin, Acting Headteacher
L, Beach. R.Bower, Assistant Heads

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	N Gell
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## Catering (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Catering Manager
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## In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Catering Manager
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## Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the	Sam Sycamore
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Governing Body or LA is:	
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## Smoking

The Governing Body has prohibited smoking in the school and in vehicles under its control.

### Notes:

***Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.***

***The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.***

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Sam Sycamore
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## Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	Sam Sycamore
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## Stress

The persons responsible for monitoring absence owing to stress related illness is:	Sam Sycamore
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## Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Sam Sycamore
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## Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	<i>School policy's file outside the headteacher's office</i>
Records of bullying incidents and action taken are kept:	<i>In the behaviour log in the headteacher's office</i>

## Insurance

The insurance is arranged by the LA.

## Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	Sam Sycamore
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Sam Sycamore
The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is:	Sam Sycamore
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Sam Sycamore
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Sam Sycamore

***Note: The Schools Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.***

## **FIRE DRILL**

- As soon as the fire alarm sounds all children and adults stop what they are doing and walk out of the building through the nearest exit.
- If your normal exit is blocked for any reason then the nearest available exit should be used.
- The register will be given to class teacher by Admin staff and taken when the children are assembled. The Headteacher is informed if all children are present.
- Nobody is to go back into school. If a child is missing it must be reported to the Headteacher/Deputy Headteacher.
- When all the registers have been taken, classes can go back into the building once the all clear has been given.
- All children should walk in and out of school sensibly, and line up quietly.

## **Lunchtime Fire Procedure**

- All Mid-day Supervisors on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building. All children will be assembled in the front playground and checked.
- Mid-day Supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- Mid-day Supervisors in classrooms where children are eating sandwiches shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- The Headteacher or Deputy Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

## **Fire and Bomb Alerts**

In the event of a fire or bomb alert the notified person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure have been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises

## **CAR PARKING**

Car parking is a concern at Wood's Foundation School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

There is regular contact with traffic police and the road safety officer who will talk to children and provide parking restrictions on Lingwood Lane during concerts and other school events.

Letters to parents emphasize the following:

- ~ Use of the crossing patrol instead of driving right up to school
- ~ Not parking on yellow zigzag lines

## **POLICY ON CHILDREN MOVING EQUIPMENT**

In the normal day to day running of the school, there are certain situations where children will need

to move equipment or items of furniture. For example:

- ~ Chairs and/or tables
- ~ Sports equipment
- ~ Small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts - one child at each end.

### **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the Cleaner in charge or a teacher will supervise. Tables need one child at each end, a child must not attempt to lift a table on his or her own. Staging blocks are heavy and need at least two children per block as they are awkward to handle. Children need to be shown how to pick them up and put them down so that their fingers or feet are not trapped. The PA system must only be moved and set up under adult supervision. Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children. Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### **Items Children should not move**

- Computers - monitors can easily fall off trolleys, or wires get caught
- Piano - although on wheels, it can tip and feet or fingers become trapped
- Cooker - too heavy and awkward
- Hot, sharp or heavy objects/items

## **SECURITY OF THE PREMISES**

The Headteacher, Deputy Headteacher, Business Manager Cleaner in charge and Cleaner in charge are the designated key holders and are responsible for the security of the building.

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Cleaner in charge**

It is the responsibility of the Cleaner in charge to check daily that:

- ~ All locks and catches are in working order
- ~ The emergency lighting is working
- ~ The security system is working properly

Before leaving the premises, to check:

- ~ All the windows are closed
- ~ The doors are locked and secure and the security alarm is set.

It is the responsibility of the cleaner in charge, in the first instance to perform the above functions, Headteacher, Business Manager or Deputy Headteacher if both Cleaner in charge and Cleaner in charge are absent

In addition, the Headteacher/ Business Manager is responsible for the security of the premises during the school day.

All visitors are required to report to the General Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

All parents collecting 'morning only' children at lunchtime are required to sign the children out and notify a Mid-day Supervisory Assistant if collecting children during the mid-day lunch break.

## **POLICY ON THE USE OF HAZARDOUS SUBSTANCES IN SCHOOL**

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control

Inform the Headteacher or Deputy Headteacher of any difficulties

## **CONTRACTORS ON SITE**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Cleaner in charge
- All contractors must report to the general office. The Cleaner in charge will then be informed of their arrival
- Contractors will work under close supervision of the Cleaner in charge so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area
- All work will be monitored by the Cleaner in charge and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LEA.

NB: See following information to be given to contractors:

<b>GUIDANCE FOR CONTRACTORS ON SITE</b>
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- Smoking in the building or in the grounds as we are a no-smoking school.
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Headteacher or Cleaner in charge.

## **Policy for administration of medicines during school hours**

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. From time to time parents request that the school should dispense medicines which need to be administered at regular intervals to children.

### **Staff administering medicine**

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. The only exceptions are set out in the paragraph below. Support staff may have specific duties to provide medical assistance as part of their contract. Of course swift actions need to be taken by any member of staff to assist a child in an emergency. Employers should ensure that their insurance policies provide appropriate cover.

### **Staff 'duty of care'**

Anyone caring for children including teachers, other school staff and day care staff in charge of children have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure children are healthy and safe. In exceptional circumstance the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

### **Prescribed medicines**

Medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school or setting 'day'. Schools and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

The Medicines Standard of the National Service Framework (NSF) for Children recommends that a range of options are explored including:

- Prescribers consider the use of medicines which need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside of school hours
- Prescribers consider providing two prescriptions, where appropriate and practicable, for a child's medicine: one for home and one for use in the school or setting, avoiding the need for repackaging or relabeling of medicines by parents

Anyone may administer a prescribed medicine, with consent, to a third party, so long as it is in accordance with prescriber's instructions. This indicates that a medicine may only be administered to the person for whom it has been prescribed, labelled and supplied; and that no-one other than the prescriber may vary the dose and directions for administration.

### **Non-prescription medicines**

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where a non-prescribed medicine is administered to a child it should be recorded on a form such as Form 5 or 6 (see Annex B) and the parents informed. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

### **Short-term medical needs**

Many children will need to take medicines during the day at some time during their time in a school or setting. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken to school or an early years setting where it would be detrimental to a child's health if it were not administered during the school day.

Some children and young people with medical needs have complex health needs that require more support than regular medicine. It is important to seek medical advice about each child or young person's individual needs. If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered.

### **Administering medicines**

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school or setting has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school or setting should continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

### **Self-management**

It is good practice to support and encourage children, who are able to, take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The

age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

If children can take their medicines themselves, staff may only need to supervise. The policy should say whether children may carry, and administer (where appropriate) their own medicines, bearing in mind the safety of other children and medical advice from the prescriber in respect of the individual child. A suggested parental consent form is provided in Form 7.

Children should know where their own medicines are stored and who holds the key. The head is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and not locked away. Many schools and settings allow children to carry their own inhalers. Other non-emergency medicines should generally be kept in a secure place not accessible to children. Criteria under the national standards for under 8's day-care require medicines to be stored in their original containers, clearly labelled and inaccessible to children.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines. Children with asthma need to have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers and the child may need some help to do this. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and many do.

Children who are able to use their inhalers themselves should be allowed to carry them with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name. Inhalers should always be available during physical education, sports activities and educational visits.

For a child with severe asthma, the health care professional may prescribe a spare inhaler to be kept in the school or setting.

The signs of an asthma attack include:

- Coughing
- Being short of breath
- Wheezy breathing
- Feeling of tight chest
- Being unusually quiet

When a child has an attack they should be treated according to their individual health care plan or asthma card as previously agreed. An ambulance should be called if:

- The symptoms do not improve sufficiently in 5 – 10 minutes
- The child is too breathless to speak

### **Refusing medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual child's health care plan. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school or setting's emergency procedures should be followed.

## **Record keeping**

Parents should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Parents should complete the appropriate form to record details of medicines in a standard format. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container. Form 4 should be used to confirm, with the parents, that a member of staff will administer medicine to their child. Although there is no similar legal requirement for schools to keep records of medicines given to pupils, and the staff involved, it is good practice to do so. Records offer protection to staff and proof that they have followed agreed procedures. The relevant sheets are kept in the main office and when finished placed in the student files.

## **Educational visits**

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. Schools and settings should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

### **Out of school educational visits**

Teacher taking children out of school should take:

1. Class first-aid kit
2. Water
3. Register of children's' home addresses and 'phone numbers
4. School mobile 'phone
5. Plastic gloves and bags (for swabs)
6. One box of tissues
7. Paper towels
8. Bucket of sawdust

## **POLICY ON FIRST AID IN SCHOOL**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid during lesson time.

Staff trained on the one day training course deal with first aid. If there is any concern about the first aid which should be administered then a qualified first aider must be consulted.

### Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incident which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely, (double wrapped for burning). Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### Recording Accidents

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept by the first aid box. All details need to be filled in, including any treatment given and a letter sent to the parents of the injured child.

### First-aid Boxes

Location:	Junior Library, main office and Classrooms The location is marked by a green cross
Contents:	Scissors Antiseptic cream Bandages Plasters, single and strip Cotton wool Sterile gauze Sterile dressings Eye wash Safety pins Triangular bandage

### First Aid Supplies:

Extra and additional more specialised equipment for first aid boxes is kept in the stockroom.

Supplies are also kept of:

- Tweezers
- Dettol lint
- Eye baths
- Slings
- Sun block
- Micro-pore
- Barriers for C.P.R.
- Pain killers (for adults)
- Anti-histamine cream

### Person Responsible for Supplies

The first-aider is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying if the supplies in any of the first aid boxes are running low.

### Allergies/Long Term illness

A record is kept in the General Office of any child's allergy to any form of medication (if notified by the parent) and any long term illness, for example asthma, and details on any child whose health might give cause for concern.

### Courses

First aid courses are advertised on the course board and all staff are welcome to attend.

Periodic courses in C.P.R. for all staff

### Accidents

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive: (0845) 3009923 or (0115) 971 2800  
Out of hours (0151 922 9235)

The accident should be reported by telephone immediately and then confirmed in writing on form F2508. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days on form F2508.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Deputy Headteacher who will send for an ambulance if needed and contact parents.

When in doubt contact ambulance immediately and parents/guardians .

### Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- If a child has bump on the head and there is a mark/graze or lump you must send a letter home and/or contact the parent/guardian. The letters are kept in the main office.
- Fill in the accident book, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Headteacher or the Deputy Headteacher to sign.

Copies will then be taken for:

- Health and Safety executive (and posted)
- Area Education Office
- The school file

### Major injuries

- Fracture of the skull, spine or pelvis

- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

### Reporting school accidents

Incidents in classrooms to staff or pupils may need to be reported to the LA's Wellworker scheme. All incidents should be notified to a qualified first aider for advice on whether it is a reportable incident.

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty. See attached Reporting in schools (accidents, diseases and dangerous occurrences)

### Employee Accidents (applies to all employees and self-employed persons on school premises)

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

### Pupil Accidents (Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- ~ The condition of the premises (for example ice, damaged or worn steps etc.)
- ~ Plant or equipment on the school premises
- ~ The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

### First-aid : The aims of first-aid is to:

1. Preserve Life
2. Prevent deterioration
3. Promote recovery

### Duties of first aider

1. To maintain first-aid equipment and facilities on site.
2. To render first-aid to those on site, adults and children who are injured or ill at school.
3. To arrange for the training of school staff to improve the level of care for the children in school.
4. To decide on the correct destination of each casualty whether:
  - + stay at school
  - + go home
  - + go to hospitaland arrange for the summoning of parent or ambulance.
5. Report notifiable injuries of each incident and inform parents that first-aid has been given.
6. Arrange for recording of each incident and the informing of parents that first-aid has been given.
7. To maintain a register of asthma cases, updated annually.

### **Dealing with bodily fluids**

All those administering first-aid must wear disposable or latex gloves as a barrier. Gloves and any swabs of blood or other body fluids must be wrapped in plastic and placed in plastic bag for disposal by burning. Blood, or other body fluids, spilt must be mopped up immediately and the area washed down with an antiseptic disinfectant.

### **Removal of vomit**

Always wear disposable gloves. Antibacterial sawdust (located in the male staff toilets near the staff room) should be placed over the vomit before it is cleared away. A dustpan should be used to remove the sawdust and the debris placed in a plastic bag, securely tied before being taken to the dustbin. The floor should be mopped and hazard 'wet floor' signage left over the area until it is dry.

### **Exposure to Discarded Needles and Syringes**

The procedures for dealing with discarded needles and syringes is not to pick up with bare hands, appropriate equipment is available to collect needles/syringes e.g. litter pickers, tongs, shovels, dust pan?, appropriate equipment available for storage of discarded needles/syringes e.g. sharps box, in the event of an accidental needlestick injury staff or children should report this to their doctor, a personal accident report form must be completed in the event of a needlestick injury. The arrangement in place to log incidents of discarded needles/syringes which are found on the premises is to report to the headteacher. Children should be informed not to pick up discarded needles but to report the find to a responsible person.

### **ASTHMA**

Each year Asthma sufferers will be asked to complete or update the National Asthma Campaign's 'Student Asthma Card' notifying us of severity of potential need and appropriate medication. These will be held centrally with the main First-aid box (Wet Room). Such children may be allergic to fumes, animals, pollen, cold air, or very warm air. Normal arrangements for class pets, going out to play, games and P.E. seating positions in class, visits outside school may need adapting to accommodate such children. For the provision of inhalers see Medicine Policy.

### **Prevention of Exposure to Asbestos**

An asbestos survey has been carried out and a copy of the survey report is available on site for reference on site by the person who controls contractors on site e.g. the Head teacher, Cleaner in charge/Cleaner in charge. Warning labels displayed at locations containing asbestos. Contractors informed where areas contain asbestos prior to commencing work. Staff have been instructed not to drill, puncture or fix into materials containing asbestos? (E.g. when fixing display materials) The procedure in place for dealing with accidental damages or materials which are suspected to contain asbestos is to contact county hall immediately for further advice. If any

materials are found on site e.g. fly tipped, which are thought to contain asbestos, notify the Property Division immediately, via the Careline (**tel:** 0845 330 2949) in the first instance and contact your Safety Adviser. The school is responsible for such waste and must ensure it is kept secure while on site. See section B8 of the NCC Health and Safety Manual