

## **Small Haven School Health, Safety and Welfare Policy & Arrangements**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Director</b>
<b>27/03/18</b>	<b>01/03/19</b>	<b>Principal Head</b>	<b>Director of Education</b>

To comply with the Health and Safety at Work etc Act 1974, Section 3:

*(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.*

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 4: Appendices

## **Part 1:**

### **Statement of General Policy on Health, Safety and Welfare**

1. The Directors & Principal Head of Small Haven School:
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
  - Require everyone, in the school community, to act in accordance with School H&S policy and procedures.
  
2. The Directors & Principal Head will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
  - A school/workplace in a safe condition.
  - A safe working environment.
  - Safe systems of work.
  - Safe plant and equipment.
  - Safe access and egress to all areas of the school.
  - The safety of articles and substances for use at work and in school.
  - Sufficient Instruction and Training Supervision
  
3. In support of the above, the Directors & Principal Head will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

## **Part 2: Organisation and Responsibilities for Health, Safety and Welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Directors & Principal Head of Small Haven School.

### **1. The Directors**

The Directors approves the H&S Policy of the school and monitors its successful implementation. The Directors further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Directors will specifically:

- 1.1 Include Health and Safety targets in the School Development Plan. Targets may include,
  - Provision of facility for health and safety purposes.
  - Reductions in accidents/incidents.
  - Training for Directors/staff, and
  - Revision of policy/procedure
- 1.2 Nominate a Director (H&S) as an H&S link between the Directors and the wider school community, who will stay up to date with school H&S initiatives and inform the other Director accordingly.
- 1.3 Be informed and updated of H&S Policy, and receive advice and support from Health & Safety Consultant, as and when necessary.
- 1.4 Ensure that H&S is an agenda item on full Directors meetings, and receive a termly H&S verbal report from the Principal Head at this time. This report should include information on,
  - Progress of the H&S targets
  - Accident/incident analysis
  - Relevant H&S information received from Advisers.
  - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

## 2. Principal Head

As Senior Manager for the premises, and of all on & off site school related activities, the Principal Head is responsible for the day to day management of H&S. The Principal Head will advise Directors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Principal Head will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
  - All appropriate areas/activities are covered, (*as per separate risk management policy and procedure document*).
  - Appropriate control measures are implemented, and that
  - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building.
  - Play equipment.
  - Fire appliances.
  - Boiler/heating systems.
  - Portable electrical appliances.
  - Water systems.
  - First Aid/medical facility and equipment.
  - Premises staff equipment.
  - Curriculum specific
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Principal Head H&S awareness
  - H&S Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole school community.
  - First Aid

- Risk Assessment
- Lifting and Handling
- Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S verbal report is provided to Directors.
- 2.10 The school has in place H&S monitoring arrangements.
- 2.11 Contractors (including catering & cleaning staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.14 The fire risk assessment is updated every two years and/or whenever significant changes or building works might affect the mean of escape.
- 2.15 An appropriate Senior member of staff is suitably instructed to take day to day responsibility for H&S in the absence of the Principal Head.

The Principal Head may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Principal Head will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Senior member of Staff**

The Senior member of Staff will take on the above responsibilities in the absence of the Principal Head.

#### **4. Line Managers**

Managers in charge of Curriculum Areas/Staff are responsible to the Principal Head for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Principal Head, and a report to the Principal Head is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Principal Head informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

## **5. Teaching Staff**

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Cleaning Operatives**

The Cleaning Operatives are responsible to the Principal Head, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That any personal protective equipment issued to staff is suitable for the task

and that training is provided in the correct use of the equipment.

- 6.4 That all staff work in accordance with safe working practices issued by the school.

## **7. Health and Safety Co-ordinator**

The Principal Head may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Principal Head accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Principal Head where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Principal Head of any deficiencies.
- 7.3 Carrying out, with the Principal Head and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for regular evacuation drills (minimum of 2 per year) and weekly fire alarm tests etc.
- 7.5 Advising the Principal Head of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Principal Head any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Middle Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.



## **8. All Employees**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

### Names of appointed Safety Representatives

#### **Allocation of functions**

##### **Level 1**

The Directors: Michael & Marissa Morgan

- has legal, financial and moral responsibility for all Health & Safety matters in the School
- the Directors liaise with the Principal Head on policy issues
- the Directors have delegated day to day responsibilities for Health & Safety to the Principal Head

##### **Level 2**

Principal Head: Miss S White

- compile procedures and review these annually
- arrange for staff to be informed / trained

- check procedures are followed in the school
- act on reports received within agreed timescale and report problems to level 1
- ensures that problems in implementing the Health & Safety policy are reported to the Directors

### Level 3

Health & Safety Coordinator: Mr Ross White

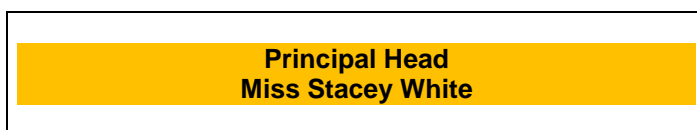
- check classroom / work areas are safe
- check equipment is safe to use
- ensure safe procedures are followed
- ensure protective equipment is used
- report problems to level 2
- carry out special tasks with the agreement of the staff involved (e.g. first aid)

Communication will be two way at all times to ensure that teaching and non-teaching staff, safety representatives and pupils are fully aware of all current issues, guidelines and developments.

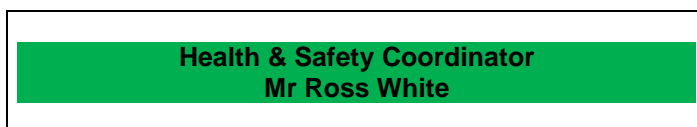
#### Level 1



#### Level 2



#### Level 3



**Everyone has a responsibility for Health & Safety**



## **9. Health and Safety Committee**

The SLT & H&S Co-ordinator discusses H&S issues and procedures on a regular basis. H & S within the school is also discussed at staff meetings and all staff are encouraged to report and discuss any H & S issues with the Principal Head.

## **Part 3: Arrangements and Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **1. Access Control/Security**

Visitors are required to enter through the main entrance via a buzzer system. They must report to the main office, sign in and collect a visitors badge before entering the school.

### **2. Accident Reporting, Recording & Investigation**

All accidents that occur on school premises must be officially recorded in the Accident Book that is kept in the Staff office upstairs in KS3. This applies to all pupils, staff and others. It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book. In the case of more serious accidents the Principal Head will be informed. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive. In order that the Principal Head is provided with all relevant facts following any accident on either site, staff are requested to complete an incident form (Page 21). See Appendix A – Accidents involving pupils.

### **3. Asbestos**

The Asbestos Survey Record is kept in the School Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Principal Head and checking the survey. Staff should report any damage to asbestos materials to the Principal Head. In the case of asbestos disturbance, staff should follow the emergency plan.

### **4. Contractors**

All contractors should be made aware of the Health & Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the school. These arrangements should be agreed before work commences and should include Risk Assessments as necessary eg: Working at Height etc

### **5. Curriculum Safety**

Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities. Staff should be suitably qualified to teach certain activities eg. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.

**6. Drugs & Medications**

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the Medicine Cabinet in the Staff Office upstairs in KS3 (or if appropriate in the fridge in the classroom) and must be clearly named with instructions on the dosage. Medicines can only be taken under adult supervision and the administering adult must record the date, name of child, dose and then sign in the medicine record book held in the School Office. See Appendix B – Pupils' Health and the Administration of Medicines.

**7. Electrical Equipment**

Inspection of all school portable electrical equipment is carried out regularly by a competent person. (Previously annually and now with a change in advice from D of E April 2012 this will be every two years) A record of this can be found in the School Office. No personal electrical equipment should be brought in and used in school unless they have been tested and have a valid report from a competent person. Fixed electrical wiring is tested by a competent person every five years. This report can be found in the School Office. Any defective appliances or wiring should not be used and should be reported to the Principal Head.

**8. Fire Precautions & Procedures (and other emergencies)**

The Principal Head is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. See Appendix C – Fire Drill

**9. First Aid**

First aid kits are located in every classroom/kitchen/office room/school vehicle and main office. The first aid kits are regularly checked and restocked. See Appendix D – First Aid

**10. Glass & Glazing**

All glass in doors, side panels should be safety glass, all replacement glass should be of safety standard, assessment of premises to establish compliance.

**11. Hazardous Substances**

COSHH - Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements.

**12. Health and Safety Advice**

The school consults on Health and Safety advice from consultants who are CMIOSH qualified, where necessary.

**13. Housekeeping, cleaning & waste disposal**

The cleaning operatives are to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are stored at the front of the school. In bad weather areas will be prioritised and will be gritted or cleared of snow.

**14. Handling & Lifting**

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

**15. Jewellery**

Pupils are permitted to wear sensible jewellery in school (such as stud earrings).

**16. Lone Working**

Staff working on their own should notify a second person who will seek to contact them if they do not 'check-in'. Lone workers should avoid hazardous activities.

**17. Long Term Evacuation Plan**

See Emergency Plan for full details.

**18. Maintenance / Inspection of Equipment**

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. See Appendix F for details of what equipment requires periodic inspection, examination or testing.

**19. Monitoring the Policy**

Members of the Health & Safety Committee, together with the Principal Head will carry out workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints.

**20. Personal Protective Equipment (PPE)**

PPE to be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

**21. Playground Safety**

Daily inspections of play equipment and the grounds are undertaken by the H&S Coordinator. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and play equipment is checked via an annual inspection by the Principal Head.

**22. Reporting Defects**

Defects should be reported to the Health & Safety Coordinator.

**23. Risk Assessments**

The Health & Safety Coordinator will make arrangements for risk assessments relating to the school premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

**24. School Trips/ Off-Site Activities**

The Educational Visits Teacher is responsible for ensuring all school trips conform to safety regulations. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

**25. School Transport**

The school have two vehicles which are used to transport pupils to and from school, sporting events and educational visits etc. Appropriate insurance is in place. Car seats are provided if the height of the child requires it. All driver's documentation is checked and they undertake a driving instruction given by the Health & Safety Coordinator.

**26. Smoking**

Smoking is not permitted anywhere on school premises or in the grounds.

**27. Staff Consultation**

Health & Safety within the school is discussed at staff meetings. Items will be reported to the Directors & Health & Safety Committee.

**28. Staff Health & Safety Training and Development**

New staff are briefed about H & S arrangements by the Health & Safety Coordinator, establishing minimum health and safety competencies for certain activities (eg use of hazardous substances, work at height, use of DSE) and certain roles. Relevant training courses will be made available as required.

**29. Staff Well-being / Stress**

The school has access to specialist information and counselling services.

**30. Supervision**

Pupils are to be supervised at all times. School trips should have the agreed ratio of staff to pupils as per the Guidelines for Educational Visits and Outdoor Educational Activities. All staff, Directors and other volunteers are required to have enhanced DBS clearance.

**31. Use of VDU's / Display Screens**

Staff using VDUs/Display Screens for a significant part of their working day

should complete a Display Screen Equipment Workstation Assessment Form.

**32. Vehicles on Site**

Only authorised vehicles should be on the school site.

**33. Violence to Staff / School Security**

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main entrance. All visitors are required to sign in at the main office and must display their visitor's badge at all times. They should leave their car registration number when they sign in. Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Principal Head.

**34. Working at Height**

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The Health & Safety Coordinator may need to work at height in the course of his duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment.

**35. Work Experience**

Arrangements are in place for allowing certain work placements. All visitors over the age of 18 are required to have enhanced DBS clearance. Students on work placement are given induction training and are fully supervised.

## **Part 4: Appendices**

Appendix A – Accidents involving pupils

Appendix B – Pupils' Health and the Administration of Medicines

Appendix C – Fire Drill

Appendix D – First Aid

Appendix E – Equipment Testing

Appendix F – School Health & Safety Management Checklist

Appendix G – School Health & Safety Inspection Checklist



## **APPENDIX A - ACCIDENTS INVOLVING PUPILS**

The best and surest method to maintain a safe environment for the children which is free from careless accidents is to establish a very clear and well understood behaviour policy. When children are calm and controlled and have proper understanding of the needs of others they will behave with respect for others which will aid the development of a safer environment. There will, of course, be accidents and it is important that everyone involved with the care of the children understands what to do when they occur.

### Who is responsible for the children?

Each and every teacher has a duty of care for the children within the school and, in particular, for the pupils in their own class. Other adults within the school also have responsibilities for the children. (These adults will include administrative staff, classroom assistants and other adult helpers).

### How do adults care for the children?

Firstly by ensuring a safe environment in which clear behavioural guidelines are maintained.

Secondly by ensuring that the children's working environment is safe and free from unnecessary risks.

Thirdly by following carefully laid down First Aid procedures.

### What do I do when a child has an accident?

When a child has an accident the adult in charge takes responsibility for ensuring that the First Aid procedures are followed.

### On the Playground

1. Ascertain the extent and nature of the injury.
2. Carry out First Aid as necessary and get help from other adults on duty.
3. You may send a child to get help from another adult. There will always be a high staff ratio at playtimes.
4. In the event of a minor injury it may be possible for a child to go to the school office, accompanied by another child. The child should never go alone.
5. When the injury is serious it will be necessary for an adult to accompany the child to the school office.
6. If the injury is very serious the child should not be moved. First aid is a priority whilst the helping adult is getting urgent help (i.e. an ambulance). Never leave the child alone.
7. Please report accidents to the School Office and entered in the ACCIDENT BOOK.

### Accidents in the Classroom

Accidents within the classroom can still occur even though the level of control is obviously greater than on the playground. The procedure is the same as on the playground.

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

Care should be taken to keep calm when an accident occurs. The injured pupil will quickly become alarmed if the adult panics and the other children must be helped to overcome any shock.

### Accidents During Games Lessons

The same procedure as before.

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

During games, if the teacher is without the immediate assistance of another adult a child should be used to get help when necessary. It is helpful to have considered in advance who would be reliable and to brief the class about what to do in the event of an accident. Never create alarm, sensible forethought will reduce risks and engender trust.

### Accidents on School Journeys

There are detailed guidelines in the document 'Guidelines for Educational Visits and Outdoor Education Activities' which is held in the Office and should be read by every teacher before planning a school trip. Appendix M from the document deals with the immediate action following a serious accident or incident.

## Incident Report

<b>Incident description</b>	
<b>Site location</b>	
<b>Person involved</b>	
<b>Nature of injury</b>	
<b>Location of injury e.g. right eye</b>	
<b>Date of incident</b>	
<b>Time of incident</b>	
<b>Name of witnesses (if any)</b>	
<b>Action taken</b>	
<b>Staff reported to</b>	
<b>Action going forward</b>	

Please email completed form to Mr Ross White [ross@smallhavenschool.co.uk](mailto:ross@smallhavenschool.co.uk)

An electronic version of this form is kept on the server so that staff can access it.

## **APPENDIX B – PUPILS’ HEALTH AND THE ADMINISTRATION OF MEDICINES**

The purpose of this Policy is to give clear guidelines to ensure that pupils with medical needs receive proper care and support at school. The Policy sets up the formal procedures drawn up in partnership with parents and staff and should be carried out when supporting pupils with medical needs.

The Policy should be read in conjunction with ‘Supporting Pupils at School with Medical Conditions’ guidance to schools produced by the DfE.

### **ILLNESS IN SCHOOL**

1. Children who are generally unwell should not be in school and should not return until they are fit to participate in the curriculum as normal. In some cases, however, General Practitioners may advise that pupils should attend or recommence school while still needing to take medicines. In other cases, to enable children with a chronic illness to lead as normal and happy a life as possible it may be necessary for them to take prescribed medicines.
2. Parents are asked to provide the school with sufficient information about their child’s special needs and any treatment or special care needed at school at the admission stage and to keep the school informed of any new or changing needs. A healthcare plan will be prepared as necessary for individual pupils.
3. **Carriage of Medicines to School**  
Prescribed medicines should be brought to school by the parent and handed to the Main School Office. The medicine should be named with clear dosage instructions written on an official form held in the office.
4. **Storage of Medicines**  
Prescribed medication will be kept in a medical cabinet which will be secure.

### **Administering Medicine**

If it is at all possible parents should be encouraged to visit the school and administer prescribed medicines themselves. When this is not possible the following procedure should be employed.

1. The child should be accompanied to the medicine cabinet by a member of staff.
2. A member of staff will normally administer the medicine (as defined in the ‘Guidance for Schools’). The medicine will be administered as defined in the accompanying document. **Remember, check all details before administering.**
3. Record all details in **Medication Record Book.**

## Children with Chronic Conditions

These conditions may need emergency treatment and there are important extra procedures that should be carefully implemented in the event of a life threatening situation developing.

Such conditions will include:

Anaphylaxis	Diabetes
Asthma	Epilepsy

Children with known chronic conditions will have an Individual Treatment Plan which will have been established in consultation with the parents and School Health Service. Such children may need special medication (such as an Epipen) which will be kept in their classroom and will be available to trained personnel.

Any adult who has regular contact with the child will receive training for emergency situations.

## Emergency Assistance

In the event of a child needing emergency care either because of an accident or because of a chronic condition it is the responsibility of the teacher/TA to ensure that the following procedure is applied.

1. Take all measures (first aid) to ensure the child is safe. This could include putting him/her in the recovery position. Never leave the child alone.
2. Get help. Either call an adult or send a child for help making it clear that it is an emergency. Make sure you know the child's name so that a check can be made whether emergency medication is held in school.
3. Dial 999, ask for an ambulance and explain as clearly as possible the condition of the patient. (It may be you or your helper who calls the ambulance – make sure you make it clear who is going to take this action).
4. Make sure someone is ready to greet the ambulance and to show the ambulance personnel where to find the casualty (remember, speed is crucial).
5. Inform the parent.
6. If no parent arrives it may be necessary for you or a member of the school staff to accompany the child to hospital.
7. Record all events in the school 'Accident Book'.
8. Try to remain calm. Panic will be conveyed to the child and will not help clear thinking.

**REMEMBER – HELP IS ALWAYS AT HAND**

### Record Keeping

Records of all accidents and administration of medication must be kept in school together with parental consent forms, names of staff authorised and trained to administer medicines.

### RECORDS MUST BE KEPT

### Medicines in School

Medicines (non-prescribed) will not normally be kept in school.

### **REMEMBER**

You have a duty of care for the children in your charge. It is always very important to check before you administer medication. The School Office will be your first point of enquiry in all medical matters.

## **APPENDIX C - FIRE DRILL**

1. In the event that you discover a fire ring the nearest fire bell.
2. When the fire bell rings ask the children to leave the room quickly but calmly and lead them to the Assembly Point.
3. Sometimes children are working elsewhere in the school, it is therefore, very important that teachers explain to their class about the fire bell and that if they hear it they should vacate the building and meet the rest of the class at the Assembly Point. Teachers should also inform parent helpers of the procedure.
4. When the fire bell rings, the Health & Safety Coordinator will call the emergency services. The full school address is by the telephone. He will then bring the registers and visitors' book to the Assembly Point and give to the Principal Head.
5. The Principal Head checks each class by name (do not merely count heads) and reports to the Health & Safety Coordinator that everyone is accounted for or names of missing persons.
6. The Health & Safety Coordinator then proceeds to the front gate to greet the fire service and informs them of the location of the fire and whether all persons are accounted for.
7. Staff and children remain at the Assembly Point until the nature and extent of the emergency is fully understood.

### **KITCHEN FIRE**

1. If a fire is discovered ring the fire bell.
2. Switch off gas supply if possible (Teacher).
3. All staff go to Assembly Point (playground at front of school).
4. Teacher to check all staff are safe and report to Principal Head.
5. Staff to remain on the playground until the Principal Head says it is safe to enter the building.

### **HEALTH & SAFETY COORDINATOR**

1. If a fire is discovered ring the nearest fire bell.
2. Check all rooms and then proceed to Assembly Point (playground at front of school) and report to Principal Head.
3. Remain at Assembly Point and assist with care and protection of children as directed by Principal Head.

## **APPENDIX D – FIRST AID**

Marissa Morgan, Director of Education is the appointed person first aider within school and has undertaken the paediatric first aid course which is repeated every two years and all concerns should be referred to her for advice. Other staff have an appropriate level of First Aid training and all training is repeated every three years.

We should all make ourselves aware of health problems in our classes (e.g. asthma, diabetes, allergies etc.) and the remedies the children carry with them. Should a parent request the school to administer prescribed or non-prescribed medicines, these should be taken to the office with written instructions from the parent about dosage and authorising a member of staff to give the medicine. (see Appendix A.)

The school policy is for staff and children never to touch blood or bodily fluids. There are disposable gloves for dealing with accidents and emergencies.

Be aware when lifting heavy items and asking children to do similar. The key to this is assessing needs at the time. If in doubt err on the side of safety.

All accidents and injuries should be reported as soon as possible in the School Accident Book kept in the staff room upstairs in KS3.

**ALL HEAD INJURIES SHOULD BE REPORTED TO THE SCHOOL OFFICE  
AND ENTERED IN THE ACCIDENT BOOK KEPT IN A LOCKABLE  
CUPBOARD IN THE STAFF ROOM UPSTAIRS IN KS3**

An unwell child should be sent to the sick bay accompanied by a member of staff.



## APPENDIX E – EQUIPMENT TESTING

<b>Equipment</b>	<b>Frequency</b>
Portable Appliance Equipment	Annually
Fixed Wire Testing	Five Yearly
Emergency Lighting	Annually
Lightning Protection	Annually
Fire Alarm	Annually
Fire Extinguishers	Annually
Security Alarm	Annually
Water Testing	Annually
Legionella	Monthly
Boilers	Twice Yearly
Energy rating	Annually

**APPENDIX F – SCHOOL HEALTH & SAFETY MANAGEMENT CHECKLIST**  
**School Health and Safety Management Checklist**  
**(H&S Organisational non-conformities for Action)**

<b>School</b>	
<b>Person(s) completing checklist:</b>	
<b>Date:</b>	

<b>H&amp;S Policy</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Does the School have a written H&S policy that is, <ul style="list-style-type: none"> <li>reviewed in the last 12 months.</li> </ul>	Yes			
<ul style="list-style-type: none"> <li>Signed by Director of Education &amp; Principal Head.</li> </ul>	Yes			
<ul style="list-style-type: none"> <li>Provided to or brought to the attention of all schools' staff.</li> </ul>	Yes			
<b>H&amp;S Coordinator Ross White</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has the school appointed an H&S Coordinator?	Yes			Ross White
<b>H&amp;S Training</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has the following training been undertaken by all relevant persons? <ul style="list-style-type: none"> <li>Principal Head</li> </ul>	Yes			
<ul style="list-style-type: none"> <li>H&amp;S Coordinator</li> </ul>	Yes			
<ul style="list-style-type: none"> <li>Risk assessment Process.</li> </ul>	Yes			
<ul style="list-style-type: none"> <li>Lifting &amp; Handling.</li> </ul>	Yes			

	Yes	No	N/A	Comments
• Fire/Emergency procedures	Yes			
• Working At Heights.	Yes			
• Environmental Safety	Yes			
Risk Assessment	Yes	No	N/A	Comments
Has the school prepared written risk assessments for each of the following core H&S items, • Access Control	Yes			
• Administering medication	Yes			
• Contractors	Yes			
• Creative Arts				
• D&T				
• Electrical Safety	Yes			
• Hazardous Substances	Yes			
• Lone Working	Yes			
• Manual Handling	Yes			
• Off-Site Activities	Yes			
• Physical Education	Yes			
• Playground Safety	Yes			
• Premises/Site Safety	Yes			
• Science				
• Working at Heights	Yes			

	Yes	No	N/A	Comments
Have risk assessments been completed by trained school staff?	Yes			
Have School risk assessments been viewed for "suitable & Sufficient" by Principal Head	Yes			
Are risk assessments findings brought to the attention of all staff that may be affected by the risk?	Yes			
Has a <b>Fire Risk Assessment</b> been provided either by an appointed Consultant or by trained School staff?	Yes			
<b>Asbestos</b>	Yes	No	N/A	Comments
Does the school have an asbestos register?	Yes			
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?	Yes			
Are there emergency plans in place to respond to any Asbestos exposure?	Yes			
<b>Water treatment</b>	Yes	No	N/A	Comments
Is there an arrangement for the annual Inspection and Servicing of the school's water provision?	Yes			
Is there expertise and provision within the school for periodic testing of water temperatures?	Yes			
<b>Heating</b>	Yes	No	N/A	Comments
Is there an arrangement for the prescribed servicing of the school's heating system?	Yes			
Are temperatures adequate in all areas?	Yes			
<b>Fire Precautions</b>	Yes	No	N/A	Comments
Are fire appliances serviced and recorded as such every 12 months?	Yes			

	Yes	No	N/A	Comments
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?	Yes			
Is emergency lighting serviced in accordance with the relevant British Standard?	Yes			
Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?	Yes			
Is a Fire Practice carried out each term and recorded?	Yes			
<b>Electricity</b>	Yes	No	N/A	Comments
Has the school's fixed wiring system been inspected & certificated by an electrical engineer within the last five years?	Yes			
Is there a register/Inventory of all of the school's Portable Electrical Appliances?	Yes			
Are all of the school's Portable Electrical Appliances Inspected & Tested in accordance with HSE guidance (PAT)	Yes			
Are staff instructed not to bring personal electrical items in to school for use in school?	Yes			
<b>Ladders &amp; Steps</b>	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?	Yes			
<b>Access/Security</b>	Yes	No	N/A	Comments
Is there a system for Identifying and managing visitors to the school, including contractors?	Yes			



**APPENDIX G – SCHOOL HEALTH & SAFETY INSPECTION CHECKLIST**  
**School Health and Safety Inspection Checklist**  
**(Visible/apparent Hazards or non-conformities for Action)**

<b>School/Specific Area of School Site</b>	
<b>Person Undertaking Inspection:</b>	
<b>Date:</b>	

<b>Flooring</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
<b>Glazing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
<b>Windows</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
<b>Doors</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all self-closers function correctly?				
Are all final exit doors open able from the inside (whilst the school is in use) without the use of a key?				

<b>Storage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is all shelving secure?				
Are storage areas kept tidy?				
Are items stored safely? E.g. heavy items should not be at high level.				
Are step ladders/kick stools available for use where necessary?				
<b>Furniture</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is furniture damage free and stable?				
Is the furniture sited safely?				
<b>Housekeeping</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all areas kept clean & tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
<b>Hazardous Substances</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all hazardous substances stored safely & securely?				
Are safety data sheets available for all hazardous substances?				
<b>Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has PPE been issued to staff as necessary?				
Is PPE stored properly?				
Is PPE properly maintained?				
<b>Lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the lighting provision sufficient in all area?				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Do any bulbs/fluorescent tubes				



need replacing?				
Is emergency lighting provided in critical areas?				
<b>Heating</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are temperatures adequate in all areas?				
<b>Fire Precautions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are escape routes clearly signed?				
Are escape routes free from obstruction?				
Are the fire exits free from obstruction?				
Are fire exits clearly signed?				
Are fire extinguishers free form obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Is there a fire action notice in each room?				
<b>Electricity</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
<b>Stairs</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all stairs including coverings & treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				
<b>External</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are roof tiles in good order?				
Are chimneys secure?				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are aerials secure?				

Are fences in good order?				
Are gates in good order?				
Are paths and walkways well maintained?				
Is snow and ice effectively cleared?				
Are out buildings and sheds secure?				
<b>External Play Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
<b>Ladders &amp; Steps</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
<b>Security</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Do visitors sign in and out?				
Are visitors provided with ID badges?				

