



## Health and Safety Policy

Prepared By:	R Kennedy		
Approved By:	L Houghton	Date:	March 2023
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**The school follows the Hamwic Education Trust Health & Safety Policy and reference should be made to the main policy.**

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

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

At playtimes and lunchtimes children should be let out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times. Children unable to go out for medical reasons should go to the library with a friend to be supervised by the Teaching Assistant on first aid duty.

Playgrounds must be adequately supervised during all break times. \* See rotas.

All duty staff have a responsibility of a visual check of the apparatus on their duty days. The teacher on duty must also “sweep” the playground at the end of play time.

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

Teachers will collect children promptly at the end of all break times from the playground.

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

Any children not collected will be supervised in their classroom until the arrival of the responsible person.

The Midday Supervisors share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.

The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff, also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc.

Staff are responsible for the correct reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. Refer to appendix A for the reporting procedure flowchart. The school staff will use the online help desk to report defects by emailing [premisesupport@sholinginfantschool.org.uk](mailto:premisesupport@sholinginfantschool.org.uk).



## Accidents in School

In the event of an accident in school:

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

Take with you the child's address, date of birth, name of doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

The accident book must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All adult accidents should be completed on an online form.

## Accident on a School Trip

Refer to the Off Site Visits Policy. Child's health and contact details should be accessed through school. School will deal with contacting parents.

## Accident or Illness of Staff - whilst on a school trip

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

## Administration of Medicines

See School and Trust First Aid Policy.

## Arson

Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day. All movable items, especially dustbins/wheelie bins, will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

## Asbestos

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

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine to sign before any work commences.



### **Boiler Room**

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

### **Cooking Activities**

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

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

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

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

All COSHH Risk Assessments and Data Sheets are store in a folder in the main reception area and made available to all staff. All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

### **Dogs**

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

### **Electrical Equipment**

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System.

### **Emergency Evacuation Plan**

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

- Leave the infant school
- Turn right then left onto Middle Road.
- Turn left into the junior school and report to reception, where a member of staff will unlock the gate to the south playground and field.
- Sit in class lines in the School Hall & recheck Class Registers and InVentry Evacuation Report.
- Admin/ office staff responsible for collecting the InVentry Evacuation Report, class lists & emergency grab bag (kept in cupboard in main reception lobby).
- Parents contacted via MCAS & asked to collect children.
- Senior leader takes charge of reuniting children with parents e.g. ask for Squirrel Class parents to come to door and sort out children, MARK register. Repeat until all children are collected.
- Headteacher in charge of press liaison, missing children.
- Refer to the School's Emergency Response Plan for further guidance.



## Extended Schools

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

## Fire

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

### Fire - Procedures

When the fire alarm sounds, it should always be treated as an emergency. Upon hearing the alarm, children should stand silently and follow the teacher's instructions. Wherever possible, teachers should ensure that not only children but also all adults working with the class/group hear the instructions.

Teachers should be aware of pupils who are outside the classroom without supervision e.g. in the toilet and ensure that an adult goes to collect them and brings them to the outside assembly point. Relevant adults should ensure that PEEP procedures are followed for specific pupils and appropriate medical/welfare supplies are taken.

A teacher or responsible adult should lead the children out of the buildings by the designated exit to the assigned assembly point to the side of our car park in the grounds of The Sholing Technology College. Any other adults should accompany the group with an adult at the rear of the group. When leaving a room, care should be taken to close the door behind them. **(All doors within the school are to be closed in order to contain any fire).**

If the normal exit route appears to be unsafe due to fire/smoke, then the teacher or adult responsible should make a decision as to the safe alternative route. Once at the assembly point, teachers will take a head count of pupils. There should be completed in silence whilst waiting for further instructions.

The Admin Assistant will, on the sound of the alarm, take a registration print out and proceed to the muster point, handing registers to whoever is responsible for the class, usually the class teacher. The register will be checked and the Headteacher will ensure that all pupils are present.

The Admin Officer, on the sound of the alarm, will print and collect the InVentry fire evacuation report. They will check their agreed designated areas of the school to ensure full clearance of the building before evacuating from room 1, closing the door behind them. At the muster point, they will take a roll call of all visitors and staff. The fire evacuation report will also be checked for pupils signing in late/signing out early to account for any anomalies between the attendance register and pupil numbers.

The Headteacher, on the sound of the alarm, will check all other rooms including the EYFS building before proceeding to the muster point. She will be responsible for immediate safety measures should anyone be missing after the roll call. Children and staff will only return to classrooms following a direct instruction from the Headteacher.

If a fire alarm sounds when children are not in the building, all adults are responsible for exiting the building immediately via the nearest exit. Assembly point for all adults will be in the front car park. The Admin Officer, Site Manager, Headteacher or Deputy Head will be responsible for the roll call of all adults present in the building at this time.



### **Fire - Responsibilities**

- If on site, the Site Manager will view the alarm panel and will determine the extent of the emergency. In his absence this will be the responsibility of the Headteacher.
- All adults have responsibility to call for emergency assistance if there is clear evidence of fire. The Headteacher, Deputy Headteacher or Site Manager should be informed of this as soon as is practicable.
- The Admin Officer will be responsible for checking offices, classes and other rooms in the main school and then checking that all visitors and staff are present.
- The Admin Assistant is responsible for taking class registers and distributing to whoever is in charge of each class, usually the class teacher.
- The Headteacher is responsible for checking the activity area, Deputy Head's office and the reception block and will check the roll calls.
- The Admin Officer will take a roll call of all staff and visitors
- Fire practice will take place at least once each term.
- Lunchtime fire practices will be held at least once per year.
- Fire equipment is tested at regular intervals and used by those trained to do so.
- Records of fire procedures/training are kept on the school intranet and iAuditor.
- Staff are required to use the InVentry console to sign in and out if they are entering or leaving the site at any time.
- All non-staff in school should sign in and wear a visitors' badge.
- A fire safety /exit announcement will be given at the beginning of parent Assemblies.

### **First Aid**

It is the responsibility of the First Aid at Work (FAW)/first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used. A first aid kit and defibrillator are kept in the main reception lobby.

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

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

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

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

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



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

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

The following are qualified first aiders:

- |                     |                      |
|---------------------|----------------------|
| - Laura Stubbington | Paediatric First Aid |
| - Charlotte Smith   | Paediatric First Aid |
| - Rebekah Aust      | Paediatric First Aid |
| - Trevor Steward    | First Aid at Work    |
| - Matt Davis        | First Aid at Work    |
| - Naomi Finch       | First Aid at Work    |
| - Jess Rice         | First Aid at Work    |

### Legionella

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

### Nuts/Nut Products including Sesame Seeds

There is a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

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

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

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

What to do

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



## Pond

The school is responsible for its up keep and implementation of reasonable safety measures to ensure accidents are prevented. The school pond is raised and in a locked garden joining the EYFS playground and the main playground. A risk assessment has been completed for the use of the pond. Pupils are only allowed into the garden in small groups under adult supervision. The garden has appropriate signage displayed to show that there is deep water which presents a potential hazard.

## Risk Assessments (RA)

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

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

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

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

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

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

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

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

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

## Slips and Trips

The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school. All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager through the Helpdesk Support Ticket System.

## Smoking

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

## Stress

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



## Training

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

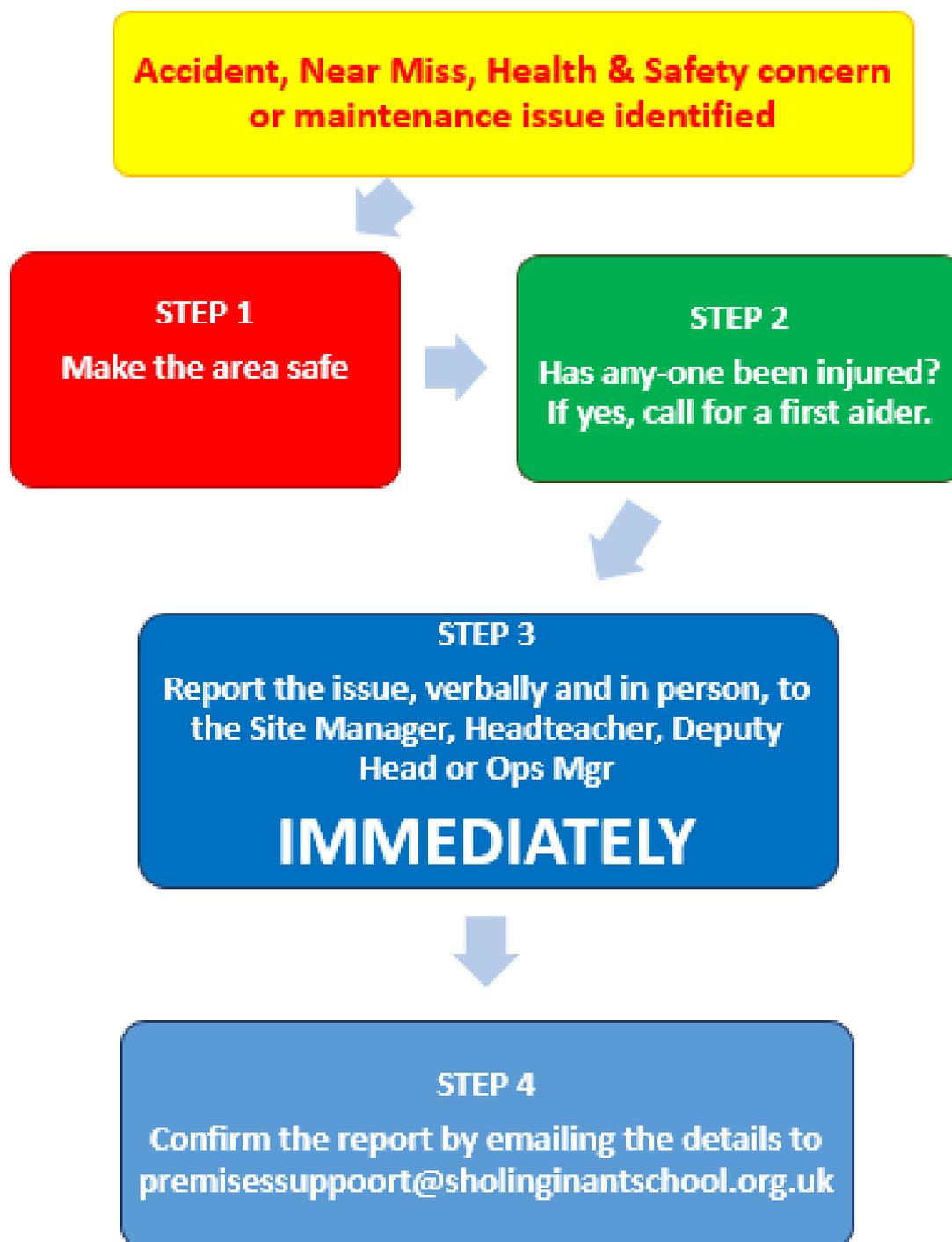
## Visitors

All visitor to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit.



## Appendix A

## REPORTING PROCEDURES FOR ALL STAFF, CONTRACTORS & VISITORS



**NB: If, after reporting an issue, it has not been rectified and you still have concerns about your safety or the safety of others, please speak to the Headteacher or Deputy Headteacher.**