

NORMANDY VILLAGE SCHOOL
The Continual Pursuit of Excellence



HEALTH, SAFETY
& WELFARE
POLICY

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Health, Safety and Welfare Policy

Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of Normandy Village School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
 - The maintenance of safe plant and safe methods of work without risks to health.
 - The safe use, handling, storage and transport of articles and substances
 - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
 - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
 - Adequate facilities and arrangements for welfare are provided
 - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Mr James Finch, Chair of Governors

Mr Jonathan Franks, Headteacher

Part 2:

Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

The governing body

Responsibility for the health and safety of pupils lies with the governing body of the school and they approve the health and safety policy of the school and monitor its successful implementation.

The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

1. The governing body will specifically:
 - 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 Governors/staff
 - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
 - Progress of the health and safety targets in the SDP.
 - Accident/incident analysis
 - Relevant health and safety information received from the council or its advisors.
 - Suggestion on future health and safety initiatives.
4. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
5. The governing body will take all reasonable measures to ensure that:
 - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
 - They will make adequate provision for maintenance of the school premises and equipment

Headteacher

As senior manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and 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
 - Swimming pools, water features and safety around ponds (where applicable)
 - First aid facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g., gymnasium
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher health and safety awareness
 - Health and safety induction training (all new and temporary staff including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health and safety coordinator
 - Manual handling
 - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.

14. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
15. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
16. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
17. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

A school health and safety representative is established in accordance with the school policy. The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

Managers

Managers in charge of curriculum areas or year groups are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:

- 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.
- All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
- All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
- Any equipment/appliance which has been identified as being unsafe is removed from service.
- Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
- The health and safety training needs of staff are identified and the Headteacher informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
- First aid provision is adequate.
- Pupils are given relevant health and safety information and instruction.

Teaching staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Caretaker

The site caretaker is responsible to the Headteacher and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. 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. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

Health and safety co-ordinator

1. The Headteacher may appoint or nominate a health and safety coordinator to carry out specific functions which may include:
 - Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
 - Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
 - Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
 - Arranging termly evacuation drills and weekly fire alarm tests etc.
 - Advising the Headteacher and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
 - Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
 - Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
 - Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
 - 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.
 - Ensuring that all senior managers (including heads of departments) are kept informed of the names and details of those persons appointed to provide competent health and safety advice.
 - Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

All employees (including temporary and volunteers)

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 health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

Safety representatives

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of appointed safety representatives (if applicable)

Name	Union	Area Covered

Health and safety committee (membership to be determined locally)

The Trust has established a Local Governing Body which meets termly. Health & safety issues and procedures are discussed at these meetings. 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 Headteacher.

Health and safety is also a standing item on all staff meeting agendas.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures 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. Arrangements that are detailed in existing policies are referenced under the relevant section.

1. Accident and near miss reporting, recording and & Investigation

All accidents that occur on school premises must be officially recorded in the Accident Folder that is kept in the First Aid room. 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 Folder. In the case of more serious accidents the Headteacher will also access the SCC on-line accident/ Incident reporting system and report the incident. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive. In order that the Headteacher 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.

2. Asbestos

The Headteacher is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site, this is kept in the school office. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Headteacher monitors items identified in the register.

3. Contractors

The Headteacher is responsible for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, how staff should report concerns and who.

4. Hazardous Substances

COSHH - Risk assessments are in place for hazardous substances kept in school. The substances are locked away with restricted access. Data sheets are kept for each substance and CLEAPSS guidelines are followed. Training is

made available in safe use, selection and use of protective equipment and storage arrangements.

5. **Curriculum Safety** [including out of school learning activity/study support]
Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities. Staff should be suitably qualified to teach certain activities eg. swimming. Teaching Staff are provided with a 'Safe Practice in Normandy Village Sports' to read at the start of the year.
6. **Display screen equipment**
Display Screen Equipment (DSE): HSE guidance is followed, and workstation assessments are carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices. Staff using VDUs/Display Screens for a significant part of their working day should complete a Display Screen Equipment Workstation Assessment Form.
7. **Electrical Equipment** [fixed & portable]
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 is permitted to 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 Headteacher.
8. **Emergency procedures**
The school has Emergency procedures in place for bomb threats, evacuations, and other emergencies. These procedures are reviewed annually. Arrangements for dealing with bomb alerts/ suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages are circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.
9. **Fire Precautions & Procedures (and other emergencies)**
The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. See Appendix C – Fire Drill. The fire book is located in the office.
10. **First Aid**
First aid kits are located in the First Aid room. The first aid cupboard and kits are regularly checked and restocked. See Appendix D – First Aid. The school has a first aid policy in place which is reviewed annually.

11. Glass & Glazing

All glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard, assessment of premises to establish compliance. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc).

12. Health and Safety Advice

The school buys back Health and Safety advice from Surrey.

13. Housekeeping, cleaning & waste disposal

The caretaker is 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 held in a separate locked fenced area. Medical waste is stored in a special bin in the First Aid room and emptied by a competent person on a regular basis. In bad weather areas will be prioritised and will be gritted or cleared of snow.

14. Infection Control (including Coronavirus)

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes. Details the procedures in place to minimise spread of infection and arrangements if an outbreak occurs. Please see appendix E attached]

15. Jewellery

Pupils are not permitted to wear jewellery in school.

16. Lettings/shared use of premises

Health and safety information will be given to all users of the premises. There will be restrictions on use of equipment and areas accessible. Staff will be on site either opening/closing duty or in some instances for the duration of the letting. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided.

17. 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. The lone worker will ensure that they are medically fit to work alone.

18. Long Term Evacuation Plan

See Emergency Plan for full details.

19. 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.

20. Management of Medicines

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the in the School Office (or if appropriate in the fridge in the medical room) and must be clearly named with instructions on the dosage. Medicines will be taken on school visits and will be held by the teacher in charge, who will undertake responsibility for that child. 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 and the separate Pupils with Medical Conditions Policy.

21. Manual 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.

22. 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.

23. Playground Safety

Daily inspections of play equipment and the grounds are undertaken by the caretaker. 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 external inspection.

24. Risk Assessments

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Please see appendix B attached for a list of assessments that support these arrangements.

25. School Trips/ Off-Site Activities

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the County

Council via the online risk assessment service, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

26. Site Security/Visitors

Visitors at both sites are required to enter through the main entrance via a buzzer system. They must report to reception, sign in and collect a visitor's badge before entering the school.

27. Smoking

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

28. Staff Consultation

Local Governing Body committee meetings take place once a term. The committee term of reference is available from the Business Manager and Clerk to the Governors. Health & Safety within the school is discussed at staff meetings. Items will be reported to the Governors.

29. Staff Health & Safety Training and Development

New staff are briefed about H & S arrangements by their line manager, establishing minimum health and safety competencies for certain activities (eg use of hazardous substances, work at height, use of DSE) and certain roles (eg Business Manager, H & S Co-ordinator, Caretaker, Head of Year etc). Relevant training courses will be made available as required.

30. Staff Well-being / Stress

The school subscribes to Employee Advisory Resource which helps with specialist information and counselling services.

31. Vehicles on Site

Only authorised vehicles should be on the school site. If vehicles need to enter the play areas or other pedestrian areas for any reason, this should be done in lesson time. All deliveries should be reported to reception.

32. 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 Reception 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 Headteacher.

33. Water management (Legionella)

The school complies with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the

identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.

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 caretaker 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. Monitoring the Policy

Members of the Local Governing Body, together with the Headteacher and the Caretaker will carry out workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints.

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 – Infection Control

Appendix F – Equipment Testing

Appendix G – School Health & Safety Management Checklist

Appendix H – 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, caretaker, learning support assistant, dining room 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 more than one adult on duty at playtimes.
4. In the event of a minor injury it may be possible for a child to go to the school office or the injury dealt with on the playground, 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 FOLDER.

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 Folder.

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 Folder.

During games, the teacher may be on the field without the immediate assistance of another adult. In these situations 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 in the Gymnasium

The Gym presents hazards which are not present in other areas of the school. Careful discussion with the class about safety measures and a strict adherence to rules will help reduce risk. Remember:-

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

Accidents on School Journeys

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

Incident Report

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Please email completed form to Jonathan Franks – jfranks@sfet.org.uk

An electronic version of this form is kept on SharePoint so that staff at both sites can access it.

APPENDIX B – PUPILS’ HEALTH AND THE ADMINISTRATION OF MEDICINES

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

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 come to the Main School Office (a reminder from the class teacher is encouraged).
2. A member of the office staff will normally administer the medicine or other volunteer (as defined in the ‘Guidance for Schools’). A list of volunteers will be kept in the school office. Children should not administer their own medication at this stage. 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 and Epilepsy.

Children with known chronic conditions will have an Individual Care 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 the medical cabinet 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/carer 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 Folder'.
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. This is on the school field next to the Summer House.
3. Sometimes children are working elsewhere in the school or perhaps they have gone to the cloakroom, 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.
4. When the fire bell rings, the Office Manager or deputy will call the emergency services. The full school address is by the telephone.
5. The office staff will give the registers teachers who will take the register by name (do not merely count heads) and reports to the Headteacher/deputy that everyone is accounted for or names of missing persons.
6. The Office Manager or deputy 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 STAFF

1. If a fire is discovered ring the fire bell.
2. Switch off gas supply if possible (Head of Kitchen).
3. All staff to Assembly Point.
4. Head of Kitchen to check all staff are safe and report to Headteacher/deputy.
5. Staff to remain at Assembly Point until the Headteacher/deputy says it is safe to enter the building.

CARETAKER

1. If a fire is discovered ring the nearest fire bell.
2. Proceed to Assembly Point and report to Headteacher/deputy.
3. Remain at Assembly Point and assist with care and protection of children as directed by Headteacher/deputy.

APPENDIX D – FIRST AID

All staff in the school office are qualified First Aiders and all problems should be sent to the office 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 B)

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. Playground staff should take from the staff room the small shoulder bag containing tissues, gloves etc. out on duty with them, and return it on their way in.

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 Folder kept in the First Aid room.

ALL HEAD INJURIES SHOULD BE REPORTED TO THE SCHOOL OFFICE AND ENTERED IN THE ACCIDENT FOLDER KEPT IN MEDICAL ROOM

An unwell child should be sent to the school office accompanied by a friend. The friend will be sent back to class straightaway.

APPENDIX E – INFECTION CONTROL

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

1.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels or hand dryers
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

1.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

1.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

1.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

1.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

1.6 Laundry

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home for laundry, never rinse by hand

1.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy

- Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

1.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

1.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

1.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

APPENDIX F – EQUIPMENT TESTING

Equipment	Frequency
Portable Appliance Equipment	Annually
Fixed Wire Testing	Five Yearly
Emergency Lighting	Annually
Lightning Protection	Annually
Fire Alarm	Annually
Fire Extinguishers	Annually
Security Alarm	Annually
Gym Equipment	Annually
Water Testing	Annually
Legionella	Monthly
Boilers	Twice Yearly School (Domestic Annually)
Air Conditioning	Twice Yearly
Pressure Vessels	Annually
Energy rating	Annually

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

School	
Person(s) completing checklist:	
Date:	

H&S Policy	Yes	No	N/A	Comments
Does the School have a written H&S policy that is, reviewed in the last 12 months.				
Signed by current Chair of Governors & Headteacher.				
Provided to or brought to the attention of all schools' staff.				
H&S Coordinator	Yes	No	N/A	Comments
Has the school appointed an H&S Coordinator?				
H&S Training	Yes	No	N/A	Comments
Has the following training been undertaken by all relevant persons? Headteacher H&S Management.				
H&S Coordinator H&S Management.				
Risk assessment Process.				
Lifting & Handling.				
	Yes	No	N/A	Comments
Fire/Emergency procedures				
Working At Heights				
Environmental Safety				
Risk Assessment	Yes	No	N/A	Comments
Has the school prepared written risk assessments for each of the following core H&S items,				

• Access Contro				
• Administering medication				
• Contractors				
• Creative Arts				
• D&T				
• Electrical Safety				
• Hazardous Substances				
• Lone Working				
• Manual Handling				
• Off-Site Activities				
• Physical Education				
• Playground Safety				
• Pond Safety				
• Premises/Site Safety				
• Science				
• Working at Heights				
	Yes	No	N/A	Comments
Have risk assessments been completed by trained schools' staff?				
Have School risk assessments been viewed for "suitable & Sufficient" by the Trust				
Are risk assessments findings brought to the attention of all staff that may be affected by the risk?				
Has a Fire Risk Assessment been provided either by an appointed Consultant or by trained School staff?				
Asbestos	Yes	No	N/A	Comments
Does the school have an asbestos register?				
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?				
Are there emergency plans in place to respond to any Asbestos exposure?				
Water treatment	Yes	No	N/A	Comments
Is there an arrangement for the annual Inspection and Servicing of the school's water provision?				
Is there expertise and provision within the school for periodic				

testing of water temperatures?				
Heating	Yes	No	N/A	Comments
Is there an arrangement for the prescribed servicing of the school's heating system?				
Are temperatures adequate in all areas?				
Fire Precautions	Yes	No	N/A	Comments
Are fire appliances serviced and recorded as such every 12 months?				
	Yes	No	N/A	Comments
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?				
Is emergency lighting serviced in accordance with the relevant British Standard?				
Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?				
Is a Fire Practice carried out each term and recorded?				
Electricity	Yes	No	N/A	Comments
Has the school's fixed wiring system been inspected & certificated by an electrical engineer within the last five years?				
Is there a register/Inventory of all of the school's Portable Electrical Appliances?				
Are all of the school's Portable Electrical Appliances Inspected & Tested in accordance with HSE guidance (PAT)				
Are staff instructed not to bring personal electrical items in to school for use in school?				
Ladders & Steps	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?				
Access/Security	Yes	No	N/A	Comments
Is there a system for Identifying and managing visitors to the school, including contractors?				

No.	Actions Required?	By whom?	By when?	Date completed:

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

School/Specific Area of School Site	
Person Undertaking Inspection:	
Date:	

Flooring	Yes	No	N/A	Comments
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
Glazing	Yes	No	N/A	Comments
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
Windows	Yes	No	N/A	Comments
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
Doors	Yes	No	N/A	Comments
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?				
Storage	Yes	No	N/A	Comments
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?				
Furniture	Yes	No	N/A	Comments
Is furniture damage free and stable?				

Is the furniture sited safely?				
Housekeeping	Yes	No	N/A	Comments
Are all areas kept clean & tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
Hazardous Substances	Yes	No	N/A	Comments
Are all hazardous substances stored safely & securely?				
Are safety data sheets available for all hazardous substances?				
Personal Protective Equipment	Yes	No	N/A	Comments
Has PPE been issued to staff as necessary?				
Is PPE stored properly?				
Is PPE properly maintained?				
Lighting	Yes	No	N/A	Comments
Is the lighting provision sufficient in all area?				
Do any bulbs/fluorescent tubes need replacing?				
Is emergency lighting provided in critical areas?				
Heating	Yes	No	N/A	Comments
Are temperatures adequate in all areas?				
Fire Precautions	Yes	No	N/A	Comments
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?				
Electricity	Yes	No	N/A	Comments
Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
Stairs	Yes	No	N/A	Comments

Are all stairs including coverings & treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				
External	Yes	No	N/A	Comments
Are roof tiles in good order?				
Are chimneys secure?				
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 ponds fenced and secure?				
Are out buildings and sheds secure?				
External Play Equipment	Yes	No	N/A	Comments
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
Ladders & Steps	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
Security	Yes	No	N/A	Comments
Do visitors sign in and out?				
Are visitors provided with ID badges?				

No.	Actions Required?	By whom?	By when?	Date completed: