

# Health and Safety Policy

## THE HUB SCHOOL



Transforming Lives

<b>Policy Owner:</b>	School Business Manager
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<b>Approved by:</b>	Martin Green - RCM
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# 1. Introduction/Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

# 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

# 3. The Policy Statement

The Headteacher will be responsible to the Director of CFS for the implementation, management and monitoring of the policies and procedures of ERYC and the school.

The Headteacher recognises and accepts responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school, i.e. parents, volunteer helpers, school meals service.

In discharging responsibilities, the Headteacher will pay due regard to relevant Regulations, Code of Practice, Guidance Notes and professional advice.

The Headteacher similarly requires all employees to recognise their responsibilities to take care for the Safety of themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to co-operate fully with the Headteacher and the employer in achieving this policy.

The Headteacher accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Headteacher similarly requires contractors and others, when working on school premises, to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The Headteacher will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978, within the current staff.

## **4. General Responsibilities**

The Headteacher will be responsible to the Director of CFS, management and monitoring of the relevant policies and procedures. The Headteacher will approve and monitor any arrangements made by school management team to discharge their responsibilities, as well as monitoring the outcome of any arrangements she may make. Teachers in Charge will take all reasonable measures to assist the Headteacher in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care of their own health and safety and of others who may be affected by their actions and/or omissions; they are to co-operate with Director of CFS, the Headteacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly. The Headteacher will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so with the LAs safety policies. Should the Governing Body fail to discharge any responsibilities related to the Act, the LA will take necessary action and, if appropriate, charge the school's delegated budget accordingly.

## **5. Advice and Training**

The Headteacher notes that the LA provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

## **6. Governing Body Statement**

The Governing Body of The Hub School will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at work etc. Act 1974, relevant regulations, approved codes of practice, guidance notes, the Safety Policy of the Borough and the Local Authority and paying due regard to advice and information provided by the LAs advisers.

The Governing Body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe and without risks to health and, that any plant or substances in the premises or provided for use there are similarly safe and without risks to health. In this respect, the Governing Body will comply with arrangements and procedures made by the Authority, it will ensure that appropriate health and safety arrangements are in place. The Governing Body will review this statement annually or if circumstances change in the interim. It will ensure that the school maintains, monitors and reviews its Health and Safety policy including the necessary items of organisation, arrangements and procedures.

In order to assist in the discharge of its responsibilities, the Governing Body will receive copies of all Health and Safety reports made to the Local Authority by the Headteacher.

## **7. Organisation and Responsibilities – Health, Safety and Welfare at Work – Staff Training**

### **a. – Induction**

Training and guidance will be given to all new staff. Revision and updating of information will be given to existing staff as and when necessary.

Risk assessments will be carried out regularly for those activities which attach a degree of risk and where there are hazards identified. Health and Safety audits are carried out by the school regularly.

### **b. – Responsibilities**

The Headteacher will be responsible to the Director of CFS for all aspects of Health and Safety in the school and will delegate to particular individuals specific functions for which they will be responsible to the Headteacher. In particular Headteacher will ensure the following:

- There are arrangements for pupil arrival and departure, supervision during break and lunchtimes

- There are procedures for Educational Visits
- There are arrangements for personal safety and security
- That regular fire drills are arranged
- That all accidents and assaults to pupils, staff and any other individuals are reported as per procedure
- That dangerous incidents are reported to the at East Riding of Yorkshire Council
- That, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Director of CFS and Schools is informed of the incident.
- That repairs needed to the building and equipment are reported and acted upon.
- That major aspects of school policy relating to Health and Safety at Work are reported to the Governing Body.
- That the School Safety Policy statement is reviewed annually or as and when appropriate, that members of staff are notified of any changes to it during the year and that they are issued with an updated copy when necessary. Staff are given appropriate training and guidance.

In general the Headteacher will be finally responsible for the maintenance of a safe working environment and safe practice within the school in accordance with guidance received from the Health and Safety Executive, Department for Children, Schools and Families and the East Riding of Yorkshire Council.

## 8. The Senior Leadership Team

### 8.1 SLT responsibility

SLT has the responsibility of carrying out all the delegated functions identified and following the Headteacher's instructions while the Headteacher is absent. Whatever decisions the SLT makes which are outside this remit are ultimately the responsibility of the Headteacher. The specific duties will be to assist in the conducting of a safety audit once a term and ensure that new members of staff, including pupils on teaching practice and work experience pupils, are inducted into the Health and Safety Policy of the Authority and the school, and that volunteers who frequently visit the school are appraised of the relevant parts of the School's Health and Safety Policy. They will keep a record of all such training.

### 8.2 Teacher responsibility

Every Teacher will be responsible for:

- the general safety of furniture and equipment in use in their own classroom
- deficiencies must be reported to the member of staff with responsibility for the defective item
- the safe storage of equipment in their room when not in use; deficiencies should be reported to the school office
- the safe use of equipment and furniture in whichever area they may be working; this includes checking P.E. equipment
- ensuring equipment is stored away safely as appropriate in whichever area s/he may be working
- ensuring that any materials etc. that have been used during a lesson are cleared away
- training pupils in the safe use, movement and storage of equipment where appropriate
- ensuring that work is displayed safely
- ensuring that pupils in their class know and understand the sections of this policy statement and any other instructions that are relevant to them
- know the procedures in an emergency, evacuation or accident, etc. see Staff Handbook

### 8.3 Designated Staff

Will have responsibility as follows;

PE equipment	- all staff, subject coordinator
Art equipment	- all staff, subject coordinator
Audio-visual equipment	- all staff, subject coordinator
Furniture	- class teachers, Headteacher and SLT, caretaker and admin staff
First Aid	- designated 3-day trained and certificated First Aiders

Buildings and Grounds	- SBM
Science	- Science Teacher. Advice on health & safety and all aspects of practical Science CLEAPSS - <a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a>
Kitchens/Servery	- Kitchen staff or staff using cooking appliances across the school

It will be their responsibility to ensure that: -

- by regular inspection equipment has no obvious faults
- if faults are found, equipment is withdrawn and repaired in accordance with procedures
- new equipment is inspected on receipt to confirm that it is in working order
- all staff are aware of safe practices concerned with such equipment and follow manufacturers' instructions where appropriate
- where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the health and Safety file and keeping details of the inspection

#### **8.4 First Aiders**

First Aiders Current First Aid qualifications are held by designated members of staff. All accidents to, or serious illnesses of pupils must be reported to them, and it will be their responsibility: -

- to inform the Headteacher or other senior member of staff at once, if necessary
- to deal with the accident or illness in accordance with any protocols/procedures ERYC First Aid at Work Safety Guidance Document
- to log all accidents or assaults to, or serious illnesses of pupils and staff in the appropriate book. Please refer to Accident/Incident guidelines.
- to report the accident as per the East Riding of Yorkshire Council Accident/Incident Investigation Safety Guidance Document

#### **8.5 The School Business Manager/Office Manager**

Will be responsible for the following: -

- The safe use and storage of equipment in the offices and all the office store rooms
- Ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications
- The health and safety files

#### **8.6 Caretaker**

Will be responsible for the following: -

- The cleanliness of the site. In the event of a breakage, a member of staff will remove it as soon as possible. It will be cleared, wrapped up and disposed of by the caretaker. This also applies to the spillage of body fluids.
- Any maintenance needs must be reported to the Headteacher/SBM or Office Manager immediately. Anything dangerously hazardous that occurs, immediately report. Any broken furniture is dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff for safety.
- Main services, fire equipment, frost danger, clearing snow from paths
- Ensuring that all points of access and exits are clear at all times throughout the site when on duty
- Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection
- Preparing and making available plans showing the location of all fire appliances in the school

#### **8.7 All employees**

Will be responsible for the following: -

- Completing the appropriate accident/assault form if they sustain an accident / assault in the course of their employment and handing it to the school office who will and process.
- Entering into the school inventory details of any dangerous substance they may order
- Exercising their own judgment in determining what is safe whenever there are no relevant regulations or advice

- Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work, and observing recognised codes or practice etc
- Making themselves familiar with the safety policies of the East Riding of Yorkshire Council
- Ensure a safe working environment is maintained in the classroom

Finally all employees must have regard to Section 7 and 8 of the Health and Safety at Work etc Act 1974 - <http://www.legislation.gov.uk/ukpga/1974/37/contents>

## 7 General duties of employees at work

“It shall be the duty of every employee while at work -

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”

## 8 Duty not to interfere with or misuse things provided pursuant to certain provisions

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”

# 9. Procedures

### a. Accidents and the reporting of injuries

- In a school there will be many accidents during the course of a school year. All accidents involving pupils, must be recorded in accordance with the guidance given from Accident/Incident Investigation Safety Guidance Document.
- We will inform parents of any accident or injury sustained by a pupil
- The DSL will notify Haltemprice Safeguarding Team of any serious accident or injury to, or the death of, a pupil while in the school’s care.
- The First Aiders have a basic first aid kit which should be kept locked away. A First Aider should be called to treat the child. Please note grazes should be bathed in sterile/drinking water. When administering first aid always wear plastic gloves. Dispose of these at the end of the session.
- Record accidents, form to be completed and passed to SBM/OM as soon as possible. Accident report forwarded to Incident Report ERYC.

For more serious accidents (RIDDOR) an accident report form must be completed and sent to the Local Authority as soon as possible. Accident report forms must be verified by the Headteacher. Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### b. Animals and Plants

- **Animals** can carry disease. All cages etc., must be cleaned regularly. Whenever they have handled animals or worked with them, pupils should wash their hands thoroughly, immediately afterwards.
- **Bites** If a child receives a puncture wound or a bite from an animal the affected part should be cleansed thoroughly and the parent must be informed for possible referral to a medical practitioner.
- **Plants** After working with plants pupils should wash their hands thoroughly. Occasionally pupils may study poisonous plants e.g. toadstools. It is best to err on the side of caution. Such plants should not be handled by pupils and they should be locked in stock cupboards when not being used. A complete list of common poisonous plants is available in the Health & Safety file.

### **c. Reporting of Dangerous Incidents and potential dangers**

All potential dangers must be reported to the Headteacher. Risk assessments are a necessary requirement and need to be completed in such circumstances

### **d. Visitors to School**

Visitors must sign in and out of school and should wear a school visitor's lanyard and badge to identify themselves. Strangers should be challenged (politely), they should also be given a school Health and Safety leaflet.

### **e. Emergency Procedures**

The Headteacher is responsible for –

- Ensuring the fire procedures are carried out
- Establishing the location of the Fire
- Verifying all pupils accounted for in liaison with the fire team
- Advising the fire officer as required

**Please see - Evacuation and Fire Responsibilities and procedures**

## **10. Educational Visits**

All Educational Visits are planned and carried out according to the guidelines laid out by ERYC. Our admissions process includes permission and information forms for curriculum related visits during the school day. (C1 and C3) Specific permissions are sought for high risk and extended activities (C2)

Teacher must sign to say they have read generic risk assessments annually and specific risk assessments are to be shared with all staff prior to visits.

All Educational Visits will be logged on EVOLVE.

## **11. Site security**

The Headteacher and Key Security are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

There is a confidential list of key holders who will respond to an emergency.

The School is protected with a perimeter fence. Visitors to the school are requested to sign the visitor's book and are provided with a badge and a Health and Safety notice.

### **11.1 Reducing Crime and Improving Security**

- All strangers should always be challenged
- Staff should ensure all external doors close when exiting
- Refer to lone working policy

## **12. Contractors**

Contractors working on site should report to the school office. They should not only follow Health and Safety regulations set by their company but also adhere to basic principles of safe practice notified to by the Headteacher. Building projects will be overseen by the School Business Manager and Headteacher. They will need notification of the following:

- Details of any planned work
- Name and address of contractor with name and telephone number of contact person
- The Asbestos Management Plan
- Dates of proposed work
- Number of operatives planned to be on site on the days of the contract

## 13. Hazardous Substances

The Control of Substances Hazardous to Health regulations make the following requirements of schools:

- An inventory of hazardous substances should be maintained
- Regulations should be produced on the storage and use of these substances.
- Appropriate training should be given to all members of staff in the use of these substances; this training comprises staff reading this Code of Practice. The Headteacher is responsible for enforcing the Code of Practice with regards to cleaning materials.

### 13.1 Substances used for educational purposes

- Tipp-Ex. Pupils are not permitted to use Tipp-Ex. Staff who wish to use Tipp-Ex must store it in a safe place out of pupils' reach
- Fixative. This must be used in a well-ventilated room when pupils are not present
- Photography. Staff should read careful manufacturers' instructions when using photographic resources. The dark room is kept locked and clearly should only be used by pupils under the direct supervision of an adult
- Glues. Manufacturers' instructions should be read and followed carefully
- Gold and Silver Sprays and Pens. Sprays are to be used only by adults in a well-ventilated room when pupils are not present. Pens may be used by pupils but should always be returned immediately to the teacher
- Carbon Toner. When replacing the carbon toner in the photocopier care should be taken not to touch it or breathe in the fumes. Plastic gloves are provided for use when changing the toner
- Polystyrene. Some kinds of polystyrene fragment when cut are dangerous if inhaled

### 13.2 Substances used for cleaning

These substances, the use of which has been approved by the Authority, are kept locked away out of the reach of pupils in ventilated cabinets if necessary. Staff should read and follow manufacturers' instructions.

### 13.3 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

### 13.4 Legionella

- A water risk assessment has been completed on 14<sup>th</sup> June 2017 by John Cooke, Water Solutions. Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Water Temperatures checks, water heater, routine shower rinse

### 13.5 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- 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

## 14. Equipment

The LA and school have arranged for a regular inspection of certain areas in accordance with relevant regulations. It will be the duty of the member of staff responsible for each item of equipment to ensure that the item has been checked and that this has been entered into the school log. Fire alarms, fire extinguishers will be checked regularly by the caretaker and the contractors for the equipment. Personal items must not be brought into school by employees without the express permission of the Headteacher.

### 14.1 Electrical Equipment

The Headteacher will ensure an annual visual check on all electrical equipment to conform with Health and Safety regulations and an inventory kept. (PAT Test)

- All members of staff have a responsibility to report any electrical defects (e.g. equipment not working, loose plugs, frayed wires) to the Headteacher immediately. Action taken and outcomes will be reported. The piece of equipment must not be used until it is repaired.
- Care should be taken to ensure that wires are not left trailing in dangerous positions.
- Pupils are not permitted to insert plugs into sockets.

### 14.2 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous.

## 15. Receiving a bomb warning

- Be calm/receive bomb warning
- Find Headteacher or member of SLT. If they cannot be found, a senior teacher will be responsible for actions. He or she will then –
  - Contact the police
  - ERYC
  - Follow Emergency Evacuation Procedure

## 16. Furniture and Furnishings

All passageways and corridors must be kept reasonably free of obstructions.

- Staff should look out for sharp edges which could cause injury and should report any dangerous equipment.
- All spillages should be immediately cleaned up.
- Ordinary use of furniture should present no danger but furniture can be put under strain by misuse e.g. pupils rocking back on chairs. Such practices should be discouraged. Any defective furniture should be discarded.
- When mounting or taking down displays teachers should climb on stepladders. Under no circumstances should either pupils or adults climb on furniture for this purpose. Pupils are permitted to mount stepladders when directly supervised by an adult. Pupils are not permitted to remove staples from displays.

## 17. Health

During admissions process, parents are asked to complete a 'child information form' for their child including comments on medical conditions. Each subsequent year, a data check is sent for parents to update. This

information will be stored in the pupils file but teachers should make themselves aware of any special medical factors of pupils in their class.

- If a child's skin is broken by an implement, the parent must be informed and warned of the need for an up-to-date tetanus injection. The implement that broke the skin should be examined to check that it is intact. If not, the point of entry should be circled and the parents contacted to take the child to hospital.
- If a child bumps their head the parent is informed. The teacher or other appropriate adult should monitor that child throughout the day. If the child feels sick and their pallor changes drastically this indicates possible problems and immediate contact with the parents is essential. If a child bangs their head at lunchtime a midday supervisor should inform the first aider and the class teacher. Senior staff or the First Aider should check all head bumps.
- If a child is suspected of having broken a limb they should not be moved and the emergency services should be called immediately, and then the parents should be contacted.
- HIV and AIDS. Contact with bodily fluids should always be avoided. Plastic gloves should be worn when dealing with cuts and spillages. These should be disposed of in a separate bag which is tied up, along with used plasters etc.
- Headlice – Procedures should be followed in accordance with Standard Procedure 105.
- Communicable Diseases. Differing exclusion periods operate. A complete list is available in set out in Standard Procedure 50. If rubella (German measles) is diagnosed then the Headteacher should be informed, who will then inform parents.
- First aid boxes are the responsibility of the first aiders who should regularly check that they are well stocked see Standard Procedure 22.
- Due to the nature of the needs of some of our pupil's medication will be administered according to policy. See medication policy.
- Pupils should be encouraged to practise high standards of hygiene. Hands should be thoroughly washed after using the toilet and before going to lunch.

## **17.1 Asthma**

### **Introduction**

The Hub school wishes to encourage and help all pupils with asthma to participate fully in all aspects of school life. The purpose of this policy is to assist in the achievement of this aim.

### **Inhalers**

There are two types of inhalers called PREVENTORS and RELIEVERS. Preventor inhalers are usually brown but sometimes white. As a rule they only have to be used two or three times a day and if three (in the morning, after school, at bedtime) so can be administered at home. If a child needs to use a preventor four times a day (lunchtime) then it will need to be brought to school. Reliever inhalers are blue and need to be kept as near to the child as possible so that they can be administered with the minimum possible delay.

### **The Asthma Card**

Parents of pupils of asthma should inform the school and this information must be held by the Appointed First Aider. Parents are responsible for notifying any member of the office staff team, Appointed First Aider to keep an updated list.

### **Administration**

#### **All inhalers should be clearly marked with the child's name**

All inhalers are kept with the children at all times. Parents are asked to ensure that the school has a spare reliever inhaler in case a child forgets to bring theirs to school.

### **Physical Education (including swimming)**

Pupils with asthma are perfectly able to participate in P.E. lessons. Pupils who have exercise-induced asthma will need to take a puff of their inhaler at the start of the lesson. If pupils become wheezy they should take their reliever inhaler and rest.

### **What to do if a child has an attack**

**A.** Ensure that the reliever medicine is taken. A reliever inhaler, usually blue, should quickly open up the narrowed air passages.

**B.** Stay calm and reassure the child. Attacks can be frightening, so stay calm. The child has probably been through this before. Listen carefully to what the child is saying. It is very comforting to have a hand to hold but do not put your arm around the child's shoulder as this is very restrictive.

**C.** Help the child to breathe. Encourage the child to breathe slowly and deeply. Most pupils find it easier to sit upright or leaning forward slightly. Lying flat on the back is not recommended. Loosen tight clothing around the neck and offer the child a drink of water.

### **After the attack**

Minor attacks should not interrupt the child's involvement in school. As soon as they feel better they can return to school activities.

### **CALL AN AMBULANCE IF:-**

- the reliever has no effect after 5 to 10 minutes
- the child is either distressed or unable to talk
- the child is getting exhausted
- you have any doubts at all about the child's condition

## **17.2 Smoking**

Smoking is not permitted anywhere on the school premises

## **18. Art and craft equipment**

Occasionally equipment which is potentially dangerous may be used in Art work. Pupils must be instructed in their safe use and particularly close supervision on the part of the teacher is necessary. Dangerous equipment such as Stanley knives, staple guns, fixatives etc. must be locked away. Teachers must use their common sense about what constitutes 'dangerous' in the context of their class.

- **Cleaning** All equipment and materials must be stored and locked away after use.

## **19. Cookery**

- When working with food high standards of hygiene are vital. Pupils must wash their hands thoroughly and wear cookery aprons. All utensils and the cooker must be carefully cleaned after use.
- Particularly close supervision is needed when pupils are using utensils such as sharp knives, and appropriate instructions should be given.
- Pupils may not use the cooker without the continuous presence of an adult.

## 20. Physical Education

- Pupils and staff must always be dressed appropriately for physical activities according to school policies.

All jewellery (except ear studs) must be removed before commencing any physical activities.

- New members of staff will be instructed in the correct methods of carrying apparatus and with regard to other particularly dangerous activities in P.E.
- Occasionally, teachers 'join in' physical activities with pupils. There is nothing wrong with this but the teacher should take particular care to avoid situations where their greater weight could pose a danger.
- Swimming. Particularly close supervision is essential. Staff at the pool are well versed with regard to issues of safety and established procedures should always be rigorously followed.

## 21. Supervision

- When teaching a class the teacher should never leave the pupils unsupervised, except in emergencies.

## 22. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Caretaker duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

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

## 23. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## 24. Design and Technology

- New members of staff will be instructed in the correct use of equipment.
- Close supervision of pupils is essential when they are using equipment.

## 25. Risk Assessments

Risk Assessments must be carried out by the school or staff involved in potentially hazardous activities. Potential risks occur during:

- Class visits out of school;
- Some Science activities;
- Using some DT equipment;
- Some PE activities;
- New building works;
- Moving furniture;
- Working from heights;
- Food tasting (medical lists should be checked and letters sent home to check for recent allergies)
- Cooking
- Science

This is not an exhaustive list so a common sense approach is necessary.

## 26. Points of Contact

### **Headteacher -**

Management of Health and Safety at the school. Should be notified of accidents or injuries, particularly injuries to the head.

### **School Business Manager/Officer Manager**

Deputise for the above and ensure maintenance of Health and Safety Policy. Should be notified of any potential hazard/problem and will complete School Incident Forms where appropriate. Site maintenance and repairs.

### **Caretaker -**

Upkeep and cleanliness of the building, removal of hazardous waste and breakages.

### **First Aiders -**

All staff (Teaching and Support) need a common sense approach to school Health and Safety procedures and need to know them thoroughly.

All First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

## 27. Links with other policies

First Aid

Risk Assessment

Supporting pupils with medical condition

Accessibility Plan

## Appendix 1

### Guidelines for Science Teacher

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties; to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfill any special responsibilities it gives them. They must co-operate with colleagues in their specific safety duties. They have a duty to report to local management any failure of equipment which has a safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, eg, over the wearing of eye protection.
3. Staff must be familiar with emergency drills and familiar with the location in each science room of; the escape route, fire fighting equipment, the nearest first-aid box, (the water tap with tubing for eye washing) / (eye wash station), the main gas cock, the main electricity switch and the spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.
5. Eating, drinking, smoking and the application of cosmetics should not take place in laboratories, preparation rooms or storage areas.
6. A teacher or technician must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the science department. Nothing should be done which could lead to an accident needing a remedial measure
7. In general, pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff.
8. Science laboratories, preparation rooms and stores should be locked by the staff when not in use, unless so doing hinders an essential fire escape route. (They should not be used by teachers who are not scientists for teaching or registration (unless they have received special training.) They should be available for teacher-supervised club activities only by special arrangement.