



Elkesley Primary and Nursery School

HEALTH , SAFETY AND WELFARE POLICY

January 2011

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HEALTH AND SAFETY IN SCHOOL - AN INTRODUCTION

Health and safety is an area where Governors, Head Teacher, Safety Representatives, staff, Parents and Children share common objectives. These objectives involve organising the school so that all reasonable steps are taken to ensure;

- That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working conditions for all are provided.
- That its work, in all its forms, is done in a way that children and people who are not employed by the authority are not put at risk.
- That there is consultation and negotiation with Trade Unions and their Safety Representatives on health, safety and welfare at work to ensure continuing improvement.
- That this policy is brought to the attention of all employees and reviewed from time to time.

Whilst the law imposes the responsibility for making satisfactory arrangements for health and safety on management, it is important that all staff work together to promote and develop health and safety measures within school and with parents and children.

Staff will recognise that it is their duty under the Health and Safety at Work Act 1974, to take reasonable care of the health and safety of themselves and their fellow employees, or any other person who may be affected by their actions at work, and co-operate with management to enable the Head Teacher to meet their responsibilities.

Given an appropriate level of commitment from all concerned the objectives outlined above can be achieved.

When teachers are responsible for the care, custody and control of the children of others, they are said to be in 'loco parentis'. This means that they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances.

Staff acting in loco parentis are advised to:

- try to think as a responsible parent might think in similar circumstances
- consider whether they could justify their position to others at a later

date

- if in doubt, always check with the Head or Assistant Head Teacher

The Head Teacher or staff will be liable for damage resulting from their own negligent acts, but the Education Authority has vicarious liability in those cases where the employee is acting in the proper course of their employment.

In this way, under normal circumstances, it will normally be the authority which is sued because it has the resources to pay any damages which may be awarded. The most common type of incident which can give rise to such a claim is that of lack of proper or adequate supervision. This Health and Safety Policy intends to give staff guidance and outline safe procedures to ensure an appropriate level of care and supervision.

The greatest problem in writing a document such as this, is keeping things in proportion. There is a very narrow path to be trod between being complacent on one hand and being alarmist on the other. Straying in one direction will result in unnecessary disruption and wasted resources, straying in the other may result in disaster in one form or another. Where safety is concerned, if we are in doubt, we err on the side of caution.

It is important that management, safety representatives and staff understand each other's duties, functions and responsibilities as well as their own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

POLICY STATEMENT

As the Head Teacher I recognise my responsibility for giving effect to the Director of Education's safety policy on the protection of all school staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of my school.

In association with the Governing body, I will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which I exercise control. Applying the principles of risk management I will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, I will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the LEA.

It is equally the duty of all school staff to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, co-employees, pupils, and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

**Signed: Head
Teacher**

Date:

Signed:Chair of Governors

Date:

Copies received by:

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Louise Tempest		
Liz Soydas		
Jackie Riley		
Natalie Lynam		
Lesley Peebles		
Anne Burgoyne		
Alison Limb		
Rachael Charlton		
Tracy Sutherby		
Gordon Gibbs		
Sarah Croot		
Juile French		
Joanne Law		
Zena Bell		
Litha Bacon		
Jean Mapp		

HEALTH AND SAFETY - RESPONSIBILITIES

As employees, all members of staff have a duty in law to work safely and not put other persons at risk, and also to co-operate with the Head Teacher and the LEA to ensure that responsibilities placed upon them as employers are, so far as is necessary, complied with.

All staff are encouraged to participate in improving health and safety within the school by making suggestions on these matters to the Head Teacher, and to foster safety consciousness and good practice amongst all pupils and other employees.

If members of staff are concerned that parts of buildings or items of equipment are in need of repair and are causing a health and safety risk, the matter should be reported at once. Certain members of staff have responsibilities over and above the general guidelines.

These include :

The Head Teacher.

The Assistant Head Teacher.

The Caretaker.

The member of the Governors responsible for Health and Safety.

The staff Health and Safety representative.

Although we are all required to be aware of and implement Health and Safety guidelines, the Head Teacher is responsible for ensuring, so far as is reasonably practicable, the following;

- take day-to-day responsibility for all health and safety matters in the operations of the school.
- ensure effective communications on health and safety matters exist between the school and the Local Authority (LA)
- co-ordinate work with the Governing Body and the LA to achieve standards and procedures prescribed for health and safety.
- provide Governors with an annual report on all matters affecting health and safety in the school.
- together with school staff, assess and control the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken.
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
- ensure hazardous materials and substances are properly used, stored and disposed of.
- maintain first aid facilities and accident reporting schemes that are suitable for the school.
- chair the school's health and safety committee, or other forum, at which health and safety matters are discussed.
- evaluate the need for health and safety training of staff and arrange its delivery.
- bring to the attention of the Governing Body and the LA any matters of

health and safety that cannot be resolved, or are of imminent danger of any person.

- liaise with contractors, or their representative undertaking any works on the school site, supply contractors with an induction pack and ensure the safety of all persons.
- ensure LA guidance on fire precautions and fire safety in schools is implemented and complied with.
- co-operate with accredited safety representatives appointed by recognised Trade Unions in accordance with the LA agreement.
- keep the school's health and safety policy under review and bringing any amendments to the notice of all staff.

The Head Teacher will be advised and guided in these responsibilities by specialists appointed by the LA. Particulars of these specialists will be made known to the Head Teacher and Governing Body through health and safety publications and information circulated by the LA.

The Assistant Head Teacher is responsible to the Head Teacher for:-

All health and safety matters of the school in the absence of the Head Teacher and which may include:

- ensuring that all equipment provided for the school is adequate for its intended use, is safe and correctly serviced, and properly maintained.
- withdrawing from use any unsafe equipment securing its proper repair and return, and where necessary its correct disposal.
- initiating the necessary action to remedy defects in the school buildings and grounds (e.g. heating, lighting and play equipments).
- liaison with building works contractors and LA specialists to ensure the safety of staff and pupils on school premises.
- reporting to the Head Teacher any problems, or imminent danger associated with their responsibility as soon as it is practicable to do so.

The Caretaker is responsible to the Head Teacher for:-

- ensuring, so far as is reasonably practicable, the safety and health provisions and procedures affecting cleaning or ground maintenance contractors are adhered to.

- that cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use.
- that all waste materials from the school are disposed of in accordance with the LA policy.
- maintain a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- maintain a high standard of housekeeping.
- reporting to the Head Teacher any problem, or imminent danger associated with their responsibilities, as soon as it is practicable to do so.
- carrying out their duties in a safe and responsible way.

THE SCHOOL HEALTH AND SAFETY GOVERNOR

The Health and Safety governor is expected to carry out:-

- inspections of the school grounds, including the interior and exterior of the building.
- investigations of accidents, hazards notified through the classroom near miss folders and dangerous occurrences within the school.
- investigations arising from inspections or complaints about health , safety and welfare at work.
- reports to the Head/Governors about matters arising from such inspections or complaints.
- action regarding the repair or replacement of hazardous equipment/ materials.

THE SCHOOL-CURRICULUM

As part of a 'complete curriculum' children are entitled to access a wide range of studies. Some of these can present a greater risk, in terms of safety, than others. It is the responsibility of everyone using the school to ensure that they do not jeopardise the safety of others and that they contribute, where appropriate, to providing a safe environment in which to work.

Over and above the points raised in the introduction to this document it is

important that the following subjects and areas are given greater consideration.

In addition to the general safety considerations in any classroom staff should be particularly aware of the following :-

PRACTICAL ACTIVITIES - ART/CRAFT; TECHNOLOGY; SCIENCE: MATHEMATICS; GEOGRAPHY.

- Any classroom assistants (parents, students) should be made aware of safe practice.
- Children should be made aware of the possible consequences of their actions.
- There should be a clear distinction between equipment which is for general use, that which can only be used under supervision and that which can only be used by the teacher.
- The safe and appropriate use of tools and equipment.
- The safe and proper storage and use of scissors, tools, cutters and other sharp items in craft, printing or technology work.
- Avoid trailing leads, cluttered work areas and other potentially dangerous situations if possible.
- Batteries should only be used as specified by the LA./COHSE. guidelines.
- The correct use of glues and adhesives. (incl. adult supervision if a glue gun is in use.)
- The safe handling and supervision of any potentially hazardous substances (incl. any safety clothing).
- Awareness of the potential hazards involved in the testing of any flying objects.
- The safe and proper use of the oven.
- The safe and accessible storage of heavy or hazardous materials.
- The safe and appropriate disposal of any heavy or hazardous materials.
- Appropriate preparation is made and precautions are taken in any activity which involves the handling or preparation of food. (hygiene, storage, etc.)
- Certain circumstances need to be considered when undertaking outdoor activities, eg. PE, Geog, Topic, etc. Weather conditions - ice fog, extreme heat/sunshine can have a significant effect on activities as can certain medical conditions - hay fever, asthma, etc.

CONSIDERATIONS FOR SAFETY IN P.E. AND SWIMMING

GENERAL

- children will be required to take part in PE in bare feet unless they have a medical reason for wearing plimsolls.
- children must remove all jewellery including stud earrings and tie back long hair to take part in any element of PE or swimming. (For PE and games newly pierced earrings may be taped up for the initial 6 week period)
- staff must check that all PE equipment is erected and arranged properly to ensure it is used safely.

USE OF GYMNASTICS MATS IN P.E.

- Gymnastics mats are not safety mats. They are not designed to absorb the impact of a child falling off apparatus and should not, therefore, be used for a purpose for which they were not designed.
- Placing mats under apparatus may give a child a false sense of security and lead to him/her attempting a manoeuvre he/she might not otherwise have attempted, thereby increasing the risk of a fall.
- Mats should be used as pieces of apparatus in their own right; that is, for children to move across, around, over and to balance on. They are designed to absorb impact for a controlled landing from apparatus, but not an uncontrolled landing.
- Teachers should be aware that the placing of mats around apparatus for children to jump onto will influence, and possibly restrict, the children's use of the apparatus and surrounding floor area (children will always leave the apparatus at the same point in order to jump onto the mat).
- Mats may be placed under apparatus if the teacher intends it to be used as a piece of apparatus (e.g.. under a low horizontal ladder) so that a child can go through the rungs into a roll on the mat, or move from a balance on the mat onto the ladder. Where mats are placed in such a way the teacher should make it understood to the class how it is to be used and should emphasise that it is not a safety mat.

SWIMMING SAFETY

ON THE BUS

- (a) No eating to be allowed on the bus.
- (b) Only two children to a seat - not two children and a parent.
- (c) No child to sit in the aisle seat on the back row or on the front two seats.
- (d) Children to be counted on to the bus for both journeys.

OBSERVERS

Each pool requires at least one observer. Without these observers the lesson cannot take place. The observers must be given a copy of the "Duties for observers at swimming lessons" by the class teacher and must return the signed slip before undertaking his/her duties. The observer should stand on the pool side throughout the lesson.

PRE-SWIMMING

Safety

- Children should be made aware of the location of the deep water.
- Children should keep away from the pool edge when waiting for the lesson to start.
- No outdoor footwear should be worn on the pool side.
- Goggles are not considered necessary or suitable for normal class teaching situations. If goggles are used they must be safety approved and the child must be instructed by the parent in how to use them safely. Goggles must not be used for diving activities. They must only be worn if the child has a signed parental consent form.
- All children with long hair should wear a swimming hat or have their hair tied back so that it does not impede their swimming.
- All jewellery should be removed, including earrings. Teachers are not responsible for jewellery.
(If certain items of jewellery cannot be removed for religious reasons then appropriate steps must be taken to cover them with adhesive tape to the satisfaction of the pool staff. If this is not possible then the individual concerned may not take part in that lesson. If this cannot be resolved by the school, the matter should be referred to the LA.)
- The minimum clothing requirement for teachers is trainers or plimsolls.
- Children should wear a recognised swimming costume or tight fitting

swimming trunks. Bikini's and baggy shorts are unsuitable for school swimming.

- Asthmatic children must take their inhalers with them to a swimming lesson.

THE ACTUAL LESSON

The following safety points should be covered with all children before they enter the pool for their first swimming lesson and repeated at appropriate intervals thereafter.

- no running
- safety alarm system
- noise level - listen carefully to instructions
- removal of jewellery and wearing of swimming hats if appropriate
- appropriate swimming costume
- no eating or drinking

No free swimming or relaxation activities are allowed.

The teacher should consult with the instructor, who is provided by the LA, about class organisation and safe practice.

Only a qualified lifesaver should enter the water to execute a rescue. At the Leisure Centre the lifesaver is the instructor.

The instructor is also the person responsible for administering first aid.

Where both pools are in use there will be an instructor teaching in both the large pool and the small pool.

Safety during a lesson

Teachers must take with them an alarm horn (one per pool) which should be handed to the observer(s) before the lesson begins.

The horn should be sounded during the first visit each term and periodically after that. Teachers should be aware of evacuation procedures and instruct pupils in safe evacuation.

These are:-

1. The instructor enters the pool to execute a rescue.
2. The teacher is responsible for all the other children as they leave the pool.
3. Children should leave the pool by the shortest possible route and stand away from the pool side.
4. If a rescue is effected the teacher should fill out a report form SR3 (accident form).

5. The LA Life Guards should be instructed in the use of resuscitation equipment

****EMERGENCY EVACUATIONS OF THE SWIMMING POOL MUST BE PRACTISED AND THE HEAD TEACHER INFORMED SO THAT THE PRACTICE MAY BE LOGGED**

****ALL TEACHERS ACCOMPANYING SCHOOL GROUPS TO SWIMMING LESSONS SHOULD BE FAMILIAR WITH THE MOST RECENT GUIDANCE ON SCHOOL SWIMMING**

OFF-SITE VISITS AND ACTIVITIES.

The school recognises and encourages the use of off-site visits as part of a wider approach to learning. These may vary from class walks through the village as part of a topic to group residential visits in either an urban or rural location.

In either case the school also recognises the need for certain criteria to be considered.

PRE-VISIT PLANNING AND PREPARATION.

Before any out of school activity or visit takes place appropriate actions should be taken to ensure that it runs as smoothly as possible for all concerned.

- Initially, the teacher responsible for organising any off-site visit must complete and have accepted an E.V.1 form (an e.g. of which is included) outlining the proposed visit and all relevant details of planning, staffing, safety, etc. For residential visits these are forwarded to the LA by the Head Teacher. Parental consent must also be gained for all visits.
- The organiser/leader should also have contacted the site for the visit, and any other locations to be included on route/during the visit. This should be done as far in advance as possible.
- Provision must be made to ensure that the pupil/teacher or adult ratio is appropriate to the location of the visit, age of the pupils and falls within the LA guidelines.
- It is also important that all the adults who are responsible for supervising children are suitably informed of the details of the visit, (times, meeting points, etc.) and if necessary suitably trained/equipped.
- All parent or volunteer helpers must hold an enhanced CRB clearance and a copy of this must be kept by the school.

- Consideration should be given to all possibilities and contingency plans drawn up.
- The necessary risk assessments for each visit must be completed and submitted to the head Teacher prior to the visit. These may be based on generic LA educational visits risk assessments.
- For longer/residential visits, an opportunity for the parents/guardians of those children involved to view and discuss the points of organisation with the staff leading the visit should be made. This is over and above the normal 'parental consent' which must be gained for all off-site visits.
- For certain activities it is essential that staff leading the activity/visit have received specialist training or guidance. A record of such training or qualifications should be kept and updated as necessary.
- Appropriate transport arrangements will be made, normally by the Head Teacher, taking into account numbers and seating, vehicle safety features, length of journey and route.
- All staff responsible for planning visits/activities must be aware of the medical history of pupils/adults involved and take these into consideration when planning activities/routes.
- CHILDREN should be made aware of the purpose of any visit/activity and be told what is expected of them.

DURING VISITS AND ACTIVITIES.

Everyone participating in a visit should be aware of the framework in place for safety. This can include;

- forming small groups with an adult leader
- providing maps/information useful if a group gets separated.
- ensuring that all leaders are aware of the itinerary including contingency plans.
- the visit organiser/leader should regularly check that each group is functioning well and make necessary changes if this is not the case.

TRAINING.

It is important, and in some cases essential, for staff who are leading activities and visits to have received the appropriate training or have a good background of experience in an activity.

Records of such training should be kept in the staff central record and updated as necessary.

All members of staff have had basic first aid training. In addition to this Mrs Peebles, Mrs Burgoyne and Mrs Riley have completed two days of paediatric first aid training.

The designated first aider in school is Mrs Peebles.

EQUIPMENT

- Appropriate and properly functioning equipment is often essential to a successful activity. Equipment should be regularly checked and maintained. The equipment taken on any visit/activity should be appropriate and the taking of excessive unnecessary equipment should be avoided.
- Specialist equipment can, if necessary, be hired from the Authority's Outdoor Service.
- If necessary training in the correct use of equipment should be given prior to a visit/activity.
- Availability and provision of food and drink must also be given consideration in the planning stages

TRANSPORT

- The organisation of suitable transport is of the greatest importance.
- Transport companies used should meet the requirements of the LA guidelines.
- Coaches should be of an appropriate size to seat each child/adult in their own seat and meet basic hygiene and conditions standards.
- During journeys, all children should remain in their seats facing the front of the vehicle.
- No food or drink should be consumed during journeys unless in exceptional circumstances.
- Noise should be kept to a reasonable level so as not to distract the driver.
- Minibuses should only be driven by qualified staff and should be fully checked prior to any journey. All seats should be forward facing.

- It is recommended that there are always two staff/adults in each party when using a minibus or coach.
- Private cars may be used to transport children if the owner/driver has appropriate insurance and has been cleared with CRB through the school. This must always be with the consent of parents and booster seats must be used for smaller children who do not meet the required height.
- Seatbelts must be worn at all times
- Parental consent for each type of transport must be obtained prior to any journey.

FURTHER CONSIDERATIONS

Members of staff, helpers in school and people visiting/working should be aware of situations where they are left on a one to one basis with any child and take adequate precautions. This particularly applies to male adults and female children.

Staff should always ensure that any 'serious' complaints are directed to the Assistant Head or Head Teacher or are dealt with at the end of the day. Notice of such should be given to the office or left with another member of staff who can send for the Head/Assistant Head if discussion is becoming 'heated'.

Members of staff are not expected to make home visits.

THE SCHOOL - ENVIRONMENT.

GENERAL CONSIDERATIONS.

To minimise the risk of injuries it is important that the following points are noted:

- Children should be discouraged from running in school.
- Children should not be allowed to climb furniture, pipes, trees, walls or fences.
- Unnecessary noise around school should be kept to a minimum
- Staff on duty at break and lunchtimes should ensure that the children are adequately supervised at all times.

- Pupils should never be allowed to remain in any part of the school unsupervised. e.g. being kept in or remaining in at break due to illness. If this is the case a member of staff must be present and responsible for pupils at all times.
- Manual handling, especially of large, heavy or awkward objects, should be kept to a minimum and should never be undertaken by children, supervised or otherwise. The caretaker has been trained in the safe moving of such objects.
- All visitors to school should sign in and out in the 'visitors book' and be issued with a visitor's badge. They should also be made aware of the basic safety requirements and fire evacuation procedures.
- Pupils, students, visitors and contractors are all responsible for ensuring that they behave in such a way that their safety and the safety of others in the school is not compromised.
- Any new material/equipment brought into school should be checked, before use, to ensure that it does not create a danger to those who will be using it. This is the responsibility of the subject co-ordinator.
- Materials, resources and equipment around school should be appropriately labelled.
- Bullying behaviour will not be tolerated and there is provision for dealing with incidents of bullying within the PSHE and Anti-bullying policies.
- Temperature throughout the building should be monitored to ensure it remains within working limits.
- Staff are responsible for the safety in their own area and to that end should monitor their situation regularly and assess any risks which they believe are present. They should take immediate appropriate action to relieve the problem and then these hazards should be reported to the Head Teacher. Shared areas such as the hall, dining area and activity room are areas of shared responsibility for all staff. Please leave these as you would wish to find them.
- Any outside group using the school do so at their own risk. Such groups are expected to respect the school, its property, its security and its health and safety guidelines.
- Any new soft furnishings or electrical equipment in school should be checked prior to use to ensure it complies with fire regulations and electrical safety.
- Equipment should not be brought into school by staff or helpers for use with children. If this cannot be avoided then it should be checked for

safety and PAT tested prior to use.

- Security is a major consideration in school and to achieve a safe working environment the external doors will be kept locked during school hours and any visitors will be directed to the main entrance. Staff are responsible for ensuring the doors are secure after breaks and lunchtimes.
- Access for emergency services must be available at all times. Staff and visitors are asked to park responsibly and ensure access onto the field is not obstructed.
- The recommendations contained within the LA guidelines covering other matters of health and safety in schools will be adopted at all times. These, along with other publications related to health and safety issues are available from the Head Teacher

ELECTRICAL EQUIPMENT

All electrical equipment in school should be checked regularly, over and above the normal health and safety inspections, and any repairs or maintenance carried out as a matter of priority.

Staff should check the condition of any piece of electrical equipment prior to it being used by children and also check that the correct procedures for using a piece of equipment are known by those using it.

Children must be supervised when using any electrical equipment.

GLASS PANELS, DOORS AND WINDOWS

Most of the glass used around school meets the requirements necessary for schools and is toughened. The areas still to be replaced will also meet legislative requirements.

Asbestos

The school has an asbestos survey carried out through the LA. A copy of this is available from the Head Teacher or office and all contractors on site **must** be made aware of this before the start of any works. The school follows the LA guidelines as contained in the LA Health and Safety Manual.

Emergency procedure should asbestos be discovered or disturbed is as follows:

1. Close off the area and remove all people from areas open to the location.
2. Paint over the area disturbed with PVA adhesive (a protective mask must be worn to do this) if possible or appropriate.
3. Contact LA advisors to arrange for the removal of the asbestos.

Contractors on Site

The school follows LA guidance outlined in the Health and Safety Manual for external contractors working on the school site. Contractors should be registered on the LA approved list and to do so will have made the LA aware of their compliance with HSA and insurance requirements. All contractors on site will receive a copy of the most recent asbestos survey and access to plans and information about the school site in their induction pack.

All contractors on site have to comply with school Health and Safety requirements and must sign in and out to indicate their presence for fire regulations.

All parents, visitors and workmen working in school for an extended period of time should be made aware of the school procedures in the event of a fire. A card outlining this procedure is also included in the visitors book.

PROCEDURES IN THE EVENT OF A FIRE

Anyone discovering a fire must break the glass on the nearest alarm and push the button. This will activate the alarm system throughout the school and the following procedure will be followed.

- All children and staff will stop what they are doing and walk out of the nearest exit door, in silence. Remember to close the door when the room has been vacated.
- The Head Teacher will phone the Fire Brigade and collect the registers and visitors book on the way out. Should the phone system be out of use the Head Teacher's mobile telephone will be used to make the call.
- All staff and children will make their way to the assembly point on the

field at the rear of the school. The children will be assembled in class groups, the registers checked and the Head Teacher notified that all children are present as soon as possible.

- Children working with adults away from the classroom will be taken by that person out of the nearest exit and handed over to the class teacher at the appropriate assembly point on the field.
- Kitchen, Mid-day, and secretarial staff, along with any workmen or visitors in school, will notify the Head Teacher that they are present.

THERE WILL BE REGULAR (ONCE A TERM) TEST MADE OF THE FIRE ALARM OPERATION AND EVACUATION PROCEDURES.

THE FIRE ALARM IS TESTED WEEKLY BY THE CARETAKER WHO TRIGGERS DIFFERENT CALL POINTS.

FURTHER TESTS OF THE FIRE ALARM AND PREVENTION EQUIPMENT AND GENERAL FIRE SAFETY ADVICE WILL BE PROVIDED BY THE LA.

IT WILL BE THE RESPONSIBILITY OF THE HEAD/ASSISTANT HEAD TEACHER TO ACT AS FIRE MARSHALL AND ENSURE THAT THE BUILDING IS CLEAR.

FIRE EVACUATION ROUTES

- All classrooms will be evacuated by their cloakroom doors and then out onto the field.
- The dining space and hall should be evacuated by the fire exit in the corner of the hall. Then follow the path to the field.
- The staff room can be evacuated by the door into the hall and then through the fire exit in the corner of the hall.
- The library area should be evacuated by the main exit.
- The kitchens will be evacuated by the fire door onto the car park and from there onto the field.
- The offices, toilets and storerooms can be evacuated by the main door to the school or through the heads office and from there onto the field.
- At lunchtime, the same instructions will apply except that the Mid-day supervisors will be responsible for the evacuation of all the children. The children will then assemble on the field, in class groups, so that registers

may be checked. Any staff on the premises at lunch-time will also assemble on the field and indicate that they are present.

FIRE RISK ASSESSMENTS

- o Risk assessments will be carried out in line with current legislation- Fire Safety Order 2005
- o These will be reviewed on an annual basis unless legislation changes or incidents require this to be sooner.
- o Risk assessments will be carried out by a LA representative and the head teacher.
- o Risk assessments will be recorded in the fire safety log and actions necessary reported to the Head Teacher and Governors for immediate attention.

LOCATION OF FIRE SAFETY EQUIPMENT

Main Reception and Office Area

Fire alarm box
Fire alarm activating point
1 water extinguisher
1 co2 extinguisher
Fire alarm activating point- HT office

Hall

Fire alarm activating points x 2
1 water extinguishers
emergency evacuation procedure notices.

Foundation Unit

Fire alarm activating points x 3
1 water extinguisher
1 co2 extinguisher

Class 1 and Activity Room

Fire alarm activating points x 3
1 water extinguisher
1 powder extinguisher

Class 2 and 3

Fire alarm activating points x 2

Staff room

Fire blanket

Fire alarm activating point

Kitchen

Fire alarm activating point

Fire blanket

Foam extinguisher

Boiler House

Powder extinguishers x 2

Water extinguisher

ARSON PREVENTION

Consideration has been given to the possibility of arson attacks on the school. To attempt to reduce this risk the site is always locked when not in use. Staff and particularly the caretaker take steps to reduce the amount of combustible material in class areas and around school. Bins are emptied daily and the site operates a strict non smoking policy. In addition to these measures the bins outside school are located away from the building and are secured to avoid them being pushed close to the building.

CHILDREN'S INJURIES, ILLNESS AND MEDICATION

FIRST AID IN SCHOOL

A general medical record of all children in school who are known to suffer from major illness' or have serious conditions (e.g.. epilepsy,) should be kept on the staff notice board in the staffroom and be updated as necessary. Useful information on how to deal with such a person in the event of an incident should be included as should the initial 'warning signs' if appropriate.

PERSONNEL

The First Aider is Mrs Peebles.
All staff have had first aid training

LOCATION OF FIRST AID BOXES

First Aid boxes can be found:-

1. In every classroom
2. In the staffroom (a travel box which can be used on school trips).

ADMINISTRATION OF FIRST AID

1. Wherever possible and convenient First Aid should be carried out by the appointed person.
2. At lunchtime and playtime First Aid should be carried out by the teacher or supervisor on duty.
3. In the case of more serious accidents such as cuts and bumps the First Aider should be sent for immediately.
4. If the first aider is unavailable then a member of staff who has received paediatric first aid should be consulted.
5. All small accidents should be recorded in the accident book located in the school office.
6. All bumps to the head require an accident note which is sent home to the parent or guardian via the class teacher.
7. Very serious accidents which require hospital treatment or several days away from school require a county accident form (SR3). These are kept in the office.

MEDICATION

- School may only administer prescribed medication to children with the consent of the parent/ guardian and the completion of the medicine administration form, copies of which are held in the school office.
- Staff should not administer medication to children. Should it be necessary any medication will usually be administered by the First Aider, Head Teacher or most senior member of staff in their absence
- No medication is to be left in the classroom or cloakroom.
- Any medication brought into school should be accompanied by a letter

from a parent/guardian clearly stating the dosage and must be left with the First Aider and will be stored in the staff room..

- Any enquiries from parents are to be directed to the Head Teacher or First Aider.
- Teachers/First Aiders refuse to accept responsibility for the administration of medication which involves physical contact. E.G. injections/ointments.
- Children who require medication are listed on the chart in the staff room and this is completed to show when their medicine was administered.

ASTHMA

Children are encouraged wherever possible to take responsibility for their own inhalers and these are usually kept in the child's bag or a designated place in each classroom.

Children who go swimming must take their inhalers with them and are responsible for collecting the inhaler themselves.

Children also need to take their inhaler outside for games lessons and ensure they have them for off site visits.

Mid-day Supervisors are aware of children who have asthma.

In the event of an attack the teacher or supervisor should send a responsible person immediately to collect the inhaler.

If necessary the child should be given the nearest inhaler available (reliever only).

The First Aider should be sent for as immediately and will assess whether it is necessary to contact the child's parents or seek further medical help.

EPILEPTIC FITS

Procedure after a fit.

- Do not touch - let the casualty come out of a fit naturally. If necessary provide him/her with a pillow or something soft to cushion them if they are in danger of injuring themselves. Make sure they are safe by removing anything within the immediate area.
- Move all children away except one child who may be of use to relay a message to the secretary for help.
- Send for First Aider.

- If the casualty does not regain consciousness after approximately 10 minutes an ambulance will be called and the child's parents contacted.
- Check airway, breathing, consciousness and put casualty into the recovery position if still asleep.
- After a fit someone responsible should stay with the casualty for about 20 minutes after the recovery to monitor them.
- If casualty is a child parents must be informed with a letter or telephone call.
- The casualty does not need to be sent home if they recover normally, unless the fit occurs for the first time or parents express a wish for this to happen.

INJURIES

From time to time accidents will occur. In dealing with the resulting injury it is important that the following guidelines are adopted;

- Staff dealing with minor cuts should always wear gloves. Hands should always be washed before and after treating wounds.
- Any injury received by a child at home, out of school hours, must not be treated in school by staff however it may be necessary to replace plasters that come off as long as the pupil is not allergic to these.
- Any minor cuts and grazes received in school should be cleaned with clean water.
- Any injury to the head should be reported to the Head Teacher and recorded in the accident book. Letters should be sent to the parents of children who have received bangs to the head informing them of the injury.
- Any foreign bodies (dust, grit, eyelashes) in eyes can be removed by irrigation with sterile or tap water.
- Any major injuries to limbs or severe internal pain should not be treated in school. The "First Aider" should assess the situation and make the child as comfortable as possible. Parents/guardians should be informed and advised to take their child to hospital. In circumstances where the child is in great pain and the parent cannot be contacted quickly, it may be necessary for the Head Teacher, or a designated member of staff, to relay the child to hospital and meet parents/guardians there.
- Any child who vomits in school should not be treated. Parents/guardians

- should be informed so that the child may be taken home.
- Any child with severe headaches and high temperatures should not be treated in school. Parents/guardians should be informed so that the child may be taken home.
 - Injuries received in school should be recorded and parents/guardians made aware of the circumstances. (see accident reporting)
 - All staff must be aware of any children with special requirements - diabetes, epileptic fits, etc.

ACCIDENT REPORTING

Any accident, no matter how small, should be recorded in the school accident book located in the main office.

More serious accidents (e.g.. suspected sprains or bumps on the head) which appear not to require hospital treatment should be reported to the parent or guardian via personal contact, a telephone call or a head bump form which should be handed to the class teacher to give out to the child. This ensures that the teacher is aware of the injury and is able to take appropriate measures should the child's condition deteriorate. There are also stickers available for pupils who have a bump on the head to alert others in school should they feel poorly later on.

A list of notifiable injuries which require notification to the LA is kept in the school office. Any accident reports are submitted electronically through the Nottinghamshire Wellworker system.

CHILD ABUSE

In all cases where members of staff consider that they have concerns about a child's welfare, they should report their concerns to the Head Teacher immediately.

These concerns may include neglect as well as emotional and/or physical abuse.

The member of staff must not distress the child in any way.

The Authority's procedures to deal with such instances will then be implemented.

SOURCES OF ADVICE

Staff are advised to take advice when in any doubt about particular aspects of health and safety. The following sources are normally willing to give advice where appropriate.

THE SCHOOL HEALTH & SAFETY REPRESENTATIVE.
THE GOVERNOR RESPONSIBLE FOR HEALTH AND SAFETY.
THE HEAD TEACHER.
THE SCHOOL NURSE/DOCTOR.
LEA HEALTH AND SAFETY INSPECTORS.
TEACHING UNION HEALTH AND SAFETY OFFICERS.
THE LOCAL FIRE PREVENTION OFFICER.
LOCAL ENVIRONMENTAL HEALTH OFFICERS.

THIS POLICY SHOULD BE BROUGHT TO THE
ATTENTION OF ALL STAFF, GOVERNORS AND OTHER
PEOPLE WHO ARE WORKING IN SCHOOL.

THIS POLICY SHOULD BE REVIEWED REGULARLY, AT
LEAST ANNUALLY OR IN THE EVENT OF H+S
CHANGES IN LEGISLATION.
ALL STAFF WHO ARE AFFECTED BY ITS
IMPLEMENTATION SHOULD BE MADE AWARE OF ANY
CHANGES TO POLICY AND PRACTICE.