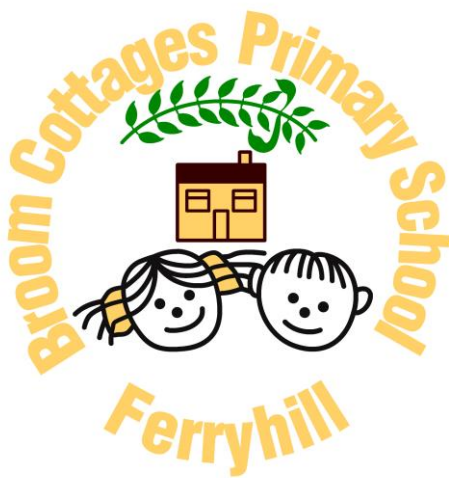


# **Broom Cottages Primary & Nursery School**



## **Health and Safety Policy**

**September 2015**

## **POLICY FOR HEALTH AND SAFETY.**

### **Aim**

The aim of our school is to create an atmosphere of carefulness both in and out of school. This is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. The involvement of outside agencies such as the police, Fire brigade, road safety officer, Community Rangers etc. is encouraged in all Key Stages.

At Broom Cottages children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene. A positive policy for healthy eating is maintained at school, with a varied menu at lunchtime which incorporates a range of healthy options.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. Scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits.

For most PE lessons, children change into shorts and T shirts. For indoor lessons children may be bare footed or wear pumps or trainers depending on the nature of the activity. Children wear pumps or trainers for outside activities. It is part of our school policy that the only form of jewellery that may be worn is studded **earrings** which **must be removed** for safety reasons before a PE lesson.

We have a limited number of school rules which are for safety reasons, such as walking round school, playing in the sight of an adult on duty, care of property and safe usage of equipment.

In accordance with LEA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear the appropriate clothing for the activity planned. The correct adult child ratio is always followed, and a first aid kit and list of emergency phone numbers is available at school.

Broom Cottages has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures and know their own exit route, assembly point and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment accidents do occur.

Most accidents in school are minor and can be dealt with by any member of staff. Fully equipped first aid boxes are kept in the Nursery, the Busy Bee room, the Gym cupboard and Foundation class. The school's accident register and general accident forms are kept outside the staffroom whilst the forms required for more serious accidents are kept in the staff room or accessed on the Extranet.

\*Should a child suffer a knock to the head it will be treated, recorded, then every attempt will be made to phone the parents who will be informed of the incident and given the option of coming to school and assessing the situation for themselves. The parent can then either decide that the child is well enough to remain in school or can take the child home.

If the accident is more serious and a child needs qualified medical attention as quickly as possible, every attempt will be made to notify parents by telephone prior to the child being taken to Ferryhill Surgery or to hospital – whichever is thought to be more appropriate.

Staff are made aware of any allergies children have. A list is available in the General office.

The School has a Pupil Health Care Plan which covers asthma (and the use of inhalers) and any other medication/ assistance required in school. A parent/ guardian must complete a form making the school aware of condition, needs, symptoms, daily care requirements etc.

Inhalers are kept in classrooms in a clear bag so that they are easily accessible and can be carried around the school when the children change rooms eg go to PE. All inhalers must be prescribed and carry a clear label on them.

Medicines are stored in a locked medicine cabinet/ fridge in the staffroom. Only trained/ designated members of staff will administer medication.

The Caretakers, under the direction of the Headteacher, are responsible for ensuring that the building provides a safe and healthy environment for the children. The Caretakers maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Caretakers, or through the use of authorised contractors. Any equipment/hazardous substances are kept locked away from the children. All equipment is to British Standards and is maintained regularly. A weekly inspection of the schools fencing should take place and any damage be repaired.

## **Fire Drill**

When the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest and safest exit. **All doors must be closed behind the class as they leave the room. All external /safety exit doors should also be closed once the classes are out.**

Each class and group room in school has a fire safety poster which is clearly displayed outlining the assembly point for each class. Should the fire bell sound, the class teacher will bring out a laminated class sheet showing absences (children are identified by photograph as well as name) which will have been completed alongside the register on the morning/afternoon so that a check can be made that all the children at school that day are present before reporting to the named person in each assembly point. When the class is involved in a session with an adult from outside of school this adult will be given the class sheet and will be made aware of fire procedure.

**Teachers present in Classes 7, 8 and 9 will check the toilets opposite their rooms for children as they proceed to the nearest available exit.**

The named person will report to the Headteacher and/or Fire Service.

**Named persons are Mrs Kean/ Mrs Chilvers for the front of the school and Miss Turnbull for the Infant Yard.**

Nobody is to go back into school. If a child is missing it must be reported.

Staff with first aid responsibilities once the school has been evacuated are: Mrs Smith for the Infant Yard and Mrs Price for the front of the school.

Only when the drill has ended will classes be allowed to go back in. The importance of the need to walk in and out of school sensibly and to line up quietly will be explained to children.

### **Lunchtime Fire Procedure**

- All dinner supervisors on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building.
- Dinner supervisors on duty in the dining room shall evacuate all children from the building and ensure on the way out, as far as is reasonably practicable, that the toilets are vacated.
- The Headteacher or Deputy Headteacher will ensure, as far as is reasonably practicable, that the rest of the building is vacated.

### **Swimming baths**

Should the fire bell ring in the school building the swimming teacher will be notified by phone because of the proximity to the Nursery. Children will then be asked to vacate the swimming pool and be given a foil blanket to help them retain warmth. They will line up on the grassed area opposite the pool.

Should there be a fire in the swimming pool the children will be asked to vacate the swimming pool and be given a foil blanket to help them retain warmth. They will line up on the grassed area with their teacher at a safe distance from the pool. The swimming teacher will notify the school either by phone or by person.

## **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Headteacher or member of the secretarial staff must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will children and adults to re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

## **Smoking Policy**

- It is the policy of the Governing Body that Broom Cottages is a no-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building

## **Car Parking**

Car parking is a concern at Broom Cottages as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

For the safety of school children barriers to the main entrance will be lowered between 08.35 – 08.55, 12.05- 12.40 and 14.45 - 15.25. No vehicular entry will be allowed during these times.

Parking spaces at the main entrance are allocated to teaching staff with several additional spaces available for visitors to the school and non-teaching staff. Staff working in the various departments within the school building should park in the car park adjacent to the Pupil Referral Unit.

Regular newsletters to parents emphasise the importance of reducing the number of cars on the school drive for safety reasons and encourage children to walk to school.

Personal contact is made with any adult who continually parks in an obstructive way. All comments by parents or neighbours will be followed up.

### **Speed.**

It is recommended that all traffic on site should restrict its speed to 5 m.p.h.



## **Policy on Children Moving Equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example badminton net posts – one child at each end.

### **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. A stack of chairs may only be moved with the use of a chair stacker.

Tables and benches need one child at each end, a child must not attempt to lift them on his or her own.

Staging blocks are heavy and need at least two children per block as they are awkward to handle. Children need to be shown how to pick them up and put them down so that their fingers or feet are not trapped.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

## **Items Children Should Not Move**

- **Computers** – monitors can easily fall off trolleys, or wires get caught
- **Piano** - although on wheels, it can tip, and feet or fingers become trapped
- **Cooker** – too heavy and awkward
- **Paper cutters** – sharp blade

## **Security of the Premises**

The Headteacher and caretakers are the designated key holders and are responsible for the security of the building.

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Caretaker**

It is the responsibility of the caretaker to check regularly that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

It is the responsibility of the Headteacher or Deputy Headteacher to perform the above functions in the absence of the Caretakers.

## **Security.**

The Headteacher is responsible for the security of the premises during the school day.

All visitors and parent helpers are required to report to the General Office on entering the school building where they must sign the Visitor book.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open door policy of the school.

## **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or the Caretakers
- All contractors must report to the General Office. The Caretakers will then be informed of their arrival
- Contractors will work under close supervision of the Caretakers so as not to endanger the health and safety of the children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area
- All work will be monitored by the Caretakers and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LEA.

## **Guidance for Contractors on Site**

We have been recommended by the Durham Health and Safety Inspector to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children ( our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Headteacher or the Caretakers.

## **First Aid and Medical matters.**

The School follows a Pupil Health Care Plan

For the school to assist in long term medication:

- Parents/ guardians must visit school and complete a form giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states: a) the name of the medicine, b) the dosage c) the time of administration d) the name of the person for whom the medicine is prescribed
- Where possible the medicine should be self –administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements (locked cabinet/ fridge in staffroom.)

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be given to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### **Policy on First Aid in School**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher, nursery nurse or non-teaching assistant. If an accident occurs in the playground and first aid is required, then one of the staff will request the help of one of the qualified first aiders. At lunchtimes first aid is administered by the midday supervisors or one of the qualified first aiders.

**If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.**

**The qualified first aiders are:**

**Dorothy Palmer (adult and children)**

**Sharon O’Kell (Paediatric trained)**

**Karen Smith (Paediatric trained)**

### **Safety/HIV Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children’s clothes should be placed in a plastic bag and fastened securely to take home.

### **Recording Minor Accidents**

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept outside of the staffroom. All details need to be filled in, including any treatment given.

### **First Aid Boxes**

Location

There are first aid boxes to be found in the Nursery, Foundation, Busy Bees, Gym cupboard.

Contents

- Bandages
- Antiseptic wipes
- Cotton wool
- Sterile gauze
- Disposable gloves
- Slings

## **First Aid Supplies**

Supplies are also kept of:

- Ice packs and ice cubes (which can be found in the freezer in the staff room.)

## **Person Responsible for Supplies**

The designated first aiders and the Health and Safety Coordinator are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the above members of staff if any of the supplies in the first aid boxes are running low.

## **Allergies/Long Term Illness**

A record is kept in the General Office and the relevant classroom of any child's allergy to any form of medication (if notified by the parent), any long term illness, for example asthma, and details on any child whose health might give cause for concern.

## **Courses**

Arrangements are made by the Headteacher for staff to undertake First Aid Training.

## **Reporting more serious accidents**

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to:

Principal Health & Safety Officer  
Durham County Council,  
County Hall,  
Durham

Tel: 0191 383 4736

Fax: 0191 383 4455

The accident should be reported by telephone immediately, and then confirmed in writing on the Corporate Accident Report Form (Version 6). A list of what constitutes a major injury is attached. These forms can be found on the Extranet (or in paper form in the staffroom.)

Category 3 accidents are reported to the Health and Safety Executive within 7 days on form F2508 by the Education Finance & Staffing section **not the school.**

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Deputy Headteacher who will send for an ambulance if needed and contact parents.

***When in doubt, contact parents/guardians.***



## **School Policy on Head injuries**

\*Should a child suffer a knock to the head it should be **treated, recorded** then every attempt made to **phone the parents** who will be informed of the incident and given the option of coming to school and assessing the situation for themselves. The parent can then either decide whether the child is well enough to remain in school or can take the child home if they feel it is necessary.

### **Other accidents**

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes). The accident book is kept outside the staffroom.
- **Fill in the accident form (Version 6)**, which can be found on the Extranet, **if** the parent/guardian has to be sent for to take the child to the family **doctor** or to **hospital for further treatment**. Mrs Price will give assistance on completing form. This form is also available in paper form in the staffroom.

Copies will then be taken for:

- Health and Safety Executive (and posted).
- Area Education Office
- For the school file

## **Major accidents or injuries**

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

See *Accident Documentation* for further details.

## **Reporting School Accidents**

Certain accidents arise out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

### **Employee Accidents**

(This applies to all Education employees and self-employed persons on school premises.)

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on the Corporate Accident Form Version 6 within 7 days (available on Extranet or in paper form in staffroom.).

If the accident does not result in fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone. Form 2508 will be completed and sent to the HSE by the Education and Staffing section **not the school**.

### **Pupil Accidents**

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the main site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

### **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Headteacher or Deputy Headteacher of any difficulties

## **Policy on the Administration of Medicines during School hours** (Pupil Health Care Plan)

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc.)

Only trained members of staff will administer medicine to children.

Parents should come into school to fill in a pupil health care plan giving permission for the medicine to be given out at school.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for a long term illness to be effective, then each individual case will be considered. Medicines are kept locked in a secure cupboard and/or fridge in the staffroom.