

St Patrick's Catholic Primary School and Community Nursery

School Mission Statement

Live, Learn, Love with Christ

We LIVE with Christ by creating a happy community with a strong sense of belonging.

We LEARN with Christ by nurturing and celebrating our special talents and achievements.

We LOVE with Christ by respecting and caring for everyone.

Policy for Health and Safety

Approved by Governors on ...January
2017.....

To be reviewed by Governors in
January 2019

Policy for Health and Safety

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Part 1: HEALTH AND SAFETY POLICY STATEMENT

The board of governors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit St Patrick's Catholic Primary School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting (to the safety representative) any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all teachers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

- This policy statement has been reviewed and approved by a representative of the LA Health & Safety Section and will be displayed in prominent areas around school -

Part 2: SAFETY ORGANISATION

2.1 Objectives

The objectives of St Patrick's health and safety policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

2.2 Responsibilities

Responsibilities of individuals within the school are as follows:

Board of Governors. As the employer, the ultimate responsibility for all aspects of health and safety at work within St Patrick's Catholic Primary School rests with the board of governors through the safety organisation.

Headteacher. The Headteacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.

Deputy Headteacher. The Deputy Headteacher will undertake all the Headteacher's responsibilities in relation to Health and Safety in the Headteacher's absence.

Safety adviser. The safety adviser is adviser to the Headteacher on health, safety and welfare within St Patrick's Catholic School. He or she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work. He/She will perform a regular review of accident reports. It is the responsibility of the safety adviser to make such proposals as he/she sees fit with regard to methods of achieving improvements in health and safety aspects in his/her area(s) of responsibility. The safety manager is the site manager.

Teachers and other school staff. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times to secure the welfare of pupils in

the school in the same way that parents would be expected to act towards their children.

The responsibility of applying safety procedures in their classrooms and throughout their subject areas on a day-to-day basis rests with all teachers and supervisors. Accidents to be reported on an accident report form. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

All Employees and pupils. Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

Certain members of staff have volunteered to undertake training in first aid. It is the responsibility of the Governing Body to ensure that an appropriate training programme is in place and that there are enough trained staff to meet statutory requirements.

Safety Committee. The safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

Contractors. It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

2.3 Risk assessments

Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the local authority safety advisor.

2.4 Safety committee

The safety committee is to comprise:

- Local Authority Safety adviser – only when required
- Deputy Headteacher (LMT)
- Safety Adviser (site manager)
- Nominated governor (as an observer)
- School Administrator

The committee will meet twice yearly.

Terms of reference of the safety committee:

Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

Part 3: SAFETY ARRANGEMENTS

Introduction

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. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health related topic such as smoking, healthy eating etc

At St. Patrick's School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

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 any physical activity, children change into shorts and T shirts. They are expected to be bare footed or wear pumps for indoor activities, and to wear pumps or trainers for outside activities. Watches and stud earrings are the **ONLY** items of jewellery accepted. These must be removed by the child him/herself, before undertaking all PE/sporting activities. Hoop earrings present possible hazards and are not allowed in school. Staff are not permitted to remove or replace earrings for children.

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

In accordance with LA 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 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 taken.

The following are guidelines for reasonable adult: pupil ratios on school visits:

"Some LEAs set their own levels of supervision for off-site visits, which county and controlled schools must adhere to. In other schools decisions must be made, taking the above factors into consideration as part of the risk assessment. Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide for visits to local historical sites and museums or for local walks, in normal circumstances, might be:

- *1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);*
- *1 adult for every 10-15 pupils in school years 4 to 6;*
- *1 adult for every 15-20 pupils in school year 7 onwards.*

The above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge.

In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad or residential visits. Some non-residential visits with mixed groups will need a teacher from each sex." (Health & Safety of Pupils on Educational Visits – DFEE Guidance 1998)

A higher ratio when the visit involves:

- Public transport - 1:12
- Children under 8 years - 1:6
- Children in foundation stage - 1:4
- Children with special educational needs - 1:6
- Residential visits - 1:12

If a coach is used it must be fitted with seat belts. Any staff going off the school premises with a group of children must take a mobile telephone with them. St. Patrick's School 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 and records kept. All staff and children are familiar with these procedures, and know their own exit route, place of assembly 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. A fully equipped first aid box is kept in the Staffroom as is the school's accident register, accident forms and a list of any allergies children have. First aid boxes are also kept in Classes 1, 2, 3 and 4 the

cloakroom, staffroom and the school Kitchen. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for. In the case of head injuries, parents are always informed in writing on the day the accident occurred.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Site Manager, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the staff and the children. The Site Manager maintains a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Site Manager, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. A record of hazardous substances held in school (COHSS Register) is updated annually. All equipment is to British Standards and is maintained regularly.

Specific Arrangements for Health and Safety

3.1 Fire – see Fire Drill Policy

Registers/Staff Signing in Board/Visitors Book

It is the responsibility of the staff to ensure that the registers and late book along with the signing in board and visitors' book (located in reception) are all removed from the building and taken into the car park should the fire alarm sound.

Responsibility lies therefore with the administrative staff in the morning, the lunchtime staff over the lunch period and the teachers in the afternoon to ensure that the registers are taken to the car park. The late book, staff signing in board and visitors' book remain the responsibility of the administrative staff or Headteacher in their absence.

Lunchtime Fire Evacuation Procedures

The school has three zones:	Zone A	Hall
	Zone B	Corridor, Classes and Toilets
	Zone C	Outside

Zone A Hall

There are occasions when there may be one or two lunchtime assistants in the hall.

One Lunchtime Assistant:

The lunchtime assistant moves to the corridor and the kitchen staff are responsible for supervising the pupils out of the hall via the hall exit doors – onto the playground and turn right round to the front of the school. Both members of staff are to remain with the pupils.

Two Lunchtime Assistants

One lunchtime assistant moves to the corridor and the remaining lunchtime assistant, plus the kitchen staff are responsible for supervising the pupils out of the hall via the hall exit doors – onto the playground and turn right round to the front of the school. All members of staff are to remain with the pupils.

Zone B Corridor, Classrooms and Toilets

One lunchtime supervisor (from the Hall) to walk along the corridor checking all classrooms – tell pupils to exit by classroom door and cloakroom area. Check toilets (girls and boys) and tell pupils to exit via the main pupil entrance by toilets and to walk round to the front of the school.

In the nursery there is a separate member of staff on duty. They are to evacuate the classroom via the classroom fire exit and line up at the designated position in the school car park.

Zone C Outside

One lunch supervisor and other members of staff (if present) are to line up pupils and walk round to the front of the school going past cloakroom entrances. Members of staff are to remain with pupils by the environmental garden. Registers are to be taken by teachers or lunch supervisors if necessary.

Fire Extinguishers

(Red Label - Water)

*To be used for fires involving solids (paper, wood, materials).
NOT to be used on live electrical appliances or chip pan fires.
Instructions on usage found on appliance*

Locations:

Reception Area
Main Hall (far side)
Main Corridor (right hand side leaving Hall)
Main Cloakroom Area

(Black Label - Carbon-Dioxide)

To be used for fires involving electrical equipment and chip pan fires.

Locations:

Admin Office (left side of window)
Kitchen (by hot cupboards)
Library (right hand side)
Extension exit door (left hand side)

(Blue Label – Powder)

Extension exit door (left hand side)

(Wet Chemical) and Fire Blanket for Fryer

Location:

Kitchen

Fire Bells (break glass)

Locations:

Far side of Hall

Kitchen

Reception

Corridor exit

All Classrooms

Extension exit door (left hand side)

Revised: January 2015

Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher or person designated 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 registers be sent back to classes enabling children and adults to re-enter the premises
- The person taking the phone-call must get as much information as possible from caller i.e. Location? When is it due to go off? Is there just one explosive?
- SEE SEPARATE LOCKDOWN POLICY

3.2 Smoking Policy

- It is the policy of the Governing Body that St. Patrick's School is a no-smoking school

- Smoking is not permitted in any area of the school, including the school grounds, by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building

3.3 The Transportation of Children in Staff Cars

- Parental permission must be sought before each trip
- Staff's Insurance cover must include "for business use". A copy of the appropriate insurance document will be kept on file in the school office

The current seat belt law applies in all cases:

Children under 3 years old

In the Front Seat

The child MUST use the correct child restraint.

It is illegal to carry a child in a rear-facing child seat in the front, which is protected by an active frontal airbag.

In the Rear Seat

The child MUST use the correct child restraint.

In a licensed taxi or licensed hire car, if a child restraint is not available then the child may travel unrestrained in the rear. This is the only exception in the law for children under 3.

It is the driver's legal responsibility to ensure that the child is correctly restrained within the law.

Children aged 3 and above, until they reach EITHER their 12th birthday OR 135cm in height

In the Front Seat

The child MUST use the correct child restraint.

In the Rear Seat

The child MUST use the correct restraint, where seat belts are fitted.

There are three exceptions where there is not a child seat available. In each case the child MUST use the adult belt instead. They are -

- 1) in a licensed taxi or private hire vehicle;
- 2) if the child is travelling on a short distance for reason of unexpected necessity;
- 3) if there are two occupied child restraints in the rear which prevent the fitment of a third.

In addition, a child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.

It is the driver's legal responsibility to ensure that the child is correctly restrained.

(ROSPA http://www.rospa.com/roadsafety/advice/motorvehicles/seatbelt_law.htm#Cars)

3.4 Car Parking

Car parking is a concern at St. Patrick's School 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.

Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Respecting our neighbours
- Not parking on yellow lines
- Dropping children off at the gates then driving on to keep the traffic flow moving, rather than parking and waiting
- Any after school events – children and staff to leave by 10.00 pm
- Trips – try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am
- Personal contact with any adult who continually parks in an obstructive way (by the Headteacher or her representative).
- All comments by parents or neighbours will be followed up.

3.5 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 netball 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. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the Site Manager or Headteacher will supervise.

Tables need one child at each end, a child must not attempt to lift a table 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.

The PA system must only be moved and set up under adult supervision.

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 (towers) – monitors can easily fall off trolleys, or wires get caught. Although they can move laptops. However, adult supervision to ensure laptop trolley is safely unplugged before moving.
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade although on wheels, can tip

3.6 Security of the Premises

The Headteacher, Deputy Headteacher, the Year 6 teacher and the Site Manager 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.

The Site Manager

It is the responsibility of the Site manager to check daily 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

Headteacher / Deputy Headteacher

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

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the General Office. All visitors will be required to sign the visitors book on entry and when leaving the building. Visitors will be supplied with a Visitors' Badge on entry.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

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.

Supply Teachers

The Cover Administrator will ensure that all checks are in place for supply teachers before their arrival in school. Detailed records are kept of CRB numbers, qualifications etc. On arrival, photographic evidence of identity (e.g. photo driving licence) must be seen. The school has an arrangement with its supply agency that all school safeguarding procedures are fulfilled.

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 Site Manager
- All contractors must report to the general office. The Site Manager or the Headteacher will then be informed of their arrival
- Contractors will work under close supervision of the Site Manager, the Administrator or the Headteacher so as not to endanger the health and safety of 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. Unavoidable emergency repairs will be undertaken under the close supervision of the Site Manager or a senior member of staff.
- 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 Site Manager and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LA.

NB The following sheet will be given to contractors.

Guidance for Contractors on Site

We have been recommended by the Health and Safety Inspector (Calderdale) 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)
- Swearing or the use of coarse or inappropriate language
- 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, the Administrator or The Site Manager.

3.7 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 Safety Representative of any difficulties

3.8 Policy on the Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. For guidance, please refer to the school's separate policy on the Administration of Medicines.

3.9 Policy on First Aid / Accidents in school

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

At lunchtimes first aid is administered by the first-aid trained midday supervisors.

"First Call" first-aiders are Mrs Bowden and Mrs Percy.

All other members of staff have basic first aid training.

All staff are to be aware of the following procedures and give help to supervisor on the yard when required. Cards are to be used when any adult is on the yard: lunchtimes, break-times, games lessons, etc.

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 ready to take home.

Recording Accidents

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

First Aid Boxes

Location:

The location is marked by a white cross on a green background. They are located in:

Staffroom
Classes 1 - 4
Kitchen

Contents:

- A leaflet giving advice on first aid
- 20 Individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- Yellow clinical waste bags
- 2 individually wrapped triangular bandages
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sized individually wrapped sterile unmedicated wound dressings
- Disposable gloves

In larger first aid boxes all of the above and including:

- Micro-porous tape
- Gauze
- Scissors
- 2 individually wrapped triangular bandages (4 in total)

First Aid Supplies

Extra and additional more specialised equipment for first aid boxes is kept in the Store Cupboard next to the office.

Supplies are also kept of: Eye baths (eye wash) & Triangular bandage

Person Responsible for Supplies

The Headteacher and the designated member of staff 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 replacing any items that may they may have used from the central stock area in the staff room. Moreover, staff are responsible for notifying the designated member of staff if the supplies in any of the first aid boxes are running low.

Allergies/Long Term Illness

A record is kept in the General Office 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

First aid courses are advertised on the course board, and all staff are encouraged to attend.

Accidents

Accidents fall into four categories:

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

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

The Health and Safety Executive
Northgate House, Halifax. Tel. 01422 – 357257

The accident should be reported by telephone immediately, and then confirmed in writing on form Appendix 1. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days on the same form.

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, please contact parents/guardians.

Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the Pupil Accident Book for minor injuries (including all bumps on the head, but not minor cuts and grazes). The books are found in the staffroom and Class 1 for EYFS children. Photocopy and give copy to child to take home. Original copy to be filed in the First Aid folder which is kept in the staffroom or nursery for EYFS. If possible get a parent/guardian to sign original copy – this could be when they're collected from school.
- Accidents involving members of staff and adults to be recorded in the HSE accident record book which is kept in the staffroom.

Copies will then be taken for:

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

Major 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.

Accident Documentation

The following documentation is available in the School Office:

- Reporting of school accidents to the Health and Safety Executive
- Guidance notes on completing relevant forms
- Forms
- Accident to LA employees
- Accidents to school children

Reporting School Accidents

Certain accidents arising 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 relevant form within 7 days.

If the accident does not result in a 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, but the relevant form must be completed and sent to the HSE within seven days of the accident.

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 are 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 school 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.

3.10 Arrangements for children with special educational needs (SEN)

Children with SEN are appointed a key worker and this person will ensure their safe passage in the event of a hazardous situation in school or when the child is out of the school building under the care of school.

If the key worker appointed is not available, a nominee will be appointed.

This policy was revised in January 2017 and will be reviewed annually thereafter.

Approved by Governors on16/11/16.....

Health and Safety Executive
Health & Safety at Work Act 1974
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985
REPORT OF AN INJURY OR DANGEROUS OCCURRENCE -
GUIDANCE NOTES ON COMPLETING FORM F2508 (rev 1/86)

1. GENERAL

Please use this form for making reports to the enforcing authority about events covered by Regulation 3 or 6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

If you do not know who the appropriate enforcing authority is, then send the form to the nearest office of the Health and Safety Executive (HSE). They will pass it on if necessary.

If you are unsure of the address of the nearest HSE office and it is not listed in the local telephone directory, you may find out by telephoning the HSE enquiry point on 0151 951 4381.

2. SUBJECT OF REPORT

The tick boxes in Section A cover the different kinds of event which must be reported under Regulations 3 and 6.

BOX 1

Tick this box if someone has died as a result of an accident arising out of or in connection with work.

BOX 2

Tick this box if someone has suffered one of the following major injuries or conditions as a result of an accident arising out of or in connection with work:

- fracture of the skull, spine or pelvis;
- fracture of any bone:
 - in the arm or wrist, but not a bone in the hand; or
 - in the leg or ankle, but not a bone in the foot;
- amputation of:
 - a hand or foot; or
 - a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
- either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- loss of consciousness resulting from lack of oxygen;
- decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment;
- either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;

4. DATE, TIME AND PLACE

In addition to entering the date, time and address where the reportable event happened (if different from that of the person making the report), you are asked to state:

- precisely where on the premises or site the event happened, for example foundry, storeroom, canteen, hospital laundry, grain store, etc and
- what type of work activity is normally carried out there (or was being carried out at the time) as part of your business or undertaking, if not already clear

- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material;
- any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

BOX 3

Tick this box if an employee of yours, a person to whom you are providing training for employment, or a self-employed person working in premises under your control (or you, if you are a self-employed person in your own premises) received an 'over-3-day' injury at work, i.e. an injury which was not one of those listed above, but resulted in incapacity for work for more than 3 days.

BOX 4

Tick this box if there has been one of the dangerous occurrences listed overleaf. If a reportable injury was caused you should also tick box 1, 2 or 3, whichever is appropriate

BOX 5

Tick this box if you are a supplier of flammable gas through a fixed pipe system or a filler, importer or supplier of LPG in a refillable container and you are reporting a fatal injury or one of those listed above, which arose from an incident involving that gas (but not if the incident was connected with a work activity).

BOX 6

Tick this box if you are a supplier of flammable gas through a fixed pipe system and you have found out that a connected gas fitting in a user's premises is or has been faulty and dangerous in one of the ways specified by the Regulations.

3. PERSON OR ORGANISATION MAKING THE REPORT

Just who must report the events covered by boxes 1-4 in Section A depends upon the circumstances and upon who, if anyone, is killed or injured. The onus to report might be placed on, for example: the employer of an injured person; a self-employed person; someone in control of premises where work is carried on; or someone who provides training for employment. Detailed guidance on this can be found in HSE booklet HS(R)23.

6. KIND OF ACCIDENT

If the accident involved a sequence of two or more of the events listed here, then tick the box for the one which happened first (only one box should be ticked in this action).

If the accident did not involve any of these as the primary event, then tick box 15 and give as much detail about the accident as you can in section H of the form, after you have completed Section F.

from your description of the place.

5. THE INJURED PERSON

A few examples may help to show what is needed in the 'employment status' and 'trade, occupation or job title' parts of this section, if the injured person was:

- (a) a plumber employed by you: then you would tick box 10 and write 'plumber' in the space provided for trade, occupation etc;
- (b) a self-employed plumber: then you would tick box 11 and write 'plumber';
- (c) an employee of yours receiving formal training in plumbing either as a YTS trainee or as an apprentice: then you would tick box 10 and either box 12 or 13 as appropriate and write 'plumber';
- (d) a YTS trainee in joinery: then you would tick box 13 and write 'joinery'
- (e) a school pupil, college student, patient in hospital or customer in a shop: then you would tick box 14 and write 'pupil', 'student', 'patient' or 'customer' in the space provided for trade, occupation etc.

7. AGENT(S) INVOLVED

Having classified the kind of accident in Section E of the form, you are asked here to describe just what thing or hazard was actually involved – the principal agent or factor.

You should do this firstly by indicating which of the listed broad categories the agent fits into and secondly, by describing it more precisely in writing – giving its name, type and/or purpose.

You can tick more than one box if more than one of the listed agents was involved – a written description of each should be given. Tick box 17 if none of the other boxes cover the accident which you are reporting.

Example: If the reported injury is a burn arising from an accident involving the ignition of a flammable liquid escaping from a fractured pipe in a chemical plant, then you should tick box 11 in Section E and boxes 5 and 6 in Section F and your written description in Section F should refer to the pipe and its use and to the flammable substance involved.

Health and Safety Executive

*Health and Safety at Work etc Act 1974
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985*

Report of an injury or dangerous occurrence

- Full notes to help you complete this form are attached.
- This form is to be used to make a report to the enforcing authority under the requirements of Regulations 3 or 6.
- Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.
- If more than one person was injured as a result of an accident, please complete a separate form for each person.

A Subject of report (tick appropriate box or boxes) – see note 2

Fatality 1 Specified major injury or condition 2 'Over three day' injury 3 Dangerous occurrence 4

Flammable gas incident (fatality Or major injury or condition) 5 Dangerous gas fitting 6

B Person or organisation making report (i.e. person obliged to report under the Regulations) – see note 3

Name and address

Post code

Nature of trade, business or undertaking

If in construction industry, state the total number of your employees

and indicate the role of your company on site (tick box)

Name and telephone no. of person to contact

Main site contractor 7 Sub contractor 8 Other 9

If in farming, are you reporting an injury to a member of your family? (tick box) Yes No

C Date, time and place of accident, dangerous occurrence or flammable gas incident – see note 4

Date

Time

Give the name and address if different from above

where on the premises or site

and normal activity carried on there

Complete the following sections D, E, F, & H if you have ticked boxes 1, 2, 3 or 5 in Section A. Otherwise go straight to Sections G and H.

D The injured person – *see note 5*

Full name and address

Age

Sex

Status (*tick box*)

Employee 10

Self employed 11

Trainee (YTS) 12

Trainee(other) 13

Any other person 14

Trade, occupation or job title

Nature of injury or condition and the part of the body affected

To be forwarded to the HEALTH AND SAFETY GROUP

via the Area Education Office

Calderdale

ACCIDENTS TO SCHOOL CHILDREN

District No..... School No..... Name of School.....

1. Name of pupil	
2. Age (Yrs, Mths) and Date of Birth	Yrs Mths Date of Birth
3. Date of accident	
4. Did the accident occur during school hours? (lunch hour included)	
5. State how the accident occurred; what was its cause; what was the nature of injuries.	
6. Give the name(s) of any person(s) including children who saw, or were present at the time of the accident.	
7. Was the pupil under the supervision of a teacher? If so, state the nature and extent of the supervision	
8. Was the pupil acting under the instructions of a teacher at the time of the accident?	
9. Was the pupil acting against express orders of rules at the time of the accident?	
10. Have there been any previous accidents at the school which might have been due to the same cause?	
11. Was the accident caused or contributed to by any defect in the playground or premises or the condition of the school furniture?	

CALDERDALE ACCIDENT REPORT FORM (To be completed in the case of all accidents to employees)

Department

Section

Note: This form should be forwarded through the Area Education Office to the Health and Safety Group, Northgate House, Halifax

Full Name

Date of Birth

Address

Sex M F

Occupation

CURRENT GRADE/SCALE

Place of Work

How long with the Authority?

<p>Date and time of accident</p> <p>State nature and extent of injuries sustained</p>	<p>Where did the accident occur?</p> <p>State how accident occurred and what equipment was being used</p>
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Was the employee carrying out his/her duties as authorised? Yes No

If 'No' give details

<p>Names and addresses of witnesses (if more than two attach details separately)</p>	
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Name and address of employee's general practitioner

If absent from work state a) Date and time ceased work

b) Date returned

Signature and designation of Reporting Officer Date

.....

Name

Date ceased work

Appendix 2 List of Persons currently holding positions of responsibility:

Safety Adviser: Mr G Laird (LA)

Trained in use of fire extinguishers:

- Mrs C Bowden
- Mrs A McColl

Responsible for First Aid Boxes:

- Mrs C Bowden

First Aiders:

First Call:

- Mrs C Bowden (inc Paediatric)
- Mrs S Percy (inc Paediatric)

Also Trained in First Aid:

- Mrs Woffenden (Paediatric)
- Mrs Clarke (Paediatric)
- Mrs Newcombe (Paediatric)
- Mrs Prendergast (Paediatric)