

VICTORIA C of E INFANT AND NURSERY SCHOOL

Health and Safety Policy

Committee	Resources
Date of issue	November 2017
Approved by Committee	December 2018
Approved by Governing Body	N/A
Frequency of Review	Annually
Next review date	December 20189

VICTORIA C. OF E. INFANT AND NURSERY SCHOOL

HEALTH & SAFETY POLICY

The Governors and Staff of Victoria School are committed to the health and safety of all those working at and visiting the school site. The Safety Officer is Caroline Crozier who is the Head of School. The deputising Health and Safety Officer in her absence is the assistant head. All staff must familiarise themselves with this document. The Governing Body, as employers, take responsibility for health and safety within the framework of the DfE document: Health and Safety: Responsibilities and Powers DfES/0803/2001.

Health & Safety Officer – Mrs Caroline Crozier (Assistant: Miss Laura Bradford)
Resources Committee – Mr Rob Halls, Mrs Jenny Jenkins, Mrs Hilary Armstrong (Link Governor for Health and Safety), Mrs Esme Dowling, Mrs Vicky Harris and Mr Nick Heath. Mrs Armstrong has completed the Governors' Health & Safety Training.

FIRST AID ARRANGEMENTS

Updated First Aid training takes place on a rolling basis (Emergency Aid for Schools Course). Paediatric First Aiders and First Aiders on the staff are listed on office files and around school.

First Aid boxes are situated in each building:

Lower Building - Dining Room in first aid cupboard above sink
Main entrance – Office, located on the end of the front desk
Top Building - Top toilets adjacent to ICT suite
Thomas Bourne Building (Nursery) - Office

EMERGENCY MEDICINES – Epipens etc. in dining hall – care plans included – cupboard above sink

The Main First Aid Box is in the Dining Room. The Head and Assistant Head along with the office staff are responsible for ensuring medication is up to date and care plans are present and up to date.

STOCK

The office staff are charge of checking first aid resources and replenishing as necessary.

PROCEDURE IN CASE OF ACCIDENTS

PLAY TIMES AND LUNCH TIMES

Playtime (morning break)

There are two members of staff on duty at every morning playtime – the list is in the staff room and office. Two patrol the area of the playground nearest the High Street, whilst the other two patrol the playground nearest Butts Meadow. The reception playground is not usually used during this time. During wet playtimes extra members of staff are on duty in the classrooms.

Accidents

If an accident appears serious, two children are asked to go to the staff room or office to seek assistance from other teachers or the Head/Assistant or administration staff. An 'Emergency – Help Needed' card is used. If it is deemed necessary, a parent is contacted for visit and opinion. If parent or emergency contact is not available, and it is thought necessary, an ambulance is requested and the child taken to hospital accompanied by a member of staff. If this is an emergency, 999 should be dialled and emergency services should become involved.

Staff are not permitted to drive children to hospital, even if accompanied by a parent. If an incident occurs and the parent is unable to take the child and an ambulance is not available, the parent will be asked to call a second contact.

Registers

Attendance and dinner registers are kept electronically. If a child is sent home at lunchtime, the office should ensure this is recorded. Registers are completed again in the afternoon and are monitored by the office staff.

Recording Accidents

Midday Supervisory Assistants should record all accidents in the accident book in the First Aid book held in the First Aid bag for each playground. An additional accident book is kept in the office to record incidents/accidents which are reported through the office.

The staff member dealing with an accident records information to be given to parents on the school form to inform them of the situation and what was done.

An accident form must be filled in and sent to County for more serious accidents to staff or pupils. The forms are kept in the office.

Emergency Contacts List

This is kept in a file called 'Pupil's Record Sheets' which is stored in the office and on SIMS.

Lunch Times :

11.45 am – 1pm Reception

12.00 noon – 1.00pm Key Stage 1

The school employs five or more Midday Supervisory Assistants (MSA) who work under the direction of the Senior Supervisor.

In case of accidents each MSA carries a supply of wipes/hypoallergenic plasters to deal with minor accidents on the spot. In the case of a more serious accident the same procedures apply as at play time. During this longer period children sometimes complain of feeling 'ill'. The following procedures are put into action:

- If weather is reasonable the child is asked to sit on a bench in playground within sight of the MSA for a period of approximately 5 minutes. If the weather is cold, wet, etc., then child sits in dining room where there is another MSA to keep an eye on him/her or by the office if MSA is not available.
- If not better, office or teaching staff to be informed and equipment provided to keep the child busy if appropriate.
- No improvement - consultation between Senior Supervisor/Head/ Assistant to phone home.
If no reply - emergency contact number.
If no reply – keep child at school until parent/guardian can be contacted.
- If condition deteriorates – phone 101 for consultation or ambulance.

If there is no-one to supervise in the dining hall or it is an emergency, the child should be escorted to the office.

Illness or Accidents during School Time

If a child has an accident during school time and in the opinion of the Teacher requires treatment, then a teaching assistant's help is requested - then Head/Assistant is summoned if deemed necessary. Parents contacted - if no reply, ring emergency number of doctor or ambulance. This will be the responsibility of the Office Manager unless it is during the lunch time period when it will be the responsibility of the Senior MSA after discussion with a member of the SLT.

The Treatment of Wounds, etc.

Head Injuries - Injuries to the head need to be treated with particular care.

Any evidence of loss of balance, disorientation, double vision, slurred speech or other malfunction of the senses may indicate serious injury and medical advice should be sought without delay. Any child who has bumped their head, even mildly, should take a 'bumped head' letter home, signed and dated by the MSA, teacher or office staff. These have a checklist of concussion signs. They are kept in the office - teachers have a small supply. If incident occurs during playtime, the class teacher should be informed of the bumped head by the class allocated MSA.

Parent should also be seen personally if possible or at least telephoned if the school considers it more than a minor injury.

Accidents

Graze or Abrasion - to be dealt with on playground by MSA/Teacher on duty - equipment carried in MSA bag. Avoid using any plasters at all unless absolutely necessary and then use only hypoallergenic plasters.

Injury to Arms, Legs, Head, etc. - notify teacher on duty and provide assistance. Following careful observation - teacher on duty to request the office to contact parent if necessary and inform class teacher and a member of SLT.

Serious Injury - do not move victim and send for staff on duty to assist. Teacher on duty to follow the procedure for calling for assistance from other adults - requesting office staff to call ambulance - contact parent- inform a member of SLT.

Accident and action taken to be entered in book in First Aid bag by MSAs and office accident book by teacher dealing with accident. In case of serious accidents, accident forms to be completed and returned to County Hall within 48 hours. Forms kept in office. In cases of doubt teachers and supervisors should contact SLT for advice.

Children proving to be difficult during Lunch times or Playtimes.

If a child persistently refuses to play in a sensible manner and is proving a danger to others or himself/herself, the Senior Supervisor should be informed. (Please see playtime policy for further information).

By staff constantly being present in the vicinity it is more than likely that a potential incident can be spotted and even averted or prevented.

ALL SUPERVISORY STAFF SHOULD BE VIGILANT AT ALL TIMES.

All MSAs and supervisory teachers should keep on the move and try to cover as many areas as possible. Staff should stand apart in the playground to ensure maximum coverage and position themselves to see all areas of their allocated zone.

BEFORE OR AFTER SCHOOL

Parents are asked not to bring their children to school before 8.15 a.m. and to collect them at 3.00 pm promptly. Parents are responsible for their children before and after school hours, even whilst on school grounds. On the order of Victoria School Governing Body, the fitness apparatus is not to be used before or after school. The Governors accept no responsibility for children who use the apparatus before or after school and there is a notice to this effect mounted on the bell tower next to the apparatus. If there is a playground accident then parents must contact the school office for help and use of telephone.

VISITORS TO SCHOOL

All visitors including governors and parents must wear a visitor badge which can be obtained when they report to the office. All visitors, including all parents, are required to report to the school office and state their business. Any person on site may be challenged. Contractors must report to the school office, sign in and be prepared to state their company's safety

precautions. The signing-in book should be signed by each visitor. Contractors must follow risk assessments and fence off dangerous work and make sure dangerous tools are not left where inquisitive children can touch, etc.

All visitors are escorted around school by a member of staff unless SLT has given specific authorised for this not be followed.

The asbestos log must be signed prior to any works being carried out on the premises. The asbestos authorising officers are indicated on the asbestos folder.

SIGNING IN/OUT BOOK

Any child arriving after 8.30am must be signed in at the school office on the Children signing In/Out sheet.

No children should be taken from the premises until the Children Signing In/Out sheet has been filled in. No parents should go to class without reporting to office. Staff should collect children from class and playgrounds to avoid parents wandering around.

SCHOOL VISITS

Before an offsite visit is undertaken, teachers must make sure they have risk assessed the visit and have adequate supervision, bearing in mind any medical problems of children. All risk assessments must be carried out in line with the Off-site Visits Manual (HCC guidance online) which is coordinated by the office administration assistant. A file containing forms and guidance is in the office. Visits should be arranged in collaboration with the office staff, the Offsite Visits Co-ordinator and final authorization from the Head of School.

All off site visits require a risk assessment completed and signed off, this also includes generic risk assessments for travel to and from site.

CAR PARK

The car park is reserved for members of staff although there is space for the occasional visitor. The gates to Prince Edward Street are kept shut and locked to deter the car park being used by members of the public. Visitors using the carpark will be provided with the entrance code. The car park is separated from the pedestrian entrance by a fence and pedestrians are requested to use the pedestrian entrance.

In the event of an emergency vehicle requiring access to the car park and member of staff will be allocated this task.

PLAYGROUNDS

As a Health and Safety measure all scooters or bikes are to be brought into school and walked through the playground to be stored in the bike racks provided.

PROCEDURES IN CASE OF FIRE

The printed fire procedures must be displayed in prominent places in each room. A summary of the procedures can be found in Appendix 1.

Sounders are situated around the school and on the top and bottom playgrounds.

The nursery building and main school are on different sounders and systems.

On hearing the alarm, the building must be evacuated as quickly and safely as possible. The *Assembly Point* is in the *top playground* or *Butts Meadow*. The gate to Butts Meadow has a padlock. The Office staff will take the padlock key. It is the duty of anyone discovering a fire to operate the nearest Fire Alarm Point.

Upon hearing the Fire Alarm -

Teachers should marshal the class in an orderly manner to the assembly point by the exit route away from the fire. Should the dinner register be in class for some reason the teacher / MSA should take it, otherwise the office will take register lists to the assembly point. All exit

points are marked with illuminated signs in the main hall. Anyone not in class when the alarm sounds, i.e. lavatories, staff room, passages, etc. follow the signs directly to the assembly point and join their class or group outside the building. Care must be taken to ensure physically disabled or younger children are assisted by staff.

Teaching Assistants and office staff will check lavatories, etc. and join whole school at assembly point.

Kitchen staff make their way to assembly point with school staff.

All children will make sure that they conduct themselves in a sensible manner when moving around the school. No running is allowed. Children should be silent.

As soon as classes and groups are assembled each teacher and senior member of a group will take a roll call or count and report to the Head Teacher if anyone is missing.

If any person is found to be missing, the school premises should be searched by staff until he/she is accounted for, provided there is no personal risk to the staff.

No other person must leave the assembly point to recover clothing, books, etc, until permission has been given - in the case of a drill, by the Head Teacher - in the case of a fire by the officer in charge of the fire (fire brigade) or senior member of staff.

Do not hesitate in carrying out the above procedures.

The safety of all depends upon your instant and efficient action.

Registers and Fire Drill

A fire drill will be held every term.

The office will take registers to teachers in playground when fire drill takes place.

EMERGENCY EVACUATION

In case of an emergency evacuation of the site, our place of refuge is St Peter's Church.

BROKEN GLASS - WINDOWS

The Site Manager will deal with broken glass which will be wrapped in paper and placed in dustbins. If the caretaker is not present the nearest adult will do the necessary clearing up.

HAZARDOUS MATERIALS

Any hazardous painting or spraying will be carried out when children are off the site. COSHH sheets (for cleaning materials) are kept in the office. Generic COSHH sheets (other substances and hazardous materials) are kept in the school office.

SMOKING

Smoking and Vaping is not permitted anywhere on school grounds.

CODE OF PRACTICE FOR USE OF OUTDOOR PLAY EQUIPMENT

- Shoes must be sensible. If shoes are open-toed or loose pupils will not be authorized to access equipment.
- Coats should be done up.
- Maximum of 30 children at any one time.
- No chasing, pushing or 'silly' behaviour. Children who do not respond to a warning should come off the equipment until they can be sensible.
- Supervisor must be present. Although the equipment is low level and inherently safe, children's behaviour and use needs to be carefully monitored.

CODE OF PRACTICE FOR USE OF INDOOR APPARATUS

1. Not to be used without supervision of a member of school staff.
2. All equipment checked by teacher and any considered unsafe to be removed.
3. All equipment to be checked annually under contract by John Harrison.

HEALTH AND SAFETY INSPECTIONS

A health and safety inspection will be carried out termly by the Site Manager and the governor responsible for Health and Safety. Teachers will report any defects in their classroom to the Site Manager.

Guidelines for safety in science, technology and P.E. can be found in L.E.A. guidelines.

The school is responsible for an annual inspection of electrical apparatus and electrical wiring testing every five years. Certificates are kept in the office.

DOG/CAT FOULING

Please report any to the Site Manager who will clear using protective gloves, etc. If the Site Manager is unavailable another available adult will assist.

Stray Dogs - report to a member of the Senior Leadership Team (SLT) on premises who will decide to remove, or if dangerous contact Dacorum Dog Warden.

FOOD AND NURTITION POLICY – NUTS AND OTHER ALLERGIES

Due to a significant number of children with allergies and potential anaphylactic shock symptoms, this school operates a very strict 'no nuts' policy. Nuts should not be used in coffee shop cakes, lunch boxes or school meals. Hertfordshire Catering support this and staff and all visitors to the school should not bring in nut products which could be anywhere near children. Should there be any possible nut 'contamination' e.g. in coffee shop cakes then parents must clearly label this.

If any child within the school is known to have a similar serious allergy the policy will also extend to this item.

SECURITY

All staff are reminded of the risk from outsiders wandering into school. Staff are reminded to keep all external doors to the building closed during lesson times. Please take great care of all personal possessions using lockers provided. The office will be kept locked when unoccupied. Do not leave any valuables unattended in desk drawers. There are lockers in the ladies toilet.

SNOW AND ICE

The Site Manager to maintain all supplies (i.e. salt) to, clear main paths and playgrounds. Playgrounds/Meadow used under direction of staff on duty with appropriate safety controls. A member of the SLT will undertake a risk assessment of the grounds in the event of snow and/or ice. Playgrounds should not be used if risk assessment shows them to be very slippery.

MEDICINES

No medicines are administered by any member of staff, teaching or non-teaching, unless specifically asked to by the Head of School/Assistant Headteacher.

Parents can bring medicines to school and administer it themselves at the office, provided class teachers are notified.

Where children need to have medication available at all times (e.g. asthma sufferers) it will be kept in the dining room cupboard with a copy of the child's care plan. In more severe

cases and in consultation with SLT, additional medication will be kept in the classroom in a secure place.

There is a list of current children with medical conditions, including asthma, in the following places:-

1. Office notice board
2. In Dining Hall emergency medical supplies cupboard / 1st Aid cupboard
4. Details and photographs of children with severe allergies are displayed on the staffroom noticeboard, in the kitchen and in classrooms.

RISK ASSESSMENT

Risk assessments of activities should take place if a hazard is identified. All written risk assessments are kept in a file in the office or the Offsite visits file. Staff should ensure they know where these files are.

ASBESTOS

Hirers are not able to fix items on a permanent or temporary basis without prior consent or authorization from the school.

SELECTING AND CONTROLLING CONTRACTORS

We aim to give clear specifications in advance. The Office Manager has keys to the school and takes a role in procurement, monitoring and controlling contractors in partnership with the Head teacher and Site Manager .

SCHOOL SECURITY

The school reception area is clearly signed and a door code system is in operation at the main pedestrian gate and also at the entrance to the office reception. A CCTV system is in place and higher fencing has been installed. All visitors are requested to sign in at the front office. Identified hazards are risk assessed and dealt with as soon as funds/procedures necessary allow.

In the event of Intruders being found within the school grounds, the police will be notified. *(See relevant security policy.)*

MANUAL HANDLING

Staff are given reminders about correct lifting and advised not to move or carry heavy or awkward items.

SLIPS AND TRIPS

Risk assessment shows the main cause of slips is wet floors. When floors are mopped, cleaners are instructed to display 'wet floor' signs and verbally warn staff. Staff are instructed to avoid any tripping hazards in classrooms and corridors, and hazards should be reported to the Head or Assistant Head.

VIOLENCE TO STAFF

Violence to staff will not be tolerated, either verbal or physical, from visitors, parents, carers or children. We have a policy on the Use of force with children which should only be used in exceptional circumstances (see policy). There is a policy for the conduct of parents, carers and visitors to the school. We will, if necessary, seek County legal advice on any parents or visitors who are abusive or violent towards staff, verbally or physically with a view to banning the parent from the premises.

All teachers and staff are expected to behave in an appropriate and civil way to each other and visitors. They are expected to take responsibility to make sure they do not escalate difficult situations further and thus put themselves or others at potential risk.

Children who are violent or persistently disobedient will be dealt with according to our behaviour policies. Fixed or permanent exclusions will be used as a last resort. In a violent assault on staff these extreme measures could be used immediately.

See relevant policies:

- *Behaviour Management including the Policy on the Use of physical intervention and restraint.*
- *Policy for the conduct of parents, carers, and visitors to school.*

REPETITIVE STRAIN INJURY/EYE STRAIN

All staff should give wrists and fingers regular breaks from typing at the keyboard. Every ten minutes is advised. In the same way eyes should be rested regularly by looking in the distance. A good seating position should be maintained and office chair should be adjustable.

WHITEBOARDS AND PROJECTORS

Teachers should be aware that children should not be looking at or into projectors. The strong beam is damaging to eyes. Sitting arrangements need to be carefully planned bearing this in mind.

Laser pens should not be used by children in school.

ON SITE VEHICLE MOVEMENTS

No vehicles are allowed to move in the vicinity of children without prior permission from the Head or Assistant Head. Children will be removed from the playground/danger area and be supervised with due notice to those looking after them. No parents are allowed to use the carpark for cars, bikes or scooters. All parents and children are told to access the premises via the pedestrian gate.

The exception to this rule is parents collecting from After School Club after 4.30 pm when children are no longer on school property.

OCCUPATIONAL HEALTH SERVICES AND WORK RELATED STRESS

Management seek to reduce stress amongst employees. Staff feeling stressed are invited to speak with the Head of School, the Assistant Headteacher or colleagues, so that issues can be addressed where possible. Teaching staff are covered by a medical scheme provided by the school's insurance company, Schools Advisory Service.

Governors and the Head of School seek to ensure the parents and Parent Teacher Association understand the stresses on teachers and the effects of late meetings, additional initiatives and events in generating longer hours and work load.

Governors play a crucial role here as employers of the staff.

This policy should be reviewed and updated annually by the Resources Committee and Safety Officer.

Fire Evacuation

If you discover a fire, or one is reported you:

1. **Sound the Fire Alarm**
2. On hearing the fire alarm, leave the building quickly and quietly by the **SAFEST** and **NEAREST** exit, which is usually by the **GREEN EXIT SIGNS**

3. If possible, close all doors and windows on exit
4. Walk the children to the Meeting Point, which is on the Top Playground
5. Children should line up, where possible in register order
6. Once at the Meeting Point, call the register to ensure all children have been successfully evacuated; inform the Head of School of any children or staff who are missing
7. The Office staff will telephone the Thomas Bourne building to inform them of the evacuation of the main building

The Office staff should take **SEVEN** things: the **Registers**, the **Visitors Book**, the **Pupil Contacts File**, **Emergency Contact and Key Holder File**, **Staff Signing In Book**, **Gate Keys** and a **Whistle** to the Meeting Point and hand the registers to the class teachers on arrival.

The Office staff are responsible for ensuring that the Fire Brigade (999) is called immediately, if there is confirmed evidence of fire, such as smoke or flames.

WAIT FOR THE SIGNAL TO RETURN TO SCHOOL

THE SAFETY OF THE CHILDREN IS OUR FIRST CONSIDERATION.

STAFF SHOULD BE MINDFUL THAT THEIR OWN SAFETY IS ALSO IMPORTANT.

NO ADULT OR CHILD SHOULD RE-ENTER THE BUILDING FOR ANY REASON

IMPORTANT NOTE: This guidance is intended as a brief summary of the guidance in the HCC Health & Safety Manual; please refer to this for more detailed information.