



'What we learn with pleasure we never forget'

HEALTH & SAFETY POLICY

Date Written: October 2017

Date of Review: November 2018

Headteacher.....

Date.....

Chair of Governors.....

Date.....

CARLTON COLVILLE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

It is of fundamental importance to provide a safe, secure and pleasant working environment for all the adults and children who work and learn in our school. This Policy sets out the local procedures for our school.

ORGANISATION

The Headteacher or Deputy Headteachers in his absence, has the prime responsibility in the school on a day to day basis to ensure that satisfactory safety performance is achieved. The Governing Body will have a large part to play in this process with overall responsibility for health and safety on the school site. The Site Manager who is a Governor on the Buildings/Premises, Health & Safety Committee monitors the school site daily, responding to all health/safety concerns promptly.

Further to this, all employees should have a regard for their own health and safety and that of others including pupils and colleagues. It is their responsibility to communicate any concerns to the appropriate person (see below) so that any potential hazards can be quickly rectified.

Individual members of staff/governors are responsible for the particular areas as follows:

- **First Aid Room** - Mrs Laura Francis & Mrs K Everett-Day - Senior First Aiders
- **Early Years Paediatric First Aider** - Mrs R Bullard, Mrs S Phelps - Nursery Nurse and TA
- **Planned Health and Safety inspection of whole school building** - Governors Buildings/Premises, Health & Safety committee at least half termly.
- **Safety Training** - Headteacher/Business Manager/Site Manager
- **Incident Reporting/Investigation** - Headteacher and all staff
- **Liaison with Contractors** - Site Manager, Administrative Staff
- **Updating Health and Safety Policy** - Headteacher and Governing Body regularly update this
- **Fire Precaution and Evacuation** - Site Manager, Headteacher and all staff
- **Risk Management** - Site Manager, Headteacher and Building/Premises, Health & Safety committee.
- **Regular test of fire alarm system** - Site Manager
- **Swimming Pool** - Headteacher/Site Manager
- **Unlocking and locking the side school gate at lunchtime**- Nursery staff & Site Manager

ARRANGEMENTS

Procedures that ensure there is a safe school environment are listed below:

Communication

Health and Safety information is passed to staff during staff meetings in the staff handbook and through written information on notice boards, keeping safe area or copied for each member of staff.

First Aid

First Aid equipment is located in the First Aid Room and in each Year group activity area and Nursery Kitchen. First Aid trained members of staff are on First Aid duty at playtimes and lunchtimes. Most of Teaching Assistants are first aid trained, one has "Enhanced First Aid in the Workplace" training and three have paediatric first aid. All essential training is updated as required. Specific training, e.g. Epipen, Asthma, Diabetes etc is arranged linked to pupil community care plans. Additionally, the school has its own care plans as and when needed for vulnerable pupils.

Risk Assessments

The school has a range of risk assessments which are displayed in appropriate places. This includes a Fire Risk Assessment, Swimming Risk Assessment, EYFS continuous provision and "Outdoor Learning" Risk Assessments. A complete master set of all Risk Assessments are located in the staff room and the school office.

Incident Reporting

- There is a book in the First Aid Room to record all minor incidents. Major incidents are recorded in the Accident Book kept in the school offices and copies are sent to the Local Authority.
- If a child has an accident involving a head injury, the child is given an "Oops I've bumped my head sticker" and the child's parent/carer is told of the incident either by telephone or at the end of the school day. Anything of a more serious nature is immediately dealt with by a telephone call to parents/carers.

Medical Treatment

- Medicines are only administered when a disclaimer has been signed by the parent/carers giving details of the medicine and the quantity that has to be administered following the prescription by the family doctor.
- All medicines should be in original packaging when handed to the school office.
- The school reserves the right not to administer medicines if it is felt that the appropriate criteria has not been met.
- Only designated members of staff can administer medicine. These are; Mrs K Everett-Day, Mrs C Brown and Mrs S Hodge.
- Medicines are clearly labelled and stored in the school safe (in the case of Ritalin etc) or in the locked school office first aid cabinet. Certain medicines will need to be stored in the fridge in the meeting room (in the case of antibiotics).
- When medicines are administered details of name, amount, and time it was administered are recorded and initialled by 2 staff members.
- Health Centre/GP telephone numbers are available in the school office
- An ambulance will be called when the degree of first aid requires immediate professional attention.

- There is a list of children's medical needs and conditions including allergies and asthma kept in the SEN room, staff room, the medical room and the school office. The teachers also have a copy of any medical needs for the children in their class.
- There are Allergy Lanyards kept in the Dining Hall for those children who have food allergies. These are worn whilst in the Dining Hall.
- First Aid Boxes are checked regularly in the First Aid Room, Year group areas and Nursery Kitchen.

Intimate Care

- Support Staff will be responsible for Intimate Care as occasionally children have accidents and need changing. Spare clothes are available all staff will be supplied with appropriate PPE. All Support Staff are enhanced DBS and barred list checked and can change a child independently. A school Intimate Care Record will be completed, passed to the Classteacher and shared with parents.
- If there are any ongoing medical reasons for toileting difficulties, staff need information and guidance from relevant doctors or the school nurse. This may result in a Care Plan.

Fire Procedures

- The school building and grounds is a designated **No Smoking area**.
- Fire evacuation procedures are displayed in all classrooms and throughout the school. Fire drills are held half-termly termly in order to practise evacuation. One fire drill is during the day and a 2nd is during lunchtime.
- Pupils are required by law not to misuse anything provided in the interests of health and safety such as fire extinguishers. We teach our pupils to understand and respect this requirement.
- The school keeps a log of Fire Drills, weekly Fire Alarm Panel testing and Fire Alarm Activation Points emergency light tests monthly.
- Annual checks of Fire Extinguishers are made by an authorised contractor.
- We also arrange an annual premises fire risk assessment which is completed by the local authority.

Safeguarding

- The Headteacher and, in her absence, Mrs Easter and Mrs Carruthers are the Alternate persons responsible for Safeguarding Children in the school. There is also a Named safeguarding Governor who regularly monitors the school's safeguarding procedures.
- Any member of staff who considers a child may be in vulnerable circumstances must follow the guidelines set out in the Schools' **Safeguarding and Child Protection Policy**.
- All staff receive Safeguarding Training and follow clear procedures as and when required.
- Health Professionals are accessed for a range of pupil needs e.g. Epipen and Asthma training.
- Community Nursing Staff liaise with school and parents to formulate care plans.
- In addition, the school has its own individual care plans to agree protocols with parents to meet the health needs of pupils.
- Care Plans are kept in a folder in the staffroom, SEN room and in the First Aid Room. The teachers also have a copy of any care plans for the children in their class.

- In the case of food allergies these are displayed in the School Kitchen, alongside the Allergy Lanyards.

School Security

- While it is difficult to make the school site totally secure, we do all we can to control access and reduce any risks.
- All visitors must report to reception which is clearly sign posted and can only gain access to the school via the office staff.
- All visitors must sign in and out of the premises and are required to wear school identification.
- Any visitors behaving inappropriately should be reported to the office immediately where the schools Code of Conduct will be actioned.
- There is a lock code system on main external doors and internal door in the Foyer- these codes are regularly changed.
- Afterschool Club children wear blue bibs to be easily recognised.
- Emergency lock-down procedures

Staff

- Staff must take reasonable care of their own and others' health and safety.
- Staff must inform the Site Manager, Headteacher or Deputy Headteachers of any serious risk or hazard.
- Any member of staff who needs advice about a health issue related to the work place must inform the Site Manager, Headteacher or Senior Leaders.
- Any violence to staff by a pupil will be taken extremely seriously and the parents of the child informed immediately.
- In extreme cases of threat or violence the 'Red Card System' would operate (refer to Positive Behaviour Policy).
- Any incident of violence to a member of staff by another adult will be reported to the police immediately.
- Any adult behaving in a dangerously threatening manner would be informed that they were no longer permitted on school premises and the LA would be notified.

Electrical Equipment

All staff must report any concerns about electrical equipment immediately to the site manager. This is checked professionally as per current legislation.

Swimming Pool

The school has a pool on site for swimming lessons. A trained swimming instructor is employed and present always at poolside along with school staff and occasionally volunteer helpers, if appropriate.

The school buys into the Suffolk Norse Swimming Service which provides Health, Safety and Best Practice guidance. The Site Manager maintains the water quality and hygiene aspects of the pool alongside monitoring by Jordan environmental Limited.

The school has available, on request, the swimming pool EAP and NOP which is updated annually.

Playground

The adult supervision is as follows:

Before school - a member of staff is on the playground between 8:30am - 8:45am. The children are not to arrive until 8:30am.

Break-times

- Upper school - three members of staff outside.
- Lower school - Three members of staff outside and another person based in the First Aid Room.

Lunchtimes - a minimum of eleven and a maximum of fourteen midday supervisors look after all the children both inside the school and outside on the playground. Midday supervisors will work in key zone areas across the school including one being solely responsible for the first aid room.

After school - between 3:00pm -3:15pm two members of staff assist with children crossing the car park area. (This adult-pupil ratio may be adjusted accordingly if and when pupil numbers fluctuate).

Contractors

All contractor's must pre-book with the site manager before accessing the site.

On arrival, contractors report to school reception to sign in. An Asbestos Report is kept in school for contractors to sign. Staff are informed in advance of any disruption that may be caused. Contractor's must also sign: the code of conduct book.

School Curriculum

There are numerous learning opportunities across the curriculum when Health and Safety issues are addressed.

• **P.S.H.E. and Circle Time**

These lessons provide opportunities to deal with such issues as respect for each other's bodies and how to look after themselves, care of the environment and drugs (see Drugs Education Policy). Circle Time allows children to discuss problems or issues of concern and gives teachers time to help children discuss and overcome any fears and worries they may have.

- **Sex & Relationships** - The school has a SRE Policy and always works in agreement with Governors and parents/carers, e.g. Learning Together Workshops.

Major Critical Incidents

In the event of a Major Critical Incident, reference should be made to the school's Critical Incident Policy.

Risk Assessments for Educational Visits

The Deputy Headteacher is the Educational Visits Co-ordinator and ensures all Risk Assessments are undertaken for educational visits. The administrative staff ensure the Risk Assessments are uploaded to EVOLVE.

Road Safety when out on Visits

- When crossing roads with pupils, we have no authority in law to stop the traffic.
- Any adult with a group of children is likely to indicate they want to cross and cars are likely to stop and wait but wherever possible cross at a pelican or zebra crossing.
- If there is a crossing patrol in the street you are crossing, the patrol should be used as they have the authority to stop the traffic.
- Where possible we request police assistance to cross busy main roads.

Theft or Other Criminal Acts

- The teacher or headteacher will investigate any incident of theft involving children. However, no teacher or headteacher has the right to 'search' a child's bag without the child's or parent's permission (Human Rights Act 1998).
- If there are serious incidents of theft from the school site, the headteacher or deputy headteacher will inform the police.
- Should any incident involve physical violence against a member of staff, it will be reported to the headteacher and governors, who will support the teacher in question, if he or she wishes the matter to be reported to the police.

Vehicles on Site

- A Traffic Safety Policy clearly sets out safe procedures for our school community.
- The Site Manager/Assistant Caretaker provide additional supervision within the Traffic Safety Zones on the car park at the beginning and end of the school day.
- All members of staff have parking facilities on the school site.
- There is a designated area outside the kitchen for delivery vans. This is closed off by a metal gate and the site manager will unlock and support deliveries when required.

Use of Hazardous Substances (COSHH)

- Refer to Drug Education Policy.
- Chemicals/ Cleaning materials etc. Before any substances are purchased or brought into the school, advice is sought from the supplier to assess any risks associated with their usage.
- The school maintains a list of substances used, their risk assessments and instructions for use Material Safety Data Sheet are kept in all cleaner's cupboards. These are held in a file marked **Hazardous Substances** in the school office. All excess cleaning materials are kept in the caretaker store room which is always kept locked. The school has four cleaner cupboards which have digital locks with strict access by the cleaning staff.

Snow and Ice

Please refer to the schools gritting policy.

Emergency Closure

If there are adverse weather conditions, heating problems, floods etc. the following criteria is used:

- Will the children get to school safely?
- Can staff get to school safely?
- Can we provide a school meal?
- Will the children get home in the evening?
- Are the conditions in school warm and comfortable?
- Are the buildings and premises safe for everyone?

If the answer to any of the above is doubtful then decisions have to be made by the Headteacher and Senior Leaders whether to close the school.

If there is prior warning in weather conditions the Headteacher will consult with the school's site manager and the local authority.

If a decision to close the school is made; we will follow the Procedures for school closure.

This policy will be reviewed annually and discussed with staff at the beginning of each academic year.

Appendix 1 - Evacuation Plan

Appendix 2- Health & Safety Concerns Form

Appendix 3- Accessibility Plan

Appendix 4 - Request for the school to administer medication

Appendix 1

IMPORTANT NOTICE

EVACUATION PLAN

On hearing the alarm siren, the following drill procedure will be put into operation immediately: -

- Teachers in charge of classes should make their way with their class to the nearest exit.
- Should this exit be blocked they should make their way to a nearby alternative exit.
- Children and all adults in the school should file out calmly and the Classteacher should leave only after having evacuated all the children, ensuring that all doors are closed.
- The Attendance Registers and the "Visitor's Register" will be taken from the school office out onto the playing field by the office staff.
- On reaching the assembly point at the far end of the playing field, the children will line up quietly and the registers called immediately.
- When all present on the registers have been accounted for, the teacher should inform the Headteacher, Deputy Headteacher or other senior member of staff.

Appendix 2



Carlton Colville Primary School H&S Report Form

Name	Where in the building	Date	Time

Please give a brief description of the H&S concern:

Action taken:

<u>Resolved By</u>	<u>Signed</u>	<u>Date</u>
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Appendix 3

CARLTON COLVILLE PRIMARY SCHOOL ACCESSIBILITY PLAN

REVIEW DATE: OCT 2017

NEXT REVIEW DATE: OCT 2019

Target	Tasks	Timescale	Resources	Responsibility	Outcome/Review Evaluation
Access to Premises/ Physical Environment					
To provide a safe/accessible school environment for all stakeholders	Health & Safety Audit of Premises e.g. accessible facilities	25 th November 2017	Ramp access into the front school office. 1 set of automatic double school front doors 2 x lifts to first floor 1 x wheelchair lift to dining hall. Wider doorways throughout the school 4 x disabled toilets/ambulant facilities	Site Manager Governors Buildings & Premises Working Party	All accessible facilities are checked and safe to use
Access to Curriculum (Learning and Social)					
To ensure appropriate resources are in place to meet a range of special needs	Resource Audit of SEN to be undertaken	Termly IEP reviews Transition meetings for new pupils (as appropriate)	Range of SEN resources e.g. intervention programmes, EAL, Speech & Language	SENCO Pastoral Leader SEN Governor Headteacher	All SEN provision is accessible for specific pupil needs
Access to Information					
To ensure all school information meets accessibility requirements	Ongoing school information to be reviewed	Ongoing	Impaired sight / hearing / language / signage / equipment / resources as necessary e.g. PECS/Makaton	SENCO SEN Governor Headteacher	Accessible information ensuring equal opportunity for all stakeholders

This Accessibility Plan is in compliance with paragraph 3 of Schedule 10 to the Equality Act 2010

Appendix 4

Request for the school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the headteacher has agreed that school staff can administer the medication. Please read and sign the disclaimer printed overleaf

DETAILS OF PUPIL

Surname:..... M/F:.....

Forename(s):..... Date of Birth:.....

Address:..... Class/Form:.....

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Condition or illness:.....

MEDICATION

Name/Type of Medication
(as described on the container)

Date dispensed:

Full Directions for use:

Dosage and method:

Timing:

Special precautions:

Side Effects:

Self-Administration:

Procedures to take in an Emergency:

CONTACT DETAILS:

Name of Parent/Carer:.....

Daytime Phone No:.....

Relationship to pupil:.....

Address:.....

My child's doctor has prescribed the above medication. I understand that I must deliver the medication personally to an agreed member of staff. I accept that this is a service which the school is not obliged to undertake.

Signature:

Date

Relationship to pupil:

