

# WEXHAM COURT PRIMARY SCHOOL

## Health & Safety Policy

2018 – 2020



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<b>Approved By:</b>	<b>Finance &amp; Resources Committee</b>

# WEXHAM COURT PRIMARY SCHOOL

## HEALTH & SAFETY POLICY

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# HEALTH AND SAFETY POLICY

## Rationale

Our School is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case – the whole school community have a collective responsibility in this area.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

## The aims of the policy are:

- ❖ To provide a safe, secure and healthy working environment for staff and children.
- ❖ To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.
- ❖ To achieve the highest standards of health, safety and welfare consistent with the responsibilities under the Health and Safety at Work act 1974.

## The objectives of the policy are:

- ❖ Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour.
- ❖ Ensure that there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work.
- ❖ Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items.
- ❖ Administer appropriate procedures according to fire regulations.
- ❖ Have procedures in place for the safe administration of medicines and for dealing with accidents and illness.
- ❖ Have a procedure in place for reporting faulty equipment and near misses.
- ❖ Maintain regular checks of the building and safety and security.
- ❖ Be aware of the pressures on all staff and the possible effects which stress may have.
- ❖ Give guidance on lone working and personal safety.
- ❖ Lay down procedures to use if there is an accident.
- ❖ Give guidance on the use of images.
- ❖ Inform about what should be done in a case of emergency.
- ❖ Ensure the safeguarding of staff and pupils at all times.

## **Informing people of this policy**

This health and safety policy is kept on the school intranet. All members of staff are issued with the policy and are required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit the school on a regular basis are requested to read the policy itself.

New members of staff receive health and safety information as part of the induction policy. [See appendix 1]

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

## **Responsibilities of the Organisation to Health & Safety**

As the employer the LA has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below

## **Responsibilities of the Governing Body**

The responsibilities of the governing body are:

- ❖ To regularly review the safety and security of the school building during finance and resources committee meetings.
- ❖ To ensure policies and employees are updated as to new legislation and guidance.
- ❖ To ensure access to this policy and other health and safety information as legally required.
- ❖ To ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training.
- ❖ To ensure that policies relating to health and safety are in place and updated regularly.
- ❖ To enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Site Manager and Business Manager.
- ❖ To approve as appropriate arrangements for residential trips according to LA guidelines using the LA system evolve.
- ❖ To ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe.

## **Responsibilities of the Head Teacher / Health and Safety Officer**

The responsibilities of the Head Teacher and the Health and Safety Officer are:

- ❖ To ensure that the school meets as far as is reasonably practicable, the requirements of health and safety legislation.
- ❖ To regularly review the safety and security of the school building.

- ❖ To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire and the reporting of defects.
- ❖ To act upon referrals from employees.
- ❖ To ensure that staff comply with agreed procedures.
- ❖ To record and inform relevant external agencies as and when appropriate.
- ❖ To ensure access to this policy and other health and safety information as legally required.
- ❖ Advise and inform the governing body as to health and safety practice, legislation and compliance.
- ❖ To ensure that appropriate logs and records of incidents are completed and acted upon.
- ❖ To ensure that policies and employees are up to date as to new legislation and guidance.
- ❖ To ensure that employees receive adequate training and receive relevant information to enable them to act upon health and safety recommendations.
- ❖ To ensure that temporary / supply staff are informed of health and safety practice.
- ❖ To ensure that the single central record is consistently up to date and that all necessary documentation is collected prior to employment commencing.
- ❖ Ensure all staff is adequately inducted on health and safety and safeguarding.
- ❖ Ensure safer recruitment practises are in place and reviewed.
- ❖ To meet with the health and safety representative of the governing body to discuss health and safety issues and 'walk the school'.
- ❖ To report on any audits and/or inspections to the governing body and follow up necessary actions.
- ❖ To ensure that procedures are in place for the safety of contractors and hirers.
- ❖ That contractors are made aware of safeguarding procedures.
- ❖ To discuss safer recruitment procedures with any adults on working with pupils that are not school employed such as swimming instructors.
- ❖ To ensure that fire drills are held at least once per term and covering a variety of situations to include blocking of exits, registration of a child and a lunchtime evacuation.
- ❖ To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site.
- ❖ Ensure that adequate first aid cover is provided.

## **Responsibilities of individual class teachers**

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- ❖ Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- ❖ Observe standards of dress consistent with safety and/or hygiene.
- ❖ Keep good standards of hygiene and cleanliness.
- ❖ Know and apply the procedures in respect of emergencies
- ❖ Co-operate with other employees and the safety representative in promoting health and safety measures.
- ❖ Report any hazard or breakage.
- ❖ Follow health and safety instructions and use appropriate safety equipment and protective clothing.
- ❖ Maintain safely tools and equipment.
- ❖ Report any incidents, assaults or near misses'.

- ❖ Set a good example to the children in their care.
- ❖ Supervise pupils and ensure that they know about emergency procedures and safety measures.
- ❖ Ensure that pupils' bags, coats and belongings are safely stowed away.
- ❖ Include all relevant aspects of safety in the curriculum according to the science and PSHE and citizenship curriculum.
- ❖ Make parents/volunteers aware of safety procedures in the classroom/work area.
- ❖ Keep hazardous objects away from pupils including hot drinks in classrooms.
- ❖ Ensure pupils are safe by ensuring they sit comfortably in class such as ensuring children are not straining eyes or head to see the board.
- ❖ Give clear instruction and warning as often as necessary.
- ❖ Ensure that relevant risk assessments are completed and followed.
- ❖ Follow safe guarding policy

## **Responsibility of post-holders**

Those responsible for others should ensure that:

- ❖ Members of their team are complying with health and safety regulations.
- ❖ Draw to the attention of the Head Teacher / health and safety officer any breach of procedure amongst their team which cannot be dealt with.
- ❖ Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures.
- ❖ The Head Teacher or school Site Manager is informed if any difficulties occur and that near misses and accidents are reported and recorded.
- ❖ They set a good example to members of their team and children.
- ❖ They keep an overview of the parts of the premises for which they are responsible.
- ❖ They keep up-to-date with new pieces of advice relating to health and safety.
- ❖ They keep an overview of equipment and substances kept in their areas.
- ❖ All donated equipment is safe for use, if necessary seeking specialist advice.
- ❖ They complete necessary risk assessments and check that members of their team complete them when necessary.
- ❖ They implement existing policies and follow advice and instructions.
- ❖ Complete and pass fire safety training,
- ❖ Know the fire evacuation procedures.
- ❖ Not to bring dangerous or hazardous objects into the classrooms or around children unless a risk assessment has taken place

## **Responsibilities of visitors**

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Head Teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in the school will be made aware of the health and safety arrangements by the teacher with whom they are working.

**The Governing Body and Head Teacher have agreed that the following procedures / codes of practice shall be followed within the school:**

## **Defects**

- ❖ Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard to ensure that the risk is minimised and report the details immediately to the Site Manager via the on-line job site logging procedure
- ❖ The Site Manager, in consultation with the Head Teacher, if necessary, will take steps to have the defect rectified, where necessary by a competent contractor.
- ❖ Any member of staff discarding a faulty item or electrical item must inform the Site Manager
- ❖ The job site is constantly monitored by the Site Manager.

## **Accident Reporting**

**STAFF:** All staff accidents that occur on the site should be recorded on the incident forms that are in the red folder in the staff room and the details forwarded immediately or as soon as possible to the site manager. All serious injuries to staff should be reported to the Site Manager to assess whether they should be reported under RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations.)

**PUPILS:** All minor accidents and medical issues should be recorded in the minor accident book stored in the medical room. Where necessary, parents/guardians other persons should be notified of the accident.

If the accident is serious, a member of the senior management team should be informed immediately and action taken to ensure the location of the accident is still safe to use. More serious accidents to pupils are recorded separately, forms are available on the form located in the black accident report folder in the medical room. All serious injuries to pupils should be reported to the Site Manager to assess whether they should be reported under RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations.)

## **Electricity**

The Electricity at Work Regulations 1989 sets out specific requirements on electrical safety. To comply with these regulations our school uses reputable contractors for the testing of portable appliances (PAT). Registers are kept by the Site Manager itemising each appliance and details of tests carried out. All defective items are reported and removed or repaired. Additionally the school carries out fixed wiring tests at 5 year intervals and will be next due in 2021

Staff should be vigilant for:

- ❖ Damage to plugs and switches
- ❖ Damage to leads
- ❖ Coloured insulation of the internal wires are not showing at plug appliance
- ❖ Damage to outer case equipment
- ❖ Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- ❖ All appliances should be used for the purpose it was designed for

## **COSHH (control of substances hazardous to health)**

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. All COSHH materials have a data sheet which is kept in the site office and cleaning cupboard. It is recognised that the highest risk areas are cleaning materials and are the responsibility of the school's cleaning contractors. Cupboards containing these materials are kept locked and the COSHH assessments reviewed and updated as appropriate by the cleaning contractor. School staff should familiarise themselves with usage and safety instructions on paint, adhesives or any chemical based materials before use, wear appropriate PPE, and avoid long periods of exposure.

## **Storage and Disposal of Waste**

The Environmental Protection Act 1990 allows waste from schools to be treated as domestic waste although there is a duty of care on disposal to ensure waste does not harm future handlers. Hazardous waste must be collected from schools by registered waste carriers. Governors are legally responsible for keeping school grounds free of litter, dog mess and refuse under this act.

**Source: Centre for Education & Finance management.**

The school has recyclable cardboard & paper waste separately collected from its general waste. Faulty fluorescent lighting tubes are stored in a collectable 'coffin' and collected as necessary by a registered carrier. In rare cases where the school disposes of chemicals these are collected by a registered carrier. Morning checks of the play areas in school are carried out by the Site Manager and animal faces removed.

## **Access Equipment**

All staff are reminded that they should use approved equipment to put up displays and access high level shelving, e.g. low steps are available for this purpose. Consideration should be given to the wearing of appropriate clothing and footwear for this purpose. Staff should obtain safe ladder training before using a ladder and carry out a visual inspection of the equipment before use. A register of checks is kept by the site manager who will remove any access equipment from use should there be any defect.

## **Risk Assessments**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro-forma's are kept in the health and safety file held by the Site Manager.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off site visit should also be risk assessed as well.

## **Manual Handling**

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/visual equipment, and the movement of music equipment.

Children should not be required to move heavy objects.

## **Educational Visits**

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential stays and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.

The Head Teacher or Deputy Head Teacher will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits must be shared with the LA, however the Head Teacher has final decision on the go ahead.

## **Work Experience/training student**

We welcome work experience and training students to Wexham Court Primary School. In order to make sure that their experience is beneficial it is important to:

- ❖ Follow the work experience risk assessment.
- ❖ Ensure an appropriate match between the student and the activity.
- ❖ Ensure appropriate supervision at all times.
- ❖ Ensure a safeguarding induction has taken place and relevant policies have been read.

## **PE Equipment**

The PE equipment is inspected annually. The Site Manager is responsible for overseeing this inspection and for keeping a weekly check on whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary to put additional TA support in place where there are concerns. Staff should be trained on how to use apparatus. Outdoor play equipment is visually inspected daily followed by a thorough weekly inspection by the Site Manager.

## **Use of the Sports Field**

It is important that:

- ❖ Pupils are supervised.
- ❖ Staff should consider at all times the needs of individuals and the likely difficulties they might encounter.

Before beginning any activity staff should:

- ❖ Check the playing area to ensure that it is clear and ready for use and children and staff are appropriately dressed.

Use of the Peace Garden:

The site manager routinely checks each week that the peace garden is safe to be used as an outdoor learning environment. Pupils must be supervised at all times when using the peace garden.

## **Contractors and Visitors**

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are provided with a copy of the asbestos register and asked to sign to acknowledge that they have received this information.

## **Asbestos**

An asbestos report is available on request and shown to contractors prior to commencement of work. This should be signed and confirmed. An asbestos review risk assessment is available. Further information is contained in the LA asbestos policy. Specific to Wexham Court Primary School and following an inspection in 2014 there is one known location with asbestos in the school which has a warning notice displayed as per HSE guidance and referenced in the risk assessment review.

'...so long as it is in good condition and not likely to be disturbed, it is better to manage it for the remaining life of the school, rather than remove it.'

## **Fire: This should be read in conjunction with the Fire Safety policy.**

Fire drills are held once a term and will on occasions include:

- ❖ The blocking of an exit.
- ❖ The removal of a child to test the effectiveness of register checks.
- ❖ A drill during the lunchtime break.

## **Training**

All staff are registered on Safesmart and must undergo annual on-line fire awareness training through this application.

## **Monitoring and Evaluation**

At the start of each school year all staff will be involved in a discussion of issues relating to all aspects of safety including fire safety. Regular fire drills are carried out to ensure the evacuation procedures for the school are satisfactory and that any subsequent issues with that procedure are highlighted.

## Responsibilities during a fire drill

Head Teacher / Site Manager	Supervision and evacuation Evaluation of procedures Training and guidance
Administration officer/member of staff/nominated fire wardens	Checking toilets and fire doors
Teachers Teaching assistant/midday supervisor)	Roll call
Site Manager, Administrative Personnel and Site Manager	Registers Checking visitors Evaluation of procedures Time the drill

## Responsibilities for class teachers (or teaching assistant / midday supervisor if the class teacher is not on site)

During the **first day of school** all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- ❖ The fire exit to be used.
- ❖ The assembly point.
- ❖ Action on discovering a fire.
- ❖ Keeping gangways clear.

**Fire exit to be used** – is the nearest available exit. Please also make a note of alternative exits should this one be blocked. Recommended exits for each area are given in the Fire Evacuation procedure notices located in each room around the school site.

**Assembly point** – is on the lower primary playground in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call. Kitchen staff should report to the assembly point in the lower primary playground.

**Action on discovering a fire** – children should inform someone immediately and should never try to put a fire out by themselves.

**Keeping gangways clear** – children should be reminded about hanging coats and bags out of the way.

**Reporting** – registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the Head Teacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see the 'Emergency Procedure' document. This also provides information about the notification of staff, parents and the LA in the event of a school closure.

## Tests and Checks

Fire alarm systems are serviced twice yearly by qualified personnel

Daily (the Site Manager)	<p><b>On arrival</b> Exits and routes to remain unobstructed. Exit doors unlocked. Main fire panel working.</p> <p><b>On leaving</b> Electrical equipment disconnected or switched off. Exits and windows adequately secured. All fire doors closed.</p>
Weekly (the Site Manager)	<p>Test the fire alarm system and record in the caretaking log. Test one alarm call point each week on a rota basis.</p>
Monthly (the Site Manager)	<p>Check fire extinguishers are in the correct places.</p>
Termly (the Headteacher)	<p>Fire drill – on occasions to include the blocking of an exit and a lunchtime evacuation.</p>
Six monthly, annual and 3 yearly (Site Manager)	<p>Check emergency lighting and record in the log.</p>
Annually (Site Manager)	<p>Test the fire alarm system. Check all door closers are in good working order. Annual inspection of all fire extinguishers. Review fire risk assessment.</p>

**Occupation Density Figures:** Net capacity figures available and revised annually.

Large Hall	<p>Close seating – 150 people Seated at tables – 100 people Dancing, no tables or chairs – 100 people Dancing, with tables and chairs – 60 people</p>
Small Hall	<p>Close seating – 100 people Seated at tables – 40 people Dancing, no tables or chairs – 60 people Dancing with tables and chairs – 40 people</p>

## Lone working and personal security

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

## Key holders responding to an alarm

- ❖ Always assume the alarm is genuine.
- ❖ If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening.
- ❖ Take a mobile phone.
- ❖ Look outside your own home before going out in case someone is watching you leave.

- ❖ Tell someone where you are going and how long you are likely to be.

If the police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- ❖ Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside.
- ❖ Do not enter or approach a building on your own if you are concerned for your safety.
- ❖ Check from outside of the school and at a distance to see whether there are any signs of an intrusion.
- ❖ Check whether there are any unexpected vehicles in the area.
- ❖ Make sure you have a mobile phone to summon help if necessary.

## **Staff working alone in the building (see also Lone Worker policy, staff should not be working alone in school)**

### **Control Measures**

- ❖ Tell somebody where you are and what time you will be home.
- ❖ Ensure that entrances are secure – ensure that the main entrance is locked and that you can get out of another door in case of an emergency without using a key.
- ❖ If you are the last member of staff to leave ensure that the door through which you leave locks behind you.
- ❖ Members of staff must not arrange meetings with parents or members of the public when working alone
- ❖ Members of staff should not handle cash when working alone
- ❖ Late meetings must finish promptly and not leave one member of staff alone on site
  
- ❖ If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the Head Teacher's room, the main school office or by mobile phone.
- ❖ Always be alert when leaving the building.

### **Leaving an empty building**

- ❖ Carry out locking up and completing security checks from the inside of the building wherever possible.
- ❖ Start the locking up process while there are still staff inside the building.
- ❖ Set all the alarms.
- ❖ Always be on the alert when leaving any empty building in case someone is waiting for you to do so.

### **In the event of trespassers**

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the school office where they will be asked to sign in and out and be given a visitors' badge.

If it emerges that the person has no right to be on the school premises then:

- ❖ They should be asked to leave by the nearest exit and observed until they do so.
- ❖ The most senior member of staff available should immediately be informed.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay and where necessary the lockdown alarm activated to ensure there is no pupil movement around the school premises.

**If you feel in anyway threatened do not approach but find a safe place and call the police. Do not try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.**

## **In the event of a break in on site**

Remember personal safety is far more important than the protection of property.

- ❖ Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation.
- ❖ Lockdown alarm activated.
- ❖ Alert colleagues who should call the emergency services and seek assistance.
- ❖ Monitor the intruders and check their progress, accessing CCTV where possible

## **In the event of an abusive parent/adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request an additional member of staff meets with the parent depending upon circumstances.

Should a parent/adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If an incident has occurred then an incident form should be completed and it may be necessary to inform the governors and/or the LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

## **In the event of it being suspected that a pupil is carrying a weapon**

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil to a place where no other pupils are present.

## Reporting Incidents

Use an incident form to report all incidents, however, minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

## Head Lice

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

## Principles

As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate due to the sensitive nature of a possible head lice situation.

## Treatment

- ❖ A course of treatment should be completed in line with directions given.
- ❖ Regular use of the same product can render the treatment ineffective.
- ❖ Use a fine tooth comb to remove lice and nits (unhatched lice eggs or empty shells)

## Prevention

It is recommended that long should be tied back neatly and children encouraged to brush hair regularly

**If a report is received** – Parents of children in the class are sent a letter asking them to check their child's hair.

## **FIRST AID: See also First Aid Policy**

### **Responsibilities**

The following members of staff currently hold a first aid qualification:

#### ADMINISTRATION STAFF

Mr P Hooper  
Mrs C Woolhouse  
Mrs R Sahans  
Mrs T Nivas

#### TEACHING ASSISTANTS

Mr M Dhillon	Mrs A Bevan
Mrs L Davison	Mrs H Kaur
Mrs K Dhuga	Mrs T Khan
Mrs M Green	Mrs J Saggu
Mrs R Sankla	Mrs E Wojciechowska

#### PAEDIATRIC FIRST AIDERS

Mrs S Scully	T.A. Nursery/Reception
Mrs T. Nivas	ELSA
Mrs G. Thompson	EYFS Practitioner Reception
Mrs P Chana	EYFS Practitioner Reception
Mrs C. Woolhouse	Receptionist
Miss K. Beck	EYFS Practitioner Nursery

Although these people can be asked for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties. All teaching staff including assistants can see to minor grazes and cuts.

### **Equipment**

A first aid box is kept in the medical room and in each classroom. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of viral infections.

For the supervision of an out of school visit staff must ensure that the class first aid box has adequate equipment and is taken on the trip.

The lead first aider should check and replenish stocks in all first aid boxes on a regular basis.

### **Procedures**

If there is concern about the health of an individual please see our First Aid Policy.

## Responsibilities

- ❖ The Site manager is responsible for maintaining clear access for emergency vehicles
- ❖ Lead first aid officer and welfare officer should be aware of all first aider details and the location of first aid boxes and its contents.
- ❖ First Aiders are required to give help to casualties with common injuries and illness arising from specific hazards in school after completing approved training. When necessary ensure that an ambulance or other professional help is called. Take necessary precautions to avoid infection and inform the head teacher of any incident that may later require reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

## Medication

Our school will take reasonable steps to store medicines and make them readily available to recipients. There are, however, no legal or contractual requirements for teachers to administer medication. Parents are asked to come into school to administer medicine to their child. If this is not possible, first aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available, e.g. epee pen training. Written instructions giving permission for the school to carry this out must be received. Please see our "Supporting Pupils with Medical Conditions Policy".

The following points should be noted where staff has volunteered to administer medicine:

- ❖ There should be written instructions on the medicine container or from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose?
- ❖ Medicines should be kept locked in the medicine cabinet located in the medical room.
- ❖ Periodic checks should be made to ensure that no medicines have been left in the cabinets beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way it was originally brought into school.
- ❖ All medicines should be clearly labelled with the child's name on both outer and inner containers where appropriate.
- ❖ The member of staff should complete the first aid book outlining the medication that has been administered along with date, time and dose.
- ❖ In special cases such as those needing auto injectors or specialist medication, only those with specialised training can administer these medicines.

## Near Miss Reporting

Near misses should be reported to the Site Manager, Head Teacher or member of SLT in her absence. Any near misses are then recorded on a near miss form located in the red folder in the staff room. This is checked once a term and any particular issues identified will be acted upon.

## Smoking

To help ensure that we offer pupils, staff and visitors are safe, secure and healthy environment our school has adopted a no smoking policy, which covers the school buildings and the entire school site. Any staff wishing to smoke must smoke away from the school site and out of view

of parents and pupils. Staff must not stand outside the school gate to smoke; this includes e-cigarettes.

## **Provision and Use of Work Equipment**

The school is committed to providing fit for purpose, well maintained equipment. Older equipment may require renewal/upgrading and in some cases a risk assessment may be required to identify control measures or remedial action.

Where a risk assessment is required it will be completed by a competent person with experience and knowledge of the working environment and a practical understanding of the tasks and operation of the equipment.

Examples of work equipment include:

- ❖ Saws
- ❖ Hammers
- ❖ Drills
- ❖ Computers/Display screens
- ❖ Projectors
- ❖ Cookers
- ❖ Dishwashers

All equipment should be regularly maintained, inspected and tested for safe use in accordance with manufacturer's instructions.

## **Working with Visual Display Units**

In accordance with directive 90/270/EEC employers must:

- ❖ Check workstations for the safety and health of the workforce to prevent possible risks to eyesight, physical problems and mental stress
- ❖ Take appropriate measures to remedy any risks found and ensure workstations meet minimum requirements.
- ❖ Ensure workers have breaks or change of activity, reducing the workload at the display screen
- ❖ Advise workers of health and safety aspects of their workstation
- ❖ Inform workers of any health and safety measures taken for the purpose of compliance.

Work chairs and desks should meet criteria as per the above directive. The workstation should provide suitable space for the user to change and maintain a comfortable position. Other consideration should be:

- ❖ Adequate and suitable lighting
- ❖ Elimination of glare
- ❖ Trailing cables and trip hazards
- ❖ Excessive heat produced by equipment
- ❖ Adequate level of humidity
- ❖ Use of suitable software
- ❖ Noise

## Health and Safety during Science Experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- ❖ Be sensible during the experiment.
- ❖ Follow instructions immediately.
- ❖ Only touch equipment when you are told to.
- ❖ Carry equipment with care and always walk.
- ❖ Make sure any equipment used is returned carefully.
- ❖ Inform your teacher immediately of any breakages.
- ❖ Establish health and safety rules with pupils.
- ❖ If you are not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- ❖ Consideration of staffing levels.
- ❖ Consideration of the group mix and children with special needs.
- ❖ Room dynamics
- ❖ A risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the Science co-ordinator should be consulted.

## Swimming Lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

### Medical Considerations

Children with colds, open wounds or sores should be excluded from the water. School medical records should be checked carefully and any relevant medical disabilities reported in writing to the swimming teacher. Children with asthma should ensure that they bring their inhaler to their swimming lesson.

### Supervision

- ❖ All children should go to the toilet, blow their nose and have clean feet before going onto the poolside.
- ❖ Children and staff should not chew anything during the lesson.
- ❖ There should be no outdoor footwear on the poolside and all teachers must carry a whistle.
- ❖ Children are not allowed to run on the pool surrounds and staff must not turn their back on the class and engage in conversation.
- ❖ All children and staff must understand the pool emergency procedure.
- ❖ Teachers will usually always teach on poolside however the school recognises that in some instances it may be within the best interest if the child to assist in the pool. This will be discussed prior to the session with the Head Teacher and SENCO.

- ❖ Staff should be suitably clothed and wear training shoes.

### **Class Size**

Class ratios should be agreed with the swimming centre each year.

### **Poolside**

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted. Teachers should support the instructor by being vigilant.

In the event of rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

### **Emergency Evacuation**

The fire alarm is the signal to evacuate the building. Staff must evacuate the pool and assemble swimmers by the nearest fire exit. Under no circumstances should any child be taken to the changing areas to collect their belongings. The staff are responsible for ensuring their class is fully accounted for by taking a register.

### **Photographs and Videos**

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents will be asked for permission for the taking of photographs by the media. Parents will also be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Where photographs or videos are permitted parents will be informed that under no circumstances are such images to be uploaded to any social media platform.

Parents will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

When pupils are enrolled into the school parents will be informed of the school policy and permission will be requested for use of pictures within the establishment.

On an annual basis parents will be reminded of the school policy and requested to contact the school if they should wish to make amendments to their original consent form.

Should the situation arise parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

### **Health and Well-being of Staff**

In order to prevent stress and to provide the best working environment for the health and well-being of staff we recommend:

- ❖ That times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school.
- ❖ That the length of meetings is agreed and where possible adhered to.
- ❖ That adequate notice is given of cancellations.
- ❖ That consideration is always given to the time scale to enable a reasonable amount of time to be given for completion of a task before the deadline.
- ❖ Those deadlines can be negotiated in extenuating circumstances.
- ❖ That consideration is always given to workload and that no individual regardless of level of authority is expected to complete an unreasonable amount in a limited time.
- ❖ That regular planning preparation and assessment (PPA) time is provided every week.
- ❖ That working at home is an agreed principle where specific tasks need completion. This should be in agreement with senior management.

## **Stress**

Hopefully, the practices recommended above should help to prevent stress. In some cases this may not have happened and staff should be alerted to some common effects of stress. These include:

- ❖ A high level of anxiety.
- ❖ Low self-esteem.
- ❖ The inability to concentrate.
- ❖ Being prone to accidents.
- ❖ Headaches and migraine.
- ❖ Depression.
- ❖ Panic attacks.
- ❖ Chest pains.
- ❖ Stomach problems.
- ❖ Relationship problems.

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods of dealing with stress might include:

- ❖ Sharing concerns with colleagues.
- ❖ Prioritising workload.
- ❖ Taking up a new hobby or sport.
- ❖ Sharing feelings with people at home.
- ❖ Ensuring that some time every week is set aside for relaxation.
- ❖ Discussing responsibilities with a senior colleague and perhaps negotiating deadlines.
- ❖ Pay attention to diet and ensure that you eat healthily and regularly.
- ❖ Being positive rather than fuelling negativity

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

## **Fitting in with Families**

It is expected that wherever possible staff will make arrangements around the school day but where it is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases

it may be applicable to swap or use planning, preparation and assessment (PPA) time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put into place

## **Monitoring Arrangements**

The governors will call for annual reports on:

- ❖ Accidents/incidents.
- ❖ The results of internal or external health and safety inspections.
- ❖ Complaints.
- ❖ A summary of 'walk about' information from the health and safety link governor.

## **Statement**

The policy has due regard to the need to eliminate unlawful discrimination and harassment, to promote equality of opportunity between men and women, and to promote disability equality making reasonable adjustments in a wide range of contexts as necessary and appropriate.

## **Policy Review**

This policy will be reviewed and amended as per the Governing Body

## **Additional policies**

Please also refer to:

- ❖ Accessibility Plan
- ❖ Fire Evacuation and other Emergency Arrangements
- ❖ Lone Worker Policy
- ❖ The First Aid Policy
- ❖ Intimate Care Policy
- ❖ Cleaning up Bodily Fluids Policy
- ❖ Offsite visits guidance

## Appendix 1

### NEW STAFF H&S INDUCTION WEXHAMCOURT PRIMARY SCHOOL

- Entry to the building / security codes / opening times
  
- Procedure to be followed if the fire alarm sounds / bomb alert to include lockdown alarm
  
- Fire evacuation procedures (including fire exits) (do trial with new class)
  
- Location and name(s) of First Aider(s)
  
- Responsibility of individual for own health and safety (Personal Safety)
  
- Employee's responsibility for visitor's
  
- Use of photocopier / fax machine / PC / shredder / printers
  
- Use of VDU and breaks from the screen
  
- Lunch breaks and hours of work
  
- Manual handling
  
- No Smoking policy
  
- Health and Safety policy

Health and safety training discussed

The location and use of the escape routes

Ensuring good housekeeping by keeping the building tidy and free of obstacles especially in escape corridors

Displays – must ensure they do not obstruct the Intruder Alarm detection in Classrooms

Working at heights – Correct procedures for putting up displays

Reporting Site Issues

Ensuring escape routes are kept clear – displays of resources and pupil work should not present a fire safety hazard or cause an obstruction which could hinder safe escape from the building

Slip/trip hazards – main cause of accidents in schools (coffee spilled in corridors, etc)

Participating in regular fire safety checks, annual on-line training and fire drills – Fire safety via SMARTLOG – statutory requirement.

Be aware of safeguarding procedures regarding visitors onsite

Copy of the school Health and Safety Policy is in the staffroom.

Emergency evacuation procedures – On the designated notice board in the staffroom and on classroom, toilet and office doors

Induction completed: .....Date:.....  
(employee to print name and sign)

Induction completed: .....Date:.....  
(employer signature)