

EGGINTON PRIMARY SCHOOL
Policy for Health and Safety
Issue date: 27 th September 2016

Introduction

The implementation of an effective health and safety policy is afforded the highest priority by the Governing body to ensure a safe, healthy, incident-free working environment for all pupils, employees (teaching and non-teaching) and visitors to the school.

This policy document outlines the range of measures put in place to ensure these responsibilities are undertaken with maximum efficiency. It also aims to educate every person working at the school to a mode of thinking which sees safe working practices as vitally important facets of daily life in the school, thereby helping the governing body to achieve all its Health and Safety quality objectives. We acknowledge the importance of Health and Safety to the overall success of the school.

Management

Each employee has a responsibility to ensure the highest achievable safety standards are maintained at all times. However, any person in charge of a group of people (i.e. class teacher, dinner/playground supervisor) has overall responsibility for every individual within the group.

Safety representative/Employee Consultation

The appointee to the post of Safety Representative at the school is the Headteacher, who has designated responsibility, on behalf of the Governing body, to maximise the quality of safety performance through:

- a) observing correct procedures, such as testing of equipment and carrying out regular comprehensive workplace safety audits;
- b) keeping all personnel abreast of relevant information pertaining to health and safety matters, through active consultation with both teaching and non-teaching staff. Employee input to operational practice is encouraged at all times and regular meetings will be held to review progress;
- c) ensuring employees can utilise safety devised equipment and discuss the implementation of any changes deemed necessary;
- d) informing new employees of health and safety procedures;
- e) cognisance with current legislation, notably the 1984 Health and Safety at Work Act, and all subsequent statutory provisions;

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- f) reporting in written form to the Governing Body the results of electrical testing and other safety audits.

Information and guidance required by the appointee will be obtained from Safety Officers based at the Area Education office.

Accidents: Procedure and Investigation

The headteacher (also the Safety Representative at this school) will record all accidents in line with the relevant statutory guidelines provided by Derbyshire LEA. The Headteacher will also be responsible for notifying all interested parties (e.g. parents in the event of an accident to a child, Health and Safety Executive) and reporting any accidents to the Governing Body, who will determine whether any review of Health and Safety procedures is necessary.

Hazard Control

Rigorous control of all potentially hazardous materials/equipment is maintained at all times through efficient housekeeping. All such materials/equipment are controlled under the appropriate COSHH guidelines.

The Safety Representative will ensure that all employees can identify the above materials/equipment and are aware of the correct reporting procedures (i.e. to Headteacher) in the event of any spillage, breakdown, etc. Regular checking of materials and equipment which fall into this classification is to be undertaken in the presence of the Safety Representative.

Visitors to School

The safety standards maintained for employees must be extended to cover all visitors to the school (e.g. parents, LA personnel, building contractors, etc). A visitor's book is used to record visitors so that it is always known who is on the school premises should an emergency arise. Unknown visitors are required to wear a badge. ID will be checked of all official visitors not known to the school.

Adults who have regular contact with children will have to undergo a police check, if this has not already been undertaken.

Out of School Visits

Consideration will be given, in the planning stages of a visit to the availability of emergency service or help. The number of adults must always be sufficient to cover emergencies.

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All personnel involved in out of school activities, including swimming, will read and comply with the relevant LA guidelines as a baseline standard. Evolve will be used to collate and monitor effective Risk assessment procedures for trips. Attention will also be given to effective supervision ratios, first aid procedures and safe transport arrangements.

If a child is known to pose a risk to themselves or others due to extreme inappropriate behaviour in school, a risk assessment will be carried out to determine whether or not they will be able to attend any off site activity. The risk assessment may require there to be a code of conduct for the duration of the visit (resulting in returning to school/home if this is not adhered to); the requirement to have a parent present for the duration of the visit (at their own expense); or for that child not to attend that activity.

Environment and Hygiene/Welfare

A satisfactory working temperature should be maintained at all times in the school. Lighting and ventilation should also be monitored regularly.

For the sake of everyone's health it is important that sanitary arrangements (staff and pupils toilets and washrooms) are kept to the highest standards by thorough cleaning.

It is especially important to maintain clean working and eating surfaces where meals are taken. (Note: health and Safety in the preparation and serving of meals, which takes place on site, is not within the remit of this policy as it falls within the jurisdiction of the Catering Direct Services Organisation).

Fire Prevention/Safety Training

Regular fire drills will be carried out (at least once a term) and form part of an overall safety training programme to keep all personnel aware of the need to give safety at work the highest priority.

The fire alarm is situated in the Main Building entrance porch and an electrical alarm located in the Terrapin classrooms. All personnel must be made aware of the correct fire evacuation procedures.

The fire procedures are all conducted within the parameters of the LA guidelines.

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Electrical Equipment

The recommendation in the Electricity at Work regulations are followed, with visual checks by personnel before use, and checks by a professional electrician at the recommended intervals. Electrical equipment such as computers and televisions are switched off at the end of each day.

Trespassers and Intruders

Any visitors to the school are questioned and asked to produce suitable proof of identity on arrival. Any person seen in the vicinity of the school is kept under observation. The school takes part in the County's vandal watch campaign. All visitors are issued with a visitor badge.

Safety and Security Measures

The movement of vehicles on the school site, when children are in session, is limited to staff cars only, or when any movement is supervised by a member of staff. External security lights are fitted. Security locks are fitted to all classroom doors to prevent unauthorised entry. Telephones are fitted in each classroom.

Policy Monitoring

The Health and Safety Policy for the school will be monitored on a continuous basis to assess implementation and identify any areas where amendments are required.

Should the policy be amended, all employees should be advised of the amendments.

Road Safety

Road safety procedures are covered in a separate policy document (A30 – Pupil Personal Safety).

First Aid

This document is part of the school's policy on health and safety. The aim of the policy is to make arrangements for emergency care and, if necessary, treatment for anyone using the premises whether employees, pupils, or visitors, including work persons.

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The first aid box for minor cuts and bruises is located in the staff room/office. The office is to be used as a first aid room when required. Other first aid boxes will be found in the hall and in the classrooms. It is the responsibility of the School Secretary to check that the first aid boxes are complete and fully stocked.

On activities out of school a first aid kit will always be taken.

A St John's Ambulance guide for first aid is located in each classroom and in the office.

Telephones for emergencies will be found in the office and classroom.

All staff are trained to deal with minor injuries and basic first aid.

Arrangements for dealing with Accidents

IMPORTANT NOTE

IN ALL INSTANCES WHERE THERE IS A SPILLAGE OF BODY FLUIDS DISPOSABLE PLASTIC GLOVES MUST BE WORN. THESE AND ALL USED MATERIALS MUST BE PLACED IN THE FIRST AID DISPOSAL BIN LOCATED IN THE STAFF ROOM.

1. GENERAL

Minor cuts and grazes should be dealt with by members of staff who are available. In the cases of more serious injuries, e.g.: a blow to the head. The child's parent will be contacted.

All treatment given must be entered in the First Aid Illness/Treatment logbook. This is kept in the "Forms" section in the filing cabinet situated in the office.

All serious injuries (including suspected fractures or possible concussion) must be entered on the DCC Injuries/Dangerous occurrences Accident Report Form. This is kept in the "Forms" section in the filing cabinet situated in the office.

During out of hours use the person in charge of any out of school hours activity will be made aware of the location of first-aid boxes by the Trustees of the War Memorial Hall or their representative.

Medication

All members of staff at Egginton Primary School are committed to ensuring the health and well-being of our pupils. **Prescribed medication** will only be administered with a written request from parents / carers. **Non-prescribed medication** will only be administered for short term requirements as follows:

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1. Non-prescribed medication e.g. calpol, bite cream, eye drops will be given to a child in school for no longer than three days.
2. Parents will sign a non-prescribed medication form giving consent, dosage and reasons for administration.
3. Parents will send medication in a sealable plastic bag with the child's name clearly visible in measured doses. Bottles of medicine cannot be sent.
4. Alternatively, parents will be requested to administer non-prescribed medication themselves.

All prescribed medication is stored in the refrigerator or secure cupboard in the staff room.