

# Sylvan Infant School Health and Safety Policy



Reference should also be made to the main Hamwic Education Trust H&S Policy the information below is school specific H&S information to Sylvan Infant School.

**Review Cycle: Annual**  
**Last Reviewed: 10<sup>h</sup> December 2018**

**Responsible for Review: Executive Headteacher/LGB**  
**Next Review Date: 1<sup>st</sup> September 2019**

## Site Specific Details

- Each teacher is responsible for the safety of the children in his/her care, i.e. ten minutes before starting time and until they have left the premises. If the teacher has to leave school, the child should be given into the care of their Year Leader, a class teacher, a HLTA or a member of the senior management team. Teachers are responsible for the good order and discipline in the classrooms, and for their class's behavior in the cloakrooms and toilet area. They should arrange classroom furniture so that it minimises the risk of accidents and report any defective or damaged equipment which could result in an accident via email to [premisesupport@sylvan.poole.sch.uk](mailto:premisesupport@sylvan.poole.sch.uk).
- During break time and dinner time, the responsibility will be handed over to the MDSAs. Until such person is present attending to their duties, the teacher remains responsible. Accidents to children or staff are to be reported to the Office Staff/first aider on duty or head of school who will ensure they are included in the accident book and where necessary the relevant online Hamwic form completed. Parents should be sent a text message to advise them of any injuries above head level and will be telephoned as soon as possible if a child has sustained any significant injury. Children should not be unsupervised in any area for any length of time - however to go to the toilet or collect a book from the library is acceptable.
- MDSAs are responsible for the children in their care both in the school and the playground, and supervisors should arrange their duties so that the children are supervised at all times. Any child who has an accident should be given a red dot sticker and sent to the first aid room next to the school office, and if necessary accompanied by another child/ or MDSA as appropriate. Once the MDSA has handed the child to the duty first aider, they should return immediately to their post. The MDSA should make sure colleagues on the playground are aware if they are leaving their post for a short while. All accidents must be recorded in the first aid book and where necessary on the relevant online Hamwic form completed.

- MDSAs working in the dining hall all share responsibility for health & safety during lunchtime periods and should report any defective equipment to the school business manager as soon as possible. Any MDSA serving hot school meals should have received annual training in Food Hygiene. Any accidents must be reported to the first aider on duty and appropriate action taken.
- The Caretaker is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for ensuring the school and playground is checked daily to ensure there are no obvious health & safety concerns and if any are found take the relevant action to rectify them or ensure the area is not used. They are responsible for safe usage of cleaning materials both by themselves and other members of staff. Also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc. They are responsible for the proper reporting of accidents to themselves, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds.

### **MAJOR ACCIDENTS IN SCHOOL**

- If possible take the injured person to the first aid room (next to the school office) if in doubt DO NOT MOVE, keep him/her warm and call the First Aider at Work/ a First Aider.
- First Aid equipment is kept in the First aid room.
- Serious accident to Child – either phone 999 for Ambulance or take child to Poole Hospital – A&E. (One adult with child – in addition to the driver). Take copy of child’s information from office file.
- Contact Parent – from file/Integris in School Office
- Either;
  - a) Wait for parent to come or
  - b) Arrange to meet parent at hospital, or
  - c) Take child to hospital and leave message for absent parent.

(Most children have an emergency contact address). Take with you child’s full name, address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. This can be printed from Integris. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

**The relevant Hamwic online accident form should be completed as soon as possible after the accident by a member of the office team alongside any witnesses to the accident and the person who administered first aid.**

### **MAJOR ACCIDENT ON A SCHOOL TRIP (pupils and adults)**

If there is a major accident on a school trip the critical incident plan should be instigated.

- The lead Teacher on the school trip should gather as much information as possible and inform the Executive Head of Federation who will instigate the critical incident plan.

### **MEDICATION**

All medication is received from parents and recorded by office staff. Any medicine/inhalers given during the school day must be recorded on Administering Medicine record sheets and countersigned (held in the First

Aid room). All medicines including Epi-pens are stored in a locked cupboard in the First Aid room. Medicines may only be given to the child for whom they are prescribed and signed over to office staff by the parent/guardian. They are kept in the fridge in the first aid room if necessary. Signed sheets are kept in a file. Details of pupils with medical conditions and allergies are kept in a file in the first aid room, and school office. There is also a first aid protocol which should be referred to. Staff on medication must declare it to the Head of school and any medicines brought into school should be kept in a locked cupboard.

### **NOTIFIABLE DISEASES**

- Any knowledge of such infectious disease is to be reported to the school office. Where there has been a confirmed case of SCARLET FEVER, SLAPPED CHEEK, CHICKENPOX, HAND, FOOT AND MOUTH or IMPETIGO, a hardcopy letter is sent out to the parents/carers of all children in the relevant class, informing them of symptoms and treatment.
- Any incidence of Head Lice should be reported to the school office so that a letter can be sent to the year group reminding all parents to treat head lice.
- Any special medical knowledge pertinent to a child's life in school is to be noted on his/her records.
- Information about children with allergies is displayed on a hidden board in the first aid room. There are photographs of every child with any medical condition.

### **HYGIENE**

Gloves should always be worn when dealing with bodily fluids. All First Aid waste should be placed in the designated bin in the first aid room.

There is a bodily fluids cleaning kit available in each year group area which should be used when dealing with any bodily fluids (further guidance can be found in the Dealing with Body Fluids Procedure).

### **MONITORING**

The School governors with individual responsibilities for H&S/Premises review and monitor the first aid records maintained in the school.

### **FIRE**

Follow procedures in the Fire and Emergency Evacuation Procedures which are provided to all staff and are available in the staff room:

- Raise the alarm by breaking the glass at the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- The fire alarm is monitored and if set off without standing down, the monitoring company will alert the emergency services
- The office staff will collect the Class Registers; Inventory Tablet and Children Removed/Returned Register
- The School Business manager and ICT Technician will check upstairs/ staff room/PPA/Toilets, Early Years, main reception, associated meeting rooms/offices, toilets and the hall and the Deputy Head of School & FAW will check year 1, reading room, year 2, resources area and y1 & y2 toilets are empty before leaving the building.
- Staff will supervise children by the quickest, safest route to assemble at the top playground meeting point.
- Children must walk, calmly, quickly but quietly. The last adult leaving the room should ensure the door is closed on all empty rooms if possible.
- Persons/children with a PEEP the procedure in place for them will be followed.

- Teachers check children against the register, reports to Head of School (or next senior member of staff). In the event of any child missing, teacher informs Head of School who decides how a search is to be made.
- Children must stand quietly and may only re-enter the building when given permission by the Head of School or Deputy Head of School.
- The person hosting the site visitor or contractor must take responsibility of them and escort them to the top playground meeting point so they can be checked against signing in sheets.
- Evacuation drills are carried out once each half term. The Caretaker maintains records of the drills and details further action required. The Head of School takes responsibility for evaluating the outcomes of drills and implements necessary changes.
- The first drill takes place at the start of the autumn term. Drills are varied throughout the year to ensure different scenarios are rehearsed.
- Fire equipment is tested at regular intervals.
- If there is a fire alarm at lunchtime all staff remaining in the building will support MDSAs to get the children to the playground meeting point.
- Fire Marshalls along with members of the senior leadership team and the school business manager should ensure the building is swept to ensure the building is empty.
- Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed

### **CURRICULUM**

Many subject areas have Health and Safety guidance e.g. Science, DT, PE and Art. See the subject policies for details.

### **SMOKING**

The school has a 'No Smoking' policy for all school premises.

### **DOGS**

Dogs are not permitted on the school site except for curriculum purposes, if guide dogs or if prior agreement has been sought with the Head of School.

### **HOT DRINKS**

Extreme caution should be taken if transporting hot drinks down the corridor, if possible they should be in a lidded cup.

### **AFTER SCHOOL CLUBS**

Other agencies using the school out of hours will carry out their own risk assessments and meet if necessary with the School Business Manager to discuss any issues. They will be given a copy of the school H&S policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported ASAP by the club leader with regards to a disclosure or Child Protection issue to the Head of School.

### **P.E. EQUIPMENT**

- For outdoor P.E. children should have suitable soft shoes and clothing. Use of small play equipment at playtime and lunchtime is allowed under supervision, when a teacher, TA or MDSA is present.
- Outdoor climbing equipment may be used by children in their school uniform. Children must be reminded about their behavior

- Indoor large apparatus is checked annually by an approved contractor. Its safety in use is the responsibility of the teacher in charge.

### **COOKING ACTIVITIES**

Great care must be exercised when the ovens and hobs are in use. Cooking activities should be supervised at all times by the adult in charge.

### **RISK ASSESSMENTS (RA)**

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The Head of School & senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working, manual handling etc. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff.

Teachers and the Caretaker are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Head of School who reviews & monitors their effectiveness alongside senior support staff. The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

- Risk identification - All hazards will be identified and recorded unless eliminated completely
- Responsibility for risk assessment – The RA will be signed by both the person responsible and School leader
- Training requirements – RA training is offered at regular intervals for all staff to attend.
- Risk rating – The overall risk will be low or negligible if any higher, the RA will need to be revisited
- Control measures – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA
- Communication process – All Staff will be made aware of the RA applicable to them
- Review process - RA will be reviewed yearly or earlier if there are significant changes.

### **Registered First Aiders:**

First Aiders at Work are: Fran Waters and Carol Brown

First Aiders: Lara Steele, Christa Hamilton, Cheryl English, Sue Lewis, Louise Northbrooke, Zoe Lambert, Sally Makepeace, Keran Buckby, Carly Gribben, Ruth Cuthbertson, Heather Morgan, Andrea Hicks, Tracey Collins, Elaine Jarvis, Chris Roughsedge, Tammy Fowler

**School Office:** Tracy Moulding, Carol Brown, Erline Tucker-Worth

**MDSA First Aiders:** Donna Cox, Zoe Lambert, Jodie Hall

**Breakfast Club:** Jodie Hall

**Cleaner First Aiders:** Donna Cox

**Fire Wardens:** Chris Roughsedge, Fran Waters, Carrie Steele, Jayne English, Jo Cross, Carly Butcher, Alex Burn