

Federation 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 the Federation.

Review Cycle: Annual
Last Reviewed: 29th October 2019

Responsible for Review: Executive Headteacher/LGB
Next Review Date: 1st September 2020

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom from 8.40 am where they are supervised by a member of staff.

At playtimes and lunchtimes children should be let out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times. Children unable to go out for medical reasons should go to with a friend to be supervised.

Playgrounds must be adequately supervised during all break times. * See rotas.

All duty staff have a responsibility of a visual check of the apparatus on their duty days.

In the case of an accident follow the school First Aid Policy.

Teachers will collect children at the end of all break times from the playground.

At the end of the school day or following after school activities, children are released in accordance with their parent's wishes. Children being collected by taxi must go the office. A member of staff must check the identification of the taxi driver before releasing the child/children.

Any children not collected will be supervised in the reception area until the arrival of the responsible person.

The Dining Room Assistants share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.

The Site Manager 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 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.

Staff are responsible for the correct reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects.

Accidents in School

- If possible take the injured person to the School Office. If in doubt DO NOT MOVE, keep him/her warm and call a First Aider.
- First aid equipment is kept in the First Aid Room and in secure boxes held on first aid posts during breaks and lunchtimes.
- Serious accident to Child – either phone 999 for Ambulance or take child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child's information printed from the school MIS system.**
- Contact Parent
- 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.

Take with you the child's address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

The accident book must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All adult accidents should be completed on an online form.

Accident on a School Trip

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.

Accident or Illness of Staff - whilst on a school trip

As above

Administration of Medicines

See School and Trust First Aid Policy.

Arson

Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager/Caretaker as part of the unlocking/locking procedures at the beginning and end of the school day.

All movable items, especially dustbins/wheelie bins, will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

Asbestos

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine.

Boiler Room

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the Site Manager/Caretaker. If they are unavailable they will be escorted keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

Cooking Activities

Great care must be exercised when the oven and hob are in use. Cooking activities supervised by a parent are still the responsibility of the class teacher, who must ensure that new helpers are given information and support and a risk assessment is in place.

Contractors on Site/Deliveries of Stores

The Site Manager/Caretaker and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the Executive Headteacher to establish safe working procedures.

COSHH – Control of Substances Hazardous to Health

All COSHH Risk Assessments and Data Sheets are stored in a folder and made available to all staff.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

Dogs

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes.

Electrical Equipment

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System.

Emergency Evacuation Plan

See also the Schools Business Continuity Plan

The following actions should be followed if an evacuation to the school playground is unsafe;

- The Executive Headteacher or another member of SLT staff will make the decision the playground is not safe.
- Staff will cross children across Livingstone Road to the other school playground
- Staff will protect the children when crossing the road by standing facing traffic – staff should use the dedicated crossing point if possible
- Once in the safe playground children will line up in class with registers and Inventory being re-checked
- Admin/office staff will go to the other school office and will begin the process of contacting parents by cascading a message to collect children
- SLT staff will be in charge of reuniting children with parents
- The Executive Headteacher will be in charge of press liaison, missing children
- All staff in charge of toileting, comforting, drinks etc

Extended Schools

Other agencies using the school out of hours will follow the school's expectations regarding H&S. They will be first aid trained and also carry out their own risk assessments and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety 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 as soon as possible by the club leader with regards to a disclosure or CP issue.

Fire

The School follows procedures discussed at annual Fire Awareness Training for all staff.

- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- The office staff will collect the Class Evacuation Report and Inventory tablet
- At the Infant school The Federation Business manager or Executive Headteacher will check the School Office, First Aid Room and toilets are empty before leaving the building. Members of staff moving downstairs from the staff room should check the room is empty before leaving.
- At the Junior school the Federation Business Manager or Head of School will check the toilets and school office before leaving.
- Staff will supervise children by the quickest, safest route to assemble in the 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 Executive Headteacher/Head of School (or next senior member of staff). In the event of any child missing, teacher informs Executive Headteacher/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 Executive Headteacher/Head of School.
- The person hosting the site visitor or contractor must take responsibility of them and escort them to the playground meeting point so they can be checked against signing in sheets.
- Evacuation drills are carried out once each half term. The site manager maintains records of the drills and details further action required. The Executive Headteacher/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.
- Fire Marshalls along with members of the senior leadership team and the Federation 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

Fire at Lunchtime

- 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.
- Lunchtime fire practices will be held at least once a year.

Records of fire procedures/training are kept on the school intranet and iAuditor.

Staff are requested to use Inventory if they are leaving the building during office hours. All non-staff in school should sign in on Inventory and wear a badge.

A fire safety /exit announcement will be given at the beginning of parent Assemblies.

Fire Wardens

Infant School: Chris Roughsedge, Fran Waters, Carrie Steele, Julie Atkinson, Jo Cross, Carly Butcher, Alex Burn

Junior School: Murray Noble, Charlie Richardson, Maria Anwyll, Karen Edmonds, Jane Kelly, Julie Atkinson

First Aid

Infant School;

Registered First Aiders Fran Water (Level 3), Carol Brown (Level 3), Chris Roughsedge (Level 3), Lara Steele, Christa Hamilton, Sue Lewis, Zoe Lambert, Keran Buckby, Carly Gribben, Ruth Cuthbertson, Heather Morgan, Andrea Hicks, Tracey Collins, Elaine Jarvis, Erlene Tucker-Worth **MDSA First Aiders** Donna Cox, Jodie Hall **Cleaner First Aiders** Donna Cox

Junior School;

Registered First Aiders: Lucy Feltham (level 3), Tess Paterson (Level 3), Murray Noble (Level 3), Dawn Cox, Emma Leddin, Claire Green, Amanda Robson. **MDSA First Aiders:** Erline Tucker-Worth, Tracy Dennis, Lynette Brewer
Cleaner First Aiders: Angela Armon

Legionella

A Risk Assessment will be carried out on the water system at the school and all remedial work will be addressed and completed. Statutory checks are carried out and records kept.

Nuts/Nut Products including Sesame Seeds

The Federation has a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

Chartwells supply our hot school meals and it is their declared policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

Physical Assault, Threatening Behaviour or Verbal Abuse at Work

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

What to do

- Inform your line manager
- Complete the online report form.
- The Head teacher will then investigate and take any appropriate action

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 teacher and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Head teacher 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.

Slips and Trips

The schools are inspected regularly for any slip and trip hazards by the Site Manager/Caretaker during the daily unlocking/locking of the school.

All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager/Caretaker through the Helpdesk Support Ticket System.

Smoking

In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the federation and grounds. Any reference to 'smoking' will also include the use of e-cigarettes.

Stress

Stress is acknowledged by the federation as a cause of staff ill health and all efforts are made to reduce it. The federation follows the Hamwic Education Trust Stress Policy.

Training

Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and work place trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

Visitors

All visitor to the federation are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit. The school's fire and emergency evacuation procedures are on the reverse side of this badge.