

HIGH FIRS PRIMARY SCHOOL

HEALTH & SAFETY POLICY

October 2022

INDEX	PAGE NO.
1.0 STATEMENT OF INTENT	2
2.0 GENERAL ORGANISATION	2
3.0 THE ARRANGEMENTS	5
APPENDIX 1 - FIRST AID AND ACCIDENT PROCEDUES	14
APPENDIX 2 - ROAD SAFETY POLICY	18
APPENDIX 3 - HEALTH & SAFETY POLICY FOR SUPPLY TEACHERS	19
APPENDIX 4 – TYPICAL HEALTH & SAFETY CHECKS	22
APPENDIX 5 – SMOKING POLICY	23

Health & Safety Policy

1.0 STATEMENT OF INTENT

The Headteacher and Governors are committed to establishing and implementing arrangements that will

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities, such as school trips and sporting events
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors
- Provide adequate facilities and arrangements for welfare
- Provide and maintain safe plant and safe systems of work without risks to health
- Ensure safe use, handling, storage and transport of articles
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

2.0 GENERAL ORGANISATION

Who has the main responsibilities?

Employer responsibilities

1. Kent County Council as the employer has a statutory duty in respect of health and safety in community schools to ensure that premises and people are healthy and safe. The responsibility is devolved to the Headteacher, who has a day to day responsibility for staff, pupils and others.

2. Headteacher responsibilities

To ensure this policy is reviewed every 2 years, or before if there are any changes in circumstances.

To include health and safety issues in the school improvement plan when appropriate.

To ensure regular health and safety inspections are carried out at least 3 times a year and take remedial action as appropriate.

Undertake risk assessments, record significant findings and complete any actions by stated date or review at next assessment date.

To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practises.

To ensure that the requirements of any enforcement officer, eg HSE inspector, are properly addressed.

To ensure that emergency evacuation procedures are in place and tested.

To ensure that adequate first aid provision is available and kept up to date.

To report health and safety matters to the Governing Body on a regular basis, if they arise

To monitor and review all health and safety policies and procedures.

Tasks may be delegated to other staff members but the responsibility remains with the Headteacher.

3. Governing Body responsibilities

Responsibility for the health and safety of pupils lies with the governing body of the school, either as employer of school staff or because it controls school premises, or both.

To promote a strategic overview for health and safety the governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.

Make adequate provision for maintenance of the school premises and equipment, within the schools delegated budget.

Support and monitor health and safety within the school.

4. All Staff Responsibilities

Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.

Will co-operate with their employer on health and safety matters.

Will not interfere with anything provided to safeguard their health and safety or that of others.

Have a duty to report all health and safety concerns to the headteacher or their line manager.

5. Area Education Officer (AEO)

The AEO will take responsibility for the strategic overview of Health and Safety matters in schools and report concerns to the Corporate Director of Education and Young Person's Services.

6. Property and Infrastructure Support

Will ensure that property matters for which the local authority as the employer has statutory responsibilities (eg maintenance and testing of fixed electrical wiring), are properly dealt with.

7. Safety Representatives

Represent employees generally and can be consulted about specific matters that will affect health, safety and welfare of the employees.

Represent employees when Health and Safety Inspectors from HSE or LA consult them.

Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.

8. Consultation with employees

Employees are consulted over health and safety issues, with each group or staff meeting being seen as an appropriate forum for communicating health and safety matters.

Health and Safety is a standing item on all staff meeting agendas.

9. Health & Safety information

A copy of the Health and Safety Law poster is found in the Staff Room.

What is the procedure for auditing and inspection?

There are four elements to the review of our Health and Safety:

- The Policy
- Accidents
- Risk Assessment

➤ Formal Inspection

1. Bi-Termly audits take place every 2 terms and fire risk assessments are carried out annually. New items/substances are picked up in the intervening time during informal visual inspections and by raising all children's and adults' awareness of the need to report potential hazards.
2. Risks are balanced against the factors mentioned under "Visitors, Contractors and Security". Premises security matters are monitored daily by the staff and premises security is an agenda item at the Finance & Buildings committee meeting every 2 terms.
3. Health and Safety issues are on the weekly staff meeting agendas and staff have the opportunity to report any issues. Any identified matters can be entered into the premises book for the premises team to action if appropriate.
4. KCC Property Services – Statutory responsibility to support school matters, such as testing fixed wiring and fixed gas appliances.

Training and General Advice

All staff are offered training and will have regular updates on key areas of Health and Safety. This is also provided as part of the induction for all new staff. Certain aspects of Health and Safety require further training, e.g. first aid and fire-fighting.

Any new information technology is installed by approved companies.

All portable electrical appliances are tested annually. They are given a label with the date of the test and the full list of items is saved electronically too.

Manual Handling

Many instances of lifting and handling take place every day and carry such a low risk that formal assessment is not required. However, there will be some occasions when lifting and handling tasks can present risks to people who perform them. These may include-

- Carrying or lifting down of heavy boxes of equipment
- Deliveries from suppliers eg: photocopier paper
- Lifting by individual staff who may have medical conditions
- Lifting/carrying in an area that may have obstacles/be wet

Only weights are lifted which can comfortably be carried. A portable trolley is available for moving items around the school. When retrieving objects from above waist height it is prudent to use stepladders.

Stepladders are checked regularly and records of these checks are kept. Any contractors doing ladder work at height have to complete and sign the school ladder form prior to commencing work. If a member of the premises staff or a contractor needs to access the roof, a form has to be signed and agreed before entering the roof area. When faced with higher level objects, assistance may need to be sought from a colleague. Remember it is always better to bend the knees than the back when lifting objects.

Maintenance

All equipment contributing to the Health & Safety of the School is subjected to regular, rigorous checks as shown on Appendix 4.

Clothing

The right clothing and equipment are used for the right job

- Goggles for Design Technology and Science where appropriate.
- Art overall.

Physical Education Activities

- Children change for physical activities into safe clothing – apparatus work is in bare feet / appropriate footwear for other PE activities, as per BAALPE advice.
- Earrings should not be worn for PE. If children are unable to remove their own earrings, they should be removed at home in the morning by parents prior to the PE lessons. This is not a task for the teacher. As a temporary measure, earrings can be ‘taped’ by the children if they provide their own micro-pore tape.
- All staff change appropriately for physical activities e.g. trainers for PE (indoors or outdoors).
- Care should be taken in the carrying of equipment and the setting up of apparatus. There should always be two people to carry benches, trestles and mats. For our KS1 children this may be extended to 4 children.
- Hard balls are not to be used for games.
- Before any activity involving bats or sticks (particularly cricket, rounders, cricket, tri-golf) a reminder will be given about correct handling of the bat and safe standing positions. Bats should never be swung around and must not be thrown or dropped during a game, especially in rounders.

3.0 THE ARRANGEMENTS

ACCIDENTS AND EMERGENCIES

Fire and Explosion

There are “Fire and Safety Instructions” in each classroom and each area of the school detailing emergency exits to assembly point. The fire exits signage is maintained every 6 months. The fire alarm is raised at the nearest call point (alternatively the hand bell is used) from where the emergency services are called.

When the alarm sounds the children will be directed by staff to leave the school premises in silence and walk to the assembly points on the school playground or field. The last person out will shut the door and switch off the lights if this can be done without delay. The children will line up in silence while the teacher calls the register by names. Classes will only be allowed back into the building when it has been checked and declared safe.

If there is a bomb alert, they assemble on the far side of the school field having left the building as fast as possible. The Police and Area Education Office (AEO) will be notified.

A member of the office staff brings out the registers/visitors and late book and checks are made in the toilets and open areas by senior staff.

The Fire Alarm is tested once a week, using different call points and recorded in the office. Fire drills and emergency evacuation measures are held every two terms and are logged appropriately. These records are kept in the school's Fire Safety file.

Any person on discovering a fire should raise the alarm to initiate evacuation procedures and then request the office/senior member of staff to summon the Fire Service immediately. If a child discovers a fire he/she should report it to an adult.

Several staff members have been trained in the use of the fire-fighting equipment, although evacuation takes precedence over fire-fighting. **Staff should never put themselves at risk in attempting to fight a fire.** However, minor fires may be extinguished using the hand held extinguishers, where there is no immediate danger. The alarm will be raised before attempting to tackle the fire. A fire officer visits the school on a regular basis and extinguishers are checked and updated annually.

The school buildings and grounds are designated no-smoking zones and all staff and visitors are expected to comply with this policy. This also applies to lettings within the school too.

MAJOR OR FATAL INJURY ACCIDENTS AND DANGEROUS OCCURRENCES

See Appendix 1.

MEDICAL CARE

First Aid

The first aid appointed person ensures:

1. There are adequate first aid points with detailed signs.
2. The points are adequately and appropriately stocked.
3. Procedures for the administration of first aid are clearly stated at these points and known by all staff.
4. Visitors are aware of the first aid points.
5. Parents and other visiting staff/helpers are made aware of where first aid procedures are set out.
6. List of First Aiders are displayed around the school. First aid procedures are shown in Appendix 1.

Address of Local Hospitals:

Darent Valley Hospital, Darenth Wood Rd
Dartford, Kent DA2 8DA
Telephone No: 01322 428100

Princess Royal University Hospital
Farnborough Common, Orpington, Kent BR6 8ND
Telephone No: 01689 863000

It is the responsibility of the classroom teacher and/or classroom assistants to administer first aid for minor injuries such as cuts and grazes, when required and lunchtime supervisors and office staff at lunchtimes. Any more serious injuries need to be referred to the senior first aiders, who will inform the school office, if parents need to be contacted. Paediatric First Aiders are also available for children in early years.

Disposable gloves are worn for attending to accidents to minimise the risk of contaminating bodily fluids.

First aid boxes are kept at the first aid points, which are clearly marked on the fire and safety instructions notices, in each of the rooms in the school.

Parents will be informed on a standard form if their child suffers any injury to the head or face. This will be signed by one of our “first aiders”. An accident form may need to be filled in if the incident is more than minor (see First Aid procedures).

If a child urgently needs to go to hospital an ambulance is called from the school office by dialling 999 or 101. The Emergency Services may ask for phone contact to be established with the first aider responding to the injured child at the patient’s side if further information is required. The parent is contacted after the emergency services if the case is urgent.

The parent is contacted first and asked to attend the school to assess the situation or if the parent feels it appropriate an ambulance can be called while the parent is on their way to the school. If not, upon assessment by the parent at school they feel a hospital visit may be necessary, the parent can transport the child to hospital themselves.

All accidents are recorded in the accident book and reported to class teachers if required, so that if necessary a note can go home to parents.

A first aider will be in attendance on all off-site trips, including sporting activities. An accident record and first aid provision is also taken.

Administration of Medicines

Parents may come into school to administer medication or may provide pre-measured sachet(s), in an envelope with the child’s name and year on, to be administered to their child. This must be supported by written consent and medicines stored in the school office.

There is no legal duty that requires staff to administer medicines; this is a voluntary decision. Where children need to bring prescribed medicines to school the parent/carer must complete a medicine form authorising the first aid personnel on duty to administer the medicine. First Aiders are authorised to administer medicines and these should be clearly marked with the child’s name, the required dosage and storage instructions. Prescribed medicines that require refrigeration that are brought into school, will be stored on a designated shelf in the servery fridge -all other medicines will be stored in the school office.

Children suffering from long term illness (e.g. asthma) may help themselves to their medication after the school has received written confirmation. Inhalers are kept in the child’s class, in a clearly marked area. Children are encouraged to use these responsibly. Children are not allowed access to other people’s medicines.

Inhalers are taken out to PE activities in school and are also taken on off-site visits and sporting activities at other schools and venues. The school does have available inhalers in case a child requires one and their own one is not accessible.

Staff welfare

If it is anticipated that someone is about to be violent it is important to walk away. Any incident in which an employee is verbally abused, threatened or physically assaulted by pupils, parents or members of the public should be reported immediately to the Headteacher.

Safety and Working Alone

The Working Environment

Waste bins, recycling bins and indoor compost bins are emptied daily.

Special food preparation safety measures are observed by contractors at lunchtime. Staff preparing food in school for the Breakfast and After School Clubs follow strict food hygiene guidelines, including using different coloured boards and labelled containers for preparing and storing food. Rubbish and food waste is covered and regularly removed to keep premises clear of pests.

Toilets are ventilated, are cleaned daily and in working order.

Floors are kept clean, dry and not slippery. Carpets are hoovered daily. Yellow hazard signs are used by the staff when the floor has been washed and cleaned.

Adequate lighting and heating is in place throughout the school for all staff and children.

Main outdoor routes are kept salted in icy or frosty weather. This is organised by the premises team, who have a priority gritting grid for the school site.

Spillage is cleared immediately or a hazard sign is erected.

Glass containers are only used when there is no alternative material available. These are recycled in the appropriate container in the staff room.

Any waste that is not able to be removed in the large bins is stored separately and disposed of periodically in the appropriate bins at the local council tip.

Recyclable waste paper and cardboard is collected from the school on a weekly basis by contractors. Currently two bins are for recyclable waste and one is for general waste products.

Electrical Safety

Simple common sense and vigilance are the key to reducing any potential hazards. Children are regularly briefed on safety as part of their classroom learning, especially in their science work on electricity and this will also be reinforced in assemblies throughout the year.

Access to electrical dangers should be prevented. The use of trailing wires should be avoided and switches and sockets need to be kept clear of display. Any damage to switches/sockets

must be reported to the Headteacher immediately. Frayed and damaged cables are replaced completely.

All portable appliances are checked annually and any personal items brought into school have to be PAT tested in order to be used. Items used by any 'letting' also have to be PAT tested and included in their booking forms, with documentary evidence.

Extension leads are always used fully unwound otherwise they can be overheated.

Children in Years 3-6 can handle plugs and electrical appliances after being trained. Younger children should always be supervised.

The photocopier and laminator will be used under guidance from staff. The office shredder will be used by staff only. **Children must not be allowed under any circumstances to use the shredder.**

Car Park

The car park is restricted to employees and visitors to the school and to business deliveries. Children and parents should not use the car park or its entrance. The car park is out of bounds to the children.

The children are encouraged to pick up their own litter. They wear gloves or use a litter picker when picking up other litter.

Bins are provided throughout the school and on the playground for general waste and recycling. Compost bins are also provided in specific areas around the school for food fruit waste. These are emptied daily into the large compost container on the school field.

Educational visits/Sports Fixtures/Leaving premises with a group or class

There are extra guidelines for residential visits and outdoor pursuits, which are co-ordinated by the Education Visits Co-ordinator.

The teacher in charge of any school trip ensures:

- Appropriate risk assessments have been carried out.
- The trip has been registered with KCC Outdoor Education Unit
- Every child has a full/adult seat on the journey with a seat belt.
- Anaesthetic permission forms with emergency contact numbers are taken up on the trip.
- Adequate first aid provision is taken on the visit.
- Ratios are kept in line with KCC policy

No children will leave the premises unless they are supervised and parental permission is obtained in advance. Short local visits are covered by the permission forms signed by the parents on entry to the school.

The group leader/teacher in charge is responsible for making all those involved in the visit aware of their role with regard to safety.

First aid kits, buckets and carrier bags should be taken on all visits. Spare clothing for toilet accidents should also be included by the designated 'first aider'.

Staff will make sure that children with specific medical conditions have their medication readily available e.g. epi-pens/inhalers/diabetes management devices are carried.

A list of everyone in the party, including adults, is copied and left with the school office.

If cars are used then drivers should be adequately insured. Staff using cars to transport children should insure themselves with the additional 'for business purposes'. Parents should be advised about insurance implications of ferrying children. All parents offering to drive children to events/fixtures have to complete a driver's form before being allowed to take children out.

Self-Drive Mini-Bus

It is the policy of the school not to use self-drive mini-buses.

Playground supervision

Children's play is regularly monitored and it is natural and healthy for them to be given the opportunity to design and create games and rules. It is normal for play to be energetic and loud.

Staff rotas are in place for break times and before school supervision. Adequate staff supervision of the children is in place on the playground at all times. All staff on playground duty wear hi-visibility jackets.

Lunchtime supervisors are operating on the playground and in the dinner hall. Any accidents are dealt with at the first aid station in the Activity Area and any incidents of poor behaviour are reported to the class teachers.

Swimming Pool Safety

There are separate policy regulations regarding the teaching of swimming and the associated equipment. They include at least two adults at the pool whatever the numbers of swimmers with one adult to 15 children in the pool itself.

Children are expected to behave politely and quietly when attending the swimming pool.

Security, Visitors and Contractors

All school staff must 'sign in' and 'sign out' using the staff register, each time they arrive/leave the premises.

All visitors during the school day sign in and out and wear a badge, regardless of the time they are on site, unless:

1. They only come to the door to make an enquiry.
2. They visit the school at the same time every day to make a delivery.
3. They have to come to collect children and are not entering the school site beyond the office.
4. Large numbers are attending a school function.

Children are encouraged to look out for strangers who are not wearing a badge and report them to a member of staff, but are discouraged from challenging them.

All visitors will be made aware of the school fire arrangements in the event of a fire. Regular testing and monitoring takes place.

The number of registered key holders is strictly limited. Currently there are 5 key holders. The alarm codes are confidential and should not be shared.
Police are alerted by the alarm company when necessary.

Cash must not be left unattended at any time. The school safe must be used for overnight storage. When taking cash to the bank, staff should vary the timings of their visits each week and should carry the actual cash close to the person and out of sight.

Wherever possible valuable equipment, (such as laptops, CD players) should be moved out of sight at the end of the school day. Blinds need to be drawn at the end of the school day to hide equipment from sight.

All computers and other valuables at night are within the range of the alarm system.

New members of staff are made aware of the Health and Safety Policy as part of their induction to the school and given a copy when they join. Their particular responsibilities in relation to the children are emphasised.

Supply teachers and other people working with the children for a brief period are given a summary of the policy to read. (See attached Appendix No 3).

Contractors on Site

Contractors working on site are reminded of other people on site and the policy in relation to the basic Health and Safety rules.

All contractors have to sign in on arrival at school. Fire protocols are discussed at this point.

Key factors are: Safe working practices; Maintenance of safe exit routes; separation of contractors and pupils; Notification of arrivals by contractors on site each day;

All staff are made aware of contractor visits through the school diary and 'day board'.

General Safety and Security

Entrance hall secured and external gates locked.

Boiler room is locked at all times.

Health and Safety issues form part of the agenda for weekly staff meetings. Any health and safety issues observed by staff or children are reported to the Headteacher.

Lettings

All lettings are subject to fees and the agreement to general regulations. See lettings policy for further information.

Substances within the classroom

A variety of glues are essential, especially for Design Technology. The dangers are monitored by the teachers keeping a careful check on the amount used and for any signs of misuse. Non-

toxic PVA glue is used in the classrooms. Cool melt glue guns are used under supervision in Design & Technology.

Asbestos Management

An Asbestos survey is carried out every 3 years by KCC. All contractors are asked to check the survey and sign to say that they are aware of the location of the asbestos in the school building.

Any building works that take place will lead to the survey being updated to reflect changes.

School staff have been made aware of the locations for asbestos within the school and are aware it must not be disturbed.

Legionella Management

A water hygiene risk assessment is carried out every 2 years, which identifies any areas that need monitoring. The water system is monitored regularly, with temperatures recorded in the log book.

Water risk assessment of the school has been completed and the Premises Team are responsible for ensuring that operational controls are being conducted and recorded in the log book.

This includes:

- Identifying and flushing rarely used outlets on a weekly basis and after school holidays period (results are recorded).
- Conducting necessary water temperature checks (Monthly)
- Disinfecting & descaling taps where water droplets are formed (Monthly)

COSHH

The Cleaner in Charge locks the cleaning chemicals away. (All liquids which have a black cross on an orange background). Care is taken when ordering supplies to avoid the use of chemicals which come within the 'Control of Substances Hazardous to Health regulations' (COSHH). A list would be provided to the fire services in the event of a fire. The Headteacher or delegated member of staff, carry out a COSHH assessment. The Headteacher keeps a record of any COSHH materials in school and their location.

Staff (including kitchen staff) are made aware of the dangers of mixing certain chemicals e.g. bleach with other cleaning fluids.

Emergency procedures for each of the items are on the school COSHH list.

Contract cleaners and contract catering staff on site operate their own COSHH arrangements. The school has a copy of their COSHH lists and a folder is held by the contractors themselves.

Noise

Some children are very sensitive to noise and account is taken of this even during break times – e.g. dinner times in the hall or in the classroom at wet playtime.

At all times the noise is kept to a level appropriate to the activity. Any contractors on site are made aware of their responsibilities with noise too.

Road Safety is incorporated into the curriculum for all children at the school (See Attached Appendix 2)

Smoking Policy -See attached appendix 4.

Health & Safety Policy shared with staff and governors: - October 2022
Review date: October 2023

Signed Head teacher

Signed Governor representative

APPENDIX 1

FIRST AID AND ACCIDENT PROCEDURES

1. FIRST AID

First Aid Boxes

All classrooms and first aid points include:

Disposable gloves.

Water and non-porous paper towels

Blue plasters with metal strip to be used in the canteen.

Accident Books

Staff ensure they are kept up to date, dated and signed. Ensure they are available to parents and HSE.

Not to be used

Creams, Dettol, eye baths, tweezers (without permission) scissors, crepe bandages, cotton wool and mediwipes.

Medicines

Parents may come into school to administer medication or may provide pre-measured sachet(s), in an envelope with the child's name and year on, to be administered to their child. This must be supported by written consent and medicines stored in the school office.

There is no legal duty that requires staff to administer medicines; this is a voluntary decision. Where children need to bring prescribed medicines to school the parent/carer must complete a medicine form authorising the first aid personnel on duty to administer the medicine. First Aiders are authorised to administer medicines and these should be clearly marked with the child's name, the required dosage and storage instructions. Prescribed medicines that require refrigeration that are brought into school, will be stored on a designated shelf in the servery fridge -all other medicines will be stored in the school office.

Asthma

Inhalers are kept in the child's class, in a clearly marked area- children are encouraged to use these responsibly. Children are not allowed access to other people's medicines.

Staff ensure children take inhalers to PE in case they are required.

Staff ensure inhalers are taken on all out of school activities including inter-school matches and educational visits.

Spare inhalers and throw away separators are kept in school.

Cleaning Agents etc.

Staff ensure these are not left in reach of children and are not used by the children. The school COSHH list is available, which gives contents of products used and treatments if swallowed.

Correction Fluid

Correction fluid is not to be used by children. If used by staff, they must ensure it is kept in a drawer, locked if possible.

General

All staff and parents should not have hot drinks on the playground or in their classrooms. Children should not set out PE apparatus without supervision. Children should not carry crockery, glassware or similar items. They should not carry heavy objects.

ACCIDENTS TO PUPILS – REPORTING PROCEDURES

ON SITE INCIDENTS – PROCEDURES

Staff will ensure they take immediate action in accordance with the following procedures:-

For all accidents, including all bumps and bruises.	Complete accident book. Any injury to the head or face to be accompanied by a letter sent home and a copy filed. Teacher to be informed.
---	---

1. ACCIDENTS – REPORTING PROCEDURES

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations Act 1995 (RIDDOR) require that certain incidents must be reported to the Health & Safety Executive (HSE).

ACCIDENT BOOK

Staff must ensure that the accident book is completed appropriately and the injured person permitted to make their own entry if they wish. These books are kept for a period of five years after the date of the last entry.

THIRD PARTY REPORTING

Some types of accidents need to be reported to KCC on the online HS157 form and sent to Health and Safety Unit in Sessions House.

1. Anything causing significant injury i.e. heavy fall resulting in: cuts or bruises, requiring more than a few moments recovery time; referral to hospital; the need to contact relatives (e.g. parents in the case of a child).
2. Anything resulting in lost time (including the day of the accident).
3. Incidents involving damaged or faulty premises, plant or equipment.
4. Accidents caused by a third party, e.g. road traffic accidents.
5. Any significant incident involving assault or violence.

An HS157 does not need to be completed for minor, insignificant accidents to third parties; anything that only takes a few moments recovery, anything that only requires a clean and/or given a plaster, feeling unwell, asthma attacks, epileptic fits, etc. All these types of injuries will be entered in the accident book. These will then be monitored to look for trends.

All staff accidents must be recorded on HS157 and sent to Schools Personnel Services.

MAJOR OR FATAL INJURY ACCIDENTS AND DANGEROUS OCCURRENCES

These include:

- Fracture other than to fingers, thumbs or toes.
- Any amputation
- Any dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Serious burns (10% of body or more)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye
- Any injury resulting from an electric shock or electrical burn leading to unconsciousness requiring resuscitation or admittance to hospital
- Any injury leading to hypothermia, unconsciousness
- Crush injury to the head
- Loss of consciousness caused by asphyxia
- Loss of consciousness due to absorption or inhalation of a substance

Should a major injury occur immediate first aid will be given to the pupil and other medical help or trained first aid help, summoned immediately.

Assistance from the Headteacher or other senior member of staff can be requested through using 'red cards' or by sending a responsible pupil.

It is essential that the Headteacher be informed of the incident.

Parents are notified as soon as possible.

If the incident occurs outside the classroom, the rest of the class is sent back to the classroom and two pupils are sent to get supervisory cover from another teacher. If the incident occurs inside the building, the rest of the class are removed from the scene of the incident and sent to an appropriate place.

Continuous medical support is given by school first aider until professional assistance arrives.

Headteacher notifies Area Education Office at once. Area Education Office normally responds to any queries from the media in consultation with the County Press Office.

The adult who has dealt with the incident prepares a detailed written statement on the sequence of events, including timings, other adult's involvement, the names of any pupils who witnessed the incident, who was injured, what was the injured person doing at the time. The Headteacher will arrange for statements from the named pupils and other adult's involved. An accident report form F2508 is completed online and sent to the ICC and Area Health & Safety Unit.

Individual adults do not discuss the incident with other children's parents or the media.

Pupils in the same class may be suffering from shock. Depending upon the severity of the incident, the Headteacher considers whether they should be sent home or collected by their parents.

The school retains copies of all statements for at least 7 years.

Reportable Diseases

- Certain poisonings
- Some skin diseases
- Lung diseases
- Infections, such as hepatitis

A full list of reportable diseases are displayed on the Health Protection Agency poster in the school office. All parents will be notified as required.

Any accident resulting in death or major injury to an employee is reported immediately electronically to the ICC (Incident Contact Centre) (0845 300 9923) and on Form F2508. This is via www.riddor.gov.uk/reportanincident. Records of any reported injuries will be kept for 3 years after the date in which they happened.

A form F2508 can be sent to Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG. The ICC then forward details to the local HSE office. A copy will also be e-mailed to: Health & Safety Unit M3.26 Sessions House, County Hall, Maidstone, ME14 1XQ.

Incidents at playtime/lunchtime.

A red card with the staff member's name on will notify an emergency and must be sent to the nearest school adult. The Headteacher will also need to be informed.

APPENDIX 2

ROAD SAFETY POLICY

Introduction

Road accidents are the greatest single threat of death or injury facing children. The aim of the school's road safety policy is to reduce this risk. Our objectives are set out below.

The Curriculum

- Road safety education is delivered through the curriculum and as part of Personal and Social Education.
- Local road safety officers and other outside professionals, such as the police, are invited to take part in school.

Parents

- Parents have the opportunity to influence their children's attitude and behaviour on journeys to and from school.
- Parents are informed of any road safety initiatives.
- Parents to accept responsibility for parking safely and appropriately, both in the school site and in the immediate vicinity of the school, especially near local residents driveways.
- The zigzags and the double yellow lines are there for the safety of the children and all pedestrians and parents must not park or 'drop off' on these lines at any time. The school enforces it is an offence to stop or park on these zig-zags.

Journey

- When travelling in staff, parents' or volunteers' vehicles, pupils have to wear a seatbelt at all times and travel in the back of the car unless specific permission is received. The driver must be covered by fully comprehensive insurance.
- Staff will only hire coaches and mini-buses with seat belts.
- All children will remain seated, wearing a seat belt throughout the journey.
- Children will be allowed to get on and off coaches in a safe place such as in a car park or on a pavement.
- Year 5 and 6 pupils will be allowed to cycle to school after completing the Kent safe rider training course.
- Children cycling to and from school must wear helmets. Parental permission forms must be completed before children are allowed to cycle to school.
- Children dismount their cycles at the school gate and 'walk' their bikes at all times whilst in the school grounds.
- Staff taking children out of school will always be mindful of safety on the roads, using the opportunity to further pupils' road safety awareness. Hi-Vis jackets are worn by staff and children on any 'walking trip' out of school.

Management of the Policy

- Road Safety issues are continually reinforced through work in PSHE, circle time and during assemblies.

APPENDIX 3
HEALTH AND SAFETY POLICY FOR SUPPLY TEACHERS

- 1) Day to day responsibility for health and safety in the school – Headteacher.
- 2) In school, including the logging of all accidents. All staff have the responsibility to carry out the policy.
- 3) When an employee notices a health and safety problem, which they are not able to rectify, they must tell the appropriate person named above.

Fire and Explosion

There are “Fire and Safety Instructions” in each classroom and area of the school. The fire alarm is raised from the nearest call point , (alternatively the hand bell is used) from where the emergency services are called. When the alarm sounds the children will be directed by staff to leave the school premises in silence and walk to the assembly points on the school playground or field. If there is a bomb alert, they assemble on the far side of the school field having left the building as fast as possible. The Police and Area Education Office will be notified.

A member of the school office staff brings out the registers/visitors and late book. The toilets are checked on exit.

The Fire Alarm is tested once a week.

Fire drills and emergency evacuation measures are held every two terms and are logged appropriately.

Staff members have been trained in the use of the fire-fighting equipment, although evacuation takes precedence over fire-fighting. The alarm will be raised before attempting to tackle the fire. A fire officer visits the school on a regular basis and extinguishers are checked annually by KCC.

First Aid

Staff who are authorised School First Aiders should administer first aid for minor injuries such as cuts and grazes, when required. Any more serious injuries need to be referred to the senior first aiders, who will inform the school office, if parents need to be contacted. Paediatric First Aiders are also available for children in early years.

Disposable gloves are worn for attending to accidents to minimise the risk of contaminating bodily fluids.

First aid boxes are kept at the first aid points, which are clearly marked on the fire and safety instructions notices, in each of the rooms in the school.

Parents will be informed on a standard form if their child suffers any injury to the head or face. This will be signed by one of our “first aiders”. An accident form may need to be filled in if the incident is more than minor (see First Aid procedures).

If a child urgently needs to go to hospital an ambulance is called from the school office by dialling 999 or 101. The first aider responding to the injured child must have a mobile phone with them so emergency services can contact them at the patients side if further information is required. The parent is contacted after the emergency services if the case is urgent.

If it is unsure if an ambulance is required the parent is contacted first and asked to attend the school to assess the situation or if the parent feels it appropriate an ambulance can be called while the parent is on their way to the school. If not upon assessment by the parent at school they feel hospital necessary the parent can transport the child to hospital if not urgent.

All accidents are recorded in the accident book and reported to class teachers if required, so that if necessary a note can go home to parents.

An accident record and first aid provision is also taken on all off site trips, including sporting activities.

Administration of Medicines

Parents may come into school to administer medication or may provide pre-measured sachet(s), in an envelope with the child's name and year on, to be administered to their child. This must be supported by written consent and medicines stored in the school office.

There is no legal duty that requires staff to administer medicines; this is a voluntary decision. Where children need to bring prescribed medicines to school the parent/carer must complete a medicine form authorising the first aid personnel on duty to administer the medicine. First Aiders are authorised to administer medicines and these should be clearly marked with the child's name, the required dosage and storage instructions. Prescribed medicines that require refrigeration that are brought into school, will be stored on a designated shelf in the servery fridge -all other medicines will be stored in the school office.

Children suffering from long term illness (e.g. asthma) may help themselves to their medication after the school has received written confirmation. Inhalers are kept in the child's class, in a clearly marked area. Children are encouraged to use these responsibly. Children are not allowed access to other people's medicines.

Inhalers are taken out to PE activities in school and are also taken on off-site visits and sporting activities at other schools and venues. The school does have available inhalers in case a child requires one and their own one is not accessible.

General Hazards

Waste bins are emptied daily.

Glass containers are only used when there is no alternative material.

Electrical Equipment

Simple common sense and vigilance are the key to reducing any potential hazards. Children are regularly briefed on safety as part of their classroom learning, especially in their science work on electricity and this will also be reinforced in assemblies throughout the year.

Access to electrical dangers should be prevented. The use of trailing wires should be avoided and switches and sockets need to be kept clear of display. Any damage to switches/sockets

must be reported to the Headteacher immediately. Frayed and damaged cables are replaced completely.

All portable appliances will be checked annually and any personal items brought into school have to be PAT tested in order to be used.

Extension leads are always used fully unwound otherwise they can overheat.

The photocopier and laminator will be used under guidance from staff. The office shredder will be used by staff only. **Children must not be allowed under any circumstances to use the shredder.**

Lifting, Heavy Loads

Only weights, which can be comfortably carried, are to be lifted. Weights are lifted in stages - floor to knee then from knee to carrying position.

Clothing

Children change for physical activities into safe clothing (apparatus work is done without tights). Bare feet for gymnastic activities.

Teachers must change appropriately for physical activities. No baggy clothing to be worn for swimming and suitable footwear and clothing for PE.

Earrings are not allowed for PE activities and need to be removed prior to lessons. Earrings can be 'taped' by the children as a temporary measure, if they provide their own micropore tape.

School Journeys

There must be a minimum ratio of one adult to 15 children. Every child must have a full adult seat with a seatbelt on journeys.

Anaesthetic permission forms with emergency contact numbers must be taken on the trip. A first aid kit must be taken on the visit.

Swimming Pool Safety

At least 2 adults, at the pool whatever the number of swimmers, with at least one adult to each 15 children in the water. All adults must wear appropriate clothing.

Staff 'signing in'

All school staff must 'sign in' and 'sign out' using the staff register each time they arrive/leave the school premises.

Visitors, Contractors & Security

All visitors sign in and out and wear a badge, regardless of the time they are on site unless

- a) An enquiry at the office
- b) They visit the school at the same time every day for a delivery
- c) They have come to collect children at the beginning or end of the school day
- d) Large numbers are attending a school function

Dangerous Substances

Tippex and similar alternatives are not to be used by the children. All cleaning chemicals are to be locked away.

Appendix 4

SMOKING POLICY

Introduction

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers. It has a negative effect on those people who suffer from conditions such as asthma. There is considerable evidence regarding the impact of smoking behaviours on children.

1. As smoking is the single most preventable cause of premature deaths and ill health in our society, as a school we believe it is our responsibility to promote a no smoking policy and to give everyone the right to breath clean air and to avoid the dangers of second hand smoke. Children need to receive consistent messages and require non-smoking role models if they are to recognise no smoking as the norm.
2. High Firs Primary School aims to provide a safe working and learning environment for both pupils and staff and to this end the whole school supports a no smoking policy which reinforces the messages within the PSHE/Citizenship curriculum and the health initiatives in the wider community.

Policy Links

3. This policy has obvious links with the Health and Safety Policy, the PSHE/Citizenship Policy and the Drug Education Policy.

Aims of the policy

4. The policy seeks to:
 - Provide a no smoking environment both within the school building and grounds that protects the health of the whole school community and visitors to the school.
 - To promote a healthy lifestyle and enable pupils to make responsible healthy choices in relation to smoking. This is reflected within the school's PSHE and science curriculum and by providing excellent role models for all children and adults within the school.
 - Equip children with the social skills that enable them to resist the pressure to smoke, either from their peer group, or from society in general.
 - To set the example of a health promoting smoke-free environment to the whole school and wider community in line with government guidance and local priorities to reduce the prevalence of smoking and the associated risks.
 - Guarantee the right of non-smokers to breath in air that is free from tobacco smoke.
 - Comply with Health & Safety Legislation and Employment Law.
 - Raise awareness of the dangers associated with exposure to tobacco smoke.
 - Take into account the needs of those who smoke and to support those who wish to stop

Organisation

5. The dangers of smoking are addressed in Year 6, in our programme of personal, social and health education (PSHE).
6. As well as teaching the children about the effects that smoking has on the body, we engage them in discussions about the reasons why people start to smoke, and what they themselves should do if other people encourage them to try cigarettes.
7. The children's class teacher leads all such discussions in a sensitive manner. The teacher encourages the children to explore the views of other people and to reflect on their own personal convictions with regard to smoking. We explain that it is illegal for cigarettes to be sold to people under eighteen years of age, but our aim is for children to refrain from smoking not only for that reason, but also because they believe that smoking is a wrong lifestyle choice.
8. The dangers of smoking sometimes arise as part of the science curriculum in Key Stage 2, when children learn about the way substances affect the whole body.
9. When such an issue arises, class teachers deal with it in context and answer the children's questions to the best of their ability, taking care to explain that smoking is dangerous and should be avoided.

The Smoke Free Environment

10. The following statements apply to all staff, pupils and visitors to the school, Parents, visiting suppliers, temporary staff, contractors and governors.
 - Smoking is not permitted in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds, sports field or car parks.
 - Smoking by anyone on a school visit or trip is not permitted.
 - Smoking at the entrances and exits to the school site will be strongly discouraged.
 - A no smoking statement is included in the school's prospectus and staff handbook.
 - The relevant signage is displayed around school.
 - Smoking is not permitted in any vehicles being used on school business when pupils or staff are passengers.

11. Staff members are expected to inform visitors of the no smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

Support for smokers

12. For those who smoke, information about NHS Stop Smoking Services and local support are available.

Disciplinary action

13. The day to day implementation of this policy is the responsibility of the whole school community and everybody has a duty to respond to breaches of the policy. Any

persons who smoke on the premises will be asked to extinguish the offending item and/or leave the premises.

14. If any members of staff wish to smoke they must leave the school site and are asked to do so without being in sight of the school building. Staff or children who breach the no smoking policy will be advised that this could result in disciplinary action.

15. Breaches of this policy by pupils will result in the involvement of the parents

Monitoring and reviewing

16. The policy will be reviewed in line with the school review cycle to ensure that it continues to meet the aims.

The school smoking policy will be

- Communicated to all employees, parents, contractors and visitors.
- Referred to in any job advertisements and contracts of employment
- Made available to all new employees as part of their induction.
- No smoking signs will be clearly displayed around the school.

Local Support for Staff

Support is available from the NHS Stop Smoking Helplines for those who want help to stop smoking:

Other Useful Contacts:

Action on Smoking and Health (ASH) – offer confidential advice on problems associated with smoking in the workplace. Tel: (0207) 739 5902.

Website: www.ash.org.uk

NHS Stop smoking <http://www.nhs.uk/smokefree>