

BARLBOROUGH PRIMARY SCHOOL
New Health & Safety Policy (October 2015)

The school follows LA Health and Safety policies and procedures.

The Governors will try to ensure the health and safety of all those working in and visiting the school and comply with Health & Safety Legislation.

It is the responsibility of every member of staff to report any hazards, hazardous situations or dangerous incidents including near misses to the Head, their line manager or the Governors. The Head and Health & Safety Governor carry out health & safety walks and record outcomes which are shared with Staff and Governors. The Health & Safety Action Plan is monitored by the Safeguarding Team.

The school has risk assessments. By accepting this policy Staff agree to read and adhere to those affecting their activities and ensure that they are applied appropriately to the children in their care. Risk assessments are located in a file in the headteacher's office and are available to all staff via shared file on the server, and also on the Health & Safety section of the Safeguarding Notice Board in the staffroom.

This policy is given to all new staff (permanent and temporary), students and volunteers as part of the School's Induction Pack.

FIRST AID

A list of all trained First Aiders is situated in each classroom and other work areas with the First Aid Kit.

All injuries requiring treatment and all head injuries should be put in the First Aid Book. Serious injuries should be reported to the designated first-aider or the Head. These should include serious cuts, hard bangs to the head (particularly those causing visible injuries or loss of consciousness), suspected broken bones or sprains and eye injuries. If injured children cannot move on their own they should not be moved. The designated first-aider should be called. If children have seriously banged their head parents should be informed, when possible, either by telephone, personal contact or note.

Accidents to Children in School

Accidents can be:

- very minor (small bumps and bruises that an older child would probably not report)
- slight (cuts, grazes and bruises which require first aid treatment and no more)
- serious - needing hospital treatment
- notifiable - e.g. broken bones, accidents involving unconsciousness or hospitalisation.

Note:

1. The child may need comforting.
 2. First aid should be carried out. Remember that some injuries can be more serious than at first appears.
- A broken bone can remain in place for several hours and not be painful until movement dislodges it.

- Concussion can be delayed.
 - Watch the child for symptoms to develop later.
 - Remember to watch for signs of epilepsy. This tendency may not have revealed itself prior to school.
 - It is usually advisable to tell the parent of these accidents when the -child goes home from school.
3. Accidents which may need a doctor's attention:
- Where there is doubt it is wise to err on the side of safety and call in the parents to decide whether to pursue the matter, or take the child home for observation.
 - Phone numbers, including alternatives for emergency contact, should be kept near the telephone.
 - The name of the family doctor and a record of factors which may affect treatment should also be there.
4. Accidents which need specialist treatment:
- Contact the parent. Permission is needed for treatment.
 - Arrange with the parent whether the child will be collected from school, or met at the hospital.
 - Arrange transport. Ensure that the parent has transport. If private transport is being provided, ensure that insurance cover is appropriate.
 - The child will need a familiar person along if an ambulance is used. Take a bucket in a car in case the patient vomits on the journey.
 - Take the name of the family doctor, the child's address and details of factors affecting emergency treatment.
 - If parent cannot be contacted, proceed to arrange treatment and continue to try to reach parent.
 - Ring the casualty department at the hospital and describe the injuries and age of the child so that they are ready.
 - Always warn the parent of the state of the child, otherwise you may have to deal with an adult in shock as well as an injured child. It is sometimes wise to cover the child's injury and advise the parent to leave the dressing for a doctor to remove.
 - Complete an accident report form.
 - In a case where an accident could have resulted in injury, damage or loss a "Near Miss" form should be completed.
 - For further guidance, consult Area Education Office.

Medicines

Staff should not be expected to give children medication. In unavoidable cases clear written instructions must be sent by the parents. Mrs Hartley, Mrs Findley, Mrs Lodge, Mrs Hewison, Miss Edger or Mrs Wheatcroft would administer the medicine and record the dosage. Asthmatic children's inhalers should also be accompanied by written instructions. Parents should be encouraged if possible to keep one inhaler at home and one at school.

There are children in school with medical plans & further guidance can be found in the medical policy.

Duties of the First Aider

To examine all serious injuries and decide on appropriate action.

Health & Safety (First Aid) Regulations 1981

Duties of "Appointed Persons"

- a. To take charge of the situation having summoned help from a first aider or doctor or nurse or call for transport to hospital in the event of an employee being seriously injured or becoming ill whilst at work;
- b. to have charge of the first aid box, maintain stocks of its contents and to make them available for the treatment of minor injuries;
- c. to ensure that a record is made of each incident;
- d. to maintain notices of first aid arrangements in the establishment;
- e. to inform new employees of the arrangements for first aid at the workplace.

Unwell children should be sent home whenever possible.

The lead first aider is responsible for ensuring that first aid kits are appropriately stocked and items in date.

The First Aid Co-ordinator should ensure that the lunch time first aid kit is appropriately stocked.

FIRE

A fire practice will be held each term. Everyone should leave the building when the fire bell rings. Staff should close doors as they leave. Each classroom has a laminated list of pupils' names and a space to write the attendance number each day - this should be taken outside to use as a checklist. Classes should line up by the small gate. Staff will then check that all children are out. Nobody should stop to collect anything.

Fire extinguishers and bells will be checked and serviced regularly.

ELECTRICITY

All electrical equipment will have regular safety checks.

No equipment over one year old should be used unless it has been checked.

No unchecked equipment should be brought into school.

Circuit breakers should be used wherever possible and always when using extension leads.

Students and volunteers should not use electrical equipment until they have been instructed on how to operate it.

COSSH

COSSH assessments are held in the office and in the caretaker's room.

No substances with warning or hazard symbols should be used unless they have received a COSSH assessment. They should only be used as specified in the assessment. The caretaker's room and outside stores where cleaning materials are kept must always be locked. Children must not be allowed access for any reason. No cleaning substances should be mixed or used at the same time. Manufacturers' instructions should be used unless they conflict with the County's COSSH Assessment. Bleach should not be used.

VISITS & JOURNEYS

Whenever children leave school they should be accompanied by a member of staff.

Ideally the ratio should be 1 adult to 10-12 children or better for years 3, 4, 5 and 6 and 1 adult to 8-10 children for years 1 and 2. The ratio for foundation stage children should be higher (approx. 1:6). Staff supporting special needs children should not be included in the ratio. The more hazardous the activity the more adults should accompany the

children. Staff are responsible for the group at all times and should keep the whole group in sight whenever possible. If possible, Staff should make a preparatory visit before the trip, making note of any possible hazard and carry out a full risk assessment. Parent helpers should be given group lists and told of any hazards. The teacher should have lists of all groups. It is the teacher's responsibility to ensure that all of the children safely negotiate hazards, such as crossing roads. Parents should not be left in sole charge of a group except in exceptional circumstances. Parents should always be informed in advance when children are going to leave school premises. Letters about visits should give an idea of the activities to be undertaken, including visits to adventure playgrounds, which should only be used if safe. Letters should have a return slip for parents to indicate their permission. Parental permission must be gained before any child is permitted to take part in a visit. Staff taking children on visits where they may get their hands dirty or touch animals should ensure that washing facilities are available for children to use before they eat. Children should also be reminded not to put their fingers in their mouths.

All trips should be approved by the EVC and the Head. More risky activities should be approved by the Governors and LA. A risk assessment should be completed for every visit and submitted on Evolve, well in advance to give time for the correct approval to be given.

OTHER HAZARDS

Staff should not take hot drinks downstairs from the Staffroom when children are in school.

Children should not use glass containers and jars. Drinks contained in glass bottles should not be brought to school or taken on school trips.

Children should not use tools unsupervised. This includes scissors.

Sharp tools should not be accessible to unsupervised children.

Broken glass or sharp tools should always be thrown away in the outside wheelie bin.

P.E.

Staff should ensure all equipment is safe before children use it.

Staff should always watch for children over-reaching their ability.

Staff should not allow children to overload equipment.

Staff should make sure that equipment is only used for the purpose for which it is designed.

Clothing

Children should:

- change into appropriate clothing for PE lessons. Suitable kit would be close fitting shorts and tee-shirt.
- for safety reasons it is essential that children working on high apparatus should have bare arms and legs.
- bare foot work is acceptable if floor conditions are suitable.
- trainers are not really suitable for indoor work children should wear plimsolls.
- trainers, however, are ideal for outdoor work.
- all jewellery and watches should be removed. Earrings must be removed or if newly pierced we allow 6 weeks with ears taped by parents.

Staff taking children to the sports field or village hall should take a mobile phone in case of an emergency. The camera facility of a personal mobile phone should not be used in the presence of school children.

Matches

Children should take a letter home when they play for the school team.

Parents transporting children to matches should have suitable insurance cover.

Cars should travel in convoy.

All children should return to school before going home unless their parents are giving transport or a letter has been received giving permission for them to go home with another child's parents.

HEIGHT

Staff and children should not stand on furniture to reach high places. Stepladders should only be used by staff. Staff should check that ladders are not damaged before use. Staff should not over reach when using ladders and should ensure that they are positioned or secured so that they will not fall, if used correctly. Leaning ladders should only be used when two people are present and the ladder cannot slip. Instruction on the safe use of ladders and the cleaning of heights are given in the Caretaker's Handbook and the Cleaning and Caretaking Agreement and in the Risk Assessment available from the Office or on the Safeguarding Notice Board in the Staffroom.

GENERAL

If staff think that any equipment or materials are unsuitable for the purpose required, or are unsure of the "safe" working practice they should seek advice as follows:

- Those employed by the school should seek advice from the Head or the Health & Safety Governor (Richard Jones).
- The Cleaner-in-charge should seek advice from the Technical Services Cleaning and Caretaking Section Tel: 01246-260946 or the Head.
- The Kitchen Assistants should seek advice from the Catering Section at the Area Education Office Tel: 01246-204851 or the Head.

Under no circumstances should the equipment or materials be used until advice has been received.

Further health and safety information appears in the Health and Safety and Risk Assessment folders in the office. Other information can be gained by contacting Educational Health and Safety at County Offices Matlock or by telephoning 01629 580000

This School Health & Safety Policy will be made available to parents on request as well as being on the school website.

This policy has been reviewed and approved by the Governing Body in line with their responsibilities under s.175 of the Education Act 2002.

Once approved the Chair of Governors will sign the bottom of each page and the signed version will be kept in the School Policies file in the HT office.

Date: October 2015