



# **Castlecroft Primary School**

## **Health & Safety Policy**

**Health & Safety Co-ordinator:** Mr P Dimmock

**Health & Safety Governor:** Mr K Rogers

**Site Manager:** Mr N Patterson

**Head Teacher:** Mr A Dyall

**Policy Updated:** November 2017

## Contents

### **1 INTRODUCTION: Statement of policy**

### **2 ORGANISATION**

- A Health and Safety Committee
- B Delegation of Health and Safety duties
- C Duties of the Governing Body
- D Duties of the Head teacher
- E Duties of the Health and Safety Coordinator and the Caretaker
- F Duties of Teachers, Teaching Assistants, Mid-day Supervisors
- G Duties of Hirers, Contractors and others
- H Duties of the Local Authority

### **3 PROCEDURES**

- A Codes of Practice and Safety Rules
- B Risk Assessment
- C Emergency Plans and Procedures
- D Fire Safety Policy
- F First Aid
- F Violence or Aggression
- G Precaution against Aids
- H Personal Hygiene
- I School Journeys
- J Swimming Lessons
- K Traffic Management
- L Waste Disposal
- M Storage of Hazardous Materials
- N Health and Safety Training
- O Monitoring

### **APPENDICES**

- 1 Nominated persons

**Our Aim:**

**To provide a safe and healthy  
working and learning environment  
for all staff, pupils and visitors**

**1 INTRODUCTION: Statement of policy**

The governing body notes the provisions of the **Health and Safety at Work Acts of 1974** and **The Management of Health and Safety at Work Regulations 1999** which state that it is the duty of every employer to conduct his or her business in such a way as to ensure so far as is reasonably practicable that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. The aim of the governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The arrangements outlined in this statement and various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.



III) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made;

IV) Identify and evaluate all risks relating to:

- a) Accidents
- b) Health
- c) School-sponsored activities;

V) Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others;

VI) Create and monitor the management structure. In particular the governing body undertake to provide:

- a) A safe place for staff and pupils to work including safe means of entry and exit.
- b) Safe plant, equipment and systems of work.
- c) Safe arrangements for the handling, storage and transport of articles and substances.
- d) Safe and healthy working conditions which take account of all appropriate statutory requirements and codes of practice and guidance whether statutory or advisory.
- e) Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.
- f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- g) Adequate welfare facilities.

So far as is reasonably practicable the governing body, through the Head teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on this policy, other relevant health and safety matters and the instruction and training that will be given to all employees so

that they may carry out their duties in a safe manner without placing themselves or others at risk.

#### **D Duties of the Head teacher**

As well as the general duties which all members of staff have, the Head teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for the teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this and through the members of staff as appropriate.

The Head teacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the main responsibilities of the Head teacher are:

I) An awareness of the basic requirements of the Health and Safety at Work Act of 1974 and any other recent and relevant health and safety legislation and codes of practices relevant to the work of the school;

II) Ensuring at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;

III) Ensuring safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities;

IV) Day-to-day management of health and safety matters in the school in accordance with the health and safety policy;

V) Ensuring regular inspections are carried out;

VI) Submitting inspection reports to governors and/or the local authority;

VII) Ensuring action is taken;

VIII) Passing on information received on health and safety matters to the appropriate people;

IX) Collating accident and incident information and when necessary carrying out accident and incident investigations;

X) Identifying the training needs of staff and pupils and ensure within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;

XI) Liaising with governors and the LA on policy issues and any problems in implementing the health and safety policy;

XII) Co-operating with and providing necessary facilities for trades union safety representatives;

XIII) Arranging systems of risk assessment to allow the prompt identification of potential hazards;

XIV) Carrying out periodic reviews and safety audits on the findings of the risk assessment;

XV) Encouraging staff, pupils and others to promote health and safety and suggest ways and means of reducing risks;

XVI) Monitor First Aid and Welfare Provision;

XVII) Monitor the management structure in conjunction with the school governors.

## **E     The Duties of the Health and Safety Co-ordinator and Site Manager**

These staff members will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility. In addition to the general duties which all members of staff have they will be directly responsible to the Head teacher within their areas of responsibility. They will take a direct interest in the school's Health and Safety Policy and in helping other members of staff, pupils and others comply with its requirements.

In particular their main responsibilities are:

- I) Day-to-day management of health and safety in accordance with the health and safety policy;
- II) Drawing up departmental procedures and reviewing as appropriate;
- III) Arranging for staff training and information;
- IV) Checking procedures are followed in department of responsibility;
- V) Acting on reports from staff within agreed time scale and reporting problems to the Head teacher;
- VI) Carrying out regular inspections and reporting to the Head teacher;
- VII) Ensuring that action is taken;
- VIII) Passing on health and safety information received to the appropriate people;
- IX) Induction of new teaching and non-teaching staffing in health and safety matters;
- X) Ensuring that everyone using the school premises is aware of the Health and Safety Policy, Emergency Procedures and First Aid Equipment;
- XI) Ensuring that all plant, machinery and equipment is adequately guarded and is in good and safe working order, that all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment, that the appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available, and that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.

**F     The Duties of Teachers, Teaching assistants, Mid-day Supervisors and Cleaning Staff**

All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

**They should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work as well as familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.**

In particular all members of staff should:

a) Be familiar with the Health and Safety policy of the school and those safety regulations as laid down by the governing body. Staff are advised to familiarise themselves with the following LEA documents:

- \* Health and Safety in Schools
- \* Guidelines for the Management of Off-Site Visits
- \* HIV and Aids
- \* PE and Outdoor Activities
- \* Sex Education Policy and Guidelines

b) Ensure both staff and pupils are applying health and safety regulations, rules, routines and procedures effectively.

c) Check that classroom /work area is safe.

d) See that all equipment is adequately guarded.

e) See that all equipment is in good and safe working order.

f) Not make unauthorised or improper use of equipment.

g) Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.

h) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.

i) Report any defects in the premises, plant, equipment and facilities that they observe either the Health and Safety Co-ordinator or the school Site Manager.

j) Take an active interest in promoting health and safety and suggest ways of reducing risks.

k) Carry out special tasks (e.g. First Aiders)

1) Follow carefully the written guidance for teachers planning and executing visits out of school, ensuring close attention to all aspects of health and safety.

m) Playtime duty teachers must always be on the playground before the children in order to check for hazards (e.g. hazardous waste, unsafe surfaces through weather conditions, animals on site, etc.)

## **G The Duties of Hirers, Contractors and others**

When the premises are used for purposes not under the direction of the Head teacher, then the principal person in charge of the activities for which the premises are in use will have the responsibility for safe practices. "The Assistant Director of Education, School and Community Services, through the appropriate Section of that branch and the application of the hiring regulations issued on behalf of Governors, will seek to ensure that the safety requirements are met at all times when premises are hired to persons outside the employ of the Authority; it will be a condition of all hirers that they comply with all safety directives made by the Authority." (W'ton Health & Safety Policy 1993 - 3.3)

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section. When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment, and take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act of 1974 and must pay due regard to the safety of all persons using the premises in accordance with sections 3-4 of the Health and Safety at Work Act 1974. In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the

Head teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury.

The governing body draws the attention of all users of the school premises (including hirers and contractors) to section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **H Duties of the Local Authority**

Their functions include:

- I) Monitoring (including consideration of inspection reports)
- II) Confirming or advising on priorities identified
- III) Arranging and considering audits
- IV) Reviewing Health and Safety Policy regularly
- V) Providing information
- VI) Analysing accidents and ill-health/near-miss reports
- VII) Providing training

### **3 PROCEDURES**

#### **A Codes of Practice and Safety Rules**

In consultation with the governing body (where appropriate) and taking into account the requirements of this statement, the Health and Safety Committee will approve (where necessary) codes of practice for the observation of safety requirements in school. From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Head teachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head teacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which will achieve a similar or higher standard of health and safety.

#### **B Risk Assessment**

The Head teacher will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The Health and Safety Committee will conduct this. The results of all such surveys will be reported to the governing body. The organisation and findings of previous Risk Assessments conducted are included at the back of this policy.

#### **C Emergency Plans and Procedures**

In the event of a major incident, all staff will ensure that everything possible is done to: -

- **SAVE LIFE**
- **PREVENT INJURY**
- **MINIMISE LOSS**

Emergency Evacuation Routes and Fire Safety Procedures are displayed in prominent positions (near the door) in every classroom and room used by staff, children and visitors to the school. Copies also appear in the Staff Handbook issued to all teaching staff (permanent, temporary, part-time and supply).

**It is the responsibility of the class teacher, monitored by the Schools Fire Safety Officer, to ensure that the Fire Procedures and Evacuation Routes map are never obscured from view.**

Emergency drills will take place every term. These will be held at different times of the working day ensuring maximum involvement (i.e. Mid-day supervisors, Kitchen staff, and Peripatetic Music Staff.) A record will be kept of each drill, its efficiency and, if necessary, an action plan to follow.

I) In the event of an evacuation, the Head teacher will supervise the evacuation and ensure restriction of access to danger areas.

II) The school clerk will be responsible for calling the emergency services.

III) In the event of it being necessary for access to the school to be restricted for some considerable time, arrangements have been made for the staff to walk the children to Smestow School, from where the children's parents may then be contacted. (NB Our PE Hall is available to Year 7 pupils and staff in the event of a major evacuation of Smestow School.)

## **D Fire Safety Policy**

Staff need to be aware of a number of basic Fire Safety Rules:

I) Combustible materials, such as cardboard boxes and packaging materials, should not be kept about the school unless they are required, for example making scenery in school plays or for art and craft purposes.

II) Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free from combustible materials. Stairways and corridors that form part of escape routes should **always** be kept clear.

III) Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.

IV) Waste and Paper Recycling bins should be used at all times and waste paper should never be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.

V) Stock rooms for stationery and other combustible materials should be kept secure. No smoking signs should be placed on the doors to these rooms.

VI) Boiler rooms must be kept clean, clear and locked.

VII) Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be overloaded and wiring must be checked regularly.

VIII) Some clothing and costumes that are used for school plays and shows are highly inflammable. If these must be used, they should never be placed close to any heat source e.g. Floodlights or other stage lighting.

IX) Parents, staff and visitors are reminded that it is now illegal to smoke in any part of the premises.

X) All staff, (teaching and non-teaching, permanent and supply) pupils, parents, visitors, contractors and persons using the school premises for lettings will be made aware of the Fire Safety Rules and Emergency Procedures. (NB New staff and supply staff are given a copy of the Staff Handbook.)

### **Key Points**

- All fire exit routes will be inspected on a daily basis. The condition of Fire Doors needs to be checked regularly and their maintenance needs to be a priority.
- The route to a place of safety must always be unobstructed and it should be possible to open all doors without the use of a key.
- Care must be taken never to use corridors or exit routes, such as foyers and open spaces, as storage areas, either permanently or temporarily, following a delivery of goods such as stationary or chemicals.
- A visible inspection of each fire extinguisher should be made regularly to ensure that it is in the correct position and in good working order. Any faults should be reported to the maintenance company immediately.

## **Fire Safety Inspection prior to public admission**

The school Fire Safety Officer should carry out an inspection of the school premises prior to any dual usage and to record the results of this inspection. Dual usage includes the use of school premises for stage plays, dances, youth clubs and Castlecroft School Parents Group activities.

Prior to each event, those parts of the premises that are to be used by the public should be examined to ensure that exit routes are unobstructed, exit doors open easily, and exit routes and doors are indicated clearly.

When premises are used out of school hours and school facilities are secured, those responsible should be aware of all safety routines, including the need for access to a mobile phone. At the end of each session, the organisers should ensure that no possible causes of fire are present. They should also ensure that all doors and windows are properly secured.

## **E First Aid**

The school should ensure that several members of staff receive the appropriate training and are re-training when qualifications lapse. When classes are out on school visits, there should be at least one qualified First Aider who is able to remain on site. **(See Appendix 1)**

- **First Aid Boxes**

There are a number of First Aid Boxes in the school. Staff have their positions clearly marked on their copies of the Emergency Evacuation Routes map. A couple of these are portable and for use on Sports days etc.

Another first Aid kit is kept in the medical room and used for school visits.

Each First Aid Station is clearly marked with a sign.

- **First Aid Equipment**

A nominated First Aider (**see Appendix 1**) is responsible for the checking of the First Aid supplies and ordering new supplies in consultation with the Health and Safety Coordinator and the Head teacher. This person also supplies staff taking children on school visits with a Travelling First Aid Kit, plastic bags, tissues, a sickness bucket and plastic gloves.

- **First Aid Rooms**

Minor accidents during playtimes and lunchtimes are dealt with in the Medical Room where there is access to water and a First Aid Box. In more severe cases, the staff room is used. Once again there is access to both water and a First Aid Box and chairs that combine together to form a bed.

- **Health Concerns**

If staff are concerned about the health of a child they can discuss it with any First Aider (see Appendix 1).

- **Medicines**

Medicines should only be administered by First Aiders. If the parents of a child send medicine to school, the child must be accompanied to the nominated First Aider (see **Appendix 1**) where a form will be given for the parents to complete before medicines can be administered. They will only be administered when a form has been returned and then by one of the qualified First Aiders. These medicines are stored in the medical room. Some basic guidelines need to be adhered to:

I) The only medications which should be administered by staff in schools are those prescribed for a pupil on written instruction from a parent or guardian and where the Head teacher considers it appropriate.

II) Commercially available medication, such as painkillers etc. should not be administered in schools unless prescribed by a doctor.

III) All medicines that the Head teacher has agreed can be administered should be securely stored and access should be restricted.

- **Medical Records**

A nominated First Aider (**see Appendix 1**) is responsible for updating all Medical Records. These are kept in the medical room and a copy in each classroom. This is updated each year. The school's office manager is responsible for updating contact numbers and issuing these to all staff. Copies of these are always kept in the main office. Staff can assist in informing immediately of any change in circumstances which may affect one of the children in their charge. All medical records that relate to staff and pupils are

confidential. They should be marked as such and treated in the same way as personal files and other confidential information.

- **Infectious Diseases**

If a child has an infectious disease then they should not be in school under any circumstances. Should we identify what we think may be an infectious disease, then the child will need to be sent home immediately. Any queries regarding symptoms or minimum exclusion periods should be directed towards a First Aider.

- **Asthmatics**

Inhalers are to be kept with the child or class teacher at all times. Often parents need to be asked to ask the child's doctor for a spare inhaler to be kept at school. It is very important that on any school visits, swimming lessons, Sports Days, drama/dance and PE lessons that the inhaler is checked to be with the child or teacher before leaving. If the inhaler is not at school for any reason, then the child should not take part in the activity. The inhaler needs to be checked regularly to ensure that it is not empty.

The chief symptoms of an Asthma attack are:

- Obvious respiratory distress
- Repeated coughing
- Audible wheezing

Some children may be very frightened by their symptoms because they feel they are fighting for breath. Therefore a calm reassuring approach is essential. Known asthmatics will have tablets, medicine or an inhaler which they usually use in an attack. The parents and the child will be well aware of what medicine to use in an attack, but the school should seek clear guidance from the parents. If, after the administration of these medicines, the child's condition does not improve, medical aid should be sought.

- **Anaphylaxis**

The school sometimes has children suffering from Anaphylaxis. When this is the case, there is an annual meeting held with parents, the school nurse and doctor at which the child's current state of health is discussed, the protocols discussed and staff receive training in the use of the Epi Pen. Guidelines have been drawn up on the storage of such pens, any other relevant inhalers and

medication, and the emergency procedures in the event of an attack. Medication is kept in the child's classroom in the stockroom and an additional set in the Headteacher's room. Great care is taken by all staff to ensure that risk is minimised. Under no circumstances must either child receive food from school or be involved in an activity involving foodstuffs unless parents are first approached. Extra care is taken on all school trips to ensure that staff in attendance are trained in the use of the Epi Pen, medication is always available and risks at a minimum.

- **Accidents and Accident Procedure**

In the event of an accident occurring in the classroom, the class teacher should ask for the assistance of a First Aider.

Minor accidents which take place during the school day are recorded in the Accident Book kept in the Medical Room with the First aid Kit. This is a vital record and its importance must be stressed both to teaching and non-teaching staff. It needs to be monitored regularly by the Health and Safety Co-ordinator and the First Aiders.

When a child has received a bump to the head, then a standard letter is sent home to the parents outlining early signs of concussion and advising them that if their child should experience any of these symptoms then medical advice should be sought. The Head teacher should sign the letter and the incident's time and date recorded on it. Copies of these letters are kept with the Accident Book.

For more serious accidents (i.e. those where the child is sent home, to the doctors, or hospital) then an Accident Form needs to be completed. (Once again these are of vital importance and for insurance purposes need to be kept until the child is 18 years old) Those who fill in Accident or Incident Report forms should ensure that they do not leave themselves open to legal comeback as the result of loose or lax wording. All sections of the form should be filled in as specifically as possible.

Fatal accidents and those which cause major injury must be reported to the Health and Safety Executive immediately, usually by telephone or fax: Form F2508 should also be completed and sent to the Health and Safety Executive and the local Authority within 7 days of the accident occurring.

- **Accident Investigation**

Every incident should be investigated in order to discover how a repetition could be avoided. Over time the accumulation of this data will become an important aid to the identification of trends and the assessment of the effectiveness of work methods and risk control measures. The level of investigation should be in keeping with the nature of the incident and the scale of its actual or possible consequences. The more serious the incident, the more intensive the investigation should be, in order to discover what happened, the lessons which can be applied to similar circumstances in the future, and what changes are necessary to risk control measures in order to prevent its repetition.

It is usually more important to ensure that incidents of that type do not happen again rather than to be able to describe definitively the cause of that particular incident.

**F Violence and Aggression**

It is important to record and monitor incidents of violence and aggression towards staff. Staff should be aware that violence includes incidents of a physical, verbal, sexual and racial nature, which arise from their employment. It should be noted that threat might be more debilitating than an actual assault. The governing body has a clear commitment to take positive action to minimise potential risks and, where staff are subject to violence or aggression, to be fully supportive. The governing body will: -

I) Commit itself to introduce measures to combat violence

II) Offer full support for staff who have been assaulted or attacked verbally

III) Investigate all reported incidents of violence and notify the police of all assaults, unless the member of staff does not wish the police to be involved

IV) Provide legal advice and representation by the employer if the police do not take action

V) Formally warn people who have made threats or verbally abused staff that legal action will be taken against them if they persist.

Where a physical assault results in an injury then the accident and incident-reporting procedures should be followed. The form should identify the nature

and type of incident in as much detail as possible, as well as the persons who are involved. To ensure as full a picture as possible is obtained staff will be actively encouraged to complete the Record Sheets and should have confidence in the confidentiality of the system of recording and monitoring. The information gathered can then be used in the development of strategies designed to prevent incidents occurring and where appropriate, to provide measures for the protection of staff.

## **G     Precautions against Aids**

Wolverhampton Health and Local Authority have a very detailed policy statement and guidelines on HIV and AIDS that has been adopted by this governing body. These guidelines relate to two main situations: where a person is HIV positive and are generally well, and where a person has developed AIDS and has periods of illness. A copy of these guidelines is readily available to all staff. For the purposes of this policy, emphasis will be put upon First Aid and Hygiene arrangements.

HIV and Hepatitis B are spread through blood from an infected person reaching the blood of another person. Other infectious diseases may also be transmitted in this way. All blood should, therefore, be treated as potentially infected and appropriate standards of First Aid and Hygiene practised at all times.

- **First Aid for cuts and abrasions**

The following procedure should be followed in the event of a cut to oneself or when treating another person with a cut or abrasion:

1. Put on impermeable disposable gloves immediately.
2. Clean the cut or abrasion with cold water.
3. Cover with an appropriate sterile dressing.
4. Any wound that is bleeding must be covered.
5. Blood splashes in the eyes or mouth should be diluted by copious washing.
6. In the Medical Room there is a bucket lined with an impermeable plastic bag for disposal of used swabs, gauze, paper towels etc. At the end of the school day, this bag is sealed and placed in the metal dustbin for collection.

- **Spillage of blood**

Any spillage of blood should be attended to immediately, using impermeable, disposable gloves and, if necessary, an apron. Advice then needs to be sought from a nominated First Aider into the correct procedure for clearing the spillage. Gloves, aprons and paper towels contaminated with blood should be

placed in an impermeable plastic bag and sealed with a metal tie. Clothes and linen that are stained with blood should be washed in a washing machine at 80 degrees or boiled before washing.

- **Sanitary Towels**

Sanitary towels should be sealed in appropriate impermeable plastic bags and placed in a disposal unit. Two disposal units are available in school - one in the Staff Ladies toilets and the other in the Junior Girls toilet.

- **Clearing up of vomit and urine**

A good pair of household rubber gloves can be used and then washed in hot, soapy water and a disinfectant solution. The vomit should then be cleared up as soon as possible using paper towels, which should then be disposed of in impermeable plastic bags. Bags should be sealed and placed in the metal dustbin for collection. Floors and surfaces should be cleaned with suitable disinfectants as above. All utensils used in the clearing up process, such as, buckets, mops and dustpans should be washed in disinfectant after use. NB There is no evidence that HIV can be transmitted via vomit or urine unless it contains blood, but this section has been included for completeness in relation to good hygiene practice.

## **H Personal Hygiene**

From their admission into the Nursery, the children are encouraged and helped to develop good standards of personal hygiene. This is worked upon and developed throughout the child's years in the school, culminating with an extended project in the Upper Junior Department running alongside the Sex Education Programme. Further details of this can be found in the Personal, Social and Health Education Policy. Children are encouraged to:

- Wash their hands regularly and particularly after going to the toilet and before eating
- Clean teeth regularly and visit the dentist regularly
- Maintain good standards of personal hygiene, including bathing/showering and changing clothes regularly
- Wash and brush hair regularly

- Change underwear regularly
- Keep hand and toe nails cut to a sensible length and kept clean
- Wash hands after all Art, Science and Technology work where different substances have been used
- Flush toilets and keep toilet areas clean
- Upper School girls understand the importance of personal hygiene during menstruation
- The use of paper handkerchiefs is positively encouraged

Parents are encouraged to inform the school immediately on discovering that their child has head lice. A standard letter will then be sent out to the parents of children in the same class.

It is the school Site Manager's responsibility, along with the cleaning staff, to ensure that the children and staff have an adequate and constant supply of soap, hot water, toilet rolls, paper towels and drinking water.

Should staff perceive a particular problem with a child and their personal hygiene, they are encouraged to speak to the school nurse on the subject.

## I School journeys

Guidelines for procedure for school visits are included in detail in the school's Code of Practice for Visits. The main points are listed below, but all members of staff need to familiarise themselves with the policy before taking children off-site.

- **Supervision**

The following levels of supervision are recommended as a minimum. These include visits to destinations that are within walking distance:

**Nursery - 1 adult per 5 pupils**

**Infants - 1 adult per 8 pupils**

**Juniors - 1 adult per 12 pupils**

For visits outside the borough, female and male adult supervisors should accompany mixed groups of children between 7 and 11 years of age. At least 50% of the supervisors should be school staff. A minimum of two adults should supervise overnight trips. Mini-buses should normally have an adult supervisor in addition to the driver. For longer journeys, two drivers are advisable. On coaches, there should be at least two adults in addition to the driver.

- **Notification**

In all cases when children are to be taken off-site, written agreement from the parents is essential. The school should inform the parents, in writing, of all visits even if they occur during the school session. When informing the parents of any planned visits or journeys, it is advisable to include the following items: a) Dates; b) Time and place of departure and return; c) Method of transport; d) Name of Party Leader; e) Number of other adults; f) Venue of the visit; g) Purpose of the visit and outline of activities which may be undertaken; h) Details of any Code of Conduct relating to the standard of behaviour expected from the pupils during the visit. e.g. clothes or whether sweets, drinks personal stereos are allowed; i) Any necessary costs; j) Contact telephone number at school.

- **Codes of Conduct**

It is advisable to make absolutely clear to the pupils, the nature and purpose of the visit/journey. In order to ensure that the party is well behaved, it is recommended that all pupils are aware of the school's Code of Conduct. Parents should be reminded of the schools expectations and made aware of the type of sanctions which may be taken against a pupil or pupils in any case where the Code of Conduct is contravened by an individual or group of individuals. The content of the Code of Conduct will vary between visits and journeys and between types of visit or journey.

#### Example Code of Conduct

- The children will come to school appropriately and 'well- dressed' whether uniform or non-uniform is required.
- The children will remain seated throughout the coach or mini-bus journey. (N.B. Children will use neither the front seats nor the centre-back seat.)

- Children are not encouraged to eat on the coach but where this is permitted. All rubbish must be disposed of carefully.
- Children must use seat-belts at all times. The coach/bus must not commence the journey until all the children are secure.
- Under no circumstances must the children distract the driver.
- Children will remain with their teacher at all times and under no circumstances leave the group (N .B. If a child wishes to go to the toilet they must ask the teacher in charge and go accompanied.)
- Under no circumstances should children use foul language at any time.
- Children should show respect for the buildings visited, their contents and their surroundings.
- Children should treat all members of the public courteously and with respect.
- All litter will be disposed of in the appropriate manner.
- The children will walk together in an orderly and sensible manner, making sure that they never leave the main group unless under guidance.
- Visits are often followed up by the writing of a letter of thanks to the curator or education officer of the place visited. This can be done by one representative child, a group or the whole class.

## **J Swimming lessons**

### **I) Teaching ratios**

The minimum ratio of adults to children which includes the person qualified to be responsible for a swimming lesson will vary according to the size and design of the pool, but never be greater than: 1:24 or 2:39. These are minimum safety requirements but for effective teaching additional adult helpers are desirable.

### **II) The role of the accompanying teacher**

The teacher in charge of the party is responsible for the general conduct of the children in transit, while changing and also during the lesson. The extent to

which the swimming instructor organises the lesson will depend very much on the expertise and qualifications in swimming of the visiting teacher and it is important that this is clearly established from the outset. If it is agreed that the swimming instructor is to take charge of tuition, accompanying staff and parents should be asked to assist as directed. A good working relationship with the instructor is essential if lessons are to be successful. The teacher must inform the instructor about any medical conditions or other circumstances regarding individual children which may limit participation so that tasks set are appropriate.

### III) Conduct on the coach

It is essential that children remain seated in the interests of safety. (For further guidelines see Code of Conduct for school visits.)

### IV) Arrival at baths

The form that is available at the Baths Office should be signed indicating number of children swimming. (In practice accompanying teachers keep their own register of children swimming in addition to this.)

### V) Eating

Eating sweets or chewing gum is not permitted.

### VI) Changing

Clothes should be arranged neatly and all valuables handed to the teacher for safekeeping. Designated dry areas should be observed minimising the risk of slipping. Children with long hair are advised to wear a swimming cap.

### VII Toilets

Children should visit the toilet before entering the swimming pool

### VIII) Bath side

Before entering the pool the children should be checked for obvious signs of medical conditions such as skin rashes, sores, open wounds etc. that may be contagious or be aggravated by the water. Children with verrucae should not normally be excluded from swimming.

### IX) Goggles

Although goggles worn for swimming purposes are acceptable, children should not be allowed to use them for diving.

#### X) Outdoor shoes

Outdoor shoes can be a source of infection and are not normally allowed on the bath side.

#### XI) Helpers

Parents or additional adult helpers may enter the water at the discretion of the teacher or instructor to assist persistent non-swimmers.

#### XII) Safety rules

- Children should be shown which is shallow water and which is the deep end.
- No child should enter the water without permission. Running on the bath side should not be allowed.
- A long pole should be kept alongside the teacher for reach-rescue.
- On the blast of a whistle, all swimmers should vacate the pool.

#### XIII) First Aid

Teachers should acquaint themselves with resuscitation techniques and must also find out what normal emergency services are provided at the baths. Should an accident occur at the baths, the accompanying teacher is required to complete an accident form on return to school, even if they have already completed one at the baths.

#### XIV) Epilepsy

Written parental permission for pupils who have epilepsy must first be obtained and they should not go swimming until being passed by a doctor as being fit to do so. While the child is in the water an additional, fully competent helper (preferably one who is able to swim and is knowledgeable in resuscitation procedure) must be present on the bath side. This helper should maintain a discrete watch but with the sole purpose of oversight and for rendering assistance to the child with epilepsy.

## XV) Diabetes

Written parental permission for pupils who have Diabetes must first be obtained. They should not go swimming without having been passed as fit to do so by a Doctor from whom advice about any special dietary precautions in relation to extra physical exertion such as swimming should be obtained. The teacher and swimming instructor must be informed of Diabetic pupils and keep them under close observation. A responsible helper should always keep a promptly available supply of sugar for administration in an emergency.

## XVI) VI Pupils

Extra staff are required when taking VI pupils. While a one to one ratio is in most cases not necessary a member of staff with responsibility for overseeing the VI pupils is necessary. Staffing ratios will vary according to the severity of the visual impairment. Staffing ratios for these pupils and other pupils with special needs will always be discussed before lessons commence with the class teacher, VI Coordinator, SENCO, Head and support staff.

## **K     Traffic Management**

Traffic Management on the school site is not a large problem. Staff are encouraged to park safely keeping the main entrance to the school and access to the main building free for Fire Vehicles and Ambulances. They are also encouraged to exercise great caution when entering or leaving the site during the school session. Traffic off the site is more of a problem and needs constant monitoring. The biannual whole school topic on Road Safety seeks to promote sensible parking and driving of vehicles by parents. Staff are on duty at the entrance to the school at the beginning and end of the day to monitor and report any problems to the Health and Safety Co-ordinator. They are also there to oversee children meeting their parents, looking for traffic hazards and ensuring that any child not collected returns to the school building and is taken to a senior member of staff for the parents to be contacted.

## **L     Waste management**

### I) General Refuse

Waste-paper bins are situated in each classroom and room used by children and staff. Other waste bins are situated on the playgrounds, especially for fruit from break-time snacks. The bins are emptied daily. (If a teacher requires a large black bin liner for excess waste, these are available from the

Headteacher.) Waste paper can be a fire risk. It is very important that the waste paper is disposed of regularly and safely.

## II) Milk Cartons

Plastic waste bins are situated in each classroom. Cartons can be disposed of here although any spillages must be cleared up immediately to ensure that the floor surface is safe.

## III) Glass

Broken glass needs to be disposed of separately. In every case, glass should be wrapped in newspaper (fragments should be swept up with a dustpan and brush and only by an adult). This package should then be clearly labelled and handed personally to the cleaner or Site Manager at the end of the day for safe disposal. (For disposal of body fluids, see appropriate section under First Aid.)

## **M Storage of hazardous materials**

The COSHH Regulations lay down the essential requirements and a sensible step-by-step approach for the control of hazardous substances and for protecting people exposed to them. The principle requirement of the COSHH Regulations is that an assessment should be made of the use at work of substances that are hazardous to health, and that steps should be taken to prevent or, where this is not reasonably practicable, adequately to control exposure to these substances. In the case of cleaning substances the Site Manager has the responsibility for assessing the substances and arranging for their safe storage. These substances are kept in the locked cupboard in the Upper Junior Girls Toilets (which also houses all the cleaning equipment) and in the two cleaning cupboards - also kept securely locked. In the case of substances used within the classroom, it is the duty of the teacher to inform the Headteacher and/or Health and Safety Co-ordinator of any new substances introduced into the school. An assessment will then be made and if necessary, a COSHH form completed.

## **N Health and Safety Training**

Some details of staff training have been included under First Aid in this Document. The school will ensure that First Aid Training is kept updated. This training will include whole staff inset and individual attendance at courses.

## **O Monitoring**

Regular monitoring of Health and Safety arrangements will give information for putting things right and, in the longer term, for reviewing policy and for organising and planning risk control. The monitoring system checks that the management system is working and that the risk control measures are effective and being maintained. This will ensure that we learn from any accidents or incidents. The Health and Safety Committee will conduct risk Assessments annually. Inspections have three stages: preparation, the inspection itself, and reporting.

## **Appendix 1 – Nominated staff – as at 7<sup>th</sup> September 2016**

\* Health and Safety Co-ordinator – Paul Dimmock

\* Health and Safety Governor – Keith Rogers

### **Qualified First Aiders:**

- Dawn Evans (June 2019)
- Andrea Sadler (March 2018)
- Jo-Anne Sturmeay (March 2018) + LIFEGUARD (April 2018)

### **Paediatric First Aiders:**

- Dawn Evans (March 2017)
- Angela Parker (March 2017)
- Jo-Anne Sturmeay (March 2017) + TEAM TEACH (June 2017)
- Rachael Russell (Feb 2019)
- Caroline Rutter (Feb 2019)

### **Emergency First Aid at Work: - (May 2017)**

- Julie Aboodeh
- Maria Cameron
- Teerath Chahal + TEAM TEACH (June 2017)
- Trina Davies
- Alison Dawson + TEAM TEACH (June 2017)
- Helen Dutton
- Laura Feeney
- David Francis
- Emily Majhu
- Nikki Meeson + TEAM TEACH (June 2017)
- Julie Mills
- Ornella Poilblanc
- Ami Rose
- Laura Simpson
- Pat Whitehouse
- Sue Wood

### **TEAM TEACH trained:**

- Gill Howe (June 2017)