



Plaistow & Kirdford Primary School Health & Safety Policy

Approved by: Governing Body

Approval Date: 13 Apr 16

To be reviewed: Autumn 2018

**Health and Safety Policy issued by the governors of
*Plaistow and Kirdford School***

Effective from: September 2015

Signed by: *Mr Dean Wheeler Chair of Governors*

Next review date: *September 2016*

Statement of Intent

The governing body acknowledges West Sussex County Council's (WSSC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body 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. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

Chair of Governors

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings and is answerable to the LEA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally. Major injuries and direct visits to hospital are also reported to WSCC using the online system.

The School Business Manager is responsible for reporting accidents

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body. The Head teacher will complete any investigation forms.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is the lead First Aider. A copy of the policy is available from the school office and on the notice board in the First Aid Room.

Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. The School Business Manager (SBM) and Caretaker are responsible for asbestos management

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The Caretaker is the designated person for ensuring that the COSHH risk assessment file is kept up to date, stored in the caretaker's room and the Emergency Box plus communicated to relevant staff.

Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

The Head teacher is responsible for the management of contractors

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

Miss G Clark – responsible for Design and Technology
Mrs S Stemp – responsible for Drama and Theatre Arts
Mr R Harrison – responsible for Physical Education
Mrs J Powell – responsible for Science
Mrs S Jesse - responsible for Forest Schools and the Environment Area

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the SBM to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSGfL.

DSE user risk assessments will be reviewed periodically by the SBM, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE

Electricity

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept.

Electrical safety is managed by the SBM

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the SBM.

Fire Safety

Mr Charlie King is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated. An annual scenario is worked through at an Inset Day and the brief plans are in every classroom.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

The lead First Aider is Mrs Sandra Stemp. Mrs Sue Mitchell is also a First Aider. All school staff are trained as Emergency First Aiders. Mrs Sue Evans (YR) and Mrs Val Ansell (Y1) are Paediatric First Aid trained. Details of the school's first aid trained staff are displayed in the first aid room/area. The SBM monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

The lead First Aider is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The SBM is responsible for glazing management.

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSGfL. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. The Headteacher is responsible for the induction of staff.

Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

The Head teacher is responsible for risk assessing and producing lone working procedures as detailed in the Staff Handbook.

Play Equipment

External and internal play and physical education (P.E.) equipment is serviced by WSCC Caretaking SLA and Universal. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. The Caretaker regularly monitors

external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Caretaker and SBM, H&S Governor, the inspections are recorded and resulting issues reported to the Head teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Caretaker /SBM using the defects log. The Caretaker will sign and date completed actions in the log.

Monitoring, Audit and Review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' annual report.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

The Head teacher is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSGfL. The

school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Off-site Activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. The SBM is the school's Educational Visit Co-ordinator (EVC)

Oil

The school uses oil fired heating. The oil is stored in accordance with regulations and the oil tank is regularly inspected by the Caretaker and is serviced and maintained by SSE.

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Right Management (formerly Corecare) and Occupational Health.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the SBM.

Water Quality

The Caretaker is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by SSE.

Working at height

Teaching staff are not permitted to work at height to put up displays. The Caretaker has been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

Additional School Specific Arrangements

- Administration of Medicines

An up to date list of children's allergies, diabetes, epilepsy, asthma or other disorders is kept in the office, teacher's individual communications folders, trips folders and the first aid room.

Class Teachers are informed at the beginning of each term of any child with medical needs. A copy is kept by the class teachers and Office, and the trip folders. Supply teachers are given a sheet the first time they cover a class at Plaistow and Kirdford that informs them of where to access the information regarding the children in their class. Teaching assistants are employed in every class.

Aspirin/Paracetamol/Ibuprofen are not kept at school for the children. All medicines are administered by the parent.

Antibiotics - children with acute infections should not normally be in school until treatment is completed. Children with minor infection may return to school but medicine is administered by the parent.

School Asthma Policy

Inhalers are accessible to all asthmatic children on request at the office. Junior asthmatic children carry their own inhalers with them all the time. They are kept and labelled with the child's name. They obviously can have immediate access to them. A regularly updated list of children known to have asthma is maintained and

placed on staffroom noticeboard and first aid room. Inhalers are taken on school trips/P.E. on the field. Every time a child uses their inhaler, it must be recorded on the appropriate form.

If a child has an attack the following procedure is followed:

- **Allow the child to sit in a position in which breathing is eased - usually sitting, leaning slightly forward, arms on a table;**
- **Encourage the child to relax and breath steadily;**
- **Allow or help the child to take a puff from his/her inhaler whilst breathing in and repeat this after one minute. The first puff will cause some opening of the passages and allow the second puff to reach well into the lungs;**
- **If the child is still experiencing problems, send another child for Mrs.Stemp; (or Mr.King or in their absence, dial 999 for an ambulance if necessary)**
- **If the child remains so breathless that there is difficulty in talking, blueness around the mouth, or drowsiness, further help should be sought, if necessary by taking the child to the nearest Accident and Emergency Department. Always err on the side of caution and call an ambulance if deemed necessary.**

All staff are trained in asthma awareness annually.

Medicines in School

All medicines to be administered in school must be accompanied by written instructions from the parent/G.P. specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. A Request Form should be completed. Each time there is a variation in the dose, a new form should be completed. This is only agreed when the child has a serious medical condition such as diabetes and a Health Care Plan has been set up.

Children are not allowed to keep their medicine. Only Qualified First Aiders (Mrs.Stemp) are responsible for administering the medicines. In their absence two appointed persons first aiders can administer together. At the time of administering, all medicines must be routinely entered in the Medicine Log Book. All medicines are kept in the office /office fridge. Only return the child's medicine to the parents.

Diarrhoea and Vomiting Illness

Guidance from Health Protection Agency states that the recommended time that children should be kept away from school is 48hours from the last bout of diarrhoea or vomiting. Antibac wipes are used to clean surfaces and doors if confirmed in a child or staff or parent.

Clearing up bodily products

Buckets/sick bags are kept in the cleaners store and the First Aid Area for children who feel unwell. If a child is sick in the school or playground a first aider should be called. Paper towels are used to help put it in plastic bags. Plastic gloves should be worn. Sick bags are taken on School trips. When dealing with all bodily fluids including blood, gloves should be worn and the debris placed in the clinical waste bin. The clinical waste bin is in the First Aid Area.

Epi-Pens/Anaphylaxis

We currently have children in school who hold Epi-Pens for allergy to nuts. Hence, Plaistow & Kirdford School tries to maintain an environment which is **NUT FREE**. We follow the County guidelines and procedures for dealing with such children in school. (See wsgfl). A review is held once a year, checking the child's current paperwork and expiry date of the Epi-Pens, but all are sent home at the end of every term.

All staff are trained in EpiPen awareness every year.

- **Plaistow & Kirdford Primary School Fire Drill**

FIRE & EMERGENCY EVACUATION PLAN

Raise Alarm

The person/s that discovers a fire will raise the alarm by:

- a. Sounding the alarm** by breaking the glass on one of the red alarm points marked "Fire".
- b. Inform** the Head teacher/Teacher/Teaching Assistant/SBM immediately.

Call Fire Brigade

The SBM (office staff) or Headteacher will telephone the fire brigade, take the registers, visitor & children logs and grab bag outside and inform Pavilion classroom (if it is occupied).

Evacuating the Building & Assembly

On hearing an alarm staff and pupils have been trained to:

- Leave the building immediately by the nearest available exit.
 - Not to stop to collect any possessions.
 - Close all doors as they leave.
 - Collect medications in the classroom.
- Go straight to the assembly point at the corner of the playground opposite the Year 2 classroom. If unsafe, we will evacuate to the school field or Plaistow Village Hall/Plaistow Church.

Use of Fire Fighting Equipment

Staff trained in use of portable fire fighting equipment will tackle fire ensuring no personal risks are taken and will only do this if not involved with evacuating children from the building. No staff are currently trained in this.

Roll Call

Roll call will be taken by class teachers who will have been given their registers by Head teacher or office staff. Staff offsite (ie. Trips, etc) should be warned not to return to the school until directed to be the Fire Service or Head Teacher.

The headteacher will be informed of any missing person and direct further action.

- Headlice

Headlice have caused many problems over the years. Emphasis is placed primarily on health education and general prevention and detection.

In close consultation with the Health Authority and School Nurse we have informed parents as soon as there is confirmed infection via notes/letters, pamphlets, video workshop, School Nurse consultations, and, as a last resort, an agreed whole school head check used to try and eradicate headlice.

1. All parents, on joining the school, are asked to sign a consent form giving permission for a member of staff to check their child's hair should headlice be suspected.
2. Most Parents take their children home to be treated and return them to school as soon as this has been done, either later on the same day or the following morning.
3. If Parents do not agree to a head check or cannot or will not come and treat their child, the West Sussex County Policy that 'classroom management may be adjusted to limit the potential for the spread of the infection, as long as the welfare of the child is the prime consideration' is adopted.

In extreme circumstances, where recurrent infection is considered to be due to wilful neglect, and live lice are obvious, the School Nurse may be contacted for advice on any further action necessary. This may include a discussion with the designated first aider to determine the need for any further action. Above all else, we strongly believe that everyone connected with the school needs to be involved in tackling the problem. Only by mutual co-operation and openness, will eradication become possible.

It is acknowledged that:-

- Infection can only be spread by head to head contact.

- Education of the child remains a priority.
- Lotion can be obtained free from the G.P. or purchased over the counter at the local chemist.
- Regular twice daily grooming with the detection comb is essential to disturb lice before they have a chance to breed further.
- Use of a detection comb is recommended on at least a weekly basis.
- The `new' chemical free lotion approach involves conditioning the hair and fine combing such wet hair.

- **Safety in the Sun**

Children are encouraged to wear a cap or a hat during hot weather and wear/bring and use their own sun block cream. Children may also bring an extra drink. The school highlights Safety in the Sun during its campaign in the summer term each year.

- **Swimming**

At Haslemere & Billingshurst Swimming Pools the children are taught by qualified swimming teachers who hold at least A.S.A. Teaching Award. The pupil teacher ratio is:

Beginners: 1:12

Intermediate: 1:12

Advanced: 1:15

We adhere to the public pool's safety procedures.

- **Transporting Children**

Plaistow & Kirdford children if transported by car (be it staff, parent or taxis') must wear an appropriate seat belt and sit preferably in the back of the car. Car Booster seats are provided by parents where necessary. Parents indicate on their trip letter whether their child needs a booster seat.

We only use coaches that have seat belts and seat belts must be worn. Two adults at least travel on each coach. Children are not allowed to sit on front seats of coaches.

Children may also be transported using a minibus. Seatbelts with a diagonal strap must be worn. Two adults at least must be present if the bus is full. Drivers must have the up to date County Minibus Assessment.

Transporting Children in an Emergency

The Office keeps a list of staff who are insured to carry children in their car. The First Aider / Appointed Person should accompany the injured child to Casualty. If this is not possible an ambulance should be called. Staff should remain with the child until the parent/carer arrives.

- **Ticks**

In light of our outdoor learning and Forest School work, pupils and staff are given information on how to detect/treat ticks. This is covered in the Forest School Risk Assessments.

- **Work Experience Students**

All are given a copy of the school's Health and Safety for Work Experience Students Policy, which includes a return they must sign that they have read.

