

## **Blaengwrach Primary School Health & Safety Procedure**

### Aims

To strive to maintain an atmosphere of carefulness both in and out of school for all users, i.e. pupils, staff, parents and the community.

Carefulness includes:

- The ability for each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

### Policy on staffing

No staff, that work on a one to one basis with a child, will be allowed to work on the premises without a full check by the Disclosure and Barring Service (DBS).

Good safety habits are taught through the whole curriculum. Children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into PE kit or come dressed in PE kit. It is part of our school policy that children do not wear any form of jewellery, for safety reasons.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The

correct adult child ratio is always followed and a first-aid kit and list of emergency phone numbers taken.

Blaengwrach has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. Most staff are either Emergency First Aid trained and two members of staff hold the full First Aid training certificate. A fully equipped first aid box is kept in the infant reception area and in the junior hall and the school's accident register is kept in the junior hall- completed books are kept in the Headteacher's office. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for. Online accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment and sent to the Health & Safety officer in the LA.

The caretaker, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and cleaning staff maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

#### Fire Drill

- As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.  
Nursery/Reception use door in own area. Foundation Phase and KS2 use exits from their own hall, clearly labelled.
- Take your register, and check that all the children are present.
- Nobody is to go back into school. If a child is missing it must be reported.
- You must wait for the most senior member of staff on site (Fire Wardens) to allow re-admission.
- Your class may then go in.

- Please make sure your children walk in and out of school sensibly, and line up quietly.
- If your normal exit is blocked for any reason then use the nearest available exit.
- Mrs Sharp Headteacher and Mrs Jardine Deputy Headteacher are the Fire Wardens for each building.

#### Lunchtime Fire Procedure

- All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- Kitchen staff and lunchtime supervisor on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- Lunchtime supervisors in classrooms during wet weather shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- The Headteacher or Deputy Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

#### Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children  
(see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will children and adults be able to re-enter the premises

#### Smoking Policy

- It is the policy of the Governing Body that Blaengwrach is a no-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school

### Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example net-ball posts – one child at each end.

### Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the caretaker or member of staff will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Staging blocks are heavy and need at least two children per block as they are awkward to handle. Children need to be shown how to pick them up and put them down so that their fingers or feet are not trapped.

Small items of equipment include CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### Items Children Should Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward

- Paper cutters – sharp blade although on wheels, can tip

#### Security of the Premises

The Headteacher and Caretaker are the designated key holders and are responsible for the security of the building along with the security firm employed for after hours.

#### Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

#### Caretaker

It is the responsibility of the caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

#### Headteacher/Deputy Headteacher

It is the responsibility of the Headteacher or Deputy Headteacher to perform the above functions in the absence of the caretaker.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the School Office, sign in and wear a badge.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open door policy of the school.

#### Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Deputy
- All contractors must report to the school office. The Senior person will then be informed of their arrival
- Contractors will work under close supervision of the senior person so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

All work will be monitored by the senior person on site and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LEA.

#### Policy on the Use of Hazardous Substances in School

All substances, which may be hazardous, are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Headteacher or Deputy Headteacher of any difficulties

#### Policy on the Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered.

Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must complete a consent form (see Appendix 1) for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states:
  - (a) The name of the medicine, (b) The dosage and (c) The time of administration (d) Pupil's name
- Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature a medical plan must be drawn up with the Headteacher.

#### Policy on First Aid in school

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher, Teaching Assistant or non-teaching assistant. If an accident occurs in the playground during breaktimes and first aid is required, the child should be taken to the delegated first aid person on duty in the infant hall. At lunchtimes first aid is administered by the lunchtime supervisor or registered First Aider as appropriate.

If there is any concern about the first aid which should be administered then a qualified first aider must be consulted.

The qualified first aiders are:

Mrs Ann Alexis

Mrs Johanna Chamings

#### Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home

#### Recording Accidents

All accidents must be recorded in a Record of First Aid Treatment book and recorded in the Accident book. All details need to be filled in, including any treatment given.

#### First Aid Boxes

Location:

Entrance to infant hall

Junior hall

Contents:

- Scissors
- Antiseptic cream
- Bandages
- Plasters, single and strip
- Antiseptic wipes
- Cotton wool
- Sterile gauze
- Disposable gloves

#### Person Responsible for Supplies

Ann Alexis and Johanna Chamings are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying Mrs Karen Thomas if the supplies in any of the first aid boxes are running low.

### Allergies/Long Term Illness

A record is kept in the Headteacher's office of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

### Courses

First aid courses are available and all staff are welcome to attend.

### Accidents

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to The Health and Safety Executive by the Headteacher, Bursar or School Clerk.

The accident should be reported by telephone immediately, and then confirmed in writing using the online system.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Deputy Headteacher who will send for an ambulance if needed and contact parents.

When in doubt, contact parents/guardians.

### Other accidents

These are the accidents, which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes).
- If a child has a bump on the head you must inform the Headteacher or Deputy Headteacher immediately to contact parents/ carers.
- Fill in the accident book with the full details

### Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand

- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital.

Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

#### Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty. It is not a complete statement of the duty.

#### Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone. But Form 2508 must be completed and sent to the HSE within seven days of the accident.

#### Pupil Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from

collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.