

Irchester Community Primary School

Health, Safety and Welfare Policy

Reviewed May 2017

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1 Policy Statement

The health, safety and welfare of all the people who work or learn at Irchester Community Primary School are of fundamental importance and our aim is to provide a safe, secure and pleasant working and learning environment.

The Governing Body, together with the Local Education Authority, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

The Head teacher will implement this Health, Safety and Welfare Policy on a day-to-day basis and will ensure that all staff are aware of the details contained within.

The school safety representatives are the School Business Manager and the Site Supervisor.

Staff are responsible for exercising due care with respect to themselves and others and for following the HSW policy as set out below.

This policy is in accordance with the Management of Health and Safety Regulations 1999.

2 Policy review

The Governing Body has nominated the FaRM Committee to be responsible for health and safety matters. It is, therefore, the responsibility of this committee to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety considerations.

The FaRM Committee will liaise with the LA and other external agencies to ensure that the school procedures are in line with those of the LA and other sources of good practice. Additionally the FaRM Committee will carry out risk assessments on a regular basis.

The Head teacher will report to the Governing Body annually on health and safety issues. This Health, Safety and Welfare Policy will be reviewed annually or at the request of the Governing Body. Additionally, this Policy will be further reviewed should there be any substantive change to existing Health and Safety legislation.

3 Accident Procedures

Many Teaching Assistants and Mid-day Supervisors have received basic first aid training. In addition two members of staff have the first aid at work qualification and three have the paediatric first aid qualification.

The school keeps a First Aid Box in the breakfast room and in the medical room in the KS2 building. Currently the names of nominated First Aiders are displayed in the medical room and KS1 Breakfast Room.

All incidents involving injury, to either children or staff, must be recorded in the school accident log.

Should there be an accident in which there is injury to a child the adult on duty will do their best to aid the child concerned.

For minor accidents a note is sent home with the child informing the parent of the incident and any treatment given. If an accident happens at break time the staff on duty informs the teacher and the teacher will monitor the child in class.

In the event of more serious injury the trained First Aider will be called to assist and the School Business Manager will summon emergency assistance should it be required. Parents / guardians will be informed of any injury to a child.

In the event of a child being quite seriously hurt and requiring external medical attention the child's parents / guardians will be contacted through the emergency telephone numbers held for each child in the school files. If the parent / guardian cannot be contacted a member of staff will accompany the child.

4 Administration of medicines

Staff, other than those properly trained and duly authorised, must not keep or administer medicines.

Medicines belonging to members of staff must be kept out of reach of children at all times.

Staff should be aware of all children with specific medical conditions, for example serious allergies, and the procedures to be followed in the event of a medical emergency. Each child has a medical care plan which is written by the SENCO with parents, discussed with first aiders and shared with staff. These plans are in the Medical Room and Inclusion Office. These plans are frequently reviewed.

Occasional, prescribed medications, (usually prescribed by a doctor), in original containers only and with clearly labelled instructions regarding dosage, storage etc. may be permitted at the discretion of the head teacher if a child is well enough to attend school.

A form is available in the office for pre-approval of ongoing medication - this is sent to all parents at the beginning of a new academic year.

All medication is to be brought to and collected from the office by parent/guardian.

Approved medication will be administered by a First Aider wherever possible, or alternatively by a member of staff approved by the Head teacher.

The School Governors and Staff will not take responsibility for any mis-dosage or problems caused by administering medication.

Use of certain medications (e.g. for epilepsy) will be approved by formulating an agreed protocol with parents, school and health practitioners, which will normally involve displaying a child's photograph and training for staff.

In the event of any concerns relating to medication or health, an attempt will be made to contact the parents and / or if necessary the family doctor or ambulance service.

All prescribed inhalers are kept in the classroom in a labelled container. Children are encouraged to take relievers to PE lessons or off site visits.

Written instructions from parent/doctor - i.e. dosage, frequency, maximum dose should always be clear - e.g. how many puffs of which inhaler. Inhalers should be clearly marked with name (including refill medication).

PARENTS ARE RESPONSIBLE FOR CHECKING EXPIRY DATES AND FOR ENSURING REPLACEMENTS ARE ARRANGED.

5 Transferring pupils to hospital

If any situation is deemed to be an emergency, an ambulance will be summoned. The use of a school employee's private vehicle is inappropriate in such circumstances.

The child's parents will be contacted and asked to come to the school as soon as possible. If a parent cannot get to the school, a member of the school staff approved by the Head teacher will act in loco

parentis and accompany the child in the ambulance. The parent will be advised to go direct to the hospital to meet the member of staff.

In less serious situations where an ambulance is not required but a trip to hospital is felt necessary, the school will contact parents and ask them to collect their child. However, if parents do not have transport, the head teacher has the discretion to arrange for an employee to take the pupil and their parents to hospital in their own vehicle. However, a number of factors will be considered:

- The personal safety of the employee
- The condition of the pupil and whether it is likely to deteriorate during the journey
- Weather/road conditions at the time
- Road worthiness of the employee's vehicle

No employee should transport a pupil to hospital without another adult in the vehicle.

6 Staff health

The health of staff working at Irchester Community Primary School is equally as important as the health of the pupils.

Staff should take due care to ensure that tasks such as lifting and manual handling are within their capabilities and that the proper equipment is used for tasks that require high or elevated working.

If a member of staff is on school premises alone, it is their responsibility to ensure that another adult is aware.

Staff who feel that they may be under stress, suffering any other medical condition or any other Health and Safety concern as a result of their work at Irchester Community Primary School should report this to the head teacher as soon as possible so that the issues can be addressed.

Training for some matters relating to health and safety may be available.

New or temporary staff should be made aware of the relevant school policies to ensure their health and safety.

7 School meals

The school will provide the opportunity for children to buy a meal at lunchtime and for those parents / guardians in receipt of income support there is a procedure for claiming free school meals. For those children who choose to bring a packed lunch, we will provide a suitable place to eat it. Universal Free School Meals are available for children in FS & KS1. Free Milk is also available for the under 5's, and the option to purchase from age 5 upwards if parents wish to. FS & KS1 children are also provided with free fruit every day for snack.

The school is committed to promoting a healthy lifestyle and children are encouraged to eat healthily and to bring healthy snacks for break times. The school further promotes this by taking part in the National Fruit Scheme for Key Stage 1 children.

8 Curriculum activities

The Head teacher and the Governing Body will take all necessary steps to ensure the school is a secure and safe environment for children and staff.

Health and safety is taught within all areas of the curriculum and the promotion of safe, healthy lifestyles and good decision making is integral to school life. For example:

- PE - safe use of apparatus;
- Swimming : Water safety
- Sex / Drugs education - good decision making;
- Design and Technology - safe use of appropriate tools;
- Road Safety awareness, fire hazard awareness and first aid training.

Safe footwear and appropriate clothing are promoted as part of school uniform and jewellery is not permitted except small plain stud earrings which must be removed for PE.

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher has any concerns about pupil safety then these should be brought to the attention of the Head teacher prior to the activity taking place.

9 School opening hours

Irchester Community Primary School is open from 8.00am to 4.30pm and during this time staff will be on duty to supervise children during the pre-school, lunch, break times and after school activities.

10 Arrival & departure from the school

The school encourages parents, where ever possible, to walk with their children to school and to avoid driving. Where this is not possible the school requests that to avoid potential injury to children during the busiest parts of the day parents / guardians do not park within the school car park or School Lane.

11 Major incidents

Irchester Community Primary School maintains policies and procedures for major and critical incidents either in or in the close location to the school in addition to this Health Safety and Welfare policy. These policies can be obtained via the head teacher.

12 Fire safety

Irchester Community Primary School maintains procedures for fire safety in addition to this Health Safety and Welfare policy. These procedures can be viewed in the fire log book.

Fire risk assessments are carried out annually. Notices regarding the action to be taken in the event of fire are displayed in all classrooms doors and frequented areas. Fire exits are clearly marked and must be kept free of obstructions at all times. Practice evacuation drills take place termly. Visitors are advised of evacuation procedures. Call points are tested on a rolling programme and inspections of fire safety equipment take place annually and there is an annual maintenance contract for all extinguishers.

13 Equipment

All equipment should be used for its intended purpose only.

Electrical equipment will undergo Portable Appliance Testing (PAT) at regular intervals.

Defective or unsafe equipment should not be used and should be brought to the attention of the Site Supervisor or School Business Manager.

14 Off site activities

No child may be taken off the school site without the prior permission of the parent / guardian.

All off site activities will be properly supervised by the teachers organising the activity and the Head teacher will be informed of any activities involving off site visits prior to them taking place.

Where coach or mini bus travel is required only those providing seat belts throughout will be used and the children will be instructed to keep seat belts fastened at all times.

Risk assessments should be undertaken for the activity being undertaken and the NCC guidelines for off site visits should be followed.

15 Child protection

All staff, governors and volunteers undergo enhanced Disclosure and Barring Service checks if they work directly with children. (It is at the discretion of the Head teacher whether special arrangements can be made whilst DBS checks are pending on new staff after preliminary List 99 checks have been made).

The School Safeguarding Policy follows NCC procedures for Safeguarding children, reporting incidents or suspected cases of abuse.

16 Control of substances harmful to health

Hazardous substances are kept to an absolute minimum in School. COSHH sheets are maintained by the Site Supervisor and a list kept in both first aid cupboards. New staff are trained in use of cleaning materials etc. by the Site Supervisor and are given refresher training annually.

17 Physical restraint

Staff are required to conform to LEA guidance regarding physical restraint if this is necessary as part of the behaviour management of pupils for their own safety or for the welfare of others. (See also Positive Handling policy)

18 Use of VDU equipment

Office staff are assessed according to their role as VDU users and the demands made of them by their job description.

Individual users are reminded of the need to vary their activities so as to not spend a great length of time using a VDU screen.

Suitable chairs are available to aid the comfort of frequent VDU users.

Individual frequent users are made aware of their right to have eye tests and where necessary to be provided with glasses.

19 Key contacts

Issues or concerns arising in connection with this policy or with Health, Safety and Welfare at Irchester Community Primary School can be raised by contacting, either the Head teacher or members of the FaRM Committee.

20 Regulations

Some of the key regulations governing Health and Safety in schools are listed below; however this is not intended to be an exhaustive list.

- Management of Health and Safety Regulations 1999
- Health and Safety at Work Act
- Care of Substances Hazardous to Health (COSHH)
- Fire Precautions (workplace) Regulations 1997
- Disability Discrimination Act 2006

21 Related Irchester Community Primary School policies

Policies related to this Health, Safety and Welfare policy are:

- Fire Safety Procedure
- Legionella Procedure
- Behaviour Policy
- Personal, Social, Health Education and Citizenship Policy (PSHEC)
- Safeguarding Policy
- Critical Incident Policy
- Educational Visits, Learning Outside the Classroom and Critical Incident Policy
- Positive Handling Policy
- School Travel Plan