



Westover Primary School Health and Safety Policy

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HEALTH AND SAFETY POLICY

Review Date 16th March 2019

Anthony Martin – Responsible Manager

Shaun Head – Health and Safety Representative

Reference should be made to the main HAMWIC Education Trust H&S Policy and any other relevant policies the information below is school specific H&S information.

ORGANISATION

- Each teacher is responsible for the safety of children in his/her care, i.e. ten minutes before starting time and until they have left the premises. If the teacher has to leave school, the child should be given into the care of their phase leader, a class teacher or Headteacher. Teachers are responsible for the good order and discipline in the classrooms, and for their class' behaviour in the corridors, cloakrooms and toilet area. They should arrange the class room furniture so that it minimises the risk of accidents and report any defective or damaged equipment which could result in an accident.
- Teaching assistants and 1:1 Support assistants are responsible for the children in their care. Both in school and the playground and should arrange their duties so that children are supervised at all times.
- Lunch time supervisors have responsibility for the safety of children in the dining hall, corridors, toilet areas and the playground. They will administer First Aid and inform parents as required. Any faulty equipment must be reported to Headteacher. Any accidents must be reported as per the school's policy and appropriate action taken.
- The Site Manager (Shaun Head) is responsible for the good order of the boiler house, store cupboards and the safe storage of any chemicals (COSHH) and other cleaning agents. The site manager will be responsible for the safe usage of cleaning materials both by themselves and other members of staff. Also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc
- All staff are responsible for the proper reporting of accidents to themselves and pupils. They are also responsible for reporting damage or breakages of any equipment, which might constitute a health and safety hazard, both in the school and the grounds.

MAJOR ACCIDENTS IN SCHOOL

- If possible take the injured person to the First Aid room; if in doubt DO NOT MOVE. Keep him /her warm and call a first aider.
- First Aid equipment is kept in the First Aid room
- Serious accident to a child – phone 999 for an ambulance using the mobile handset or a mobile phone. Member of staff requesting an ambulance should be ready to answer questions regarding the child. E.g. is the child conscious? Was the child sick? etc
- Contact parent.
- If parent does not arrive before ambulance arrives two members of staff to accompany the child to hospital in the ambulance.
- Adults accompanying child to take contact address, phone numbers, medical details and any medication with them.

The online accident forms must be completed (JHS1 or JHS2). The school has sufficient first aiders and all first aid equipment is kept in the First Aid room.

Medication

See the HAMWIC TRUST FIRST AID POLICY regarding administering medicines & medical conditions in school.

All medication is received from parents and recorded in the school office. Medicine and Inhalers given to pupils must be recorded on Administering Medicine record sheets and countersigned. Medicines may only be given to the child prescribed and signed over to Admin staff by the parent/guardian. Signed sheets will be kept in the office in a file. Pupils with inhalers will have access to their inhalers in class. Inhalers in class are kept in a First Aid box out of reach of children. A teacher or teaching assistant will give the child an inhaler as required and note down when it was used and countersign on the class recording sheet kept in the class First Aid box. Details of pupils with medical conditions and allergies are kept in the First Aid room and in the front of the class register. See First Aid Policy for further details. Staff on medication must declare it to the Headteacher and medicines kept in a locked cupboard.

NOTIFIABLE DISEASES

- Any knowledge of such infectious disease is to be reported to the School Office.
- Any incidence of Head Lice should be reported to the School Office so that parents can be contacted and the hair treated straightaway.
- Any special medical knowledge pertinent to a child's life in school must be noted in his/her records.
- Parents are responsible for keeping the school upto date with any changes to medication or medical conditions of pupils.
- Parents are responsible for ensuring any diabetic children have their insulin, meters in working order, needles, clinical waste bins and glucose tablets in school.

BOILER ROOM

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the site manager. If he is unavailable they will be escorted keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

RISK ASSESSMENTS (RA)

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The Headteacher & senior support staff regularly review general risk assessments including those required by legislation; this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff.

Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Headteacher who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

Risk identification - All hazards will be identified and recorded unless eliminated completely

Responsibility for risk assessment – The RA will be signed by both the person responsible and School leader

Training requirements – RA training is offered at regular intervals for all staff to attend.

Risk rating – The overall risk will be low or negligible if any higher, the RA will need to be revisited

Control measures – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA

Communication process – All Staff will be made aware of the RA applicable to them

Review process - RA will be reviewed yearly or earlier if there are significant changes.

SMOKING

The school has a 'No Smoking' Policy for all school premises.

DOGS

Dogs are not permitted on the school site except for curriculum purposes or if guide dogs.

FIRE AND EMERGENCY EVACUATION PLAN

Trained Fire Marshalls for Westover Primary School are:-

**Anthony Martin
Shaun Head
Hannah Miles
Sue Lush
Jane Williams
Gwen Andrews**

The duty of all teachers, relevant visitors and other staff is to evacuate all the children from the building as soon as fire alarm sounds.

Fire Drills are carried out at least once a term and recorded. The record book is kept in the Boiler Room.

PROCEDURE

When a fire is detected, the automatic fire detection system will sound continuously. The control box is in the Reception area. Automatic fire detectors are located throughout the school. No employee should attempt to tackle a fire – this should be left to trained (Fire Marshalls) professionals only.

If the fire alarm sounds:

- Registers and gate keys are collected on the way out by Head / Dep Head Teacher
- All children must be safely evacuated from the building.
- The Site Manager/Admin Staff will check the control panel to locate the position of the triggered detector or call point. They will investigate whether it is a confirmed fire. If this is the case, the fire brigade will be called immediately.
- The Admin Staff will check the office corridor, medical room, staffroom, SENCo Room and music room.
- The Early Years Assistants (Fire Marshall) will check the Early Years toilets.
- Teaching Assistants (Fire Marshall) will check the Infant toilets/Junior Toilets.
- Teachers will see that children immediately stop activities and leave the classrooms in an orderly manner by the outside playground door.
- Classes to assemble on the field adjacent to the main playground opposite the classrooms.
- Padlock to main playground gates be removed by Admin/Head/or first teacher on scene to give access to Emergency Services.
- MUSIC ROOM/HALL – Leave by either fire door and collect key for padlock from allocated place if not already done so and walk to the playground assembly points.
- KITCHEN STAFF – Turn off all electrical equipment, leave by outside door into the Reception playground and assemble on the field adjacent to the main playground.
- Class teachers will do register call and send register to Headteacher (or deputised person) to indicate all pupils are present.
- HEADTEACHER will meet fire and rescue service upon arrival.
- No one may leave the assembly point until the Headteacher gives permission.
- Should the fire alarm sound during lunchtime, the following procedures need to be followed:
- The hall duty supervisor/lunchtime staff will escort any pupils still in the hall out through the hall fire exit door and onto the assembly point on the field adjacent to the main playground.

RECORDS

Records of fire procedures/training are kept in a file at Reception.

Staff are requested to inform the School Office and use the signing in and out books, if they are leaving the building during office hours.

All non-staff in school should sign in and wear a badge.

P.E. EQUIPMENT

- For outdoor P.E. children should have suitable soft shoes and clothing. Use of small play equipment at playtime and lunchtime is allowed under supervision, when a teacher or supervisory assistant is present.
- Outdoor Trim Trail may be used by children at playtime and lunchtime under supervision. Children must not push or pull each other.
- Indoor large apparatus is checked regularly by Universal Services. Its safety in use is the responsibility of the teacher in charge. Student teachers may not take a lesson using large PE apparatus without a qualified teacher present.

TRAINING

Relevant and appropriate H&S training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and work place trainees will be given specific induction in H&S matters and an induction pack given out with the employee handbook

Supporting Pupils with Medical conditions

Please refer to Westover Primary School First Aid Policy and Procedures

Westover Primary School Child Protection Policy

Please refer to the Westover Primary School Child Protection Policy.

Westover Primary School First Aid Policy

Please refer to the Westover Primary School First Aid policy and procedures.

Outdoor Education Service's procedures and guidance

Please refer to the Westover Primary School Outdoor Education procedure's and guidance.

Restrictive Physical Intervention Policy

Please refer to Westover Primary School's restrictive physical intervention policy.