



Westover Primary and Preschool Health and Safety Policy

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Start Date:	September 24	Review Date:	September 26

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1. Introduction

Health and Safety Policy

The school follows the Hamwic Education Trust Health & Safety Policy and reference should be made to the main policy.

The information below is school specific health & safety information and procedures. The school Leader is the overall responsible person within the school however they may delegate different duties to the Business Manager, Site Manager and Governors. See the main policy for roles and responsibilities

All teaching staff, Teachers, TA's and others are responsible for the safety of the children in their care. Gates open at 8:25 am each day, children are received into the classroom from 8.30 am where they are supervised by a member of staff.

At playtimes and lunchtimes, weather permitting, after checking that the duty staff are on the playground children should be let out onto the playground by a member of staff. All children should go out at break times unless it is 'wet play', in these instances children will be supervised at all times by a member of staff. Children that are unable to go out for medical reasons should go to the office with a friend to be supervised.

Playgrounds will be adequately supervised during all break times. * See rotas.

All duty staff must carry out a visual inspection of any play apparatus prior to use by the children.

For incidents and accidents staff must follow the school's First Aid Policy.

Teachers will collect children at the end of all break times from the playground.

At the end of the school day or following after school activities, children are released in accordance with their parent's and/or legal guardian's permission. Children being collected by other means must go to the office. A member of staff must check the identification and/or authority permission, as given by the parent or legal guardian before releasing the child/children.

Any child/children not collected will be supervised in the reception area until the arrival of the responsible person.

Lunchtime Assistants share responsibility for Health, Safety and Welfare in the dining hall. They must report to the appropriate person any defective equipment. All incidents and/or accidents must be reported, and appropriate action taken.

The Site Manager is responsible for the general maintenance, upkeep and security arrangements for the entire site. He or She is additionally accountable for all Health, Safety and Welfare arrangements as delegated to them by the Head Teacher.



The Site Manager is also responsible for managing the cleaning team, managing COSHH and the correct use of PPE.

The Site Manager will assure that good working practices are observed by all and escalate any concerns or issues to the Head Teacher. In addition, the Site Manager will coordinate with all external contracted service providers to assure the school and Trusts Health and Safety requirements are met.

Staff are responsible for the correct reporting of accidents to themselves and that of others, for the reporting of damages or breakages of any equipment, which might constitute a Health, Safety or Welfare risk or hazard, across the whole school site.

School staff must use the online help desk to report defects unless it is deemed to pose an imminent risk to life or property, in these instances the site manager and/or a member of the senior leadership team must be contacted immediately.

Staff have a duty to keep their working environments clean, tidy and clear of obstructions.

2. Accidents in School

- Where possible, take the injured person to the school Office. If in doubt DO NOT MOVE them, keep them warm and call a First Aider.
- First aid equipment is kept in the First Aid/Medical Room and in secure boxes held at first aid posts during breaks and lunchtimes.
- Serious accident to a Child – either phone 999 for an Ambulance or take the child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child's information from office file.**
- Contact Parent
- Either
 - a) Wait for parent to come or
 - b) Arrange to meet parent at hospital, or
 - c) Take child to hospital and leave message for absent parent.

Take with you the child's address, date of birth, name of doctor, plus any knowledge of recent injections or allergies and medical conditions, in addition to any medication. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g., was child sick? Did they lose consciousness? What made an open wound?

The accident book/form must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All staff/ visitor accidents should complete an online form.

Accident on a School Trip

See Off site visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents.



Accident or Illness of Staff - whilst on a school trip

As above but substituting parent for next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

3. Administration of Medicines

See School and Trust First Aid Policy.

4. Arson

The Site Manager carries out daily external inspection of the premises to check for arson activities and potential arson risk.

All movable items, especially dustbins/wheelie bins, are positioned away from the main school behind a gated area. The build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and external flood lighting.

5. Asbestos

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Areas where ACMs have been identified will have been addressed by an Asbestos Management Company to determine the risk to persons.

The Asbestos Management Report will identify where the asbestos is who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition is carried out and records maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. staff/contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine. Staff will be notified of asbestos at induction and again when any changes occur such as a change of classroom.

6. Cooking Activities

Great care must be exercised when using heat generating products, kettles, ovens and hobs. Cooking activities must be closely supervised by a responsible person, either a staff member or the class teacher, who must ensure that new helpers are given information and support, a risk assessment must be in place prior to any hot cooking activities.

7. Contractors on Site/Deliveries of Stores

The Site Manager and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the School Leader to establish safe working procedures.

8. Control of Substances Hazardous to Health (COSHH)

All COSHH Risk Assessments and Data Sheets are stored in a folder and made available to all staff and visitors if needed.

Staff are not allowed to bring home bought chemicals into school.

All substances must be stored safely in appropriate storage areas. Unmarked/incorrectly marked containers must never be used to store any hazardous chemicals.



9. Dogs

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes.

10. Electrical Equipment

PAT Testing is carried out annually and records maintained. Staff are not permitted to bring their own electrical equipment into school.

Staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System.

When purchasing new electrical items during the terms between tests, the receipt should be retained and the item booked on the next annual test.

The school will not accept second hand or used/donated electrical items.

11. Emergency Evacuation Plan

EMERGENCY EVACUATION PROCEDURES (ALSO SEE SCHOOLS BUSINESS CONTINUITY PLAN).

Action after evacuation of the building if the building cannot be re-entered and the playground is unsafe.

School Leader or Senior manager takes decision to leave the premises.

- Everyone is to meet and be accounted for at the assembly point, from there leave the site at Silchester Road and make your way to Tangier Road, turn left and walk to Portsmouth College. Staff will protect the children by standing facing traffic at least 2 car lengths from the line. Pass responsibility on to following staff.
- Walk to the car park of Portsmouth College.
- Lead staff to ask for assistance.
- Upon returning to school, wait in class lines in the school Hall & recheck Class Registers, Visitors' Signing in Book and Children Removed/Returned Register.
- Admin/ office staff responsible for collecting A-Z file of children's names and above available documentation.
- Parents contacted & asked to cascade message to collect children.
- Deputy School Leader or present Senior manager in charge of reuniting children with parents e.g., ask for Squirrel Class's parents to come to door and sort out children MARK register, then do class 2,3,4 etc. Repeat until all children are collected.
- School Leader in charge of press liaison, missing children.
- All staff in charge of toileting, comforting, drinks etc.

12. Extended Schools

Other organisations using the school during 'out of hours' must follow the school's expectations and information given to them within the 'lettings' agreement. They must provide their own Health and Safety arrangements policy, Risk Assessment and Emergency procedures, in addition to appropriate liability insurance. They must have the appropriate number of first aid trained personnel.

They will be given a copy of the school Health & Safety policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported as soon as possible by the club leader with regards to a disclosure or Child Protection issue.



13. Fire

The School follows procedures discussed at annual Fire Awareness Training for all staff.

- Activate the nearest fire call point.
- Southern Monitoring will call the office to determine if the fire service should attend or if it is a false alarm.
- If Southern Monitoring does not get a response from the office they will call the site manager, if he/she does not answer Southern Monitoring will call the Fire Service.
- Staff will supervise children to the assembly point (far end of the large playground)
- Staff will take the nearest fire exit point, if this exit is obstructed then the next nearest exit point must be used or via the safest route to assemble in the playground. Children must walk quickly but quietly. Close doors of empty rooms if possible.
- Those with a PEEP, Adult or Child will follow the procedure in place for them and those assisting them.
- Teachers must check children against the register, reports to School Leader (or next senior member of staff). In the event of a missing child, teacher informs School Leader who decides how a search is to be made.
- Children must stand quietly and may only re-enter the building when given permission by the fire officer, School Leader or Deputy School Leader.
- School office to ring 999 and ask for Fire Brigade giving address of school. Collect the class registers, visitors' signing in book, children removed/returned register and children's A-Z file then checks the school office area and toilets and leaves the building.
- Any ancillary staff, parents and students leave the school and go to the main entrance area to be accounted for.
- Fire practice to take place at least once a term (after each new intake).
- Fire equipment is tested and inspected at regular intervals must only be used by those who are trained to do so.

Fire at Lunchtime

- The supervisor will assist the senior member of staff available.
- Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed
- Sound the alarm & check the fire brigade is called.
- The supervisor in charge of them checks that all children leave the building and line up in their allotted places in the playground where they will be counted and checked against registers; Any person/child with a PEEP the procedure will be followed. Wherever possible doors should be closed as the last one leaves.
- Children in the school hall should be told to get up and go to the nearest door. Hall supervisors must open the fire exits and help the children. They then go and line up in their class line.
- Adults should leave the building, closing fire doors behind them and assist with checking the children in the playground.
- The supervisor with the fire marshals should sweep the building collecting dinner registers if they have not already got them, checking all rooms including toilets. If Fire Marshals are on-site, they will assist in the evacuation. All available staff will assist in the evacuation as above.
- The supervisor will take the registers outside for checking against the children present. If the teacher is available, they will check their own class.
- Lunchtime fire practices will be held at least once a year.



Records of fire procedures/training are kept on the school intranet and iAuditor.

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

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

A fire safety /exit announcement will be given at the beginning of parent Assemblies.

14. First aid provision

It is the responsibility of the First Aid at Work (FAW) and first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used. They will receive a remuneration for the role of being a first aider, which is set by the Trust.

In the event of an accident, the first aider/appointed person is to take charge of first aid administration/emergency treatment appropriate to the level of their training. Following an initial assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a need to call for an ambulance.

If the incident is more serious and they need to call the FAW for support, then they must do so and remain with the injured person until a complete handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance/ first responder or seek advice by calling 999 on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an EpiPen;
- in the event of the person having difficulty breathing, or showing signs of a heart attack/stroke
- severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify the parents of the child's accident if it:

- Is considered to be a serious (or more than minor) injury;
- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if there has been an injury to the head.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).



The following are qualified first aiders:

Level 3 in First Aid (RQF) Passed June 2024

Andy Breen

Paediatric First Aiders

Tina Callaway

Joanne Dorricott

Stef Drain

Claire Dumper

Hayley Fuller

Sarah Newton

Tom Upfield

Carron Stacey

Sharon Slevin

Carly Thomas

15. Legionella

A Legionella Risk Assessment is carried out annually on the water system at the school and all remedial work/s are addressed and completed. Statutory weekly, monthly and annual checks are carried out and records kept.

16. Nuts/Nut Products including Sesame Seeds

Westover Pre and Primary School has a strict 'no nuts' policy, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

Caterlink Ltd supply our hot school meals and it is their policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals, nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

17. Physical Assault, Threatening Behaviour or Verbal Abuse at Work

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

What to do

- Inform your line manager
- Complete the online report form.
- The School Leader will then investigate and take any appropriate action

18. Restricted Areas



Within the school site there are certain areas that have restricted access, for example the boiler room, cleaning cupboards etc, these areas are kept locked and appropriate signage installed. Any staff member or contractor wishing to gain access to any of these areas must contact the Site Manager and/or a member of the SLT in his/her absents. Contractors must be escorted as keys will not be given out.

The boiler room contains asbestos so anyone accessing this room must make themselves familiar with the asbestos register, its contents and sign acknowledgement prior to entering. The gas boilers are serviced annually by a Gas Safe Approved contractor.

19. 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 School Leader and 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 School Leader who reviews and 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.

20. Slips, Trips and Falls

The school is inspected regularly for any potential slip, trip or fall hazards. The Site Manager carries out a visual inspection during the daily unlocking/locking of the school.

In addition, all staff have a responsibility to report any potential hazards that they observed, such as lifting carpet or trailing leads, to the Site Manager via the Helpdesk Support Ticket System. For urgent issues the Site Manager or a member of the SLT can be contacted immediately.

21. Smoking



There is a strict policy of no smoking, vaping, or any other type of synthetic use of e-cigarettes throughout the school and grounds.

22. Stress

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the Hamwic Education Trust Wellbeing Policy.

23. Training

Health and Safety 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 workplace trainees will be given specific Health and Safety induction training and issued with an induction pack with the employee handbook.

24. Visitors

All visitors to the school are required to sign in at the main reception. Visitors (including Governors) must wear the appropriate lanyard throughout the duration of their visit. The school's fire and emergency evacuation procedures are detailed in the main office reception area.

If you have any concerns about your workplace, please report them to the relevant persons identified within your place of work.

REMEMBER EVERYONE IS RESPONSIBLE FOR THE HEALTH, SAFETY AND WELFARE OF THEMSELVES AND THAT OF OTHERS. IF YOU ARE IN DOUBT ABOUT ANYTHING PLEASE ASK YOUR SCHOOL LEADER/LINE MANAGER.

For Further guidance please contact the Head of Estates on 07889 602 896.

nikki.thorne@hamwic.org

Links to other policies and documents

HET Wellbeing Policy

HET Health and Safety Policy

