



School Health and Safety Policy



Prepared By:

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Approved By:

Headteacher

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The school follows the Hamwic Education Trust Health and Safety Policy and reference should be made to the main policy. The information below is school specific health and safety information and procedures. The school leader is the overall responsible person within the school, however, they may delegate different duties to the Operations manager, Site manager and Governors. See the main policy for roles and responsibilities.

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom from 8.50am where they are supervised by a member of staff.

At playtimes and lunchtimes, children should be let out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times. Children unable to go out for medical reasons should go to the Welfare Officer with a friend to be supervised.

Playgrounds must be adequately supervised during all break times. Rotas are in place for this. All duty staff have a responsibility of a visual check of the apparatus on their duty days.

In the case of an accident, we follow the school 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, after school activities, children are released in accordance with their parent's wishes. Children being collected by taxi must go to the office. A member of staff must check the identification of the taxi driver before releasing the child/children.

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

The midday supervisors share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported, and appropriate action taken.

The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for 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.

Staff are responsible for the correct reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health and safety hazard, both in the school and the grounds.

The school staff will use the online help desk to report defects: premises@wordsworthprimary.co.uk

ACCIDENTS IN SCHOOL

- If possible take the injured person to the School Office. If in doubt DO NOT MOVE, keep him/her warm and call a First Aider.
- First aid equipment is kept in the Medical Room in secure boxes and lunchtime First Aiders have their own First Aid bags at lunchtimes.
- Serious accident or illness to Child – either phone 999 for Ambulance or take 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 – from school office using information on Bromcom.
- 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 child's address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. 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 must be completed and Serious Accident Form to be completed and sent to H & S Executive of Hamwic Education Trust

All accidents must be recorded on medical tracker or the Hamwic Incident Forms Medical Tracker 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 be completed using an online form.

ACCIDENT ON SCHOOL TRIP

See Offsite Visit Policy. Childs health and contact details will be accessed through the school and the school will deal with contacting parents unless it is a residential when the group leaders will have all this information with them.

ACCIDENT OR ILLNESS OF STAFF - whilst on a school trip

School will deal with contacting next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

ADMINISTRATION OF MEDICINES

Medicines should only be administered at school when it would be detrimental to a child's health or social attendance not to do so. No child under 16 will be given prescription or non-prescription medicines without their parents/ carers written/verbal consent. Where possible medicines should be taken in dose frequencies which enable them to be taken outside school hours.

Schools should only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include the instructions (the exception is insulin which must be in date but may be available in a pen or pump rather than original container) for administration, dosage & storage.

All medicines should be stored safely, and children should know where they are at all times and be able to access them immediately (if relevant). Medicines and devices such as asthma inhalers, blood glucose testing meters and EpiPen's should always be readily available & not locked away. Therefore, all schools will, before administering medicine, ensure that the administering medicine form is completed & signed by a parent/carer giving consent. Any member of staff administering medicine must be competent and receive sufficient & suitable training. The form must be completed every time the pupil receives their medication & witnessed. There will always be two members of staff present when administering any form of medicine/medical procedure. Any side effects of the medication should be noted down.

ARSON

Daily inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day.

ASBESTOS

As we are a new building, we are aware of the safety around asbestos and the precautions needed, due to adequate training. 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.

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. 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.

COOKING ACTIVITIES

Great care must be exercised when the oven and hob are in use. Cooking activities supervised by a parent are still the responsibility of the Class Teacher, who must ensure that new helpers are given information and support, and a risk assessment is in place.

CONTRACTORS ON SITE/DELIVERIES OF STORES

Prior to contractors working on site a meeting will be held with the Site Manager to establish safe working procedures. This will be reported and shown to the Head Teacher before the start of works. This is to include a risk assessment and method statement from the contractors in line with the Site Managers risk assessment. Discussions of the work and equipment being used. The Site Manager/Assistant Site Manager will be on site at times the contractors are on site in the school holidays to minimise dispute of risk assessments.

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 is banned whilst children are in the vicinity of the playground.

COSHH – Control of Substances Hazardous to Health

All COSHH Risk Assessments and Data Sheets are stored in a folder and made available to all staff and visitors if needed. All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

DOGS

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes. A risk assessment must be in place for a school dog and external dog visits.

ELECTRICAL EQUIPMENT

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System. When purchasing new electrical items during the time between tests, the receipt should be retained and the item booked on the next annual test. All second hand or other electrical items being brought in to the school, must have an in-date PAT test before entering.

EMERGENCY EVACUATION

We will refer to the Schools Emergency Response 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.

- A) Using the back gate on the school field, staff would manage the children to safely move onto Stratton Road. Staff will protect the children by standing facing traffic at least 2 car lengths from the line. Pass responsibility on to following staff.
- B) Walk to Upper Shirley High and Line up inside the school gates leading onto their school field.
- C) Lead staff to ask for assistance
- D) Admin/office staff responsible for collecting A-Z file of children's names and above documentation.
- E) Parents contacted and asked to cascade message to collect children.
- F) Deputy school leader or present senior manager in charge of reuniting children with parents eg ask for Hedgehogs class parents to come forward, sort out children and **Mark** the register. Then follow this again for each class and repeat until every child has been collected.
- G) School leader in charge of press liaison, missing children.
- H) All staff in charge of toileting, comforting, drinks etc.

LETTINGS OF THE SCHOOL SITE/EXTENDED SCHOOLS

The school will provide to the hirer copies of appropriate school policies (i.e. Lettings, Complaints, Safeguarding, Health & Safety, etc.) which the hirer is required to comply with.

Other agencies using the school out of hours will follow the school's expectations regarding H&S. They will be first aid trained and also carry out their own risk assessments, copies provided to school and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety policy and safeguarding information will be passed onto them. 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 safeguarding issue.

FIRE

The school follows procedures discussed at annual Fire Awareness Training for all staff:

- Ring nearest fire alarm bell/ break glass point.
- Ensure School Office are notified to phone fire service.
- Staff will supervise children by the quickest, safest route to assemble in the playground. Children must walk quickly but quietly. Close doors of empty rooms if possible.
- Persons/children with a PEEP the procedure in place for them will be followed.
- Teachers check children against the register, reports to School leader (or next senior member of staff). In the event of any child missing, 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 Leaders.
- School office to ring 999 and ask for Fire Brigade giving address of school. Collect the class registers, visitors' signing in register, 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 gate area to be accounted for.
- Fire practice to take place at least one a term (after each new intake).
- Fire equipment is tested at regular intervals and used by those 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 side 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 Fire Marshals should sweep the building for allocated areas and assist in the evacuation, checking all rooms including toilets. All available staff will assist in the evacuation as above.
- The office staff 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 once a year.

RECORDS

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.

The following are Fire Marshalls:

- 1) Mrs Smith
- 2) Miss Danso
- 3) Mrs Massey
- 4) Mrs Barefoot
- 5) Mrs Wyatt
- 6) Mrs Gheorghita
- 7) Miss Fuller
- 8) Mrs Fadaei
- 9) Mrs Potiwal
- 10) Mrs Kaur
- 11) Mrs Thickbroom
- 12) Miss Goodman
- 13) Miss Holman
- 14) Miss Jenkins
- 15) Mrs Haime
- 16) Mrs Hawkins
- 17) Mrs Patel
- 18) Mr Day
- 19) Mrs Kaur
- 20) Mrs Badger
- 21) Mrs Evans
- 22) Mrs Habib
- 23) Mrs Venturas
- 24) Mrs Iakovenchuk
- 25) Miss Day
- 26) Mrs Baker
- 27) Mrs Gjoka
- 28) Mr Jackson
- 29) Mr West

FIRST AID PROVISION

It is the responsibility of the First Aid at Work (FAW)/first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used.

Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call a 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 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;
- 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 parents of their 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 a 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 that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with 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).

A list of current First Aid at Work qualified staff can be found in the First Aid Room.

LEGIONELLA

A Risk Assessment is carried out on the water system at the school and any remedial work will be addressed and completed. Statutory checks are carried out and records kept.

NUTS/NUT PRODUCTS INCLUDING SESAME SEEDS/LATEX

Wordsworth Primary School has a strict 'no nuts' policy within the school, 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. This includes items such as chocolate Crepes as this is normally hazelnut filling and Nutella bars.

We are also a Latex free school due to severe allergies. This means no balloons are to be brought onsite at any time deflated or inflated.

Dolce supply our hot school meals and it is their declared 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. For more details parents can view the menu ingredients via their SchoolGrid account when ordering their child's meals.

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 at work 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

- A) Inform your line manager
- B) Complete the online reporting form
- C) The school leader will then investigate and take any appropriate action.

POND

The school's pond is situated in our outdoor learning area surrounded by fencing and locked gates. The Site Manager/Assistant Site Manager will be responsible for its up keep and implementation of reasonable safety measures to ensure accidents are prevented. The school has a risk assessment in place, for further information refer to the school pond risk assessment.

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 & 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 ASSESSMENTS

The Risk Assessment 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 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 Risk Assessment.

COMMUNICATION PROCESS

All Staff will be made aware of the Risk Assessment applicable to them.

REVIEW PROCESS

Risk Assessments will be reviewed every 2 years or earlier if there are significant changes.

SLIPS AND TRIPS

The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager via Premises@wordsworthprimary.co.uk

SMOKING

In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds. Any reference to 'smoking' will also include the use of cigarettes, e-cigarettes and vapes.

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.

TRAINING

Relevant and appropriate 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 induction in Health and Safety matters and an induction pack given out with the employee handbook.

VISITORS

All visitors to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a visitor badge throughout the duration of their visit. The school's fire and emergency evacuation procedures are on the reverse side of this badge.