



## Policy status

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Head teacher (signature if required):		Date:	
Chair of governing body (signature if required):		Date:	

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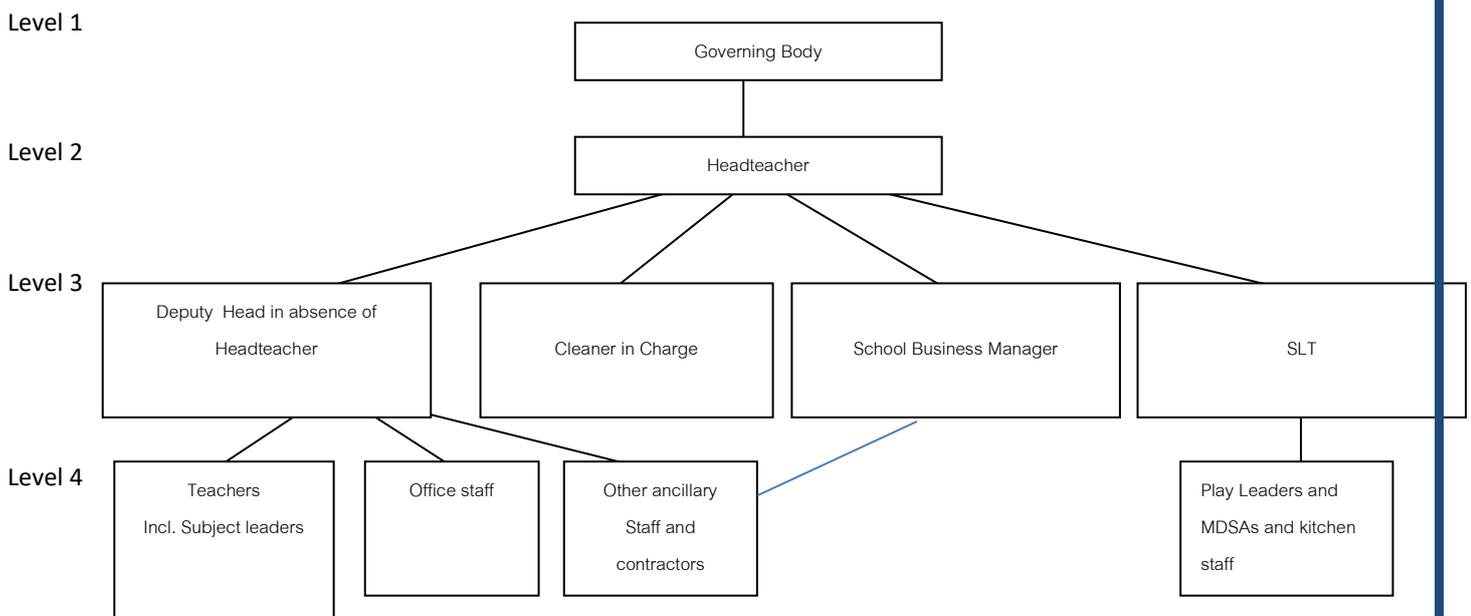
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**HEALTH ,SAFETY & WELLBEING POLICY**

**1 STATEMENT OF INTENT**

- (a) The aim of the Preshute Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- (b) The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and wellbeing of pupils, staff and others using the school premises or participating in school-sponsored activities.
- (c) It believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- (d) The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

(e) Level of Organisation:



Allocation of Functions

Level 1: Set the Health and Safety policy  
 Appoint one governor to have an overview of health and safety matters  
 Keep the policy under review and  
 Review it either annually or in response to any major incident.

Level 2: Take day-to-day responsibilities for health and safety matters in the school  
 Liaise with governors/LA/Diocese as appropriate on policy issues  
 Ensure that policy is implemented;  
 Arrange for staff training as appropriate.

- Level 3: Draw up departmental procedures and review annually;  
Arrange for staff to be informed;  
Check procedures are followed.  
Act on reports from level 4 within agreed timescale and report problems to level 2
- Level 4: Check classroom/work area is safe;  
Check equipment used is safe before use;  
Ensure safe procedures are followed;  
Ensure protective equipment is used;  
Report defects to level 3;  
Perform special tasks, as appropriate (eg first aid,)

## 2 THE DUTIES OF THE GOVERNING BODY

- (a) In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:
- i. Make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LA;
  - ii. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
  - iii. Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
  - iv. Identify and evaluate all risks relating to:
    - The premises
    - School activities
    - School-sponsored events;
  - v. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
  - vi. Create and monitor the management structure.
- (b) In particular the Governing body undertakes to provide:
- i. A safe place for staff and pupils to work including safe means of entry and exits;
  - ii. Plant, equipment and systems of work which are safe;
  - iii. Safe arrangements for the handling, storage and transport of articles and substances;
  - iv. Safe and healthy working conditions which take account of all appropriate:
    - Statutory requirements
    - Codes of practice whether statutory or advisory
    - Guidance whether statutory or advisory;
  - v. Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
  - vi. Necessary safety and protective equipment and clothing together with information on its use;
  - vii. Adequate welfare facilities.

- (c) So far as is reasonably practicable the Governing Body, through the Headteacher and the Strategy Committee will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contract, to receive comprehensive information on:
- i. This policy;
  - ii. All other relevant health and safety matters
  - iii. The instruction and training that will be given to all employees so that they may carry out their duties

The Strategy Committee is currently responsible for overseeing Health and Safety issues for the Governing Body. The Committees meet regularly throughout the year. Throughout this document references to the Health & Safety Committee shall mean the committee detailed here.

### 3 THE DUTIES OF THE HEADTEACHER

- (a) As well as the general duties which all members of staff have (see 5), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Heads of departments, senior members of staff, teachers and others as appropriate.
- (b) The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.
- (c) In particular, the Headteacher will, on a day-to-day basis, be responsible to;
- i. Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
  - ii. Ensure safe working conditions of the school premises and facilities;
  - iii. Ensure safe working practices and procedures throughout the school so that all risks are controlled;
  - iv. Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
  - v. Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
  - vi. Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
  - vii. Collate accident and incident information and, when necessary, carry out accident and incident investigations;
  - viii. Monitor the standards of health and safety throughout the school, including all school-based activities;
  - ix. Monitor the management structure, in consultation with the Governors;
  - x. Consult with members of staff, including Trade Union safety representatives, on health and safety issues;
  - xi. Encourage staff, pupils and others to promote health and safety.

#### 4 THE DUTIES OF SUBJECT COORDINATORS

- (a) In addition to the general duties which all members of staff have (see 5), Subject Coordinators will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility.
- (b) As part of their day-to-day responsibilities they will ensure that:
- i. Safe methods of working exist and are implemented throughout their area of responsibility;
  - ii. Health and safety regulation, rules, procedures and codes of practice are being applied effectively;
  - iii. Staff, pupils and others are instructed in safe working practices;
  - iv. New staff working within their area are given instruction in safe working practices;
  - v. Risk assessments are conducted in their area of responsibility annually and reported to the Headteacher;
  - vi. Annual safety inspections are made of their area of responsibility as required by the Headteacher;
  - vii. Positive, corrective action is taken where necessary to ensure the health and safety of staff, pupils and others;
  - viii. All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
  - ix. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available;
  - x. Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
  - xi. They monitor the standard of health and safety throughout their subject area and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
  - xii. All health and safety information is communicated to staff;
  - xiii. They report any health and safety concerns to the Headteacher.

#### 5 THE DUTIES OF ALL MEMBERS OF STAFF

- (a) All staff are expected to familiarise themselves with the health and safety aspects of their work.
- (b) All staff have a responsibility to:
- i. Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
  - ii. Follow agreed working practices and safety procedures;
  - iii. Report any accident, near miss, incidents of violence; including verbal abuse or any hazard;
  - iv. Ensure health and safety equipment is not misused or interfered with.

#### 6 HIRERS, CONTRACTORS AND OTHERS

- (a) The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- (b) When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3 of this document.
- (c) When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- (d) When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
- i. Introduce equipment for use on the school premises;
  - ii. Alter fixed installations;
  - iii. Remove fire and safety notices of equipment;
  - iv. Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

- (e) All contractors who work on school premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.
- (f) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such action as is necessary to prevent persons in his or her care from risk of injury. This may include requiring the contractor to stop work or leave the site.
- (g) The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## 7 STAFF CONSULTATIVE ARRANGEMENTS

The Governing Body through the Headteacher will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations

## 8 EMERGENCY PLANS

- (a) The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- i. Save life
- ii. Prevent injury
- iii. Minimise loss
- iv. Ensure the evacuation of persons of limited mobility.

This sequence will determine the priorities of the emergency plan. Full details of the emergency plan can be found in the Major Incident Procedures; a copy is kept in the office.

- (a) The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

## 9 FIRST AID

(see Appendix 4 on First Aid for further details)

- (a) The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- (b) Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary.
- (c) Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- (d) A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

## REVIEW & ACTIVITY PLANNING

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

- i. There are a number of H&S related activities which must be undertaken on an annual basis. These will be listed in an activity calendar which will be managed by the School Business Manager and include:

- Risk Assessments for all locations eg. classrooms, shared areas, playground etc
- Distribution of Health and Safety Policy to all staff
- Data collection for all children eg. medical details and contact information.
- Distribution of photo consent forms, home/school agreement and behaviour policy to all parents.
- Ensuring safety checks are up to date

ii. All activities and action items for the academic year will be listed in the Health & Safety Plan which is managed by the Strategy Committee

iii.

## 10 CHILD PROTECTION & SAFEGUARDING

All school staff should be conversant with the Child Protection and Safeguarding policies especially the early identification of vulnerable children and the Child Protection Procedures.

## 11 SPECIFIC ADVICE AND GUIDANCE

The advice and guidance which makes up the remainder of the school policy is contained in the Wiltshire Council's School Health and Safety Manual.

## 12 APPENDICES

Appendices cover the following topics in greater detail:

1. Security & Safeguarding
2. Fire Precautions
3. Electrical Safety and Working at Height
4. First Aid
5. Administration of Medicines & Drugs in School
6. Accidents
7. Asthma Policy
8. Physical Education
9. Outdoor Education (including Residential Visits and Field Studies)
10. Health & Safety in the curriculum
11. School Meals
12. Pupil Laptops and Laptop Trolley
13. Staff Wellbeing

Reviewed: September 2017

Next Review: September 2018

Signed.....Date.....

on behalf of the Strategy Committee

## **APPENDIX 1 – SECURITY & SAFEGUARDING**

Parents should be kept informed of the contents of this Security & Safeguarding Policy.

1. When premises are vacated, all external doors, windows and gates shall be locked. All internal doors, except those to secure stores, shall be left unlocked.
2. If windows cannot be closed securely, for whatever reason, the LA is to be informed immediately. This is the responsibility of the School Business Manager.
3. If there is a letting of part of the premises, doors which communicate with the remainder of the premises shall be locked wherever possible so long as the fire escape route is not obstructed. If there is any doubt concerning this, the local Fire Service is to be consulted.
4. Fire and smoke stop doors shall remain closed at all times and shall never be wedged open.
5. Valuable items of equipment shall be promptly marked with special identifying paint and stored in lockable cupboards wherever possible.
6. Other valuables shall be securely stored centrally when the premises are vacated, especially in holiday periods.
7. The keeping of large sums of money on the school premises is to be avoided; money should be banked or paid into the bank frequently.
8. Only authorised staff hold keys and the office holds a list of all keyholders.
9. All visitors to the school during school time should sign the visitor's book in front of the Office.
10. Apparent strangers on school premises should be challenged by the Headteacher or Senior members of staff whenever reasonable and practical. Children should be encouraged to identify "strangers" but should not challenge them under any circumstances. Children should report the presence of strangers directly to one of their teachers. See the Major Incident Policy for further details.
11. Workmen, representatives from firms and other "business" visitors should always be asked for identification. If such identification is inadequate the Head or Deputy teacher should be called for.
12. The school gate should be kept locked closed, particularly during school time, to discourage stray dogs as well as strangers. The front door shall be secured by the security lock provided.
13. Teachers in the mobile classrooms should always have available a telephone or other means of communication with the main building. These should be tested frequently and batteries replaced as necessary. Mobile classrooms can be locked by means of a keypad access system. Parent Interviews will be conducted in the main building.
14. All incidents involving fire, illegal entry, theft or vandalism shall be reported to the Chairman of Governors and to the Chief Education Officer (using Form DP/G2/250); the Fire Brigade and Police should also be informed where appropriate.

## **APPENDIX 2 - FIRE PRECAUTIONS**

The provision and maintenance of fire safety arrangements for all school buildings is a legal obligation imposed by the Education (School Premises) Regulations.

The primary requirement in respect of fire safety precautions is the safety of everybody who may reasonably be expected to be within the school buildings. Protection of property, buildings and contents is always secondary to life safety. It is the aim of this policy that all staff and pupils should be enabled to ensure, as far as is reasonably practical, their own safety and that of others and feel confident in that ability.

Compliance with Fire Officers' recommendations following inspection is expected.

### **PROCEDURES**

Fire drills should be held at least once a term, the first drill in the school year being held as early as possible for the benefit of new teachers and pupils. The time of day for these drills should be varied so that, for example, break times are sometimes included.

1. Anyone who discovers a fire, however small, should raise the alarm using the alarm system and warning staff in the immediate vicinity.
2. If there is no personal risk involved, staff can use fire fighting equipment to try to extinguish the fire but if there is any doubt they should give priority to evacuation.
3. When the fire alarm sounds, the buildings should be evacuated immediately and in a disciplined fashion. The alarm must never be disregarded unless a test has been announced.
4. Evacuation routes for each room and assembly points shall be determined by the Headteacher who will ensure that they are known and tested.
5. A roll call shall be taken to ensure that everyone is accounted for. It is important that accurate registers are kept.
6. Mid-day Supervisory Assistants (MDSA) and those supervising break must know what areas they are responsible for checking.

### **RISK ASSESSMENT**

Annual risk assessment of the general areas of the school undertaken by the Health & Safety Committee should cover the whole school and a report with any recommendations for action should be made to the Headteacher and the Governors.

The school will be assessed by an approved provider (a competent person as defined by County) every 3 years.

### **PRECAUTIONS**

Every effort should be made to prevent any fire starting. Formal risk assessments and action taken to reduce risks need to be allied to common sense precautions.

- Combustible materials should be kept to a minimum consistent with efficient operation of the school and should not be stored in corridors.
- The fire exits from each classroom must be kept clear of obstruction at all times. Corridors and other doorways should also be kept clear.
- Fire doors should always be free to close and never wedged open.
- Care should be taken when setting up displays and decorations. Particular attention needs to be given to the risk of fire near lights, radiators and other heat sources. Costumes and clothes for plays and other activities need to be kept clear of heat sources because some are highly inflammable.
- General tidiness is a basic fire precaution. Wastepaper bins (of metal or other non-combustible material) should be used and rubbish should not be allowed to accumulate anywhere, particularly near heat sources and electrical appliances.
- The school is a no smoking area and this rule should be enforced.
- Stock rooms for stationery and other combustible materials are to be kept shut when not in use.
- Fire alarm tests will be completed every Friday morning and emergency lighting will be tested once a month on a Friday morning.

Electrical safety is dealt with in Appendix 3.

### **TRAINING AND INFORMATION**

The Headteacher must ensure that all teachers, particularly new teachers, are familiarised with and understand fire drills and procedures and are given any necessary training. Particular attention should be paid to any teachers who are visually impaired or wheelchair users. Equally, all teachers need to be aware of the special needs for the safety of any pupils who are physically disabled or have a sensory impairment.

Individual teachers must be familiar with the following:

- Where all the school fire alarms are situated and how to operate them;
- What the alarm signal is;
- What to do when the alarm bell sounds;
- Where all fire extinguishers and other fire fighting equipment are located;
- How to use all fire fighting equipment;
- Where all the normal and emergency exits are, and where the assembly point is.

#### EQUIPMENT

Governors are responsible for the maintenance of all fire fighting equipment. All equipment must be inspected and any necessary maintenance carried out annually.

#### REPORTING

It is the Headteacher's responsibility to see that the fire logbook is kept up to date. This should include a record of fire drills, tests on fire alarms, maintenance of fire equipment, visits and inspections by the fire authorities.

Details of any outbreak of fire must be recorded in the logbook and the appropriate report made to Wiltshire County Council.

#### MONITORING

The Health & Safety Committee should monitor that fire precaution arrangements are adequate and in order.

## **APPENDIX 3 - ELECTRICAL SAFETY AND WORKING AT HEIGHT**

### **Electrical Safety**

The Electricity at Work Regulations, which impose obligations on both employers and employees, cover all electrical equipment and installations. Non-compliance with the Regulations is a criminal offence and they are to be honoured both in the letter and in the spirit. This is a matter for all staff, including non-teaching staff.

An inventory should be kept of all electrical apparatus in the school.

Under no circumstances should staff bring their own electrical equipment in to use on school premises.

All staff should be vigilant to notice any defects and report any faults to the Headteacher immediately. The school will comply with the requirements of the County Council as regards regular inspections and a record of such inspections should be kept.

All defects should be rectified by a competent electrician as soon as possible. No employee may carry out work that requires technical knowledge or experience if they lack that experience.

In so far as children have access to or make use of electrical equipment they should be advised to take appropriate care and be warned of specific risks to be avoided. Proper supervision should be maintained at all times. Wherever possible, electrical equipment should be kept where it cannot be meddled with.

### **ANNUAL INSPECTIONS**

- Records of all tests and formal visual inspections should be kept by the School Business Manager.
- All equipment should be labelled as having passed its test and be marked with the date that the next test is due.
- New equipment can be used until the first test is due, but should be immediately entered into the school's inventory.

### **OTHER INSPECTIONS**

Central Services at County Hall are responsible for the maintaining and testing to Preshute School's fixed electrical system. Fixed electrical installation tests and inspections are carried out on a 5 year cycle. It is however the responsibility of the school to check visually for damaged sockets or switches etc and take prompt action in notifying the County Hall Services. (Please see Health & Safety Manual in Office).

### **Working At Height**

Inside the building, step ladders should be used when putting up or taking down displays. If the use of high step ladders is required, another member of staff should anchor the ladder using their weight to prevent movement. In no circumstances should the top platform of the ladder be used without safe anchorage by a member of staff.

No one should stand on chairs or tables to work at height.

Outside the building, no members of staff should be working at more than step ladder height unless the ladder is fixed appropriately. Fixing must be to a permanent stabilising/holding fixture.

## APPENDIX 4 - FIRST AID

### First Aid Training

- The Headteacher and Health and Safety Committee are responsible for reviewing First Aid Training of staff. It should remain a priority that as many staff as possible hold up to date, basic, first aid certificates. The minimum number of trained first aiders should be: three teachers, two full time MDSAs and at least two Support Assistants. At least 2 adults must hold paediatric first aid certificates.
- An annual review of trained staff should take place. Training will be organised by the School Business Manager in consultation with the Headteacher and scheduled through the Health and Safety Plan.

All training should include; resuscitation, control of bleeding, treating of an unconscious casualty, communication and updated requirements of first aid box.

- At least three certified first aiders need to be on site every lunchtime.
- A list of all trained staff will be kept in the office, kitchen and staff room. This list will also show the date of the training course.

### First Aid Boxes/Points

First Aid Boxes are located in each classroom and also in the kitchen and staff room. There is a larger first aid box in class room 4. First aid 'bum bags' are also available for use off site (eg. educational visits, sports day). These are kept in the office.

Each teacher will check the contents of the First Aid kits and order replenishments on the first Friday of each term.

## **APPENDIX 5 – ADMINISTRATION OF MEDICATION**

The Headteacher will allow the administration of medication to pupils that have been prescribed by an appropriate medical practitioner i.e. GP or Paediatrician.

Mrs Linda Morgan is the designated member of staff responsible for the administration of prescribed medication.

No medication must be given to any pupil without the specific written consent of the parent/carer concerned, which must include evidence that the child needs to take the medicine during school hours. Consideration should be given to the need for the medicine to be taken during school hours – most medication can be taken satisfactorily before and after school and at night.

The medicine, together with a completed and signed consent form (Form 1), should be delivered to the school, where possible by a parent, and should be handed personally to Mrs Linda Morgan. In no circumstances will any member of staff administer prescribed medication on their own initiative or without the written consent of parents/carers. If parents are unable to provide written consent using Form 1, or the school have some reason to doubt the information provided, we will seek confirmation directly from the medical practitioner.

A written record (Form 2) will be kept of the administration of all prescribed medication to pupils, checked and completed by Mrs Linda Morgan. Forms 1 and 2 will be kept in the 'Administration of Medicine' file held in the school office.

All medicines must be stored safely in the pharmacist's original container and be clearly labelled with the contents, the child's name, the dosage and/or other instructions.

Medicines held on site will be stored in the office in a cupboard beyond the reach of children. Should the medication require refrigeration the staff room fridge will be used. Medication taken to off- site activities will be in the care of Mrs Linda Morgan or another fully trained member of staff.

Any completed or unused medication, when the course of administration has ended, must be collected directly from Mrs Linda Morgan by parents. At this point the consent form and record of administration will be returned to parents.

Non-prescribed medicines should not be given unless in very exceptional circumstances. Cases like this should be referred to the Headteacher. If the decision is taken to allow the medication it will be treated as prescribed and the procedure above followed.

If the Headteacher considers it inappropriate to administer certain medicines and the parent is available, the parent will be asked to bring the medicine into school and administer it accordingly.

For further details on procedures for Asthma please see Appendix 7.

## APPENDIX 6 - ACCIDENT AND INCIDENT REPORTING

Produced in consultation with Wiltshire Council, School Nurse and St Johns Organisation.

In the event of an accident, dangerous occurrence or other incident (including violent, racist or aggressive behaviour) the following action will be taken.

### Overview

- a) Make the situation safe and give first aid. If the injury looks serious (broken limb, concussion, a deep wound etc) call an ambulance.
- b) Inform Headteacher and parents/guardians.
- c) Record the circumstances of the incident in full in the Incident Book. There are 2 copies of the Incident Book. One is kept in the Staff Room and the other with the MDSAs. The use of carbon paper means that a duplicate copy of the page can be given to the parents. In the event of a serious injury, also complete and Incident and Investigation Form online ( available on wisenet)
- d) If the area where the incident occurred is deemed unsafe, it should be cordoned off using the yellow hazard tape which is kept with the Incident books. This will help avoid other pupils and staff injuring themselves.

The Headteacher shall

- a) Take appropriate action immediately to initiate the Major Incident Procedures if necessary.
- b) Take appropriate action immediately to ensure that any fault or deficiency is discovered and rectified and ensure that the correct paperwork is completed.
- c) Inform the Chairman and, if required, the County Safety Adviser and the Health and Safety Executive.

### When to use the Incident Book

#### Accidents

Primary children collect numerous minor cuts, grazes and bumps at school. The majority of these accidents require little more than TLC and 'running' water. Should all of these incidents be written in the Incident Book a great deal of time would be required to log them. But we should not be complacent in our duties and the following guidelines have been drawn up by the Governors to help staff make decisions on whether to log a minor accident/incident or not. There are 2 Incident Books. One is kept by the MDSAs and the other is kept in the staff room.

- All injuries which result in breaking of skin should be recorded in the Incident Book and parents informed by a copy of the page.
- **All** knocks to the head should be recorded in the Incident Book and parents informed by a copy of the page. Infant children should also be issued with a sticker (these are kept with the Incident Books) to make it obvious to the parent that an injury has occurred. Knocks to the head should be treated with extreme caution. Very minor knocks should be soothed with cold water with the child remaining under observation until the end of school. If at all in doubt, inform parents to come and collect from school. More **severe** knocks where the children complain of dizziness, nausea or headaches, should receive urgent attention. Parents should be notified immediately, and if necessary an ambulance called. Treat as a serious accident.
- All serious accidents: broken or dislocated limbs, severe laceration, severe knocks to the head, injuries to the eye etc. need to be treated as emergencies. Parents need immediate notification as does an ambulance. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, some accidents must be reported to the Health and Safety Executive (HSE) and a record of any reportable injury, must be kept. This means that in the case of any serious incident we have a legal obligation to complete the appropriate Incident Report and Investigation Form as well as recording the accident in the Incident Book. Copies of these forms are kept with the Incident Books and also in the green Health & Safety file in the office. Once completed these forms will be sent by the Office to WC for follow up.
- All minor and serious accidents should be recorded in the Incident Book on the day of the accident by the teacher, MDSA or TA who dealt with it. The duplicated page should be given to the parents. In cases where other pupils were involved in the incident, only the name of the injured child should be included on the form given to parents.

- Incidents involving injury to staff/employees should be recorded in the Incident Book and on an Employee Accident Form( see reporting incidents book in staffroom) This form should then be given to the Office as under Social Security (Claims and Payments) Regulations 1979 there is a requirement in Regulation 25 for employers with 10 or more employees to keep readily accessible accident records. These can be either in written or electronic form. Records must be kept for a minimum of 3 years.

#### Incidents

In addition to accidents, the following occurrences should also be reported in the Incident Book:

- **Any incidents of harassment, discrimination or abuse**
- **Bad behaviour.**
- **Violent or Aggressive Behaviour**

## **APPENDIX 7 - ASTHMA POLICY**

Pupils with asthma will be encouraged to take a full and active part in all activities in the school. The school does all it can to ensure the school environment is favourable to children with asthma. The school is a non smoking area.

Children will have immediate access to their inhalers at all times. A list with all the names of those pupils who suffer with asthma will be kept on the wall in the office .

If children leave the classroom for PE, school trips, swimming, sports matches etc. inhalers should be taken along. This is the teacher's responsibility. All inhalers should be clearly labelled by the parent with the child's name and the usual dosage. It is the responsibility of the parents to ensure the inhalers are not out of date.

A register of all children with asthma will be kept in the school, this will be updated annually. Parents are asked to inform the school of any changes to the medication between times.

School staff are not required to administer medication except in an emergency, although many of our staff are happy to do this. School staff who do this are insured by the local education authority when acting in accordance with this policy.

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the following procedure, which is clearly displayed in all classrooms:-

1. Ensure reliever inhaler is taken immediately.
2. Stay calm and reassure the child.
3. Loosen all tight clothing and encourage child to take slow, deep breaths.
4. Stay with the child.
5. Find a comfortable position for the child, not lying down.

After a minor attack the child can resume school activities. The child's parents should be told about the attack.

### **EMERGENCY PROCEDURES**

- If child is not improving after the initial dose of the inhaler give one dose every minute for 5 minutes.
- If there is still no improvement call 999 for an ambulance.
- Call parents/carers.
- Call ambulance at any time if you are worried about the child's condition.

Dear Parent

As part of our school Asthma Policy, I am writing to inform you that your child suffered a minor asthma attack today. When the attack passed, he/she resumed normal school activities.

Yours sincerely

## **APPENDIX 8 - PHYSICAL EDUCATION**

In PE the safety factor is of paramount importance. Therefore it is necessary to observe certain very important general rules.

1. Children should be taught to warm up for and recover from exercise.
2. All lessons should be conducted in a quiet and orderly way so that the child's personal safety is always ensured and the teacher's instructions can always be heard.
3. Children should be taught to respond readily to instructions.
4. Children should never be left unsupervised in any PE lesson.
5. Children should learn to respect the safety of others at all times.
6. Children should be suitably clothed and shod. They should never be allowed to participate in socks or tights. All children should wear their PE kit, preferably consisting of navy or black shorts (not cycling shorts), a white or blue T-shirt and daps indoors, and warm, appropriate clothing and trainers or football boots outdoors.
7. No jewellery or watches should be worn and long hair should be tied back.
8. Children should be taught to lift, carry, place and use apparatus and equipment safely and should be supervised in this activity at all times. The teacher must check the apparatus before allowing the children to use it. Things should be put away tidily after use and any damaged or faulty equipment should be reported to the PE coordinator.
9. All children should be taught to recognise and follow relevant rules, laws, codes, etiquette and safety procedures for different activities or events, in practise and during competition.
10. The children and the teacher should be aware of limitations in a pupil's ability.
11. The teacher should be aware of children with special health needs, eg asthma or allergies, and take the necessary precautions.
12. Due care should be taken in extreme weather conditions to ensure all children's safety.
13. Equipment is officially risk assessed by a commercial group working for the LA on an annual basis. A report is made and the Health & Safety Officer (Headteacher) authorises 'unsafe' equipment to be repaired or discarded. The P.E Co-ordinator is updated.
14. Most equipment is safely stored in the P.E Cupboard or P.E shed. Some apparatus is restrained within the cupboard to prevent it falling on staff or pupils. All staff are trained how to access this equipment safely and no pupils are allowed to lift any of the apparatus without instruction and adult supervision.
15. Outdoor equipment which is not stored is safety checked weekly by the Headteacher and the P.E Co-ordinator. Should the equipment be found faulty or dangerous, action is taken immediately – dangerous equipment being decommissioned until repaired.
16. The outdoor climbing equipment is risk assessed and visually checked weekly by Mrs Morgan ( HLTA). During inclement weather conditions duty teachers are also responsible for risk assessing the equipment and its use. Decisions are made and passed on verbally to other staff and the Health & Safety Officer.
17. Before using the school field or Jubilee Playing Field for P.E/Games, teachers must risk assess the areas of the field they wish to use. Some areas are bumpy and therefore dangerous for contact/running sports. Other areas are near to the river and should not be used for sporting activities unless for specific field events such as cross country.
18. Teachers and staff should risk assess any playing equipment and the goal posts if they are to be used during any play/P.E session.

## **APPENDIX 9 - OUTDOOR EDUCATION**

The Governors place a high value on the part played by sport, residential visits, field studies and other forms of outdoor education in the holistic and healthy development of the children in the school.

The Governors fully accept and endorse the advice given by Wiltshire Council . All off site visits have to be authorised using Evolve. The school Evolve Co-ordinator is Mrs Browning.

The safety of every person involved in the activity must be carefully considered with special attention given to the following:

- (a) All coaches should be owned by a reputable company with an excellent safety record. Coaches not fitted with safety belts should not be used.
- (b) The activities undertaken must be within the ability range of the pupils and not fall within the areas set out as requiring trained supervision unless this is available.
- (c) Accommodation must be covered by a Certificate for Fire Safety and Food Hygiene.
- (d) An appropriate assessment is undertaken following the guidelines and best practice of the “Best be safe” website
- (e) Trip leader to follow the schools LOTC policy and trip checklist

Fuller guidelines and requirements are detailed in the school policy on Outdoor Education and the Healthy and Safety Manual (WCC June '98).

## **APPENDIX 10 - HEALTH & SAFETY IN THE CURRICULUM**

- It is the responsibility of all curriculum co-ordinators to ensure all equipment relevant to their subject area is annually/regularly safety checked. This could occur during the annual review of that subject area and dealt with as part of the Action Plan for that area.
- Risk assessments should be filled in and discussed with the Headteacher.
- It is the responsibility of all curriculum co-ordinators to ensure all activities relevant to their subject area are risk assessed. All risks identified are reportable and should be recorded on the appropriate risk assessment sheets (in the office) and discussed with the Headteacher.
- It is the responsibility of all staff to report damaged or unsafe equipment to the appropriate Curriculum Co-ordinator immediately.

### Technology

- Check all glue guns and centrally stored equipment. Risk assess condition of equipment and whether safely stored. Ensure all faulty equipment is decommissioned until repaired.
- Ensure all teachers are adequately trained for using the equipment we have on site: glue guns, saws, drills, cookers etc.
- Ensure all instructions for using equipment are immediately to hand for ease and safe use of equipment.
- Teachers need to ensure appropriate safety measures are in place before, during and after a lesson. Health and Safety issues should be discussed with the class/group involved. Planning and preparation should highlight the possible risks.
- The skills for cutting, gluing and rigid fixing (use of screws, hammer etc) should be taught.

### Science

- Safety checks should be made on all equipment and its storage. Any faulty equipment should be decommissioned until repaired.
- No chemicals are needed for Preshute School science experiments and so none need to be stored on the school premises.
- All thermometers should be 'safe' thermometers and child friendly. Staff and children should be shown how to use thermometers safely.
- All activities requiring the use of naked flames or the cooker, should be risk assessed beforehand and authorised by the Health and Safety Officer.
- A sand tray should be used when demonstrating process changes involved in the burning of a substance.

## **APPENDIX 11 - SCHOOL MEALS**

### **Introduction**

School Meals are delivered to school by Third Party providers using Hot Hold techniques. School staff then plate up the food ready for serving in the kitchen. The caterers deliver the food at 11:45 ready for a 12:00 service.

### **Safety Procedures**

- Under the “Hot Hold” catering option the caterer is responsible for delivering food to the school at a temperature of over 63 degrees. The School meals Supervisor check food temperature regularly to ensure compliance with the Food Hygiene Regulations (England) 2006.
- The food arrives in insulated containers and is stored until required in a heated storage cupboard. The cupboard is to be switched on well in advance of the 11:45 delivery time.
- Food is dished up in 2 sittings, items for the second service must be retained in the heated storage cupboard where possible. Hot food is covered until service begins and only a few plates are prepared at a time ready for the children to collect.
- Staff working in the kitchen must wear protective gloves when handling food.
- Items of uncooked food such as fruit, cake / flapjack, yoghurt and ketchup are dated and stored in covered containers and refrigerated where necessary. Items must be inspected daily and destroyed as necessary.

### **Inspection & Training**

- Kitchen is subject to H&S Food Hygiene Inspection by Local Authority staff.
- Staff will follow School Meals Food Handling Guidelines laid down in the Wiltshire Health & Safety Manual.
- School staff are trained to handle the insulated containers delivered by the catering company.
- Staff handling food must have the appropriate Food Hygiene Qualifications. At least one of the After School Club helpers must have this Certification.

## **APPENDIX 12 - PUPIL LAPTOPS AND LAPTOP TROLLEY**

### **Introduction**

The School has a bank of laptops for pupil use in the classroom. The school has three laptop /tablet storage and charging trolleys .

### **Transport & usage of PCs by pupils**

All children are trained how to carry the laptops safely.

The trolley should not be allowed to block the corridor and must be put away properly after use.

### **Use and Safety regarding the Laptop Trolley**

In October 2009 the HSE issued an alert advising that with some laptop trolleys there is a risk of electric shock from the pins of the plug arises during removal of the plug from the socket for a short period of time.

As many of the trolleys have trailing electrical cables and plugs they can be damaged during movement of the trolleys. If damage occurs to the cables or plugs this can give rise to a serious risk of electric shock to users

Following the HSE Alert the Trolley was checked as being safe and fit for sale within the EEA. This was established by checking for a CE mark and the Declaration of Conformity.

Although checked as safe the school follows these procedures when using the Trolley:

Laptop computer charging trolleys should only be used by adults and:

- i. 3-pin plugs associated with mobile charging trolleys are to be inserted and removed from a socket only when the socket is switched OFF.
- ii. Dedicated, switchable, RCD (residual current device) protected sockets for laptop chargers are used.
- iii. A warning notice is posted adjacent to sockets and elsewhere, as necessary, to remind users of the need to switch sockets OFF before inserting or removing plugs.
- iv. Adults likely to insert / remove plugs are advised of this procedure and the risks associated.
- v. A cable storage facility is fitted to the Trolley and used to prevent cables and plugs trailing on the floor.
- vi. A daily visual check of the condition of cables and plugs is carried out.

All electrical equipment in the school is maintained in a safe condition and used within manufacturer's guidelines.

13 **APPENDIX 13 -STAFFWELLBEING**

This appendix has been replaced with a separate policy on staff wellbeing.  
Please refer to this policy as well as the policy on lone working .





