

***Kennington  
Primary School  
Health and Safety  
Policy 2015***

<i>Reviewed by</i>	<i>Date</i>	<i>Signed</i>

## STATEMENT OF INTENT

***We aim to make Kennington Primary School a safe place to work, learn and play. The health and safety of all pupils, parents, employees and visitors is of paramount importance and overrules other considerations. We are working towards a risk-free environment for everyone. If, however, despite our efforts an accident does occur, we aim to give the best help and treatment possible to that person through basic first aid and sympathetic care. We also endeavour to learn from that occurrence to ensure that similar incidents are not repeated.***

This document needs to be read in conjunction with the *LCC School's Model Health & Safety Policy* and Arrangements document (appendix A). Issued by the Health & Safety Team – August 2009.

## **GOVERNORS' STATEMENT OF HEALTH AND SAFETY**

The Governors shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, pupils and other persons on their premises, in accordance with the Health and Safety at Work Act, 1974.

To meet these responsibilities the Governors will pay particular attention to the provision and maintenance of:

- i. The safety of plant, equipment, buildings, and safe systems of working;
- ii. Safe arrangements for the use, handling, storage and transport of articles and substances;
- iii. Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;
- iv. A safe workplace and safe access and egress;
- v. A healthy working environment;
- vi. Procedures for fire evacuation, first-aid cover and other emergency situations;
- vii. Adequate welfare facilities and suitable protective clothing and equipment;
- viii. Arrangements for the safe introduction of new plant, machinery, substances and procedures.

### **The Governors will ensure that:**

- i. The LEA's Health and Safety Policy and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis in accordance with the LEA's Monitoring Scheme;
- ii. The school produces its own safety policy to supplement the LEA policy, and that the policy is regularly reviewed;
- iii. A Health and Safety Committee is established, or health and safety is included in the Terms of Reference of an existing committee, or an individual on the governing body is designated with specific health and safety responsibilities;
- iv. The Safety Policies will be brought to the notice of all employees;
- v. The school has considered its health and safety obligations and has made provision for meeting those obligations;

- vi. The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- vii. Health and safety issues concerning the school are identified and appropriate action taken;
- viii. Regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
- ix. Appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties;
- x. All reasonable facilities and information are provided to officers of the Education Services, inspectors of the Health and Safety Executive and any other Health and Safety official.

Signed -----

CHAIRMAN OF GOVERNORS

## **GENERAL RESPONSIBILITIES**

LMS gives Governors important power and duties in controlling school premises and running schools, although the LEA remains technically the employer of staff. Therefore, both Governors and the LEA continue to have statutory responsibility for health and safety. In view of this, it is particularly important that the governing body, the LEA and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the school without risk to health and safety.

## **LEA RESPONSIBILITIES**

The Lancashire Education Authority shall, so far as is reasonably practicable, as required under the Health and Safety at Work Act, 1974 and other relevant statutory provisions:

- i. Ensure the health, safety and welfare of all its employees;
- ii. Ensure the health, safety and welfare of pupils and visitors on education premises;
- iii. Ensure the health, safety and welfare of its employees who work at locations controlled by another employer or organisation.

The LEA will continue to fulfil its responsibilities in the following ways: -

- The issue of a Health and Safety Policy
- The issue of Codes of Practice, including the School Safety Manual, as appropriate
- The provision of a comprehensive support and advice service
- The provision of a comprehensive training programme
- The provision of a monitoring system for schools
- The provision of a safety audit service

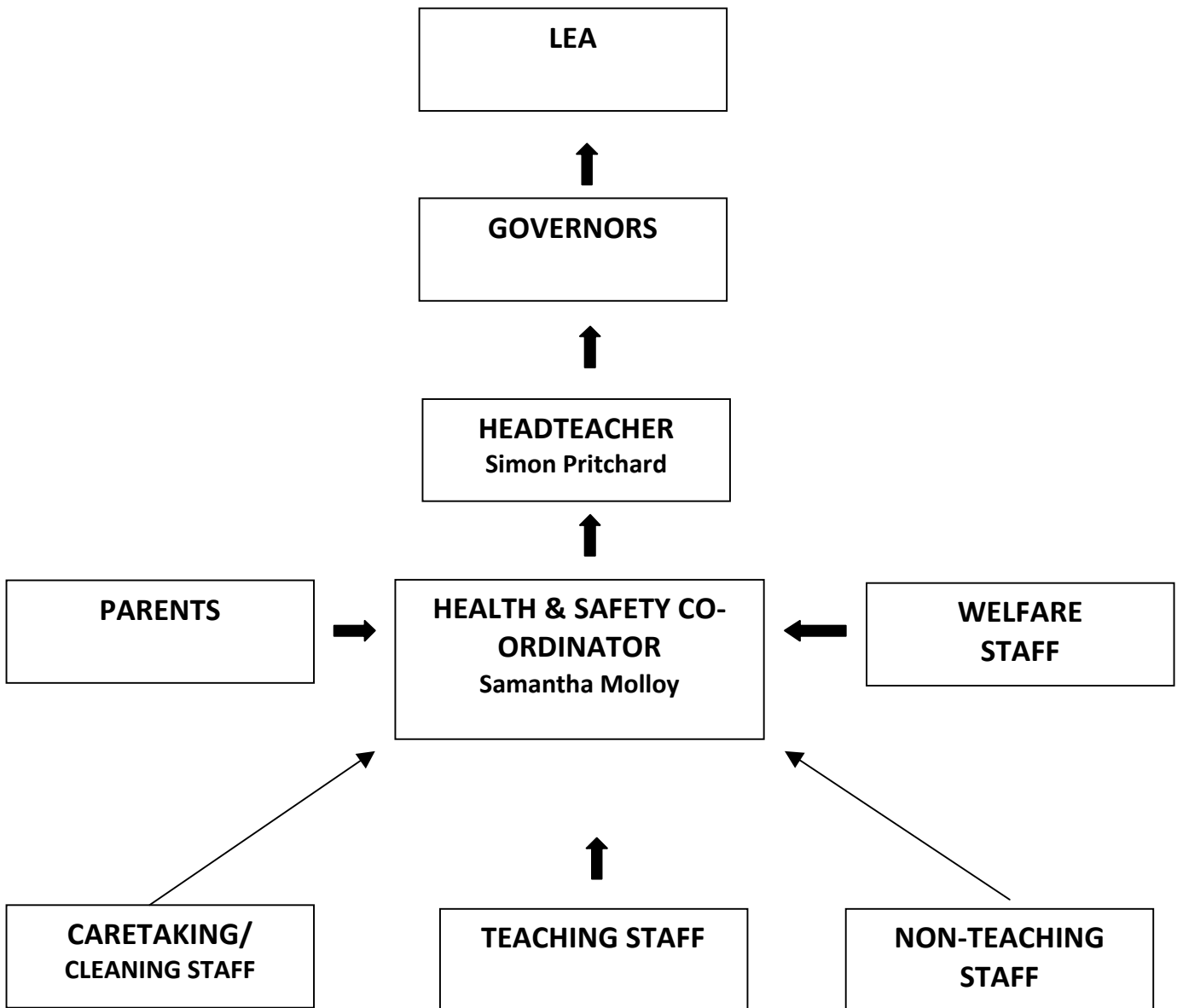
## **EMPLOYEES' RESPONSIBILITIES**

All employees have a general duty under the Health and Safety at Work Act, 1974 to:

- Take reasonable care of their own safety and that of other persons;
- Co-operate with the employer on health and safety matters to enable the employer to carry out its own responsibilities successfully;
- Report any defective equipment to his/her supervisor or other appropriate person, i.e. safety representative;
- Be familiar with and observe at all times all safety policies and procedures;
- Take reasonable precautions to ensure the safety of all persons in their charge.

# HEALTH & SAFETY

Lines of Responsibility



## **ADMINISTRATION OF HEALTH AND SAFETY**

The Headteacher, as Site Manager, is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and non-teaching staff have a general responsibility for the application of the LEA and School's Safety Policies within their own area of work, and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own area of work.

The staff should report any incidents or concerns to the Health and Safety Co-ordinator or to the Headteacher.

Class teachers have responsibility for the safety of pupils when they are in charge.

All the employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work.

- **The Health and Safety Co-ordinator is Mrs Samantha Molloy**
- **The Governor with responsibility for Health and Safety is the Chair of Resources, Health & Safety Committee**

## **FIRE ALARM INFORMATION**

There are nine alarm bell points and a main alarm switch in school. The bell points are situated at:

1. The Junior girls' entrance
2. The Junior boys' entrance
3. Outside the office door
4. In the hall near the back fire exit door
5. In the hall near the side fire exit door
6. In the connecting corridor near Class 1S
7. At the entrance door in Class 1C
8. In the resource area near to the Class 1M
9. By the entrance door to the Reception door

The Fire Alarm Panel is positioned in the main entrance. Each classroom has a 'Fire Action' information sheet on the wall. Each class has its own escape route in the event of a fire or other emergency. These are:

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- i. The Oak class and Cherry should leave by their own fire exit
- ii. Class Cherry and Willow should leave by their own fire exits
- iii. Class Beech should leave by the exit in the corridor
- iv. Classes year 3, Year 4, Year 5 and Year 6 should leave by the Junior boys' or girls' fire exits
- v. Persons using the Library and Room 1 should leave by the Main Entrance
- vi. Persons using the Junior corridor, Staff Room, PPA room, Room 2 and the Deputy Headteacher's office should leave by the Junior boys/girls exit
- vii. Classes in the Hall should use the hall exits to appropriate play ground
- viii. Persons in the main office should use the front exit



## OTHER ISSUES

### 1. Sick Children

If a child is sick, the emergency number should be contacted. Emergency contact numbers are held in the office.

### 2. Asthma, Epilepsy, diabetes and others [see Appendix 1].

### 3. Educational Visits

Teachers taking children on an educational visit should take the following items:

- A list of all the children on the trip, with their emergency contact numbers and any information on medical problems.
- First Aid kit, Inhalers, Bucket and paper towels
- Mobile telephone

### 4. Procedure for serious accidents which occur outside school

- Ring ambulance
- Ring Headteacher
- Headteacher to ring parent/guardian of child [ren] concerned
- Ring Health and Safety Executive [Tel: 0845 345 0055]
- Inform Health and Safety Department at County Hall [Tel: 01772 532718]
- Inform Chair of Governors
- Inform Head of Schools Section at County Hall

### 5. Electricity

Be wary of electricity at all times. Any problems with sockets must be dealt with immediately, so alert the Headteacher to any danger quickly. Children need warning of the dangers of electricity regularly, and this type of safety education is an integral part of our curriculum. Children should not touch electrical plugs or sockets.

### 6. Road Safety

This should be covered regularly in classes and assemblies. As we have a particular problem with cars using the same entrance as children, staff should take great care driving in and out of school. Children should also be told ***not to play around parked vehicles.***

### 7. Training for Staff

Appropriate training for staff should be provided, as requested by the Health and Safety representative.

### 8. Giving Medicines

- This is voluntary on behalf of teachers (see Administration of Medicines in School Policy).
- Parents must provide school with sufficient information about the medication.
- Parents should keep children at home if acutely unwell.
- Training and guidance must be given to teachers giving medicines see [SPMD Para 44/5]
- Do not give non-prescribed drugs.
- Children should self administer when possible [SPMD Para. 53]

## COSHH REGULATIONS [CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH]

The recent regulations now apply to schools and require us to regulate the use of, assess the risks of using, and completely stop using some substances in school. The rules over all dusts, fumes, microbiological issues, chemicals, medicines, or any substance which may adversely affect the health and safety of any member of the school community.

This means: -

All chemicals concerned with cleaning should be carefully labelled and locked away from children. No cleaning material should be kept in classrooms. We must always legislate for the actions of the most unpredictable, unreliable and dangerous child. This is specifically the Site Supervisor's responsibility, but everyone needs to be vigilant. Cleaning materials from home should not be brought to school, household bleach, in particular, is most dangerous and is banned in schools.

Any dust created by building work needs to be monitored.

The photocopier gives off ozone and other gases which can cause health complaints. It should be housed in a well-ventilated area and no one should work on it full-time. All toners/fluids associated with reprographics should be stored safely and disposed of in accordance with manufacturer instructions.

Good practice in classrooms with regard to personal hygiene is essential, particularly in Science or environmental work. Care should be taken with objects from home – pets, etc. to make sure that the children's health cannot be affected, or the above regulations contravened. For example, growing mould is always a bad idea.

Further information on teaching safety in the classroom is included in the book 'Be Safe' published by ASE – copies held by each class teacher.

In law the school has to do whatever is reasonably practicable [take reasonable precautions] to make sure the COSHH regulations are not breached, but if taken to court we will be presumed guilty unless we can prove otherwise.

The Site Supervisor's outside room is to remain locked at all times. If a member of staff wishes to obtain any equipment from this room, please ask the Site Supervisor.

## DAILY ROUTINES

### Arrival

Children should arrive in the playground and stay there until the bell rings at 8.45am. If wet, children should wait in their classrooms under the supervision of the class teacher or TA.

When the children enter the building they should walk in an orderly fashion through the school.

### Playtime

During playtime, any Infant who has a note from their parent/guardian should stay in the 'Bubble' and be supervised by the person on duty. Junior children with a note from their parent/guardian should be accommodated in the junior corridor with another member of their class.

Staff on playground duty should be on the playground promptly at the start of break time. They should patrol the length of the playground and position themselves so that they can see and be seen. In case of accidents help should immediately be sought from the staff room.

At the end of playtime in the Infant playground a whistle is blown twice, the children line-up and are then collected by their class teacher. Infants needing the toilet should use the Reception class door only. There is a rota for the use of the climbing equipment by small groups of children which are supervised.

At the end of playtime in the Junior playground, a whistle is blown twice, the children line-up and are then collected by their class teacher.

When the children are on the field, parallel lines of cones separate the Infants and Juniors, and the Infant side separated again to allow for ball games and quiet play. Infants should line up at the edge of the playground before they are allowed, by the teacher on duty, across the drive onto the field. Footballs of the light plastic type **only** are allowed on the playground.

### Wet Playtimes

The teacher on duty should patrol the classrooms with the help of monitors. In Oak, Cherry, Willow and Beech the person on duty in the Infant Department should patrol all the aforementioned classrooms. The person on Junior duty should patrol the Junior corridor and Year 3, Year 4, Year 5 and Year 6 classrooms.

During wet playtimes, members of staff are asked to leave their children with an activity, eg. table toys in Reception and Year 1 and scrap paper/board games throughout the rest of the age groups. All craft activities should be packed away eg. scissors, tools etc.

### Dismissal of Children

Children should be dismissed and leave the building in a quiet and sensible manner on the understanding that they should return to their class teacher if the person who is collecting them is not there. The teacher should then report this to the Headteacher or a senior member of staff so that the appropriate contact can be made.

Sensible, thoughtful behaviour from pupils, and a responsible professional approach from adults, is the key to a safe working environment for all. ***The school endorses Lancashire Education Committee's 'Health and Safety Policy' and 'Outdoor and Adventurous Activities Guidelines'. Copies of both these documents are in the Headteacher's office.***

## EPILEPSY

Epilepsy is a tendency to brief disruptions in the normal electro-chemical activity of the brain, which can affect people of all ages, backgrounds and levels of intelligence. It is **NOT** a disease or illness, but may be a

symptom of some physical disorder. However, its cause especially in the young – may have no specific medical explanation.

With sensible management at home and at school, having epilepsy need not affect a child's education and social development.

## **TYPES OF SEIZURE**

### **i. Gran Mal [major fit]**

This can be very frightening when seen for the first time. The child's muscles may first stiffen and then relax, and jerking or convulsive movements begin which can be quite vigorous. Saliva may appear around the mouth, occasionally flecked with blood if tongue or cheeks have been bitten. The child may pass water.

This type of fit may last several minutes, after which the child may lose consciousness. He/she may be dazed or confused – a feeling that may last a few minutes or several hours – and may want to sleep or rest quietly. This type of fit is not harmful to the child and is not a medical emergency unless one fit follows another and consciousness is not regained. If this happens, medical aid should be sought straight away. This condition is known as Status Epilepticus.

### **ii. Petit Mal [minor fit]**

This type of seizure may well pass unnoticed by parents and teachers. The child may appear to daydream or stare blankly. Though brief, these periods may be frequent and they lead to a serious learning problem if not recognised and treated.

### **iii. Psychomotor Fit**

There may be involuntary movements such as twitching, plucking of clothes or lip smacking. The child appears conscious but may be unable to speak or respond.

## **CLASSROOM FIRST AID**

- Stay calm and let the fit run its course:
- Cushion the head with something soft.
- **DO NOT** try to restrain convulsion movements.
- **DO NOT** try to put anything between the teeth.
- Loosen tight clothing carefully.
- **DO NOT** call an ambulance or doctor unless you suspect Status Epilepticus.
- As soon as possible turn the child to the side in the recovery position.
- An adult should stay with the child to offer reassurance.

It may not be necessary for the child to be sent home, but parents should be contacted and the child's condition discussed.

## **School Activities**

These will depend upon the frequency and type of attacks. With adequate supervision, no activity need be barred. TV can trigger some seizures but sitting at a distance is usually sufficient precaution.

*This guidance has been taken from 'Epilepsy – a guide for teachers' produced by the British Epilepsy Association.*

## **ASTHMA**

One in ten children suffer from asthma. Asthma is a disorder of the air passages. These become narrowed making it difficult to breathe in and out. Asthma particularly affects primary school children and many children grow out of it in their teens.

## **WHAT CAUSES ATTACKS?**

Air passages can become constricted by a variety of circumstances. Some of these might be:

- i. Virus infections [especially common colds]
- ii. Allergy
- iii. Vigorous exercise
- iv. Cold weather or strong winds
- v. Excitement

Allergies can include house dust, grass pollen, fur and in rare cases, foods such as milk and eggs.

## **THE CHILD WITH ASTHMA IN YOUR CLASS**

- a) Talk to the parents to find out about the child's asthma and its treatment
- b) Allow the child to take medication when needed
- c) Avoid sitting the child near a radiator when the heating is on
- d) If the child is wheezy, don't send outside to play in cold weather
- e) For a child with pollen allergy – keep off the field during May and July when the pollen count is high

## **GAMES**

- The aim of total normal activity should be the goal for most children.
- The type of sport and the amount of activity are often critical. Asthmatic wheezing is usually worse on cold, dry days, than when the air is moist and warm.
- Prolonged spells of exercise are more likely to induce asthma than short bursts.
- Exercise with arms and legs alone is more likely to trigger an attack than exercise using both.

## **THE SAFETY TEAM**

We are all members of the Safety Team. It is our responsibility to be aware of possible dangers to children and others. We need to be vigilant at all times; spotting possible hazardous situations before they cause a problem. Deal with problems yourself, immediately if you can. If not, refer them quickly to the Headteacher or Deputy Headteacher. Also, train the children to act in a safe and calm way themselves. They can reduce problems significantly by using their common sense.

## **FIRST AID/ACCIDENT PROCEDURE**

Mrs Billington is in charge of stocking first aid boxes in school. The Head Teacher, Deputy Head Teacher and all teaching staff are qualified first aiders. A number of Teaching assistants are also qualified first aiders. EYFS teaching assistants are Paediatric first aid trained.

Most bangs or falls can be treated in the same way that a caring parent would treat them. Cleaning slight abrasions with cooled boiled water or antiseptic wipes [and a little comfort] is usually recommended. However, there are five types of accident, which require more attention:

- I. Any bang on the head needs referring immediately to the first aider, the child's teacher informed and a medical letter sent home to parents. Parents will also be informed by telephone if the head injury is more than superficial e.g. large lump or cut with the option of coming to look at the injury for themselves. **TAKE NO CHANCES WITH HEAD INJURIES.**
- II. Possible broken bones again need referring to first aiders, avoiding any unnecessary movement of the child. Then send for the parents. All broken bones must be reported to the Health and Safety Executive at County Hall.
- III. Any deep or wide cut that may need stitches or steristrips needs referring to a first-aider; then send for the parents so that a hospital visit can take place. An accident form and medical letter should be completed, where appropriate.
- IV. Any injury involving blood, i.e. A nosebleed or even a little cut, demands that gloves must be worn for your own safety and contaminated materials disposed of in the staff toilets bin, using the yellow clinical waste bags.
- V. Any stings or bites should be reported to parents immediately.

If in any doubt about an injury, do not hesitate to contact a first-aider. Do not take risks with your own or anyone else's health and safety. Finally, knowing the children is a big advantage when dealing with accidents. All accidents should be recorded in the accident book. This is kept in the first aid cabinet.

The following procedure should be followed for accidents that are **'Worse than average'**:

- Give first aid treatment as necessary
- Record in First Aid Treatment Book
- Fully complete the Accident/Incident Form HS1
- Send the form to the Directorate Health and Safety Team within 3 days.
- Where serious [or appropriate] an investigation should be undertaken and details [including remedial action] recorded on Accident Investigation Form HS2.

## **ALL FRACTURES AND PUPILS SENT TO HOSPITAL**

- I. Give first aid treatment as necessary
- II. Record in First Aid Treatment Book
- III. Fully complete the Accident/Incident Form HS1 certain injuries require you to telephone the HSE and an **F2508** to be completed. See the guidance included with the HS1 [section H] for further information
- IV. If necessary, complete **F2508** and forward to the Health and Safety Executive within **10** days.
- V. Where serious [or appropriate] an investigation should be undertaken and details [including remedial action] recorded on Accident Investigation Form **HS2**.
- VI. Send all forms to the Directorate Health and Safety Team as soon as practicable.

### **Fatal And Major Injuries**

Please contact the Directorate Health and Safety Team immediately for further advice.

### **Visitor/Contractor Accidents**

- a) All accidents to visitors and contractors must be reported to the Headteacher or Head of Establishment, who should record details on the Accident/Incident Investigation Form **HS1**. The Directorate Health and Safety Team should be informed where professional medical attention has been necessary, either at a Doctors surgery or hospital.

- b) If the accident is serious, a Form **F2508** may be required by the Health and Safety Executive. Please see the Accident/Incident Form HS1 guidance [section H] for further details.
- c) Most importantly, watching children carefully in the playground can stop accidents before they happen.

**Location of First Aid Equipment And Calling An Ambulance**

The central first aid box and spare first aid equipment is kept in the large metal cupboard on the Junior Corridor. Each classroom has a box containing antiseptic wipes, plasters, kitchen roll and gloves. A portable first-aid kit [for sporting tournaments, trips etc] is also kept in the metal cupboard on the Junior Corridor.

In case of a very serious accident, a message should be sent to a senior member of staff so that they can call the ambulance, the message should be:

**'CAN WE HAVE THE RED BOX?'**

## EVACUATION OF THE SCHOOL

[In the event of fire or other emergency]:

- **Teaching staff should display daily the number of children present in their class.**

### Evacuation Procedures

1. Raise the alarm and evacuate the building through the nearest external safe door – if possible, take the register. Teachers will call attendance registers and send word to the Headteacher either:

**a) That all are present**

**Or**

**b) Who is missing and their possible whereabouts. If anyone is missing, the Headteacher will arrange the appropriate action.**

2. Classes Oak, Cherry, Willow, Beech should assemble quickly and quietly on the far side of the Infant playground. Classes Year 3,4,5 and Year 6 should assemble quickly and quietly on the far side of the Junior playground.
3. The person who has sounded the alarm is responsible for informing the most senior member of staff of the location of the fire.
4. The person in charge should ring 999 by the most appropriate method,
5. When the Fire Brigade arrive, appropriate action will be taken [to inform them of the situation etc].
6. Fires should not be tackled, unless very small [eg. a waste paper bin], and only then when there are three adults present, as recommended by the fire officer.

## ACCIDENTS TO STAFF

In the event of an accident to a member of staff, the following procedures should be followed. ***All accidents however slight.***

1. Obtain first aid treatment as necessary. Record actions in First Aid Treatment Book.
2. Fully complete Accident/Incident Form HS1
3. Where serious [or appropriate] an investigation should be undertaken and details [including remedial action] recorded on Accident | Investigation Form HS2]
4. Incidents involving third parties [eg. road accidents] or an insurance claim also require the employee Sickness Declaration ;form HS3 to be completed
5. Certain accidents/incidents require an F2508 to be completed. See the HS1 guidance notes for further information



**Lost Time Accidents**

- a) Any accident which occurs at work and prevents an employee from working for 3 days or more [not including the day of the accident, but including weekends and statutory holidays] must be reported on a BF2508, and sent to the Health and Safety Executive within 10 days. The form must also be sent to the Directorate Health and Safety Team.
- b) This also includes being unable to carry out 'normal duties'.
- c) Where serious [or appropriate] an investigation should be undertaken and details [including remedial action] recorded on Accident Investigation Form HS2.
- d) There is no need to telephone the Health and Safety Team or the HSE unless the accident investigation indicated a serious or potentially serious problem.

**Accidents away from the Workplace**

- All accidents, even those away from the normal place of work are to be reported in the normal way. This ensures that all accidents involving staff are formally recorded, and any third party costs [eg and employee's sick leave due to a car crash caused by another person] can be reclaimed from the relevant insurance company.

**Fatal and Major Injuries**

- Please contact the Directorate Health and Safety Team immediately for further advice.