

Finedon Schools

INTRODUCTION

Health and safety responsibilities derive from the Health and Safety at Work etc Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

The Governing Body recognises and accepts its overall responsibilities regarding health, safety and the welfare of its employees and all other users of the premises, as identified in the Health and Safety at Work etc Act 1974.

The Head and Governing Body will ensure that this Safety Policy is implemented and monitored within Finedon Schools.

RESPONSIBILITIES

The Governing Body shall ensure that:

- A Premises Committee is set up with a minimum of five members, including the Deputy Headteachers (quorum of 3)
- A named member of the Governing Body is elected as Health and Safety Representative.
- The School's Safety Policy is followed
- Correct attitudes towards health and safety are promoted
- Sufficient funds are set aside for policy implementation
- Termly reports on health and safety from the Deputy Headteachers are required and acted upon

The Head Teacher shall ensure that:

- All staff are familiar with the Safety Policy and satisfy their delegated responsibilities and duties
- Safe, secure and healthy working conditions and systems of work are established and maintained within the school
- Suitable and sufficient assessments of the risks to the health and safety of all staff, volunteers, pupils and others who may be affected are carried out, records kept and appropriate preventive and protective measures implemented
- All risk assessment records are reviewed annually
- Suitable and sufficient training programmes are introduced and maintained
- Staff incorporate relevant health and safety standards in the design, installation and operation of new systems, buildings, plant and equipment
- All contracts take full account of issues affecting health and safety
- All accident and incident reporting procedures established by NCC Flourish are followed (see Health & Safety section of the Northamptonshire website http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/health_safety/Pages/default.aspx)
- Regular safety inspections of the school are carried out and the procedures for reporting followed (see Safety Inspection Log - Appendix 1)

- The Governing Body is provided with a termly health and safety report
- Ensure school has at least two qualified first aiders on each site.

PLEASE NOTE THAT THESE RESPONSIBILITIES ARE PASSED TO THE DEPUTY HEADTEACHERS WHEN THE HEADTEACHER IS NOT ON SITE.

Employees are required to ensure that they:

- Carry out duties in accordance with the Safety policy
- Take reasonable care of themselves whilst at work
- Follow the information, instruction and training provided
- Inform the Headteacher of any defective equipment or safety hazard
- Report all accidents to the Headteacher
- Take reasonable precautions to ensure the safety of all persons within their charge

CONTRACTORS ON SITE see separate policy.

FIRE DRILLS

Fire Drills are to be held once each term.

Upon discovering a fire:

1. Break glass on nearest alarm to sound.
2. On hearing the alarm teachers in charge of classes should
 - a) Lead silent class through nearest safe external fire exit to the assembly point in the playgrounds of both schools.
 - b) Classroom Support Staff should check the toilets, and if time permits, close doors and windows and turn off lights.
 - c) School Administrator to summon Fire Brigade - dial 999 give name of school and address. Issue class registers to teachers once evacuated outside.
 - d) Assembly Arrangements - Classes should stand in lines well clear of the building in silence. Staff to call the register and check class numbers and report all present and correct to Head by raising their arm.
 - e) On no account is anyone to re-enter the building to look for belongings.

FIRE PRECAUTIONS

- The Fire Alarm and emergency lighting systems are to be tested each week using a different call point. **RESPONSIBILITY OF THE SITE SUPERVISOR**
- The means of escape and fire extinguishers are to be visually inspected once a month. **RESPONSIBILITY OF THE SITE SUPERVISOR**
- Fire Extinguishers and emergency lighting systems to be inspected annually by Approved Contractor. **RESPONSIBILITY OF THE SITE SUPERVISOR**

- Fire Exits should always be unlocked whilst school in session and be free from clutter. RESPONSIBILITY OF ALL STAFF
- Boiler House kept free from inflammable materials. RESPONSIBILITY OF THE SITE SUPERVISOR

Fire regulations and details of escape routes displayed in every room. RESPONSIBILITY OF THE HEADTEACHER.

FIRE PROCEDURES

Fire alarm points and fire extinguishers are located at various points around both school buildings. Please see the Fire Log books for floor plans.

Upon hearing alarm, everyone should leave via the designated routes shown in rooms and our policy is that staff take responsibility for vacating all children and themselves from the premises and do not fight fires.

EMERGENCY PLAN - see separate policy

GENERAL SUPERVISION OF PUPILS

BEFORE COMMENCEMENT OF SCHOOL

At the Infant School, parents may enter the school site from 8.35 am but the doors are not opened to the children until 8.50 am, ten minutes prior to the commencement of the morning session. Therefore, parents are expected to wait in the playground with their children and supervise them until the doors are opened.

At the Junior School, the gate is opened at 8.30 am and from then until the doors are opened at 8.45 am children are supervised in the playground by a class teacher (if it is raining, children may go directly into their classes and are therefore supervised by their class teacher).

DURING THE DAY

No child is allowed off site during school hours except if going home to lunch. A record is kept daily of children going home for lunch.

Emergency numbers for contacting parents/guardians are kept on file in the office. It is the parents' responsibility to see that these are kept up to date by informing the office of any change. Data checking sheets are sent out annually to remind parents to check information is current.

No class of children should be left unsupervised except in an emergency. If this should arise, a colleague should be made aware and asked to oversee the children.

Children excused from PE/ Swimming should be supervised from available staffing resources e.g. left with another teacher or a non-teaching member of staff.

All staff should check whether any strangers on school premises are officially visiting.

BREAKTIME

Unless a child has brought a written note stating that he/she is unwell, all children should be outside at playtime (in the class if wet) under the supervision of a member of staff.

LUNCHTIME See separate Policy

WET DAY ARRANGEMENTS

In the event of a wet break time the children will be supervised in their classes. In the event of a wet lunchtime, the dinner supervisors will supervise the children in their classes. The children will be provided with suitable activities e.g. board games, construction toys, drawing materials.

HOT AND COLD DAY ARRANGEMENTS

These are negotiated by the Head Teacher with the lunchtime supervisors. On very cold days the children may have a short period outside followed by supervised indoor play. On very hot days children are encouraged to stay in the shade. Consideration is given to whether it is too hot to be outside.

SUPERVISION AFTER SCHOOL

Staff should see that children leave school in an orderly manner. At the infant school, children should be collected from their class veranda door, or the reception class door. At the Junior School, parents are encouraged to collect children from the playground or outside the school gate. Children are not the responsibility of the school once they have left the school premises. If in an emergency parents are delayed, they should telephone the school and inform the office of their arrangements. If needs be children can be taken the Apple Tree Club and collected any time before 5.45 pm. If no message is received from parents and children are not collected from the school, after 30 minutes the school will follow the NCC agreed protocol.

SCHOOL VISITS - See separate policy

PHYSICAL EDUCATION AND SWIMMING -See separate policy

HAZARDOUS WASTE POLICY - See separate policy

POSITIVE HANDLING POLICY - See separate policy

SECURITY OF THE SCHOOL SITE - There is a security system fitted to the front door of both sites which means that visitors must ring the bell. This will then be answered by the School Administrator. At the junior school, a camera is fitted to this system which enables the visitor to be visually identified. The doors are made mostly of glass at the infant site enabling staff to identify the visitor before entry. The visitor should then come to the main School Office where they are required to sign in the visitors' book, if they are staying on site for a period of time.

FIRST AID - The school will ensure that there at least two trained first aiders (who hold First Aid at Work Certificates) on each site at any time.

One of these trained First Aiders will be appointed as the person in charge of first aid arrangements. This person's name will be displayed on the head's notice board.

This named person will ensure that:

- There are a sufficient number of first aid boxes in the school
- The first aid boxes are stocked with suitable and sufficient equipment, the minimum stock being:
 - ◆ a leaflet giving general guidance on first aid
 - ◆ 20 individually wrapped sterile adhesive dressings (assorted sizes)
 - ◆ 2 sterile eye pads
 - ◆ 4 individually wrapped triangular bandages
 - ◆ 6 safety pins
 - ◆ 6 medium sized individually wrapped sterile un-medicated wound dressings

 - ◆ one pair of disposable gloves
 - ◆ two large sterile un-medicated dressings - approximately 18cm X 18cm
 - ◆ blunt ended scissors
 - ◆ adhesive tape
 - ◆ disposable aprons
 - ◆ individually wrapped moist wipes

 - ◆ sterile water
- First Aid kits are made available on all trips and visits
- Any potential hazards are notified to the Head
- Staff are made aware of the procedures needed to reduce the transmission of infectious diseases, ie. Staff that administer first aid must ensure that:
 - ◆ exposed cuts are covered with a waterproof dressing
 - ◆ hands are washed before administering first aid. Gloves are worn
 - ◆ Contact with patient's blood or other bodily fluids is washed off with soap and water or clean water only for lips, mouth, eyes or broken skin

- ◆ Whilst mopping up blood or bodily fluids, gloves are worn and paper towels used. These should be disposed of in a sealed bag, which is placed in the first aid bin for correct disposal
 - ◆ Surfaces should be wiped down with a solution of suitable disinfectant
- Other staff are made aware of the school's Medicine Policy
 - All staff are made aware of emergency procedures for children with acute medical conditions e.g. severe allergies
 - The accident reporting procedures are followed (see appendix 2)

TRANSFERRING PUPILS TO HOSPITAL

Emergencies

If a situation is deemed to be an emergency, an ambulance will be summoned. The use of a school employee's private vehicle is inappropriate in such circumstances.

The child's parents will be contacted and asked to come to the school as soon as possible. If a parent can not get to the school, a member of the school staff will accompany the child in the ambulance. The parent will be advised to go direct to the hospital to meet the member of staff.

Non emergencies

In less serious situations where an ambulance is not required but a trip to hospital is felt necessary, the school will contact parents and ask them to collect their child. However, if parents do not have transport, the head teacher has the discretion to arrange for an employee to take the pupil and their parents to hospital in their own vehicle. However, a number of factors will be considered:

- The personal safety of the employee
- The condition of the pupil and whether it is likely to deteriorate during the journey
- Weather/road conditions at the time
- Whether the employee has business use cover for their vehicle which is compulsory.
- Road worthiness of the employee's vehicle

No employee should transport a pupil to hospital without another adult in the vehicle

ADMINISTRATION OF MEDICINE - See separate policy

JEWELLERY - No jewellery, other than a watch or simple stud earrings in the ear lobes, should be worn at school.

No jewellery at all should be worn during Physical Education, swimming or when pupils are engaged in any other activity which might present a hazard. On days when they have Physical Education or swimming lessons, children with stud earrings should either take them out and leave them at home or remove them prior to the lesson. Children who remove the earrings prior to the lesson must then be responsible for their safe storage.

The safety of the wearer and the safety of everyone else involved in Physical Education and swimming must be considered. As the Governing Body could be found liable for compensation payments where injuries are sustained due to items of jewellery, e.g. cut foot as a result of

standing on an earring or a torn lobe as a result of an earring being pulled, "disclaimer letters" from parents and guardians cannot be accepted.

ADDITIONAL HAZARDS

The Governing Body accepts that additional hazards may occur on an ad hoc basis e.g. contractors in school. To ensure that these generic risks can be managed should they occur, the Governing Body have adapted the advice given in the "Northamptonshire County Council Education and Community learning Health and Safety Management Handbook" as the good practice to be followed.

MONITORING AND EVALUATING ARRANGEMENTS

Members of the Premises Committee shall meet once a term to carry out a safety inspection of the school premises.

In addition the Premises Committee will consider any external reports which have been received from contracted experts e.g. caretaking services, insurance assessors, asbestos consultants.

A report will be prepared by the Head Teacher and presented to the Governing Body once a term.

The Head will monitor any necessary remedial action and update the Governing Body as appropriate.