

2024

Health and Safety Policy



Implemented: June 2024

To be reviewed: June 2025

Review frequency: Annually

Consultation process

Signed (HT)

(COG)

"In everything we do today, we're following Jesus and his way."

Accidents

Accidents, if deemed serious enough, must be recorded on CPOMS. This is a detailed account of how a child has been hurt and has needed further attention. The record must be made as soon as possible after the accident has occurred. If an accident has occurred in the playground, do not leave the child unattended and if the accident is deemed serious, use the walkie talkie to contact senior leadership for support.

If you know that a child has received medical treatment from a GP or A&E following an accident at school, please inform the Headteacher so that the appropriate documentation can be completed for the Local Authority.

If you, a colleague or a visitor has an accident on school premises, this must be recorded in the staff accident book. Please inform the SBM if this has resulted in medical treatment as it needs to be reported to the local authority and H&S Executive

Reporting to the Health and Safety Executive

The SBM will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The SBM will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Allergies

Many of our children have severe allergic reactions or serious medical conditions. If a child has an EpiPen, it will be kept in the medical room along with the child's care plan. Photographs of children with these conditions are on the staffroom wall and in the medical room.

It is the class teacher's responsibility to ensure that any child with a food allergy is wearing a badge clearly indicating this at lunchtime. It is the play leaders' responsibility to ensure that any child wearing a badge is given a red tray when lining up for a school lunch

Fire Procedures/ Lockdown

The **fire alarm** is a single bell rung continuously. A map of the fire escape exit is clearly displayed in each classroom. On hearing the bell, pupils should be led out of the class through the fire exit, via the quickest route. Pupils assemble silently in the playground. If pupils are not in their usual class they should go to the nearest playground and not go back into the building. Fire Marshalls sweep their allocated area to make sure the area is clear. If the member of staff responsible is absent, this role should be taken by whomever is covering them that day. Registers will be taken in the playground. When the 'all-clear' has been given by senior leadership, pupils return to class.

If you hear a continuous siren sounding, that is the signal for lockdown. Ensure the children sit beneath their tables in silence. Close blinds on the windows and doors, turn off all computers/ IWBs and wedge the classroom door closed. Remain in lockdown position until you hear the siren sounding for the second time to give the all-clear.

Health and Safety

The Headteacher is responsible for day-to-day Health and Safety; Mr Peter Palmer is the nominated governor. Health and Safety issues can be brought to the attention of the Phase Leader/SBM. Please report any concerns as soon as possible. Day to day maintenance issues should be logged on the site manager's log which is located outside the SBM's office. Health and Safety inspections are made each term to check that our site is a safe environment in which to work.

First Aid Boxes can be accessed from the phases and/or medical room

Lone working

Lone working may include:

- Late working

- Home or site visits

- Weekend working

- Site manager duties

- Site cleaning duties

- Working in a single occupancy office

- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Working at heights

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

The Site Manager retains ladders for working at height

Pupils are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using ladders

Contractors are expected to provide their own ladders for working at height

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Access to high levels, such as roofs, is only permitted by trained persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

COSSH

Schools are required to control hazardous substances, which can take many forms, including:

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germ that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Illness and Medication - children

Emergency numbers for every child are available from the office and on ScholarPack.

Do not administer medication. If necessary, all prescribed medicines (clearly marked with name, dosage and times) are to be handed to the class teacher and taken to the medical room for safe storage. Pupil care plans must be completed by parents before any medication can be administered by a member of school staff. All doses administered have to be recorded on the individual child's sheet. Older children can be supervised taking their own asthma inhalers. We can only administer medicine if it is prescribed to be taken 4 times or more a day and the parents have completed a care plan. If a child is on short term antibiotics parents can come into school to administer the correct dosage.

A list of children suffering from particular allergies is displayed in the staff room and medical room. All asthmatic inhalers are kept in a box in class which should be taken with the class to PE and games lessons in the playground and new hall. A record sheet is kept with the box and should be completed whenever a child uses their inhaler. The inhaler box must be clearly labelled and be easily accessible at the front of a classroom cupboard.

Uniform and jewellery

Children are expected to wear the correct school uniform. Staff should actively monitor and challenge this as and when appropriate. Please speak to parents/ carers of children who persistently do not wear the appropriate uniform. Liaise with your Phase Leader if you require further clarity or support.

Children should not wear jewellery in school except for small plain stud earrings, which should be taped over during PE lessons. Long hair should be tied back at all times.