

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



Health and Safety Policy

Our Vision Statement

'Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well being.'

Document Control

Change Record

Date	Author	Version	Change Reference
Sept-2007	Laura	H+S.001 (D)	Created New draft and emailed to Resource Committee
25-Sept-07	Laura	H+S.002 (D)	Added changes from Resource committee Mtg.
2-Oct-2007	Laura	H+S.002 (P)	Removed draft references and published document
3-March-08	Laura	H+S.003 (D)	Created new draft document
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31-March-08	Laura	H+S.005 (P)	Approved by governing body – removed draft references and published document
16-dec-08	Laura / Yvonne	H+S.006.1(D)	Updated policy
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4-Feb-09	Laura	H+S.006.3(D)	Added new appendix – Administration of Medication
12-Feb-09	Laura	H+S.006.4(D)	Up dated and made changes to policy agreed by Resource Committee
21-April-09	Laura	H+S.006.4(P)	Approved by full Governing body, Removed draft references and published document
5 Sep 2011	Chris	H+S.006.4(P)	Reviewed by HT
Sept 2014	Arlette		Reviewed by SBM & FM
Oct 2015			

Distribution

Reviewers	Approvers	Distribution
Resource Committee	Full Governing Body	

Part 1:

Health and safety policy statement

The board of governors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Hitherfield Primary School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

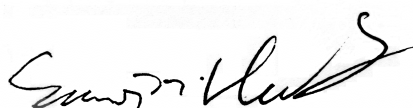
- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the **Headteacher** any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all **Senior Managers/Teachers** to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

Headteacher



Chair of governors



Date 5th September 2011

Date 21st April 2009

Part 2: Safety organisation

Objectives

2.1 The objectives of Hitherfield Primary School health and safety policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

Responsibilities

2.2 Responsibilities of individuals within the school are as follows.

- **Governing Body / Resource Committee.** The ultimate responsibility for all aspects of health and safety at work within Hitherfield Primary School rests with the board of governors through the safety organisation.
- **Headteacher.** The Headteacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring and training, to implement health and safety arrangements.
- **Premises Officer.** The Premises Officer is adviser to the Headteacher on health, safety and welfare within Hitherfield Primary School. He is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Senior Leadership Team.** The SLT are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the

Premises Officer so that the associated risks are assessed and any precautions deemed necessary are implemented.

- **All Staff.** The responsibility of applying safety procedures on a day-to-day basis rests with all staff. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff, pupils and visitors under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- **Visitors and pupils.** Visitors and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with all staff, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Health and Safety Officer -Yvonne Morris.** It is the responsibility of safety representative to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in area(s) of responsibility.
- **Health and Safety committee.** The Health and Safety Committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Admin / Welfare Officer.** Keeps a record of notifiable diseases and trends so that reports can be made to the Headteacher.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

Risk assessments

2.3 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the Headteacher.

2.4 Health and Safety committee

The safety committee is to comprise:

- Chris Ashley-Jones - Headteacher
- Yvonne Morris – Health and Safety Officer
- Michael Elliott - A member of the Governing Body
- Steve Downes – Premises Manager

2.5 The committee will meet as deemed necessary, but not fewer than three times annually.

Terms of reference of the safety committee

2.6 Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and

pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of notifiable disease statistics and trends so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that safety representatives may submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

Part 3: Safety arrangements

Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Hitherfield Primary School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all Staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for health and safety

3.1 Accident reporting

Any accident or injury is to be reported to the safety adviser by the person or persons involved in the accident, or by the Headteacher, and entered in either the staff accident book, which is held in the Headteacher's office or student accident books which can be found at the first aid posts in South Wing, the Infant Building and the Children's Centre. The Headteacher is to ensure that the Governing Body is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

3.2 Accident investigation

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Headteacher.
- The Headteacher is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- The chair of the safety committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the safety adviser of the school (Steve Downes), Facilities Manager, as well as their own reporting chain.

3.3 Reporting procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to Headteacher or Premises Officer, file in office. Such reports are to be recorded.

3.4 Out-of-school visits and activities

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document held in the Admin office entitled 'Procedure for school visits and out-of-school activities'. (Policy no: P8 or Appendix 3)

3.5 Safe working procedures

Heads of faculty or area must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be shared to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

3.6 Defective tools and equipment

- All defects found in handtools, power tools or any other equipment must be reported immediately to the Headteacher, who in turn will apprise the safety adviser of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

3.7 Means of access

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

3.8 Machinery

All teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

3.9 Good housekeeping – All Staff

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.

Ensure shelves in storerooms are stacked neatly and not overloaded.

- Keep floors clean.
- Do not obstruct emergency exits.

3.10 Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.

3.11 Use of harmful substances

- When using harmful substances, whether material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the safety adviser. The user department is to be in possession of a safety data sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety adviser.

3.12 Skin infections and hand care

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

3.13 Smoking

Smoking is not permitted in the school or in the school grounds.

3.14 Consumption of food

A staff room with facilities has been provided. We encourage staff to use this facility and take a lunch break in the staffroom. However, we acknowledge that this is personal choice.

3.15 Emergency services

- Fire, police or ambulance services can be contacted by dialing 999 on any phone in the school and asking for the service required.
- There is a first aider on call within the school during working hours.
There are lists of first aiders in the Office, in the staff room, on each first aid

cupboard and every classroom. This list is up dated regularly.

3.16 Noise

Where noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

3.16 Fire prevention

- Fire orders (see Appendix 1) are available for all personnel to read in their Classrooms or area. They cover all aspects of fire prevention.
- A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

3.18 Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

3.19 Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Headteacher or Premises Officer.

3.20 Use of vehicles

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

3.21 Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

- All showers are to be turned on and left running for five minutes weekly – s .
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.

- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

3.22 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice are available on all aspects of health, safety and welfare from the safety adviser.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Key Contacts

1. Key Health and Safety Manager for the School.

Name: Chris Ashley-Jones
Title: Headteacher

Address: Hitherfield Primary School
Hitherfield Road
Streatham
SW16 2JQ

Tel No: 0208 769 8428
Fax No: 0208 677 8857

Local Health and Safety Contacts

List of local authority contacts

The Council's dedicated emergency line is 020 7926 9999

The council's out of hour's switchboard line is 020 7926 1000

Clement Adda-Benpah – Emergency – 07931 770806 (mobile) 020 7926 9572 (office)

Appendix 1 – Fire Safety

Fire Safety. The Headteacher will have responsibility for overall planning and organisation of fire safety matters within the school. In particular he or she will:

Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Lambeth Health and Safety Management Manual (Section 3) and that practice fire evacuation drills are undertaken at least every term;

Ensure that all staff are aware of their particular responsibilities in the event of fire;

Ensure that a check is made at least every year that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the governors on the results of this check.

Fire

All staff must know

- the location of fire extinguishers, warning bells and fire call points and how to operate them
- when to sound the fire alarm -if you are the first person to discover the fire, operate the alarm immediately
- which extinguisher to operate for the type of fire (but do not attempt to tackle a fire if you are at any personal risk)
- the location of Fire Exits which must be clearly marked and kept clear at all times
- the designated fire assembly points for areas/buildings where they work
- what to do when the fire alarm sounds.

Fire Drills

Person responsible: School Premises Officer, Headteacher OR Deputy Headteacher

These will take place each term and will be carried out, timed and recorded by the Premises Officer. Results will be reported to the Governing Body. If the Premises Officer considers procedures and times to be unsatisfactory, the whole drill will be repeated!

The following **Code of Practice** must be observed.

- 1 As soon as the fire alarm is heard every person, no matter where they are in the building, must vacate it immediately. Children should be trained to stop all activity, to stand silently and to line up at the classroom door without waiting for a command from the teacher.
- 2 Fire Marshals are responsible for making sure that people in the other buildings / huts know about the fire alarm.
- 3 Class teacher to lead the children to their allocated places in the playground. Teaching Assistant is to check that the classroom is fully evacuated and all doors closed on their exit route and to walk at the back of the class line. If the teacher has no Teaching Assistant in the classroom, the teacher must make sure that the room has been fully evacuated.
- 4 **Exits** -remember the fire exit doors may be locked. There are glass bolts which can be broken with a hard object (such as a shoe) to gain exit. Additionally, there are hammers at various points in each building -make sure you check where they are.
- 5 The **Assembly points**:

The location of all assembly points are displayed on signs in all communal areas.

The assembly point in each area is marked; assemble near that point with each class in single file and in silence.
On arrival at the assembly point teachers must take a register (which will be given to them by a member of the office staff) to check that all pupils are present. If any child is missing, the teacher must tell the Headteacher or Facilities manager who will if safe search the building.

- 6 Adults and children return to the school premises when told to do so by person in charge.
- 7 A report on carrying out of fire drill must be included in the Headteacher's Report to the Governors so, if necessary, the matter may be discussed at the next Governors' meeting.
- 8 Exits and entrances must be kept clear at all times, especially at the end and the beginning of the school day. Parents / Carers waiting for their children should stay away from entrance halls and exits etc.
- 9 Individual procedures in place for disabled students.

Appendix 2 - Classroom Procedures

- 1 It is the responsibility of the class teacher to ensure that the classroom is organised in a sensible way so as to avoid injury to the children or visitors to the classroom, and to teach and constantly remind children of the need to behave responsibly both in relation to themselves and others.
- 2 Teachers should frequently check the contents and layout of the classroom. Defective equipment and furniture should be reported immediately to a member of the Premises Team. Use the reporting procedure to do this i.e. email premises@hitherfield.lambeth.sch.uk or the fault book which can be found in the staffroom. A member of the Premises Team visits every classroom and office at least once a week. This is recorded on their visit log.
- 3 Teaching of science, Design and Technology, Information and Communication Technology, Art and Design, and Physical Education. When working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils should be taught:
 - about hazards, risks and risk control
 - to recognize hazards, assess consequent risks and take steps to control themselves and others
 - to use information to assess the immediate and cumulative risk
 - to manage their environment to ensure the Health and Safety of themselves and others
 - to explain the steps they take to control risks. It is the job of the teacher to make sure that this happens.

Suggested check list (not comprehensive); use common sense

- 1 Make sure that all classroom doors, including fire doors are unlocked daily, easy to open and free from all obstruction – including entrances – Parents/Carers may only wait for their children away from entrances.
- 2 Ensure that freestanding furniture e.g. bookcases, cupboards etc. are placed in such a position that they cannot accidentally be pushed over.
- 3 Avoid storing heavy equipment, materials, junk etc. on top of cupboards and high shelves. Ensure that all floor areas are kept clear of obstructions other than furniture. Movement of high level resources is managed by the Premises Team.
- 4 Ensure that all furniture is in a good state of repair.
- 5 Keep all sinks free from obstruction so that they can be kept clean and hygienic.
- 6 As far as possible keep working surfaces clear so that at the end of the day cleaners can wipe down.
- 7 Report any insecure wall mounted units e.g. bookshelves using the reporting procedure.
- 8 Ensure that electrical equipment is switched off after use.

- 9 Care should be taken with the use of electric leads especially extension leads.
- 10 Make sure that light sockets, which are within reach, are not left without a bulb, and sockets are not left without a plug, to avoid persons putting fingers into live fittings.
- 11 Scissors, knives and compasses should be checked for damage and stored in a safe place.
- 12 Keep aerosol type containers in a safe place – never leave them in direct sunlight – and arrange for proper disposal when empty.
- 13 Glass containers should not be used for art and craft work.
- 14 Insist on orderly, sensible movement in the classroom at all times.
- 15 Children must remain seated during wet playtimes and lunch times.
- 16 Children must never be asked to move a piano/television, or heavy items of furniture.
- 17 Staple guns must be operated by Staff only.
- 18 Children should never be asked to remove staples from walls.
- 19 Children should never be left unsupervised in the classroom.
- 20 Children should never be asked to sit outside a classroom as a punishment.
- 21 Make sure that children move safely around the school; refer to the behaviour policy and school code.
- 22 If an accident does occur – write it down in the school accident book.

Appendix 3 - Supervision of Children

Pupils need constant reminders of what is expected of them as they move around the school. Everyone in the school is responsible for supervising the children.

1. The children must be supervised at all times during school hours i.e. 8.45am – 3.45 pm. Infant children going to the toilet during lesson time must be accompanied to and from the toilet by another child.
2. Accidents – it is the job of whoever takes care of the injured child to make sure that the accident is dealt with properly; see the section on Accidents and First Aid.
3. Contractors working on the school premises are to do so in a safe manner – see section on Contractors.
4. Children must walk quietly at all times.
5. Clothing must always be hung up on pegs so that the floor space is kept clear.
6. Children must use toilets correctly.
7. Supervision of activities, equipment and clothing during PE needs particular attention.
8. Playtime supervision – all staff present in the playground must make sure that:
 - a. Children are playing safely and appropriately.
 - b. Between them, the staff can keep in view all areas of the playground at all times.
 - c. Everyone complies with school rules and the Code of Conduct.
9. All staff present must make sure that behaviour in the dining room is safe and appropriate.
10. At the end of the school day parents must ensure that when waiting for children with other smaller children they must supervise them and keep them safe.
11. All exits must be kept clear at the end of the day i.e. Infant Hall and Infant buildings – Junior Hall and Junior buildings.
12. Clubs – children must be supervised at all times by whoever is running the club – this includes ensuring children are collected or go home safely and promptly.

Appendix 4 - Accidents and First Aid

1. Make sure you know who the First Aiders are; if in doubt, ask in the school office. The current list of first aiders is:

<u>Nursery/CC</u>	<u>Renewal Date</u>	<u>Office/P.O's</u>	<u>Renewal Date</u>	<u>Junior Building</u>	<u>Renewal Date</u>	<u>Infant Buildings</u>	<u>Renewal Date</u>
Ashley Flood	Oct 2015	Michelle Petrou	Nov 2014	Jean Martin	Nov 2014	Jane Barry	March 2015
Lorna Tandy	18 th March 2017			Abby Whitten	10 th March 2017	Phoebe Zady	April 2015
Sonia Simon	April 2015			Tracey Stables	18 th March 2017	Lizzie Broadbent	28 th Jan 2017
Julie Halley	March 2015			Jo-Ann Woodward	May 2015		
Pearl Pancrace	April 2015			Lucy Flood	26 th June 2017		
Sharon Chambers	April 2015			Julie Langston	26 th April 2016	Azir Haxhia	Sep 2015
Christine Lamey Golding	Feb 2015			Astrid Umutoniwabo	6 th Dec 2016		
				Patsy Mason	June 2015		
				Simret Zekarias	5 th June 2017		
				Anna Kruk	Nov 2014		
				Maureen Shand	April 2015		
				Sasha Grant-Warsop	April 2015		
				Prevail Anyahamiwe	April 2015		
				Doreen Simms	April 2015		
				Chanele Campbell	April 2015		
				Pascale Shepherd	Sep 2015		
				Lionel Best	Sept 2014		
				Bhavna Vijapura	25 th April 2016		
				Debbie Ramcharan	27 th Nov 2016		
				Cassie Sithanen	10 th Dec 2016		
				Derek Tejan-Sie	31 st March 2017		
				Shereen Onemokpe	8 th May 2016		

2. a) Make sure you know where the first aid kits are kept. There is a first aid kit in each classroom. Portable kits are kept in the first aid cupboard opposite the trophy cabinet in the South Wing corridor and must be taken on trips away from school. It is the job of the TLA's to replenish the First Aid Kits or to alert Jo-Ann Woodward or Yvonne Morris if necessary. First Aid Kits are wall mounted on every floor. The contents are managed by Jo-Ann Woodward. A wall mounted sheet communicates that Kits are checked and replenished regularly.

- b) Staff are trained in the use of Epi-Pen as required.
- 3. Any accidents to pupil, staff (including kitchen and cleaning staff) or visitor must be:
 - (a) reported immediately to a First Aider and Headteacher
 - (b) recorded in the relevant accident book. It is the job of the staff member dealing with the accident to fill in the accident book.
- 4. Serious accidents must be reported to the Headteacher or Deputy Headteacher and recorded on accident forms (kept in the Headteacher's office). If in doubt about what a serious accident is, speak to the school office.
- 5. If the accident is serious, a member of SLT or the office staff will contact the parent or carer by phone if possible. It may be necessary for an ambulance to be called. If parent or carer cannot be contacted the child must be accompanied to hospital by a staff member. No child should be sent home alone following an accident that could be serious e.g. eye/head injury.
- 6. Parents/Carers must be informed, either in person or by letter, of all accidents. Parents should always be informed by phone, and a letter sent home if there is an injury to the face or head.
- 7. Think about why the accident happened. Did the accident happen because of an avoidable hazard? If so, use the reporting procedure to tell the Premises Officer. He will then be able (with the Headteacher) to think about whether anything can be done to remove or lessen the hazard.

Appendix 5 - Safety Procedure for Educational Visits

The DCSF has issued guidance on school visits. This is a very useful document and a copy will be kept in the Headteacher's office. Staff organising trips should look at this document. The points made below are general ones and are not intended to replace that guidance.

- 1. The member of staff organising the visit will check that the location to be visited is suited to the particular age group involved
- 2. Parents will be asked to provide suitable clothing for the visit and to sign a consent form to allow their child to take part. Annual consent forms must be kept up to date.
- 3. First Aid materials must be taken with you and emergency procedures discussed with both staff and children at the beginning of the trip.

4. The minimum legal staff/child ratio is 1-10 but other adults should be included dependant on age of children and must be included for younger children.
5. Children must be reminded about good behaviour -always walk in twos, one pair behind the other, behave with consideration for other pedestrians and road users, behave quietly and sensibly. There should be no overtaking. Remind the children about road safety; it is vital to make sure that they observe this.
6. Children must keep in groups whilst on the visit.
7. Check the number of children frequently before, after and during the outing.
8. Make sure that you take asthma inhalers etc with you
9. Check that the transport e.g. coach is safe (e.g. that the children use safety belts, and that the driver drives safely).
10. Make sure that one staff member on the trip has a mobile phone. If there is any problem about this speak to a senior management member.
11. Parent / Carers must be informed if children are using public transport or are visiting location where they are likely to come into contact with animals, plants or foods, so that there can be advance warning of any possible allergic reactions.
12. Teachers must provide feedback to the Co-ordinator with special reference to any areas of concern i.e. coach driven too fast, dangerous roads, or other potentially dangerous aspects of the visit.
13. All teachers taking children out of school must fill out the form and give a copy to every adult supervising or accompanying.

Appendix 6 – Medication – Administration and Storage

Administration – emergency medication

- All pupils at this school with medical conditions have **easy access to their emergency medication which is kept safely in the main office.**
- Pupils know where their medication is stored and how to access it.
- Pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff at this school.
- This school understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.