



Health & Safety Policy

September 2015

Staff covered by this procedure:	All Staff
Approved By:	Longwill Governing Body
Date:	
Next Review Date:	12 months from last approval

Signed

Date

(Chair of Governors)

Signed

Date

(Head Teacher)

Longwill Health & Safety Policy

At Longwill School we aim to:

‘Ensure the highest standards of safety for pupils, staff and other adults within the school buildings, its grounds and off-site whether taking part in curricular or extra-curricular activities’.

In working to achieve our aim it is necessary to ensure that:

- Daily checks of the school building and premises are made
- There is a clear management structure in place so that everyone understands their roles and responsibilities
- Procedures are in place to deal with any incidents or emergencies (see Site Manager file)
- All fire and electrical equipment are checked regularly by certified contractors and records kept in the Property Log Book kept by the BSS
- All staff have read and are aware of the school’s policy on health and safety issues and put these into practise.

Roles & Responsibilities

The LA

- will ensure that there are procedures and guidelines for health and safety issues which all schools are aware of and are regularly updated in these issues
- will assist schools in implementing these guidelines and help with any problems arising from this.

The Governing Body

- is responsible for making sure that a school has a health and safety policy and ensures the policies and procedures produced by the LA are followed and regular reports are given to the Governors at Finance and Premises meetings.

The Headteacher

- is responsible to the Governing Body for the overall day to day safety of the school and its occupants
- is responsible for implementing the Governing Body’s Health and Safety policy in practise and for developing procedures
- will ensure so far as reasonably practicable, that the premises, plant and equipment are maintained in a safe condition. Where health and safety training is identified for individuals or groups, then adequate resources are made available
- will report all major injury and accidents to the Governing Body and appropriate medical bodies
- will ensure an annual health and safety report is prepared for the Governing Body.

The Staff

- are responsible to the Headteacher and Governing Body for notifying any health and safety issues that arise
- are responsible for implementing the H&S Policy and developing procedures
- will oversee and co-ordinate the safety checks to all electrical equipment located in the school on an annual basis
- will liaise with BSS/Headteacher to ensure that a Fire Drill is carried out termly, is recorded in the Fire Log Book and a record kept of the Fire bell points used to set the alarm
- will ensure that the fire alarm is tested weekly from different points within the school and is logged in the property maintenance file.
- will ensure that the schools H&S Policy is implemented.

The Building Services Supervisor

- is responsible to the Headteacher/Assistant Headteacher for notifying any H&S issues

- will make regular daily checks of the premises to identify any H&S issues
- will co-ordinate any repairs to the building/premises and ensure that any spillages/breakages are dealt with
- will assist in the arrangements for a fire drill
- will work with the Head/Assistants to implement the school's H&S policy
- will ensure the Property Log is kept up to date

Dinner Supervisors

- are responsible to the Headteacher for notifying any H&S concerns
- are responsible for ensuring the safety of the children in their care during the lunch period
- will ensure that the school's H&S policy and procedures are followed

Cleaners

- are responsible to the BSS for notifying any H&S concerns
- will work to ensure the premises are safe for the children and adults

Arrangements for Health Issues

First Aid

First Aid equipment is kept in the Medical Room and is generally administered by the person in charge of the casualty at the time:

- if the casualty has received a knock to the head, a phone call and/or a bumped head letter will be sent to parents, guide will be asked to watch pupil in transport
- any injury of a serious nature (bleeding, sprains, breaks) where assistance is required, further support can be sought from senior staff or any member of staff trained in First Aid (name and place in school is displayed in Medical room)
- accidents will be recorded in the accident book situated in the Medical Room and the top slip will be sent home to parents. If the incident requires further notification the appropriate yellow forms will be completed

Special Medical Needs

Asthma – see policy document

Epilepsy – see advice on managing an epileptic seizure

Diabetes –see policy

Gastro-peg feeding –policy in process

Allergic reactions- see medical policy

Medication

Staff who have agreed, will administer medication as appropriate and are fully trained to carry this out.

- parents will complete a School Medicine Record Sheet for each medicine to be given
- all medicines should be in their original container and clearly labelled with the child's name, type of medicine, dosage and time to be given, plus any other relevant instructions
- school will not be responsible for any medicines that are sent into school without prior agreement

Unusual Administrations and procedures

There may be an occasion where a child may require treatment of an unusual nature. If professional training is required in order to carry out this task, this will be sought from the Health Service as appropriate.

Storage of Medicines

Medicines will be kept in the fridge in the staffroom if refrigeration is necessary. Other medicines will be stored in the school office. The storing and use of inhalers is covered in the Asthma Management Policy (see our Medical conditions in school policy)

Controlled drugs, when necessary are stored in the locked cabinet in the office.

The label on the medicine and the school medicine record should match. Any discrepancies should, in the first instance, be referred to the Headteacher or senior member of staff.

Emergency Action

A list of actions in the event of an emergency is placed in each room by the telephone.

Pupil Absence/Sickness

Parents are asked to notify school on the first day that a child is unable to attend school. This can either be via telephone/minicom, text, letter or personal visit. If no contact has been made by a parent, school will contact parents to ascertain the reason for the absence. Parents are encouraged to make dentist/doctor/hospital appointments outside of school hours. Parents will receive a phone call from the Headteacher on the first day of absence)

Staff Sickness

The school will follow the LA guidelines and adopt the principles which govern the way sickness and absence is monitored. The school will endeavour to take pro-active measures to effectively manage sickness and absence whilst also having regard to the need to support employees who are sick and greet them with sympathy and understanding.

If a member of staff is too ill to report for work then he/she is required to telephone, or text if deaf and unable to use a telephone, to either the Headteacher/School Secretary (in that order) before 8.00am. He/she will need to explain the reason for absence and the probable duration. If this period is likely to be extended, the member of staff will need to notify the school as soon as is possible. He/she will also need to contact school before 3pm each day if they will not be returning to school the following day. This will assist the school in arranging further cover or cancelling existing cover if it is not required.

Absence for 1-3 days	No further action required
Absence for 3-7 days	Self Certification form required
Absence longer than 7 days	Medical Certificate from doctor required
Continued sickness	Subsequent Medical Certificates required to cover the entire period of illness.

In cases where:

- a) staff have frequent short term sickness absence ie: more than 3 days per term
- b) there is a genuine illness that results in absence on frequent occasions for short periods of time, which then results in the school unduly suffering because of this.
- c) long term sickness (more than 4 weeks). The school's needs will be considered along with the nature and duration of the illness.

In each of the above it will be at the Headteacher's discretion at which time a referral will be made to Occupational Health via the Personnel and Staffing Division. The school will follow the Absence monitoring procedures as outlined in the Authority's "Managing Staff Sickness in Education Establishments" guidelines (copy in personnel folder in Headteacher's room).

A fair review of the sickness record will be undertaken, appropriate warnings will be given with time for improvement before the absence can be treated as sufficient reason for dismissal. Where there is no underlying medical evidence to support any persistent absence from work, the matter will be treated as misconduct and normal disciplinary procedures followed.

At all times the Headteacher and the Governing Body will monitor absence sensitively, fairly and confidentially.

For the clarification of the respective roles and responsibilities in the management of sickness of the employee by the Headteacher, Governing Body and Chief Education Officer please see Appendix C

Staff should endeavour to make dentist, doctor and hospital appointments out of school time.

Security of Premises

The premises are secured by locks allowing exit from the building but not re-entry. Please ensure that all outside doors (especially upstairs doors) are closed when the room is vacated. All ground floor doors leading to outside have been fitted with a coded entry system.

Visitors

All visitors should enter the building via the front entrance which has a lock and a buzzer with light for Deaf visitors. This can only be released by the office or upon use of a magnetic card. All visitors should sign in and out at Reception, this also applies to any contractors/maintenance personnel. The Visitor Badge must be worn at all times whilst on the school premises. Longwill School has recently installed an electronic visitor entry system.

Parents in School

Parents should ring school to arrange an appointment if they wish to speak to a teacher. They will be welcomed into school and encouraged to see children in class after appointments etc., but are not to be left unattended with other pupils

Supervision of Children

Duty staff must arrive 10 minutes before the start of day and promptly at playtime. They must supervise the children giving due regard to the school's Behaviour Policy, ie: ensure they do not engage in activities that could be potentially dangerous.

Safeguarding – Please see Safeguarding policy

Bullying – Please see Anti-Bullying policy

Disruptive/Violent Pupils – see Behaviour, Care and Control Policy

School Visits – see Educational Visits Policy

Residential Visits

The recommended LA and Safeguarding guidelines should be followed when organising and taking part in a residential trip. A folder of names, addresses and contact numbers will be kept by the Residential trip manager at home.

General School & Classroom Safety

- The teacher must ensure that s/he has a clear view of the pupils whom s/he is supervising at all times
- Classes must never be left unattended
- Potentially dangerous items must not be left within easy reach of the children
- Teachers must give careful consideration to the 'jobs' they ask children to perform
- Potentially harmful items brought into school by pupils must be confiscated and only returned to an adult taking responsibility for that child
- Consideration must be given to the positioning of furniture and large equipment to ensure that they do not pose a hazard or restrict doors and emergency exits
- Children must not be allowed to leave the building unless in the care of their nominated guide
- Risk Assessments to be carried out annually for each classroom and play area

Specific Classroom Safety – Curriculum Areas

Swimming

Staff involved in the teaching of swimming will need to familiarise his/herself with the rules and regulations of the swimming bath concerned.

When the children are in the water, there should be a qualified teacher/instructor supervising. They should be suitably dressed and prepared to enter the water to assist a child in difficulty, if necessary. There should always be a qualified lifeguard on duty.

Teachers should make sure they know where the safety/rescue equipment is located and that the whistle and red flag are brought to the swimming baths with the group.

Physical Education/Gymnastics – see PE Policy and BAALPE manual for best practice and safety of PE equipment. Equipment is checked annually and records kept in the property log book.

Science, Technology, Art and related activities – see relevant Policies

Care to be taken with equipment especially hot, sharp or heavy items. Goggles to be worn if using stick type objects to avoid eye-injury.

Parental consent to off-site activities

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school (with the exception of nursery age children) as most of our activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

External visits- Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, sailing, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future

Electricity

- Electrical equipment is checked annually by the contractors for the City. A list is kept in the property log book
- It is the duty of the Headteacher to ensure that all electrical equipment is checked annually
- All pupils must be made aware of the dangers of abuse and misuse of electrical equipment
- Equipment with worn or damaged flexes or other components must be immediately withdrawn from use and reported to the Headteacher
- Trailing flexes must be avoided.

Fire

In the event of discovering a fire, a member of staff should firstly sound the alarm by pressing the nearest alarm bell. (Pressing with the thumb should break the special cover). The secretary will contact the emergency services on hearing the alarm. If appropriate, the member of staff could attempt to extinguish a small fire, but should not put him/herself into a dangerous situation. Priority must be given to safe evacuation of the building first and foremost.

Fire extinguishers are checked annually by the contractors for the City. They will make any recommendations that need to be considered/followed to the Headteacher. These will then be referred to

the relevant Governing Body Sub committee for discussion and recommendation to the full Governing Body.

Fire Alarms

The fire alarm system is checked weekly by the BSS. This is done using different alarm points around the school for each test. The test is entered into the 'Fire Log Book' with any comments.

Fire Drills

A Fire Drill will be carried out termly. The time and place of the fire along with the alarm point used will be varied to simulate and prepare for a real fire. This will be the responsibility of the Headteacher and BSS. This drill will be timed and recorded in the 'Fire Log Book' along with any problems that were experienced. Solutions will be sought quickly to ensure they don't happen again or in the event of a real emergency. The Deaf alarms will be tested regularly and checked for good response at the time of a drill.

There is an 'Evacuation Procedure' notice in each room (as set out below). All staff should be aware of their nearest emergency exit route.

Any person on discovering a fire should sound the nearest alarm. These are positioned at all **EXITS**. **PUSH THE GLASS FIRMLY**. (Alarm – the continuous ringing of the bell accompanied by the red flashing light.)

REQUIRED ACTION

All teachers and Teaching Assistants

- You must direct the children quickly and calmly to the nearest and safest marked exit
- In most cases this will take you on to the Designated Emergency Routes which are Emergency lit for use in the event of thick smoke or at night
- Make your way around the outside of the building to the back big playground, well away from the building
- Assemble the children in a safe manner keeping them calm, so that a roll call can be taken.
- All electronic door systems will automatically be disarmed.

STAFF RESPONSIBILITIES

Admin

- Take school mobile telephone (LA and local radio stations numbers are stored), Registers, Emergency Contact File, Diary and print off electronic Register. Leave by the nearest and safest exit and make your way to the back playground
- Distribute registers to teachers and await reports of missing children/adults. Report to Headteacher.

Kitchen Staff

- Make way out of building taking the IN/OUT Board.

Management Team

- Headteacher to check the downstairs 'at risk' areas
- Assistant Heads to check the upstairs 'at risk' areas and Foundation area.
- Headteacher will check the staff toilets before making her way out of the building through the nearest and safest exit. Once on the Main Playground area she will collect the roll call outcome from Administrative Assistants and will then proceed to the main gate ready to meet the Fire Brigade and relay the name and status of any missing persons and their approximate whereabouts in the building.

Whilst the Headteacher is involved with the Fire Brigade, Assistant Headteachers and SMT will assume responsibility for the movement of staff and children to a safer area; this will be in the first instance to

congregate on the back playground. If there is a concern about the safety of that area or an elongated time of being out of school deemed necessary then either James Brindley School building or the main building of Victoria School will be used. In the event of the site being 'at risk' then the whole school personnel will move to Bellfield Junior and Infant School.

THE PRIORITY IS TO EVACUATE CHILDREN AND STAFF SAFELY AND QUICKLY FROM THE BUILDING.

Assaults on Staff

Staff should report all incidences of personal violence whether physical or verbal. This is so that the use of accurate recording and monitoring can allow preventative measures to be formulated and their effectiveness assessed. These are recorded on an Assault/Incident Form and sent to Health & Safety Department of the LEA. A copy is also held in school.

Health & Safety Report

The Headteacher, in consultation with the Safeguarding Link Governor will write an annual Health & Safety Report for the Governing Body. This report will include Risk Assessment. The relevant forms can be found in the school Individual Pupil Needs folder, held in the HTs office, also the Property Log book with details of fire drills, fire bell tests, results of the inspection of fire extinguishers and a suggested priority identification of Health & Safety issues is kept with the BSS. All other Health & Safety documentation and manuals are kept in the HTs office in the low window cabinet office in a series of files. There are the following

- Schools Health file
- LA Health & Safety manual
- Arson and Fire protection manual
- Personal care matters file
- Sport and PE and off-site activities safe practice (BAALPE) file
- Risk Assessments file for all areas of school
- Individual Pupil file of Medical needs, positive handling and individual risk assessments
- Team teach manual
- Disability and DDA file

This policy will be reviewed in three years in 2018. The pupils' information and risk assessment info is updated annually, or before as deemed necessary.

Alison Jackson
September 2015

LIST OF APPENDICES

Appendix A	School Medicine Record
Appendix B	Record of Medication
Appendix C	Roles and Responsibilities in the Management of Sickness
Appendix D	Concern Sheet
Appendix E	Incident Form
Appendix F	Critical Incident
Appendix G	Assault/Incident Form
Appendix H	Advice on Managing an Epileptic Episode
Appendix I	Guidelines on the Management of Asthma
Appendix J	Risk Assessment Proforma
Appendix K	Accident and Near Miss Reporting