

## HEALTH & SAFETY

We recognise our responsibilities and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities. .

### Aims

- To establish a safe and healthy working and learning environment for all pupils, school personnel and visitors.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and up dated information.

### Procedure

#### Delegation

The Governing Body has delegated the day to day management of Health and Safety to the Principal.

#### Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

- The Governing Body
- The Principal
- Teaching Staff
- Support Staff
- The Site Manager
- Pupils
- Parents
- Visitors

#### Risk Assessments / Safe Operating Systems

We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them. The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:

- Preparing and implementing safe working practices
- Monitoring, inspecting and reporting regularly
- Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a **common-sense** approach and continued diligence.
- We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.
- All of us have a legal responsibility for the safety of our colleagues.

## Inspections

- A daily inspection is undertaken by the caretaker who reports to the Principal
- Weekly checks are undertaken by the relevant personnel.
- The Local Authority Health and Safety section undertakes an annual inspection.
- Annual inspection by the Governor with responsibility for Health & Safety.

## Reporting

The Principal receives a daily report from the caretaker.

## Training

All staff meet periodically to discuss safety policies, procedures and safe working practices. The appropriate personnel undertake training when required.

## Health and Safety Policies

Accidents & Emergencies	Medical & First Aid
Asthma	PE Safety Guidelines
Crisis Management (Critical Incidents)	Physical Restraint
Drugs & Alcohol	Photographic & Video Images – use of
E-Safety (ICT Internet)	Risk Assessment
Electrical Safety	School Trips
Fire Safety	Security
First Aid	Slips, Trips & Falls
Food Safety	Sun Protection
Head lice	Traffic Management
Health & Well-Being	Violence in Schools
Medical Conditions & Communicable Diseases	Visitors & Contractors

## Related Policy

Health and Safety – Responsibilities

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Principal reports to the Governing Body
- information displays in the main school entrance

## **MEDICAL PROCEDURES**

### **In the event that a child is ill or had a minor accident**

- The child shall either report to the reception with a member of staff or
- The child shall report to the reception with a friend and medical slip signed by a teacher

### **In the event that a child is ill or had a minor accident, the reception shall respond by**

- Directing the attending staff member (if a qualified First Aid Responder) to the Medical Room and attend also. The Principal, if available, shall be alerted.
- Organise for a F.A.R to be found to deal with the illness, bring them to the child in the reception, direct them to the Medical Room and go with them. Again the Principal, if available, shall be alerted. The child shall not be left by the reporting staff until a F.A.R is found. In the event that a friend brings them, the Principal, or another member of staff should be contacted to have them attend the child. No children are ever left by themselves.

### **At the Medical Room the F.A.R shall;**

- Consult medical records, with the attending Receptionist, via the computer for that child.
- Observe and triage, including the taking of temperature where necessary.

### **If deemed necessary, the F.A.R shall either;**

- Monitor and return the student to the class or
- Monitor and have the Receptionist call the parents asking permission to administer medicines and asking them to be collected. (Students can also be collected with no medicines given) or
- Deliver first aid, such as a plaster/ice pack or ointment and return the child to class if appropriate to do so, or
- In the event that triage has identified that the student is very ill or badly hurt and requires immediate medical attention, then the medical emergency policy is followed.
- If parents cannot be contacted, then they are to remain in the Medical centre with the F.A.R and emergency medicines administered where necessary while communication attempts continue.

### **The F.A.R must also ensure that**

- During the course of the day, they shall complete the medical record and
- Ensure that parents are informed of all of the above, where appropriate and immediately.

### **In the event of serious accident or illness**

- **In no event should those suffering from head, spinal or neck injuries be moved.**
- In these instances, or others as deemed necessary by those first on the scene;
- The reception should be informed and a first aid kit be brought to the incident and the F.A.R attending, or a F.A.R found if necessary
- First Aid given as necessary and emergency procedures followed
- If those hurt can be moved, then they are taken by staff to the reception, and a F.A.R (if not the staff member themselves) plus the receptionist escort the child to the Medical Room and first aid administered as required. Emergency procedures are then followed.

**In all the events of serious accident or illness, or others as required – medical emergency procedure**

- For the most serious cases, for example, when a student is unconscious and or unresponsive, has suffered a head/neck/spinal injury as above or any other serious injury as deemed necessary by the F.A.R, then the student is administered first aid by a F.A.R and an ambulance called by Reception.
- Students should not be moved if unsuitable from the criteria found above
- The F.A.R and one other member of staff remains with the child and travels to the hospital with them.
- Reception is informed and Parents called to attend the hospital and the issue explained.
- Reception informs the Principal

**In the event that a child has suffered an injury that does not, in the opinion of the F.A.R, require an ambulance**

- The child is taken by staff to the medical centre by F.A.R and receptionist
- First Aid is given
- By school van, the student, F.A.R and one other member of staff drive to hospital
- Parents and Principal are informed as above.

In all these instances, medical records have to be completed as normal.

If parents cannot be contacted, then they are to be taken to hospital with the staff as above and all necessary medical procedures, as advised by professionals, undertaken, while communication attempts continue.

**In the event of a child suffering injury off site – PDC field.**

A first aid kit and F.A.R must always be in attendance, who also has access to a mobile phone.

- For minor illnesses and injury, first aid is given, the school reception called and the F.A.R returns to school with the child. Attending security returns with the class to the school. Routines are then followed.
- For serious illnesses and injury, the F.A.R administers first aid, calls an ambulance if required and sends other children, with security, back to school. School is called to inform them and a second F.A.R is sent to the scene. Routines are then followed. F.A.R may also request the school van as per procedure, if an ambulance is not required.