

St John and St James CoE Primary School



Policy for Health and Safety

Document Information			
Policy Number:	3	Created by:	Enfield LA
Reviewed by:	P Cuncarr	Responsibility:	Headteacher
Last Review:	June 2019	Next Review:	September 2020
Review Cycle:	Annually	Ratified by FGB:	June 2019
Signature (FGB)		Signature (Head)	<i>P Cuncarr</i>

At St John and St James Church of England Primary School our aim is to create an attitude and culture of carefulness, both in and out of school, that supports Health and Safety for all users of the school; children, school staff, parents and the community. Our aim is not simply to avoid accidents and dangerous situations, but to motivate and enable all users of the school to work safely and to protect the health of themselves and of others at all times.

Each individual should be able to protect themselves; have concern and consideration for the safety of others; know what to do in certain situations; be alert and in control, and cultivate good habits.

Management should have a planned and systematic approach to policy implementation, maintenance, monitoring and review; eliminate risk wherever possible or minimise risk through adoption of safe systems of work; provide adequate financial and physical resources to achieve and maintain stated aims; provide regular and effective training and guidance.

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1.1 Healthy schools initiative

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

1.2The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

1.3 School meals

Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) or Universal Credit, may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.

At present all key stage one children will receive a Universal Free School meal.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

1.4 School uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will

inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

1.5 Child protection

The named people with responsibility for child protection in our school are the Headteacher, Deputy Headteachers and Early Years Assistant Head who liaise with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the persons named about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.

All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

1.6 Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office. Various staff at the school have been trained in first aid.

Should any incident involving injury to a child take place, a member of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record in the school log book all incidents involving injury, and, in all cases, we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

1.7 Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

1.8 Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications. 1.9 Theft or other criminal acts

The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police. The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

Responsibilities

2.1 The Education Health and Safety Officer- Responsibilities:

- To co-ordinate effective planning and policy implementation.
- To provide advice and information to all LA establishments and employees, including impact of new legislation and codes of practice.
- To control Health and Safety revenue budgets and preparation of bids for capital expenditure where appropriate.
- To monitor establishments to ensure they are complying with codes of practice and guidelines issued by authority.
- To identify and advise on training needs to protect health and safety of employees, pupils and visitors.

2.2 The Governing Body- Responsibilities:

- To approve the school's health and safety policy.
- To ensure implementation of Health and safety policy, as well as compliance with the LA's Health and Safety policies.
- To monitor Health and Safety throughout the school.

2.3 The Head Teacher- Responsibilities:

- To produce plans for the achievement of the school's health and safety objectives and comply with LA's policies.
- To establish performance standards for planning, measuring, reviewing, and auditing health and safety policy implementation.
- To carry out detailed responsibilities listed in Appendix 1 in liaison with the Health and Safety representative.

2.4 The Health and Safety Management Team

- The Governing Body -a Health and Safety representative
- The Head Teacher
- Resident site manager

Responsibilities include finance, policy implementation, training, setting objectives for school and time scaled targets.

2.5 The Resident site manager

- responsible for detailed duties in Appendix 2.

2.6 Designated First Aid - Welfare assistant

- see Appendix 3

2.7 All employees

Have a responsibility to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work. This includes:

- Using correctly all work items provided, in accordance with the training and instruction they receive.
- Co-operating with management to enable the council to comply with the law on Health and Safety.
- Informing management without delay of any dangerous work situations or any shortcomings in health and safety arrangements.

Any employee who commits an unsafe act, or fails to observe safe practices may be subject to disciplinary action.

3 Areas of Health Management

3.1 Funding and Resourcing

The Headteacher, together with the Health & Safety Management Team, will be responsible for establishing annual priorities for funding and resources as part of a Health & Safety Management Plan. These will then be passed to the Governing Body for their approval as part of the School Development Plan. The Headteacher will be responsible for notifying the Health & Safety Officer of these priorities for funding from central finances or from the school's Repairs and Maintenance budget.

3.2 Performance Standards

These will be set annually by the Health & Safety Management Team and published to all employees as part of the school development.

3.3 Communication

The policy for H and S will be stored in the workroom and any relevant updates or notices will be posted on the notice board. All parents and employees can make an appointment to consult the elected H and S Representative concerning Health and Safety matters. The HT will be involved in such meetings.

3.4 Training

It is the responsibility of the H and S Management team to decide who is to participate in any of the training provided by the LA. New employees will receive their induction training on the first morning of their employment.

3.5 Aggression at work

All employees should take reasonable precautions to ensure that they are not putting themselves unduly at risk. Employees should inform the site manager if they are working alone in the building.

A member of the SMT will also be present on the premises during any late night meetings attended by staff.

All visitors to the school must report to the office on arrival and collect a badge which must be clearly displayed. All employees and governors are responsible for asking any visitors without a badge, who they are, and why they are on the premises.

3.6 Stress and Mental Health

It is the responsibility of the Governing Body to assess the risk to staff and will follow the LA guidelines in this matter. If it becomes known that an employee is suffering from stress the HT will refer them after discussion to Occupational Health service.

3.7 Health surveillance

All employees must have undertaken pre employment screening by the LA before taking their post.

3.8 Visitors

All visitors must report to the office on their arrival in school. They should be escorted if appropriate by an employee throughout the duration of their visit to the premises, so that any information needed for health and safety may be given directly to them verbally. The visitors should conduct themselves in an appropriate manner in order to ensure their own safety and the safety of others.

3.9 Contractors working in the school

The HT needs to liaise with the site manager and contractors on issues involving buildings work and follow LA guidelines. The HT needs to inform the Education Health and Safety unit before any building work in school commences.

3.10 Cleaning and Maintenance

The school has a contract with employed cleaners to provide this facility.

The HT is responsible for ensuring that any necessary regular inspections eg fire alarms are carried out by the appropriately qualified person. All electrical equipment must be inspected by an approved electrical consultant.

During the termly inspection of classrooms any equipment requiring repair will be noted and this information passed to the Ht. At any other time, faulty or defective equipment must be drawn to the attention of the HT, or site manager as appropriate, who will then be responsible for removing the equipment to a place of safety for repair or removal.

3.11 Work place hazards and risk assessments

Arrangements have been made to remove or control the following risks. There is a general risk assessment file which is kept in the school office.

Risk assessment forms are completed for visits, school journeys, contractors on school premises, swimming, display screen workers, pregnant workers, safe systems of work, and return to work. The forms are kept in the office. Risk assessment forms will need to be completed for any activities involving a risk that is not covered by the above.

3.12 Hazardous chemicals

Chemicals will be locked away at all times and the manufacturers directions for use followed closely.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- check the substance against COSHH register
- follow procedures laid down for use
- be aware of procedures for avoiding exposure and for control
- inform the Headteacher or Resident site manager of any difficulties

3.13 Primary Technology hand tools

All employees are responsible for following the advice given by the Science and Design and Technology co-ordinators.

3.14 New equipment

All new equipment is to be shown to all employees by the person responsible for its purchase and its use demonstrated before employees are requested to use it. Instructions should be kept with equipment if necessary.

3.15 Fire prevention and Emergency Evacuation

Clearly written procedures for the evacuation of the premises in the event of a fire, or any other emergency situation, have been drawn up and are displayed in all classrooms. It is the responsibility of every employee to familiarise themselves with these procedures (appendix 4). The Headteacher or Resident site manager has responsibility for holding the fire and evacuation plan, fire certificate and the fire precaution log.

The school is designated a 'No Smoking Site'.

3.16 Lettings

The school office will be the first point of contact for lettings. The office will refer the applicant to the lettings department at the borough of Enfield.

3.17 Electrical safety

The school is responsible for inspecting the electrical installation and the equipment. The Headteacher is responsible for the maintenance of the equipment and maintaining an accurate register of portable electrical equipment on their premises. New equipment should be added to the register at the end of the first year as it will be covered by the manufactured checks until that time.

Second hand equipment cannot be used unless it has been tested.

Appliances will be tested using the following criteria:

- Double insulated hand held equipment once every three years
- All other equipment annually

The contractor carrying out the testing will attach either a pass or fail sticker to every item tested and submit a written copy of the report to the Head.

No item which has a fail sticker may be used until the appropriate repair has been completed and the item retested and issued with a pass sticker.

All staff should take care that there are no trailing leads which could cause an accident. The use of extension leads should be limited, and only as a temporary, short term measure. The use of adapters is not permitted under any circumstances.

Only those who have the certificate in plug wiring are competent to fit plug tops and change fuses.

Any faults and defects should be reported immediately to the Headteacher or SMT.

3.18 First Aid arrangements

At St John and St James Primary school we follow the guidelines of the Education Department First Aid and welfare Policy statement.

The appointed persons for first aid are two part time welfare assistants. All employees should keep themselves up to date with their timetable in order that contact with them can be made quickly.

For all off site visits a nominated person will act as the First Aider and be responsible for ensuring that a First Aid bag is taken on the visit.

There are clearly marked first aid boxes in the welfare room, office, infant corridor and junior corridor, containing basic first aid items.

3.19 First Aid in school

During lesson time first aid is administered by the Welfare assistant. If an accident occurs in the playground and first aid is required the child should go to the welfare room and request the assistance of the welfare assistant. At lunchtimes first aid is administered by the midday supervisors.

Bangs to the head or other more serious injuries should be referred to the Headteacher or deputy in their absence and parents notified.

3.20 Safety/ HIV Protection

Always wear disposable gloves when treating any accidents/ incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in the yellow medical waste bin in medical room. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

3.21 First Aid Boxes

These are located in welfare room, office, infant corridor and junior corridor. The contents should be scissors, bandages, plasters, single and strip, cotton wool, sterile gauze and disposable gloves. Extra and additional more specialised equipment for first aid boxes are kept by the welfare assistants. A log is kept on used items and items are replaced by the welfare assistants.

3.22 Accident and ILL Health Reporting procedures

All accidents should be reported to the welfare assistants or the Headteacher.

Accident reporting procedure:

1. Attend to the immediate needs of the victim.
2. Complete Accident Report form and submit to school office/ Headteacher.
3. Accident investigation and any remedial action will be the responsibility of the Headteacher.
4. Incident of ill health should be reported to the Headteacher.

3.23 Medicines in school

We follow the advice and guidelines from the LA regarding the administration of medicines in school.

There are two main circumstances in which requests may be made to the Headteacher.

- a) Cases of chronic illness or long term complaints, such as asthma, diabetes or epilepsy.
- b) Cases where children, recovering from short term illness are well enough to return to school but are still taking medicine.

Wherever it is practicable a parent should administer medicine at home. The following safeguards are observed when the Headteacher accepts responsibility for the administering of medicines to children:

- a) A doctor's note is received, preferably delivered by the parent, to the effect that it is necessary for the child to take medicines during school hours.
- b) The medicine should be delivered by the parent, not the child, to the Head, Deputy or welfare assistant.
- c) Only one dose of the correct amount may be sent in a container, clearly labelled with the child's name and class and the time it must be taken.

3.24 Purchasing Policy

The Headteacher is responsible for arranging purchases. Advice will be taken where necessary, to ensure that purchases are safe and without risk to health. As part of the purchasing arrangements, maintenance and servicing will be arranged, as necessary, through appropriate channels.

Monitoring and review

The governing body has a named governor with responsibility for health and safety matters.

It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The Health & Safety Management Team will undertake a formal documented inspection of the premises and grounds every term.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The headteacher also reports to governors annually on health and safety issues.

This policy will be reviewed at any time on request from the governors, or at least once every two years.

Appendix 1

Detailed responsibilities of Headteacher

1. Fire Precautions

a) Fire and evacuation Plan

Hold Fire plan, drawn up in consultation with Fire Prevention Consultant, and carry out any alterations required due to change of premises use/ layout, or numbers of persons accommodated.

b) Fire Precaution log

Hold log with Resident site manager for the premises recording the periodic tests, inspections and training undertaken.

c) Tests and inspections

Check externally organised tests/ inspections are carried out, on a frequency recommended by the Fire Prevention Consultant.

- i) Fire alarm and automatic fire detectors- by premises controller.
- ii) Fire appliances- annually by Fire Prevention Consultant
- iii) Defects to be reported to Fire Prevention Consultant.

d) Fire training

- i) Induction for new staff, on first day of commencing work.
- ii) Annual – all staff employed at premises.

e) Fire Drill

Initiate and record a fire drill every half term. Check effectiveness of evacuation procedure.

2. Accident Report and Investigation

- a) In the event of an accident resulting in death or specified major injury or condition reportable to the Health and safety executive involving an employee or other person (visitor to premises/ member of public who is affected by the work), act as the premises ' Responsible Person' and immediately notify by telephone the safety Officer giving the following information:

- i) Date/ Time of accident
- ii) Name, sex, age, occupation of persons involved.
- iii) Nature of injury
- iv) Brief description of circumstances
- v) Report all incidents in Accident report book and send copy to safety officer.

This is also applicable if there is a dangerous occurrence and a written report is necessary. The safety representative needs to be informed of the facts and allowed to investigate matter.

3. Building maintenance/ Defects

- a) Major works -Acting as liaison officer for:

Planning stage- making the officer supervising the projected work aware of the nature of the undertaking carried out in the premises and any foreseeable hazards arising from the projected work.

- b) Asbestos- carrying out such duties as are laid down in regulations regarding Asbestos in council premises.
- c) Hazards in workplace- take action to make situation safe- taking advice from Occupational Health service if need be.

4. Consultation and Liaison

- a) Safety representative

Representing the management in consultation with the school Health and Safety representative.

- i) Notify Health and Safety representative of any proposed changes that are likely to affect the health and safety of their members.
- ii) Ensure representatives and site manager carry out inspections.
- iii) Taking appropriate action on any hazard identified notified by representative and if need be liaise with Directorate management.

- b) Health and Safety Inspector

Represent the premises management if there is a visit

- c) Borough officers- liaise with officers to assist in maintaining the premises in a condition that is without risk to the health and safety of persons occupying the premises.

Appendix 2

Detailed responsibilities of Resident site manager

1. Fire precautions.

Periodic Inspection- carry out inspections of the premises to ascertain the effectiveness of the fire prevention measures and effectiveness of the means of escape from premises.

Tests and Inspections- Internally organise)

- a) Fire alarm (actuation test) every week.
- b) Fire doors (non-automatic_ doors effectively self close and are not held open by wedges or other obstructions- daily.

2. Building Maintenance/ Defects

Minor Repairs/ defects

Ensure minor repairs are carried out and defects remedied. Assess priorities and take action if need be. Act as contact for contractor carrying out remedial work.

- i) Prior to commencing work
Ensure segregation of work area from premises occupants. Ensure occupants are adequately briefed/ warned of the projected work, and any changes to routine activities, that will affect their health and safety.
- ii) During work- monitor effect of precautionary measure. Notify supervising officer of any health and safety problems. Liaise with contractor as necessary.
- iii) Post work- Notify supervising officer of any incomplete/ unsatisfactory aspects of work carried out.

Appendix 3

Detailed responsibilities of welfare assistants

1. First Aid

- a) Introduction training of new employees, in regard to the first aid arrangements in the premises and the action that is to be taken in an incident requiring first aid.
- b) Ensure First Aid boxes are sufficient and suitable
- c) Take adequate measures for bringing the first aid arrangements in the premises to the notice of employees and where applicable, members of the public.
- d) Act as premises 'Appointed person' for first aid at work and in the absence of a designated first aider to:
 - take charge of the situation if a serious injury or major illness occurs. Initially this involves calling an ambulance and if necessary making arrangements for rendering the situation safe.
 - If trained, render such emergency first aid as is necessary.
 - To control First aid boxes.
- c) Drawing up and implementing a rota to ensure the presence of a designated first aider on the premises at all reasonable times, as far as is reasonably practicable.

2. Accident Report and investigation

- a) Holding the accident book for the premises and ensuring it is readily available and correctly completed in the event of a reported injury to an employee.
- b) Ensure Borough's Accident Incident report form is completed and all accidents or reportable dangerous occurrences are forwarded to Safety Officer.

3. Administration of Medicines and First Aid

LA guidelines are followed.

Requests to the HT may be made for:

- a) cases of chronic illness or long term complaints eg asthma, diabetes or epilepsy.

- b) Cases where children, recovering from short term illness are well enough to return to school but are still taking medicine.
- c) Wherever it is practicable a parent should administer medicine at home. If the HT accepts responsibility for the administering of medicines to children the:
- d) A doctor's note should be received and the medicine should be delivered by the parent with an explanation.
- e) Only one dose of the correct amount may be sent in a container, clearly labelled with the child's name and class and the time it must be taken.

Appendix 4- FIRE PROCEDURE

FIRE ACTION

On discovering a fire.

1. Operate the nearest fire alarm.
2. The fire monitoring station will contact the fire brigade
3. Proceed to the assembly point.

On hearing the fire alarm.

1. Leave the building by the nearest exit
2. Close all doors behind you.
3. report to the assembly point.

ASSEMBLY POINT IS THE MUGA

WARNING

Do not take risks

Do not stop to collect personal belongings

Do not return to the building for any reason unless authorized to do so.

Do not use lifts.

Once at the assembly point the roll call is to be implemented this is to be carried out by class teachers then information is passed to the head teacher. Liaison with the emergency services is to be carried out by the site manager/head teacher.

Each room has its own route of evacuation from the school building to the MUGA. These routes are displayed on a map in each room. An example of an evacuation map is shown on the next page.

ST JOHN & ST JAMES

FIRE RISK ASSESSMENT

Statement on general risks

Hazard: **Arson**

Who might be harmed and how: Children, staff and visitors from fire and smoke.

Risk: **Low provided that action points are followed.**

Action: No storage of easily combustible materials against or near the exterior of buildings.
 Maintain external security fences, gates and systems to minimize the risk of unauthorized entry.
 Maintain internal security systems in building to ensure no unauthorized entry.
 Keep all storage tidy to prevent opportunist attack.
 All flammable fluids to be stored in locked cupboards.

Review: Through health & safety inspections and annual security review.

Hazard: **Smoking of tobacco products.**

Who might be harmed and how: Children, staff and visitors from fire and smoke caused by accidental ignition of combustible materials.

Risk: **Low provided that action points are followed.**

Action: No smoking anywhere on the school premises.

Review: Through health and safety inspections.

Hazard: **Foam in furniture and furniture produced from synthetic materials.**

Who might be harmed and how: Children, staff and visitors from fire and smoke caused by accidental ignition of unsuitable materials.

Risk: Low provided that action points are followed.

Action: All furniture to meet current legislation.
All furniture being introduced to the premises to be checked by site Manager on arrival.

Review: Through health and safety inspections.

Hazard: **Lighting.**

Who might be harmed and how: Children, staff and visitors from fire and smoke from accidental ignition of fittings.

Risk: Med provided that action points are followed there is no emergency lighting in this premises at the moment.

Action: Replace all blown bulbs and fluorescent tubes/starter motors.
All circuits checked in accordance with maintenance programme.
Quickly isolate/replace defective fittings.

Review: Through health and safety inspection.

Hazard: **Lightening strike.**

Who might be harmed and how: Children, staff and visitors from fire and smoke following ignition of building and equipment by lightening strike. Also from electrocution.

Risk Med, due to no lightening protection.

Action: Unplug all tv's and videos during electrical storms.
Keep away from metal radiators and windows during storms.
Have lightening conductors fitted.

Review: Through health and safety inspections.

Hazard: **Events in the school hall and other parts of the premises.**

Who might be harmed and how: Children, staff and visitors from fire and smoke.

Risk: Low provided that action points are followed.

Action: All school events to be covered by the appropriate risk assessment.
All persons letting the premises to be given a list of rules about the use of the building and, such rules to be enforced by site manager/relief caretaker.

Appendix 5

Notes for Hire of School

1. The applicant is responsible for the Health and Safety of those in the building during the hire period.
2. Should an emergency arise the Resident Site Manager is on duty and can be contacted- check at the beginning of let his whereabouts, or his representative in his absence.
3. Fire procedure- familiarise yourself with the location of fire alarm points. They are clearly marked. If you discover a fire, sound the alarm immediately. Evacuate the building by the nearest exit. The site manager will call the emergency services. Check areas eg toilets and close all doors.
4. Call emergency services in the absence of site manager for any other reason.
5. It is the duty of the hirer to provide suitable first aid supplies.
6. Agreement must be obtained prior to use of school equipment. Any damage must be reported to the site manager. Payment for damage is required. Corridors must be kept free from hazards.
7. The fact that the school is open for lets may attract other people to the premises. Please be vigilant and report any intruders to the site manager.
8. Smoking is not permitted anywhere in the school.
9. Children must be kept under control of hirer at all times.
10. All hirers need to be aware of LA conditions for the use of school premises.

