



The school follows the Hamwic Education Trust Health & Safety Policy. Below are the school specific procedures.

## **Organisation**

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom from 8.50 am where they are supervised by a member of staff.

At playtimes and lunchtimes children should be let out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times.

Children unable to go out for medical reasons should go to the office area with a friend to be supervised.

Playgrounds must be adequately supervised during all break times. \* See rotas.

Children must not go beyond the green line that separates the play area from the school.

All duty staff have a responsibility of a visual check of the apparatus on their duty days.

In the case of an accident follow the school First Aid Policy.

Teachers will collect children at the end of all break times from the playground.

At the end of the school day or following after school activities, children are released in accordance with their parent's wishes. Children being collected by taxi must go the office. A member of staff must check the identification of the taxi driver before releasing the child/ren.

Any children not collected will be supervised in the reception area until the arrival of the responsible person.

The Dining Room Assistants share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.

The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff. Also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc.

They are responsible for the proper reporting of accidents to themselves and staff, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects. Contractors on Site/Deliveries of Stores – Site Managers and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the Headteacher to establish safe working procedures.

### **Accidents/Incidents to Pupils & Staff**

Accidents should be reported to the Headteacher or Office Manager in her absence. Accidents need to be reported in the minor accident book or if more serious, then an online form must be completed

### **Administrations of Medicines**

There may be occasions when a child returns to school after an illness when a course of treatment is not finished. Medicines prescribed for 3 times a day should be given at home; morning, afternoon and bedtime. Medicines will only be administered at school, where more than 3 doses a day are required and on completion of the 'Request for medication to be administered at school' form. All medicines requiring 4 doses a day may have the second dose at 12 noon. This must be prescribed medication and have the original prescription labels detailing the child's name and dose. Medication should be handed into the school office each morning and collected at the end of the day.

Calpol is kept in school for children whose parents have agreed to allow the school to give the medicine.

**Please note that school staff supervise children taking medicines as a courtesy and not as a duty. Responsibility for children's medication remains with the parents.**

Children are encouraged to carry their own inhalers with them so that they are easily accessible when required. The school does have an emergency inhaler for children where permission has been given by the parent.

For those medications that need to be administered on a long-term basis, please contact the Headteacher for advice.

### **Asthma**

Children who are capable of self-administering their own inhalers/relievers should be allowed to carry them at all times in their pockets or specially designed pouches. The pouches need to be marked with the child's name in case they are lost.

Help with the administration of the inhaler/relievers can be aided by their Teachers or at break and lunch times by an on-duty First Aider.

When inhalers/relievers require replacement, the child's teacher must inform the parent/guardian.

For any outside activities, all relevant asthma medication should be taken with the Teacher or First Aider in charge of the child.

Children who have exercise-induced asthma should be allowed to administer their inhalers/relievers before exercise.

The school has an emergency inhaler and policy for the use of. Permission from parents is sought before use of the emergency inhaler.

### **Nuts/Nut Products including Sesame Seeds**

Bearwood School has a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

Chartwells supply our hot school meals and it is their declared policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

### **Accidents at Work**

All accidents at work must be recorded using the online form and investigated and then reported to Hamwic Education Trust.

This will enable the school to ensure appropriate care of employees and help to prevent a possible reoccurrence of the accident. If you have an accident Seek First Aid assistance & inform your Line Manager.

Report to the Headteacher or Office Manager as soon as possible after the accident, so that the accident can be investigated and an Accident Report Form can be completed.

### **Physical Assault, Threatening Behaviour or Verbal Abuse at Work**

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees and help to prevent a possible reoccurrence of the incident.

## **What to do**

1. Inform your line manager
2. Complete the online report form  
*\*\* Note: In cases of pupils with ABC forms, it is important that serious incidents are reported and investigated as well as recording in the pupil's own records.*
3. The Headteacher or Office Manager will then investigate and take any appropriate action to prevent a reoccurrence.

## **First Aid**

The following are qualified first aiders:

Ingrid Fido  
Sharon Tuley  
Jayne Brierley  
Jacky Wilson  
Anna Chesterfield  
Carole McClennan  
Debbie Harris-Daniels  
Wendy Doe  
Jacky O'Grady

## **First Aid Boxes**

Carole McClennan are responsible for ensuring that the First Aid boxes are properly stocked.

## **Fire**

The Governing Body have adopted the Hamwic Education Trust Policy on Fire prevention but wish to emphasise important points that may prevent a fire or reduce its effects.

Every employee has an obligation to ensure that these procedures are followed and any irregularities are immediately brought to the attention of the Headteacher/School Business Manager.

- Everyone in the building must know how to raise the fire alarm.
- Fire doors and escape routes must be kept free and clearly marked.
- Ensure fire doors are closed at all times (unless on a magnetic device and linked into the fire alarm system).
- All other doors are to be kept closed whenever practicable and especially at the end of the working day.
- Staff should know how to safely use the fire extinguishers.
- Stocks of hazardous materials are to be kept at minimum and locked away when not in use.

- Flammable items to be locked away when not in use.
- Stairs and corridors are to be kept clear of combustible materials.
- Rubbish must not be allowed to accumulate, particularly in hidden places.
- All filing cabinet drawers, doors and shutters should be closed to prevent soot contamination.
- All classroom computers must be turned off at the end of each working day.

**In addition, the Headteacher must ensure that:**

- There are fire drills at least once a term and there are clearly displayed fire procedures.
- The fire alarm to be checked weekly.
- All electrical and gas equipment are inspected in accordance with the recommended schedule.

**Fire Drill**

When a continuous bell rings: -

- Walk quietly to the nearest exit without pushing
- Assemble in playground in single lines facing wall against class number in silence
- Staff to stand half way down the line facing the field. Count children until register arrives
- School Business Manager/Site Manager to check seat of fire
- Members of office staff to call fire brigade
- Office staff to check reception area, medical room and collect registers and visitors book
- Office staff to distribute registers and check visitors on playground, one to return to front entrance to greet fire brigade and prevent anyone from entering the building
- Children to respond to name from register with raised hand
- Site Manager to check KS1/KS2 classrooms, toilets and cloakrooms

**Fire Alarm**

**Additional instruction for Lunchtime Supervisors**

- The Fire Safety information in their copy of our Health & Safety Policy;
  - The Fire Drill procedure which is displayed on the wall near the door of every room.
1. Lunchtime Assistants, with the Headteacher (or deputy), School Business Manager and any duty teacher are responsible for the supervision of the children during lunchtimes.
  2. Children in the playground will line up by the wall. Children under the supervision of lunch assistants in the building should leave by the nearest (safe) fire exit. In the hall, lunch assistants should guide those pupils out of the hall - YR Front Entrance, Y1 Library Exit, Y2 Mezzanine Exit and Key Stage 2 to the nearest clear exit - to the assembly point in the playground.

3. Lunchtime assistants remain with the children that they have escorted to the playground- as their teacher may not be on site. A member of the office staff will bring out the registers to check all children and staff are accounted for.
4. A lunchtime assistant will check the cloakrooms.

These procedures will ensure that the building is safely and promptly evacuated and all personnel accounted for.

**CHECK WHERE YOUR NEAREST FIRE EXIT IS KEEP FIRE EXITS CLEAR AT ALL TIMES**

### **Boiler Room**

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the site manager. If he is unavailable they will be escorted keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

### **Dogs**

Dogs are not permitted on the school site except for curriculum purposes or if guide dogs.

### **Electrical Equipment**

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested.

### **Legionella**

A Risk Assessment has been carried out on the water system at the school. Statutory checks are carried out and records kept.

### **Risk Assessments (RA)**

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The Headteacher & senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff.

Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Headteacher who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

**Risk identification** - All hazards will be identified and recorded unless eliminated completely

**Responsibility for risk assessment** – The RA will be signed by both the person responsible and School leader

**Training requirements** – RA training is offered at regular intervals for all staff to attend.

**Risk rating** – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

**Control measures** – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

**Communication process** – All Staff will be made aware of the RA applicable to them.

**Review process** - RA will be reviewed yearly or earlier if there are significant changes.

### **Smoking**

Bearwood School promotes a healthy lifestyle through its PSHE programme. Therefore, in the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds.

Due to the as yet unknown health and environment impact, the council and Bearwood Primary and School have made the decision that any reference to 'smoking' will also include the use of e-cigarettes. E-cigarettes are not currently covered by smoke-free legislation.

### **Stress**

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the Hamwic Education Trust Stress Policy.

### Health & Safety Policy

I have received a copy of the policy. I have read and understood the policy.

Name: \_\_\_\_\_ Laura Bennett \_\_\_\_\_

Signed: \_\_\_\_\_ L.Bennett \_\_\_\_\_ Date: \_\_\_\_\_ 06.11.2018 \_\_\_\_\_