

# Health and Safety Policy May 2022

## 1. INTRODUCTION

Our school is the working environment for many groups of individuals, professionals and Governors and plays host to many others. It is important therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Leadership Team and Governing Body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities. The school will comply with Newcastle City Council's Corporate Policy on Health and Safety at Work, and the Education Department's Policy on Health and Safety and Instructions, Guidance and Codes of Practice which may be issued from time to time.

## 2. AIMS AND OBJECTIVES:

- To provide a safe, secure and healthy working environment for staff, children, multi-professional colleagues, visitors and students
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.
- To be vigilant around the school premises for intruders, finding a balance between challenge and confrontational behaviour
- To ensure there is sufficient information, instruction and supervision to enable all adults and pupils to avoid hazards and to contribute to their own safety and health at work
- To maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- To administer appropriate procedures according to fire regulations
- To have procedures in place for the safe use of the Hydrotherapy Pool
- To have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- To have procedures in place for reporting faulty equipment and near misses
- To maintain regular checks of the building and safety and security
- To be aware of the pressures on teaching staff and the possible effects which stress may have
- To give guidance on lone working and personal safety
- To lay down procedures to use if there is an accident
- To inform about what should be done in a case of emergency
- To give guidance for the safe 'letting' of the building to other users

### 3. GUIDANCE

The Health & Safety Co-ordinator is the Head Teacher, Mr. Christopher Rollings. The Head Teacher will also assume the role of School Incident Management Co-ordinator (SIMC). In the absence of the Head Teacher, the Deputy Head will substitute. The School Incident Management Team (SIMT) consists of the Head Teacher, Deputy Head Teacher, Business Manager and Facilities & Premises Manager. If the nature of an incident warrants, the SIMC may make a request to Children's Services for a School Incident Liaison Officer to support school.

This Health and Safety Policy is kept in the Head's, Admin and Leadership Team Offices and a copy is also available in the Staff Room and on the school network. All members of staff are made aware of this policy and are required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself. Visitors/tutors will be reminded to use only staff toilets and training locations as appropriate.

New members of staff/regular tutors, professionals and Governors receive health and safety information as part of the staff induction policy in the Staff Handbook.

It is the responsibility of teachers to ensure that pupils are kept safe and, where appropriate, made aware of existing and new health and safety information.

If you have any concerns, please raise them in line with the latest Whistle Blowing Policy Guidance.

### 4. RESPONSIBILITIES

The Health and Safety at Work Act 1974 requires Governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- **4.1 Responsibilities of the Head Teacher**

The Head Teacher should:

- Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- Regularly review the safety and security of the school building during an annual Governors' meeting
- Undertake risk assessments as and when required and review regularly
- Put into practice and monitor the procedures described in associated policies, i.e. First Aid, Emergency, Fire, Reporting of Defects
- Act upon referrals from employees
- Ensure staff and pupils comply with agreed procedures
- Record and inform relevant external agencies as and when appropriate
- Ensure access to this policy and other health and safety information as legally required
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance
- Ensure that appropriate logs and records of incidents are completed and acted upon
- Ensure policies and employees are updated as to new legislation and guidance
- Ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
- Ensure that temporary / supply staff are informed of health and safety practice

- Meet with the health and safety representative of the governing body termly to discuss health and safety issues and 'walk the school'
  - Report on any audits / inspections to the governing body and follow-up any necessary actions
  - Ensure that procedures are in place to ensure the safety of contractors and hirers
  - Make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
  - Ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
  - Ensure that relevant risk assessments are completed and followed.
- **4.2 Responsibilities of the Teaching Staff**

The Teaching Staff should:

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with the School's Code of Conduct, safety and/or hygiene guidance
- Keep good standards of hygiene and cleanliness including hand washing
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees and the safety representative in promoting health and safety measures
- Report any hazard or breakage
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safely tools and equipment
- Report any incidents, assaults or 'near misses'
- Set a good example to the children in their care
- Supervise pupils and ensure that they know about emergency procedures and safety measures
- Include all relevant aspects of safety in the curriculum according to the science, technology, art and PHSEe curriculum
- Make parents/volunteers aware of safety procedures in the classroom/work area
- Give clear instruction and warning as often as necessary
- Ensure adequate first aid cover is provided.

### **4.3 Responsibilities of Post-Holders**

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- They draw the attention of the Head Teacher to any breach of procedure amongst their team which cannot be dealt with
- Supply teachers, temporary staff, volunteers, students and new members of permanent staff are made familiar with health and safety procedures through the School Induction process
- The Head Teacher or school Premises & Facilities Manager is informed if any difficulties occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and children
- They keep an overview of the parts of the premises for which they are responsible
- They keep up-to-date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- All donated equipment is safe for use, if necessary seeking specialist advice

- They complete necessary risk assessments and check that members of their team complete them when necessary
- They implement existing policies and follow advice and instructions.

#### **4.4 Responsibilities of the Governing Body**

The Governing Body should:

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Set the remit for the Premises, Health and Safety Committee and receive regular updates at termly Governors' meetings
- Enable a member of the Governing Body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Facilities & Premises Manager and Head Teacher
- Approve as appropriate arrangements for residential trips according to LA guidelines
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe
- Set the remit for the Extended School and ensure that it complies with all appropriate health and safety guidance.

#### **4.5 Responsibilities of the Facilities & Premises Manager and Assistant Caretaker**

The Facilities & Premises Manager and Assistant Caretaker are responsible for acting as site monitoring officers in respect of the cleaning operations of the Contractor and ensuring that the employees of the Contractor observe and conform with the health and safety requirements of the contract and the premises of the school are safe and there are no risks to health.

The Facilities & Premises Manager and Assistant Caretaker are responsible for:

- The security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required as part of our Extended School
- Implementing all health and safety policies, instructions and procedures for their area of responsibility and issuing them to all staff (including new starters) who are responsible to the Facilities & Premises Manager / Caretaker
- Ensuring that they and their work colleagues take reasonable care to avoid accidents or injury to themselves, other members of staff, pupils, and members of the general public because of their work activities
- Ensuring that any equipment or machinery under their control, which is known to need repair, is not used until the necessary repairs have been carried out
- Following the school reporting procedures for accidents, dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher and/or the Leadership Team.

#### **4.6 Responsibilities of Risk Assessors**

Risk Assessors are responsible for:

- Identifying all tasks that require to be assessed and agree a priority rating for carrying out risk assessments with the Health and Safety Co-ordinator
- Agreeing timescales for carrying out the risk assessments (together with the Health and Safety Co-ordinator)

- Conducting risk assessments to the best of their ability. Recognising where their limit of experience lies and ensuring that the Head Teacher is informed when additional assistance is required.

#### **4.7 Responsibilities of Visitors**

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Head Teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit. Information notices are strategically placed around the building noting Fire Action, Code of Conduct and First Aid procedures.

Parents / Carers helping out in school will be made aware of the health and safety arrangements by the teacher / professional with whom they are working.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our HEADS Lettings Policy and in discussion with the School Business Manager or Admin staff.

**The Governing Body and Head Teacher have agreed that the following procedures/codes of practice shall be followed within the school:**

### **5. GUIDANCE**

#### **5.1 Defects**

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Admin Staff, Facilities & Premises Manager or Head Teacher
- The Facilities & Premises Manager, in consultation with the Head Teacher if necessary, will take steps to have the defect rectified, i.e. contacting property services, school technical services or other competent contractor
- Details of the defect will be reported in the Defects Report Book, signed and dated
- Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register
- The contents of the Defect Book will be checked weekly by the site supervisor.

#### **• 5.2 Accident Reporting**

All serious accidents that occur on site should be recorded on a City Council Accident Form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary Parents / Carers or other persons should be notified of the accident.

If the accident is serious, a member of the Leadership Team should be informed immediately and action taken to ensure the location of the accident is still safe to use.

#### **• 5.3 Electricity**

Our Facilities & Premises Manager is registered to carry out testing of portable appliances. Registers are kept in the Facilities & Premises Manager's office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the Facilities & Premises Manager or by the Stock Holder. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose for which it was designed.

Sensory Room, Sensory Integration Room, Hydrotherapy Pool equipment and stage lighting are checked annually.

- **5.4 COSHH (Control of Substances Hazardous to Health)**

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the Facilities & Premises Manager's office which includes chlorine, cleaning materials, etc. All COSHH materials have a data sheet which is kept in the Plant Room.

All staff are reminded annually of COSHH materials.

- **5.5 Access Equipment**

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

- **5.6 Risk Assessments**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. Risk assessments and pro formas are located in the 'Common Drive' on the School Network. These are reviewed when necessary.

Staff should inform the Leadership Team if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed.

- **5.7 Manual Handling**

All members of staff should be aware of manual handling activities involved in their day-to-day activities, i.e. the movement of pupils, the movement of stock, bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio visual equipment, the movement of trampolines and PE equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert a member of the Leadership Team if they feel that an action they are involved with is having an affect on their physical health and well-being.

## • 5.8 Educational Visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.

Our EVC is June Ball who will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the Teacher responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits need approval from the LA (via the Authority EVI Forms) and the Governing Body.

Further details are included in our 'Educational Visits Policy'.

## • 5.9 Training

Health and Safety training is accepted as a major part of the School's CPD. This will include areas such as Induction, Staff Development and New Legislation.

Where appropriate employees will receive training and periodic retraining sufficient for them to be well versed in safe methods of work, handling and use of materials, e.g. on COSHH, equipment and the correct type and use of safety equipment and personal protective equipment appropriate to the school environment.

The members of staff who are responsible for safety areas in the school are:-

Health and Safety:	Chris Rollings
Facilities & Project Manager:	Andy Todd
Moving and Handling:	Mandy Allan
Cleaning Staff:	Paddy Leonard
First Aid:	Sharon Smith, David Palmer, Michelle Thompson, Tracy Askew, Andy Todd.

## • 5.10 Work Experience

We welcome work experience students to Hadrian School. In order to make sure that their experience is beneficial it is important to:

- follow the work experience risk assessment
- ensure an appropriate match between the student and the activity
- ensure appropriate supervision at all times.

Work experience students are co-ordinated and inducted by June Ball (Senior Teacher). Their Class Teacher is responsible for mentoring them whilst on site.



- **5.11 P.E. Equipment**

All P.E. equipment is inspected annually and regularly overseen by the Facilities & Premises Manager.

The P.E. Policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with complex health needs, epilepsy and behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

- **5.12 Contractors and Visitors**

The Facilities & Premises Manager oversees all contractors on site. School requires oversight of Building Controls & Regulations prior to commencement of work. All contractors and visitors entering the premises are required to sign in and wear a visitor's badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

- **5.13 Asbestos**

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to acknowledge possible risks. An asbestos risk assessment is available for information. Further guidance is contained in the LA Asbestos Policy.

- **5.14 Display Screen Equipment**

All work stations used by staff require a risk assessment. Staff should have guidance in the use of the DSE.

## 6. FIRE AND EMERGENCY EVACUATION PROCEDURES

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills.

### Responsibilities during fire drill

Leadership Team	Supervision of evacuation Evaluation of procedures Training and guidance
Administration Assistant / Member of Office Staff	Calling the fire brigade
Teachers (Teaching Assistants / Mid-day Supervisors, Other Professionals)	Assisting evacuation of pupils
Office Staff	Registers Checking visitors Emergency 'Grab Bag'



## **Responsibilities for Class Teachers (or Teaching Assistant / Mid-day Supervisor if Class Teacher not on site)**

During the **first day of school** all Class Teachers should explain to staff and children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point for their individual class
- Action on discovering a fire
- Keeping gangways clear.

**Fire exit to be used** – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

**Assembly point** – there are 5 signposted Fire Points where classes should gather and stand in registration groups. Each registration group will have a notice in class telling them at which Fire Point they need to assemble. Where children have been in other groups, they should return to their registration group for roll call.

**Action on discovering a fire** – children inform someone immediately and should never try to put a fire out themselves.

**Keeping gangways clear** – children should be reminded about hanging coats and bags out of the way.

**Reporting** – registers will be taken out to the Assembly Points by office staff and handed over to Class Teachers. Once the register has been checked Teachers should let the Head Teacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see 'The Incident and Continuity Management Plan 2012'. This also provides information about the notification of staff, parents and LA in the event of school closure.

**Migration from School site** – this procedure will only be implemented where it becomes unsafe to remain on the school site. Our nearest 'Safe Haven' is the City Learning Centre on the West Road.

## Tests and checks

Daily (Facilities & Premises Manager/Caretaker)	<b>On arrival</b> Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working <b>On leaving</b> Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed
Weekly (Facilities & Premises Manager)	Test fire alarm systems and record in caretaker's log Test one alarm each week on a rota
Monthly (Facilities & Premises Manager)	Check extinguishers are in the correct place
Termly (Head Teacher)	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Six monthly (Facilities & Premises Manger)	Check emergency lighting and record in log
Annually (Facilities & Premises Manager/Fire Service)	Test fire alarm system Check door closers are all in order Annual inspection of fire extinguishers

Fire notices are displayed around the building.

## Occupation Density Figures

Sports Hall	Close seating – 300 people Seated at tables – 220 people Dancing, no tables or chairs – 200 people Dancing with tables and chairs – 110 people
School Hall	Close seating – 150 people Seated at tables – 130 people Dancing, no tables or chairs – 150 people Dancing with tables and chairs – 100 people

## 7. LETTINGS / EXTENDED SERVICES

### Lone Working and Personal Security

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

## **Key holders responding to an alarm**

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be

If Police are attending the incident then wait for the Police to arrive before entering the site.

If the Police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the Police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary.

## **Staff working alone in the building**

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the Police
- Always be alert when leaving the building.

## **Key Holders managing lettings:**

- As far as possible only open up the part of the building which has been hired
- For locking up, return to the building before the hirers leave
- Check the areas for any hidden intruders before the hirers leave.

## **Leaving an empty building:**

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so.

## **In the event of trespassers:**

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then:

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

**If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the Police.**

#### **In the event of a break in on site:**

Remember personal safety is far more important than the protection of property.

- Ensure that if children are still on site any available barriers, e.g. magnetised doors, are put into operation
- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress.

## **8. SAFEGUARDING**

- **8.1 In the event of an abusive parent/ adult:**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a Parent / Carer or any adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the Police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred, an incident form should be completed and it may be necessary to inform the Governors and/or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

- **8.2 In the event of it being suspected that a pupil is carrying a weapon:**

As a general rule, the Police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the Police.

In exceptional circumstances staff may decide that they need to take action before the Police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

- **8.3 Reporting Incidents:**

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel, threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

- **8.4 Reporting Near Misses:**

Near misses should be reported to the Head Teacher or Deputy in his absence. Any near misses are then recorded in the 'near miss' register. This is checked on a termly basis and any particular issues identified and acted upon.

## • 8.5 First Aid

### **Responsibilities**

The following people currently hold a first aid qualification:

- David Palmer
- Sharon Smith
- Andy Todd
- Michelle Thompson
- Tracy Askew

Although these people can be requested for advice and support during the school day, we would ask that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

### **Equipment**

First Aid boxes are located throughout school. They contain only approved equipment, together with guidance on the treatment of injured people. They also contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there are first aid packs available – staff must ensure that this is taken on a trip.

First Aiders should check and replenish stocks as necessary.

### **Procedures**

In case of concern about the health of an individual the following precautions should be followed:

- The child is sent to a qualified first aider
- The injury/concern is checked and an assessment made of the level of treatment needed
- A decision will be communicated to the Class Teacher and or Head Teacher as necessary
- Parents are informed when necessary.

### **Levels of action include:**

- Treatment on school premises for minor ailments/ accidents – Minor Accident Book
- Treatment on school premises with a letter sent home informing Parents / Carers of the nature of the incident/ accident – Minor Accident Book
- Parents / Carers contacted immediately – Accident Book – LA informed if sufficiently serious
- If Parents / Carers are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed
- If a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and Parents / Carers informed.

**In each case every attempt should be made to:**

- Check the injury to the best of our ability
- Inform the relevant people in the case of more serious incidents. This includes:
  - ❖ The Head Teacher
  - ❖ The Parents / Carers
  - ❖ The LA
- Keep accurate records of the injury, events leading up to the injury and actions subsequently taken
- Err on the side of caution
- Consider the needs of the child as central to all actions.

## 8.6 Medication

Our school will take reasonable steps to store medicines and make them reasonably available to children. There are however, no legal or contractual requirements for Teachers to administer medication. If children require medication during the school day this must be prescribed by a GP. Parents should be offered the facility of coming in to school to administer medication where appropriate.

- Medicines are kept in locked cupboards in the Medical Room. The only exception is where children need the medication with them, as with inhalers.
- Periodic checks should be made to ensure that no medicines have been left in the cupboard beyond the period of administration. No medication should be discarded in school but rather sent home in the same way they were originally brought to school.
- All medicines should be clearly labelled with the child's name on both the outer and inner containers.
- Two members of staff should observe a child taking their medicine and sign to record that this has taken place.

## • 8.7 Headlice

The problem of head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own child remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

### Principles

As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

### Procedures

Parents are reminded through the school newsletters and letters at the beginning of term of the need to be vigilant and ways of dealing with head lice when they are identified.

- **If a report is received** – Parents of children in the class are sent a letter asking them to check their child's hair.
- **Intermittently** – the School Nurse will be asked to set up a 'drop-in' session for parents to provide advice on treating head lice. A video may also be made available at this time. On occasions, promotional material is made available to the school and is distributed or advertised at the discretion of the Head Teacher.

## 9. SMOKING

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school adheres to a no smoking policy, which covers the school, playgrounds and Sports Hall.

## 10. HEALTH AND SAFETY DURING LESSONS

The use of practical equipment during lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for pupil conduct during these opportunities include:

- being sensible during the experiment
- following instructions immediately
- only touching equipment when told to do so
- carrying equipment with care and always walking
- making sure any equipment used is returned carefully
- informing the teacher of any breakages
- asking if anything is unclear.

All activities should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels
- consideration of group mix and ability
- room dynamics
- a risk assessment according to the materials and equipment to be used.

## 11. SWIMMING

### 11.1 Lessons Off-site

The 'duty of care' is shared between the Class Teacher and Swimming Teacher whilst the pupils are on the poolside.

#### Medical considerations

Children with colds, open wounds or sores should be excluded from the water. School medical records should be checked carefully and any relevant medical disabilities reported in writing to the Swimming Teacher. Staff need to ensure that inhalers for children with asthma accompany them at all times.

#### Emergency evacuation

- The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit
- Under no circumstances should children be taken to the changing areas to collect their belongings
- Teachers are responsible for ensuring their class is fully accounted for by taking a register.

### 11.2 Swimming Lessons On-site

The pool timetable is organised by the Leadership Team in consultation with the Physiotherapists, Teachers and Staff from visiting schools. Copies of the timetables are circulated to all staff and are located within the pool and Staff Room.



The Hydrotherapy Pool is predominately used by our pupils who are physically disabled or who may have profound and multiple learning difficulties and as part of our water skills curriculum for Foundation and Key Stage One pupils. The pupils attend on a rota basis arranged by the Teacher or Physiotherapist who prioritises those who require more frequent attendance. The Teacher or Physiotherapist is responsible for ensuring that they follow the safety rules and complete individual pupil risk assessments (where appropriate). It is their responsibility to ensure appropriate staffing ratios are in place, in particular for pupils with medical needs and oversee the safe use of equipment.

Please ensure you are familiar with the Hydrotherapy Pool Rationale, Hydrotherapy Pool Risk Assessment, emergency procedures and the location of the emergency cord, telephone and nearest first aid kit **before** using the pool.

The pupils / staff should shower before using the pool and must not remain in the pool for longer than twenty to twenty five minutes after which they **must** have a shower and rehydrate.

### 11.3 Hydrotherapy Pool Rules

- The Hydrotherapy Pool entrance doors must be closed on entry and exit at all times. Failure to do so could lead to a serious accident. Please use the 'girls' changing room door and knock before entering.
- All sessions must be overseen by a Teacher, Physiotherapist or trained Swimming Coach (including Halliwick).
- An adult must be in attendance at the side of the pool while it is in use. (Please use the whistle to attract adult attention in case of emergencies).
- Only experienced staff should operate the pool hoist. Moving and handling guidance should be adhered to at all times.
- **No** pupils are allowed to **dive** or **jump** into the pool.
- No more than ten pupils in the pool at any one time. No more than six physically disabled pupils with one to one staff.
- Any pupils using the pool who have epilepsy or tracheostomies must have at least one to one supervision at all times whilst in the water. (Individual pupils may be required to have pupil risk assessments before permission is granted to use the pool).
- Pupils should be encouraged to use the toilet before swimming.
- Pupils and staff must shower before and after using the pool. Please check the water temperature carefully before allowing pupils to use the shower facility.
- Adults wearing cosmetics, body lotions, powder, hair lotions or perfume must shower before using the pool as these lotions and sprays will challenge the water treatment system.
- In an emergency staff should pull the emergency cord **and** phone for help to the Administration Assistant on extension 200.
- On hearing a whistle all staff must follow the instructions from the adult on the side of the pool.
- The Interactive Sensory equipment must be carefully supervised at all times. Any damage needs to be reported to a member of the Leadership Team.
- In the case of any incontinent accidents or vomiting in the pool please evacuate the pool immediately and inform a member of the Leadership Team and the Facilities & Premises Manager. Solid stools should be retrieved immediately they are seen.
- All accidents in the Hydrotherapy Pool must be reported to the Health and Safety Co-ordinator and signed in the School Accident Book located at the School Office. In the event of any incidents involving blood in contact with the pool please evacuate immediately and report to the Facilities & Premises Manager or Leadership Team.
- Please leave the pool tidy after use and return equipment to storage areas.

**Medical advice** must be followed at all times. Any pupil with the following conditions **will not** be allowed to use the Hydrotherapy Pool:

- Chest infections, acute febrile illness, urinary tract infections, excessively high, low or unstable blood pressure, severe uncontrolled epilepsy, ear or sinus infections, cardiac failure, skin infections, fungus infection of feet, open wounds, diarrhoea or sickness.

### **Emergency Procedures**

Teachers, Physiotherapists, Coaches, Teaching Assistants, volunteers and parent helpers should be familiar with, and have instruction of, the emergency procedures.

These procedures need to be regularly practiced, particularly at the beginning of each term and on induction for new staff or user groups. Everyone must be aware of the location of the following:

- Emergency cord
- Telephone
- Whistle
- First aid kit
- Fire alarm regulations and evacuation procedures.

The member of staff on the poolside must carry a whistle at all times in order to alert staff to any dangers. On hearing one long blast on the whistle they must immediately pull the emergency cord to instigate the evacuation procedures as soon as possible.

Members of staff in the pool are responsible for bringing the pupils to the poolside where they will either be hoisted or lifted out of the pool depending upon their size, disability or moving and handling assessment.

Instructions on to how to proceed will be given by a member of the Leadership Team or Nursing staff.

## **12. PHOTOGRAPHS**

The School has adopted the Local Authority Media Policy. This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

### **All Parents/Carers:**

- will be asked for permission for the taking of photographs by the media.
- will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents / Carers will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.
- will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

### **On admission to our school:**

- Parents / Carers will be informed of school policy and permission requested for use of pictures within the establishment.

### **Should the situation arise:**

- Parents / Carers will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

## **13. HEALTH AND WELL-BEING OF STAFF**

### **13.1 In order to help prevent stress and to provide the best working environment for the health and wellbeing of staff we try to ensure:**

- that meetings are aimed at limiting the length of time and frequency with which staff need to remain in school
  - that length of meetings is agreed and where possible adhered to
  - that notice is given of cancellations
  - that consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
  - that deadlines can be negotiated in extenuating circumstances
  - that consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
  - that no meeting is scheduled on Fridays after school
  - that where possible CPD days also allow for discussion time with colleagues
  - that PPA is regular and reliable and may be completed off site
  - that working at home is an agreed principle where specific tasks need completion – in agreement with the Leadership Team
  - that TLAs, SAs and Apprentices are deployed to support Teachers where possible.
- **13.2 Stress**

Hopefully, the practices recommended above should help prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:

- high level of anxiety
- low self-esteem
- inability to concentrate
- being more prone to accidents
- headaches / migraine
- depression
- panic attacks
- chest pains
- stomach problems
- relationship problems.

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues
- prioritising workload
- learning to say 'no'
- taking up a new hobby or sport
- sharing feelings with people at home
- ensuring that some time every week is set aside for relaxation
- discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- paying attention to diet and ensuring that you eat healthily and regularly.

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

Further information is available in the health and wellbeing policy.

### **13.3 Fitting in with families**

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- being flexible about requests for attendance at funerals
- enabling support for ageing relatives and children with medical appointments
- enabling staff to attend significant important events in respect of children, i.e. Christmas concerts, first day at school.

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where members of staff have children at other schools which perhaps have different term dates or CPD dates it is acceptable, provided there is notification to a senior member of staff, for children to accompany their parents into school provided it does not affect their role during the school day. In some cases older children may help out in school in different capacities and we welcome this additional involvement.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place.

## **14. MONITORING AND RECORDING ARRANGEMENTS**

The Governors will call for annual reports on:

- accidents / incidents
- results of internal or external health and safety inspections
- complaints
- summary of 'walk about' information from health and safety link Governors.

## **15. ADDITIONAL POLICIES AND DOCUMENTATION**

- Safeguarding Child Protection Policy
- Incident and Continuity Management Plan
- Copies of the Education Department 'Health, Safety and Risk Assessment Manual' can be located in the School Office and Head's Office
- Copies of the Health and Safety at Work regulations can be found in the staffroom, Leadership Team Office, Key Stage One changing area, Multi-Professionals' room
- Staff responsibilities and duties
- The school Accident and Incident Books are located at the School Office
- Fire Evacuation, First Aid, Accident and Incident procedures are documented in the Staff Handbook
- Drug Education Policy

- Procedures for the handling of incidents (Administration of Medication)
  - Hadrian School Health Help Policy and Guidelines
  - Hadrian School Visits Document
  - Non-Smoking Policy
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- Safe Practice in PE (2016 BAALPE)
  - Hydrotherapy Pool Rationale and Guidelines
  - Rebound Therapy Rationale and Guidelines
  - Soft Play Guidelines
  - Moving and Handling Guidelines (The school adopts the corporate Moving and Handling Guidelines in Section C K46 of the 'Health, Safety and Risk Assessment Manual')
  - Hadrian School 'Manual Handling Guidance'
  - Hadrian School 'Risk Assessment' Guidance (located in Head's Office)
  - Lettings Policy
  - LA guidance on the operation of school minibuses
  - E-Safety policy
  - Equal Opportunities Policy
  - Health and Wellbeing Policy.

**Confirmation that the Health and Safety Policy in respect of Hadrian School has been discussed by the Governing Body.**

Signed by:

Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_

Head Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed at the Governing Body Meeting on: \_\_\_\_\_

Minute Reference: \_\_\_\_\_