



## HEALTH & SAFETY POLICY

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Reference should be made to the main Jefferys Education Trust H&S Policy the information below is school specific H&S information.

### ORGANISATION

- Each teacher is responsible for the safety of the children in his/her care, i.e. ten minutes before starting time and until they have left the premises. If the teacher has to leave school, the child should be given into the care of their Year Leader, a class teacher or Headteacher. Teachers are responsible for the good order and discipline in the classrooms, and for their class's behavior in the cloakrooms and toilet area. They should arrange classroom furniture so that it minimises the risk of accidents and report any defective or damaged equipment which could result in an accident.
- During break time and dinner time, the responsibility will be handed over to the teacher on playground duty or the lunchtime supervisor. Until such person is present attending to their duties, the teacher remains responsible. Accidents to children or staff are to be reported to the Office Staff/first aider or Headteacher and put in the accident book. Parents should be informed of any significant accident to children. Children should not be unsupervised in any area for any length of time however to go to the toilet; collect a book from the library is acceptable
- Lunchtime Supervisors are responsible for the children in their care. Both in the school and the playground, and supervisors should arrange their duties so that the children are supervised at all times. Accidents must be reported to the Senior Supervisor & written in the accident book. Adult/child ratios especially in year R are identified.
- The Dining Room Assistants share responsibility for the safety in the dining hall. They should be familiar with Hampshire Catering Health & Safety Manual and any current memorandum from Southampton City Council. 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 also responsible for the school pond and must implement reasonably practicable measures to ensure an acceptable level of safety.

- 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.

## **MAJOR ACCIDENTS IN SCHOOL**

- If possible take the injured person to the Medical room (opposite the school office) if in doubt **DO NOT MOVE**, keep him/her warm and call a First Aider.
- First Aid equipment is kept in the Medical room
- Serious accident to Child - either phone 999 for Ambulance or take child to General Hospital - Casualty. (One adult with child - in addition to the driver). **Take copy of child's information from office file.**
- Contact Parent - from file/ Sims in School Office
- Either

a) Wait for parent to come or

b) Arrange to meet parent at hospital, or

c) Take child to hospital and leave message for absent parent.

(Most children have an emergency contact address). Take with you child's address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

**The accident book must be completed and a JHS1 or JHS2 to be completed and sent to the H&S Manager at Central Services**

## **MEDICATION**

All medication is received from parents and recorded by office staff. Medicine and inhalers given at lunchtime must be recorded on Administering Medicine record sheets and countersigned. If in doubt, check with office staff. All medicines including Epi-pens are kept in the named boxes in the school medical room. Medicines may only be given to the child prescribed and signed over to Admin staff by the parent/guardian. They are kept in a sealed box in the fridge if necessary. Signed sheets are kept in a file. Details of pupils with medical conditions and allergies are kept in a file in the medical area in the School Office. The details are also displayed in the staff room. Also see the first aid policy for further information. Staff on medication must declare it to the Headteacher and medicines kept in a locked cupboard.

## NOTIFIABLE DISEASES

- Any knowledge of such infectious disease is to be reported to the School Office.
- Any incidence of Head Lice should to be reported to the School Office so that parents can be contacted and the hair treated straight away. Children may not be excluded for this.
- Any special medical knowledge pertinent to a child's life in school is to be noted on his/her records.
- Information about children with life threatening allergies is on the notice board in the staff room and in the main kitchen and in the office.

## FIRE

Follow procedures discussed at annual Fire Awareness Training for all staff, and in the Fire Safety Management Plan and Evacuation Plan

- Ring nearest fire alarm bell/ break glass point.
- Ensure School Office is notified to phone fire brigade.
- Staff will supervise children by the quickest, safest route to assemble at the meeting points. Class 1 & kitchen staff will evacuate to the junior playground, via Year R Playground the lunchtime staff have a key to unlock the gates, also a key will be kept in the kitchen. All remaining children & adults will assemble in the Junior School playground by the pond.
- Children must walk quickly but quietly. Close doors of empty rooms if possible.
- Persons/children with a PEEP the procedure in place for them will be followed.
- Teachers check children against the register, reports to Head teacher (or next senior member of staff). In the event of any child missing, teacher informs Head teacher who decides how a search is to be made.
- Children must stand quietly and may only re-enter the building when given permission by the Head teacher or Deputy Head teacher.
- School office to ring 999 and ask for Fire Brigade giving address of school. They collect the Class Registers; Visitors' Signing in Book and Children Removed/Returned Register and then checks the School Office area and toilets and leaves the building.
- Any ancillary staff, parents and students leave the school and go to the main entrance area to be accounted for.
- Fire practice to take place at least one a term (after each new intake). Term 1- announced
- Term 2-un announced term 3- lunchtime.
- Fire equipment is tested at regular intervals.

## FIRE AT LUNCHTIME

### Follow the fire safety management plan and evacuation plan

All teachers will assist in lunchtime evacuations and take over from lunchtime staff to supervise their classes if on site.

- The Senior Supervisor will assist the senior member of staff available.
- Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed
- The supervisor in charge of them checks that all children leave the building and line up in their allotted places in the playground where they will be counted and checked against registers; Any

person/child with a PEEP the procedure will be followed. Wherever possible doors should be closed as the last one leaves.

- Adults should leave the building, closing fire doors behind them and assist with checking the children in the playground.
- The Senior Supervisor with the fire marshals should sweep the building collecting dinner registers if they have not already got them, checking all rooms including toilets. If Fire Marshals are on site they will assist in the evacuation. All available staff will assist in the evacuation as above.
- The Senior Supervisor will take the registers outside for checking against the children present. If teacher available they will check their own class.
- Lunchtime fire practices will be held once a year.

## **CURRICULUM**

Many subject areas have Health and Safety guidance e.g. Science, DT, PE and Art. See the subject policies for details. H & S guidance is also in the School Visits Policy.

## **DOGS**

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

## **EXTENDED SCHOOLS**

Other agencies using the school out of hours will also carry out their own risk assessments and meet if necessary with the H&S Manager to discuss any issues. They will be given a copy of the school H&S policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported asap by the club leader with regards to a disclosure or Child Protection issue to the CPLO.

## **P.E. EQUIPMENT**

**The P.E. Policy provides more detailed guidance on safety in P.E.**

- For outdoor P.E. children should have suitable soft shoes and clothing. Use of small play equipment at playtime and lunchtime is allowed under supervision, when a teacher or supervisory assistant is present.
- Outdoor climbing equipment may be used by children in their usual playtime clothes. Children must be reminded about their behavior
- Indoor large apparatus is checked regularly by an approved contractor. Its safety in use is the responsibility of the teacher in charge.

## **COOKING ACTIVITIES**

Great care must be exercised when the oven and hob are in use. Cooking activities supervised by a parent are still the responsibility of the class teacher, who must ensure that new helpers are given a copy of the information and support sheet.

## **POND**

The school has a pond the site manager will be responsible for its up keep and implementation of reasonable safety measures to ensure accidents are prevented. The school has a risk assessment in place.

Registered First Aiders: Paul Pike FAW, Shereen Higgins FAW. Other staff have also attended first aid training and lunchtime staff have done a basic first aid course.

**Prepared by: N Thorne October 2011**

**Agreed by Governors:**

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**Reviewed 14/9/12 by NT**

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**Review May 2015**