



## SITE SPECIFIC HEALTH & SAFETY POLICY

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Reference should be made to the main Hamwic 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, a HLTA or a member of the senior management team. 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 via email to [premisesupport@twinsailsinfant.co.uk](mailto:premisesupport@twinsailsinfant.co.uk) or [premisesupport@hpj.poole.sch.uk](mailto:premisesupport@hpj.poole.sch.uk).
- During break time and dinner time, the responsibility will be handed over to the staff on playground duty or the MDSAs. 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 head of school who will ensure they are included in the accident book and where necessary the relevant online Hamwic form completed. Parents should be sent a text message to advise them of any injuries at head level and should be telephoned as soon as possible 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.
- MDSAs 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. Any child who has an accident should either be seen by the MDSA on first aid duty (identified by their green first aid vest) or sent to the first aid room next to the school office. All accidents must be recorded in the first aid book and where necessary on the relevant online Hamwic form completed.
- MDSAs on the rota for the dining hall all share responsibility for the safety during lunchtime periods and should report any defective equipment to the Site Manager or School Business Manager as soon as possible. Any MDSA serving hot school meals should have received annual training in Food Hygiene. Any accidents must be reported to the first aider 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 ensuring the school and playground is checked daily to ensure there are no obvious health and safety concerns and if any are found take the relevant

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action to rectify them or ensure the area is not used. 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.

## **MAJOR ACCIDENTS IN SCHOOL**

- If possible take the injured person to the first aid room (next to 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 First aid room; at break and lunchtimes a first aid trained TA or MDSA carries a first aid kit on the playground.
- Serious accident to Child – either phone 999 for Ambulance or take child to Poole Hospital – A&E. (One adult with child – in addition to the driver). **Take copy of child's information from office file.**
- Contact Parent – from file/ Integris 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 can be printed from Integris. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

**The relevant Hamwic online accident form should be completed as soon as possible after the accident by a member of the office team alongside any witnesses to the accident and the person who administered first aid.**

## **MAJOR ACCIDENT ON A SCHOOL TRIP (pupils and adults)**

If there is a major accident on a school trip the critical incident plan should be instigated.

- The lead Teacher on the school trip should gather as much information as possible and inform the Executive Head of Federation who will instigate the critical incident plan.

## **MEDICATION**

All medication is received from parents and recorded by office staff. Any medicine/inhalers given during the school day must be recorded on Administering Medicine record sheets and countersigned (held in the school office). All medicines including Epi-pens are kept wherever the children are who need them. E.g. kept with the MDSA's at lunchtime. Medicines may only be given to the child prescribed and signed over to office staff by the parent/guardian. They are kept in the fridge in the first aid room if necessary. Signed sheets are kept in a file. Details of pupils with medical conditions and allergies are kept in a file in the first aid room, staff room and school office. There is also a first aid protocol which should be referred to. Staff on medication must declare it to the Head of school and any medicines brought into school should be kept in a locked cupboard.



In some circumstances a trained First Aider may judge that a child is not ill enough to go home. In these cases the first aider should phone the parent/carer to discuss the child's symptoms.

#### **NOTIFIABLE DISEASES**

- Any knowledge of such infectious disease is to be reported to the school office.
- Any incidence of Head Lice should be reported to the school office so that a letter can be sent to the year group reminding all parents to treat head lice.
- 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 first aid room and all relevant staff are made aware including MDSAs.

#### **HYGIENE**

Gloves should always be worn when dealing with blood. All First Aid waste should be placed in the designated bin in the first aid room.

Each classroom and the First Aid Room has a bodily fluids cleaning kit which should be used when dealing with any bodily fluids (further guidance can be found in the Dealing with Body Fluids Procedure)

#### **MONITORING**

The School governors with individual responsibilities for H&S/Premises review and monitor the first aid records maintained in the school.

#### **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 they are unavailable, they will be escorted by a member of school staff. Keys will not be given out, without permission. The gas boilers are also in the boiler room and serviced yearly by a competent person.

#### **POND**

The schools share 2 ponds and 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, for further information refer to the school pond risk assessment.

#### **FIRE**

Follow procedures in the Fire and Emergency Evacuation Procedures which are provided to all staff and are available in the staff room:

- Raise the alarm by breaking the glass at the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.

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- Office staff will call the emergency services and give the address of the school; this will be checked by the Head of School or Deputy Head of School
- The office staff will collect the Class Registers; Visitors' Signing in Book and Children Removed/Returned Register
- The School Business manager or Head of School will check the School Office area and staff toilets are empty before leaving the building.
- Staff will supervise children by the quickest, safest route to assemble in the playground meeting point.
- Children must walk, calmly, quickly but quietly. The last adult leaving the room should ensure the door is closed on all 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 of School (or next senior member of staff). In the event of any child missing, teacher informs Head of School 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 Site Manager, Executive Headteacher, Head of School or Deputy Head of School.
- The person hosting the site visitor or contractor must take responsibility of them and escort them to the playground meeting point so they can be checked against signing in sheets.
- Evacuation drills are carried out once per term. The site manager maintains records of the drills and details further action required. The Head of School takes responsibility for evaluating the outcomes of drills and implements necessary changes.
- The first drill takes place at the start of the autumn term. Drills are varied throughout the year to ensure different scenarios are rehearsed.
- Fire equipment is tested at regular intervals.
- If there is a fire alarm at lunchtime all staff remaining in the building will support MDSAs to get the children to the playground meeting point.
- Fire Marshalls along with members of the senior leadership team and the school business manager should ensure the building is swept to ensure the building is empty.
- Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed

## **CURRICULUM**

Many subject areas have Health and Safety guidance e.g. Science, DT, PE and Art. See the subject policies for details.

## **SMOKING**

The school has a 'No Smoking' policy for all school premises.

## **DOGS**

Dogs are not permitted on the school site except for curriculum purposes, if guide dogs or if prior agreement has been sought with the Head of School.

## **HOT DRINKS**



Extreme caution should be taken if transporting hot drinks down the corridor, if possible they should be in a lidded cup or avoided.

### **AFTER SCHOOL CLUBS**

Other agencies and clubs using the school out of hours will carry out their own risk assessments and meet if necessary with the School Business 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 Head of School.

### **P.E. EQUIPMENT**

- 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, TA or MDSA is present.
- Outdoor climbing equipment may be used by children in their school uniform. Children must be reminded about their behavior
- Indoor large apparatus is checked annually 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 ovens and hobs are in use. Cooking activities should be supervised at all times by the adult in charge.

### **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 Site manager and Head of School & senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working, manual handling etc. 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 Head of School 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.

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- 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.

### **Registered First Aiders:**

#### **Twin Sails Infant School & Nursery**

Kim Jones – First Aid at Work  
 Tanya Langhor - First Aid at Work  
 Wendy Rolls - First Aid at Work  
 Kay Stacey - First Aid at Work  
 Louise Thompson - First Aid at Work

Tracy Jones - Paediatric First Aider  
 Patrycja Stachowicz - Paediatric First Aider  
 Kay Stacey - Paediatric First Aider  
 Jayne Dawson - Paediatric First Aider  
 Ali Hicks - Paediatric First Aider  
 Charmain Snelling - Paediatric First Aider  
 Heather Randall - Paediatric First Aider  
 Elizabeth Bridges - Paediatric First Aider  
 Louise Thompson - Paediatric First Aider  
 Lucy Shepherd - Paediatric First Aider  
 Steve Clifford - Paediatric First Aider  
 Gino Amabile - Paediatric First Aider

[name] First Aid at Work  
 [name] Paediatric First Aider

#### **Hamworthy Park Junior School**

Diane Ruffell – First Aid at Work  
 Natalie Chambers – First Aid at Work  
 Gemma Poole – First Aid at Work  
 Laurena Miller – First Aid at Work  
 Elaine Burt – First Aid at Work  
 Liz Rivers – First Aid at Work  
 Lesley Weston - First Aid at Work  
 Julie Reed - First Aid at Work  
 Kelly Fripp - First Aid at Work  
 Rebecca Parker - First Aid at Work  
 Simon Middleton - First Aid at Work

Sarah Jordan - Paediatric First Aider



Carol Ross - Paediatric First Aider  
Henry Land - Paediatric First Aider

**Fire Wardens:** Simon Middleton, Gino Amabile

**Prepared by:** Gino Amabile May 2018

**Review** November 2019

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