

# Glapton Primary and Nursery School

## Health and Safety Policy



## Health and Safety Policy

It is the legal responsibility of the Head Teacher, together with the Health and Safety Representative, to review this health and safety policy statement on a periodic basis, and to ensure that all staff are familiar with the statement and the organisational arrangements set out to achieve the aims it sets out.

### Policy Statement

#### Head Teachers Responsibilities

In addition to the responsibilities assigned to Head Teachers under Section 4 of the Education Department's Safety Policy, the Head shall also be responsible for ensuring, as far as is reasonably practicable, all Health and Safety matters affecting the operations and activities of the school, including those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of the Education Committee's policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility.

The Head Teacher is responsible for: -

- ◆ Taking day-to-day responsibility for all health and safety matters in operations of the school.
- ◆ Ensuring effective communications on health and safety matters exist between the school and the Education department's Safety Co-ordinator (see Education Safety Policy).
- ◆ Co-ordinating work with the Governing Body and the LEA to achieve standards and procedures prescribed for health and safety.
- ◆ Providing Governors with an annual report on all matters affecting health and safety in the school.
- ◆ Together with school staff, assess and control the risks to health and safety of all persons from hazards and any other of its activities, wherever they are undertaken.
- ◆ Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
- ◆ Ensure that materials and substances are properly used, stored and disposed of.
- ◆ Maintain first aid facilities and accident reporting schemes that are suitable for the school.
- ◆ Chair the school's health and safety committee, or other forum, at which health and safety matters are discussed.
- ◆ Evaluating the need for health and safety training of staff and arrange it's delivery.
- ◆ Bring to the attention of the Governing Body and the LEA, and matters of health and safety that cannot be resolved, or are of imminent danger to any person.
- ◆ Liaise with contractors, or their representative undertaking any works on the school site, to ensure that safety of all persons exposed.
- ◆ Ensuring LEA guidance on fire precautions and fire safety in schools is implemented and complied with.
- ◆ Co-operating with accredited representatives appointed by recognised Trade Unions in accordance with LEA agreement.

- ◆ Keeping the school's health and safety policy under review and bringing any amendments to the notice of all staff.

The Head Teacher will be advised and guided in these responsibilities by specialists appointed by the LEA. Particulars of these specialists will be made known to the Head Teacher and Governing Body through health and safety publications and information circulated by the Education Department, Sandfield Centre.

#### Assistant Headteachers

It is the responsibility of the Assistant Head Teachers to assist the Head Teacher in health and safety matters, and in the absence of the Head Teacher to take responsibility for the management of health and safety functions.

#### Site Manager

The site manager is responsible to the Head Teacher for: -

- ◆ Ensuring, so far as is reasonably practicable, the safety and health provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- ◆ Ensuring that activities undertaken by the site manager do not compromise the health and safety of pupils, staff or visitors who may be affected by their acts or omissions.
- ◆ Ensuring that cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use.
- ◆ That all waste materials from the school are disposed of in accordance with the LEA policy.
- ◆ Maintaining a high standard of housekeeping.
- ◆ Reporting to the Head Teacher any problem, or imminent danger associated with his responsibilities, as soon as it is practical to do so.

#### Arrangements

##### First Aid Arrangements

The nominated First Aider (s) are ...

- Andrea Wall
- Lesley Brown

The first aid kits located in the following areas;

- Classrooms
- Each Staff Room
- Kitchen
- Lunchtime supervisors have a kit

These are kept stocked up by the first aider.

#### Reporting of Accidents / Dangerous Occurrences

All injuries resulting from accidents are to be reported in the Accident Book(s) retained on site.

Accidents, to both employees and non-employees, need to be reported on the Nottingham City Council Personal Accident Report Forms. These forms are to be copied in quadruplicate

with one copy retained by the school, one sent to the 'responsible' person at the Education Department, and the original copy sent to the Safety Advisors Unit at Lawrence House.

Where the accident results in a pupil being taken to hospital straight from site following an accident arising out of, or in connection with, the undertaking, or a member of staff is involved in an accident resulting in death or major injury (as defined by RIDDOR<sup>1</sup>), or is absent from school for more than three days (including weekends and holidays) then the accident should also be reported to the Health and safety Executive on an F2508 form within 10 days.

Head Bump letters are sent to parents / guardians of pupils who are involved in head collisions, etc, and parents are phoned following their pupils being involved in any incident to ensure that they are verbally informed, and to ask whether they wish to come into school. An example of the 'Head Bump' notification letter is provided in Appendix.1.

### Medication

The school's policy is for no medication to be administered within school, and where pupils do require prescribed medication, parents are encouraged to arrange administration times around school hours. In the event of this not being practical, parents are permitted to come into school to administer medication, i.e. during lunch breaks. There is a medicine on School Policy

There are posters around school, which detail pupils with specific allergies or medical conditions. These posters are updated at the start of each academic year, and are shown to all new members of staff upon their appointment.

<sup>1</sup> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

### Asthma Policy

The school acknowledge that a number of pupils in the school have asthma. The triggers vary between individuals, but the most common ones include viral infections, cold air, grass pollen, animal fur, house mites, etc. Asthma attacks are characterised by coughing, wheeziness, and difficulty in breathing.

There are several medications used to treat asthma. Some are for long-term prevention and are normally used out of school hours, and others relieve symptoms when they occur. The majority of pupils with asthma will relieve their symptoms with medication using an inhaler.

Staff are aware that pupils with asthma must have immediate access to their reliever inhalers when they need them, and this includes off-site visits, swimming trips, etc. The school also request parents to supply a spare inhaler to be retained by the school, for use in the event of pupils forgetting their inhalers, or inhalers being damaged or running out.

Where pupils are involved in off-site visits, parents are asked to complete a set of medical questions, which include the use, and control of inhalers for pupils with asthma.

### Fire Precautions

In the event of a fire it is imperative that staff prevent any panic and ensure the safe and effective evacuation of the school premises.

There are fire extinguishers located throughout the school premises, and the Local Fire Authority inspects these annually.

Exits – all fire exits are kept free from obstruction and there are fire safety signage directing individuals to the nearest exit.

Fire Drill Procedures – there are fire action notices displayed throughout the school informing pupils, staff and visitors of the procedures to take in the event of a fire and identifying the nearest fire assembly points.

The fire assembly points are: Junior Playground – Nursery children and staff;  
Infant Playground - All other pupils and staff.

Staff are aware that particular attention should be taken regarding the safe evacuation of individuals with disabilities, and that visitors and temporary / supply teachers may require additional guidance during an evacuation.

### Fire Drills

Fire drills are practised at least once a term, and where practical they are conducted at the beginning of a new term to ensure that all new pupils and staff are familiar with the fire drill procedures. Records of all drills are retained in the Fire Log Book, and any problems identified are acted upon.

A 'front of house' announcement relating to fire exits and evacuation procedures should be made at the beginning of any school concerts or gatherings.

Registers must be taken out for name checks, and pupils should line up in their respective classes to allow for quick name checks to identify any missing children. Once assembled pupils and staff should remain in their assembly points until authorised to return to the premises by the Head Teacher or other responsible person.

The fire drill procedures are included in Appendix. 2

### Classroom safety

- ◆ All staff should be familiar with the fire drill procedures and aware of the nearest fire exit route.
- ◆ Any possible hazard should be isolated and reported to the Head Teacher.
- ◆ Children should be taught and encouraged to handle scissors and tools with appropriate care. Only tools suitable for the intended age range will be provided in classrooms.
- ◆ Staples should always be completely removed from display boards and never inserted into furniture or woodwork.
- ◆ Children should not be left in classrooms without adult supervision.
- ◆ Care should be taken when arranging furniture to avoid manual handling injuries or obstructing means of escape, etc.
- ◆ Electrical cables should not trail across the floor.
- ◆ Portable electrical equipment is inspected regularly, but it is also the responsibility of staff to visually inspect equipment to check that there is no damage to the flex or plug.
- ◆ Safety issues related to particular curriculum activities are provided in individual curriculum policies.

### Safety in Physical Education

Refer to the P.E curriculum policy for additional health and safety procedures specific to activities undertaken in P.E lessons.

- ◆ Check the P.E apparatus before and after the session, and any faults should be reported immediately to the Head Teacher, or responsible person.
- ◆ Ensure that the P.E apparatus is securely stored away after the session.
- ◆ Staff should be aware of the needs of individuals with physical disabilities.
- ◆ Due care and attention is to be paid whilst conducting play and P.E activities in the small hall to avoid collisions with the structural posts.

Maintenance of P.E equipment – the P.E equipment is inspected annually by an approved agency on an annual basis.

### Safety in Swimming

Swimming lessons take place at Clifton Leisure Centre

The minimum ratio for swimming lessons is **1** adult to **20** pupils.

The teacher in charge of each group should keep a swimming register. The teacher in charge shall not enter the water with the children; instructions are to be given from the poolside.

There are observers present during swimming lessons, and observers must have received and read the instructions relating to the duties of the observers and action to be taken in difficulties. Observers must always work under supervision of a teacher, and should not be counted in any pupil teacher ratio. The observers' duties are included in Appendix.3.

Unless the teacher has recognised swimming qualifications, the lesson does *not* take place without the presence of the poolside instructor.

The wearing of goggles and jewellery is prohibited. Long hair should be tied back.

The following safety points should be covered with pupils before they attend the pool for their first swimming session, and repeated at appropriate intervals thereafter: -

- No running;
- Safety alarm system;
- Noise level – listen carefully to instructions;
- Removal of jewellery;
- No chewing;
- Toilet procedures.

Additional guidance is provided in the Education department Circular A2/98, '*Safety in Swimming Pools*'.

Signed: .....

Date: .....

**Appendix. 1**

An example of the 'Head Bump' notification letter.

Glapton Primary and Nursery School

**Glapton Lane  
Clifton  
Nottingham  
NG11 8EA**

Dear Parent / Guardian

LOOKING AFTER YOUR CHILD WITH A HEAD INJURY

**Name.....**

**Your child has sustained a head injury at school today at approximately**

**.....am/pm**

**Details.....**

.....

.....

**Please seek medical advice if any of the following occur within the next 3 to 4 days.**

- 1. If your child vomits more than twice in one day.**
- 2. If your child complains of a persistent headache after paracetamol.**
- 3. If your child becomes unusually sleepy or is hard to wake up.**
- 4. If your child has a convulsion (fit).**
- 5. If your child has any changes in behaviour or is not his/her self.**

**Yours sincerely,**

**Sheila Elliott  
Headteacher**

## Appendix. 2

### Fire Procedures

On discovering a fire: -

- Raise the alarm, via the call pints or the main control panel, and phone the emergency services giving your name, address and location of the fire.
- Vacate the area immediately and report at the designated fire assembly point.
- No unauthorised person should attempt to fight a fire.
- Staff and pupils should not re-enter the premises until authorised to do so by the Fire Authority or a 'responsible' person, i.e. Head Teacher.

On hearing the alarm: -

- Leave the building immediately via the nearest and appropriate fire exit.
- Report to your designated fire assembly point, detailed below, and call the register to ensure all pupils are present. Any missing pupils should be reported immediately.

General Fire Precautions: -

- Ensure that all means of escape and fire exits are kept free from obstruction.
- Fire doors are to be kept closed.
- Do not obstruct access to fire extinguishers or alarms.
- All new staff are to be informed of the procedures to be taken in the event of a fire, and of their nearest fire exit route.

Fire Assembly Points: -

Junior Playground –	Nursery children and staff
Infant Playground –	All other pupils, visitors and staff

**Appendix. 3**

The following duties are taken from the Education department Circular A2/98, 'Safety in Swimming Pools'.

It is the Head Teacher's responsibility to ensure that persons volunteering to be observers are physically able and competent to do so. So far as is practicable the observer should be a competent swimmer.

Obstructions for Observers.

- All observers should be familiar with the operation of the emergency horn or whistle, and must know the location of the nearest phone and procedure for contacting the emergency services.
- The observers must be present throughout the lesson, and should be in position before the class enters the pool area.
- Complete attention must be given to the task of observing swimmers during the whole of the session.
- The observers should be aware that conditions in swimming pools continuously change, and observers should be prepared to move into the position, which gives the maximum vision of the surface of the water and the bottom of the pool. Particular allowances should be made for any reflected water glare.
- Before taking up position the observers should be familiar with all of the filter points, grid areas and drainage channels located on the bottom of the pool.
- The observer should sound the warning horn or whistle if there is any doubt as to whether a swimmer is in difficulty or not.
- In the interests of hygiene and safety, observers must wear appropriate attire and footwear when observing at the poolside.

I confirm that I have been informed of the observers' duties, and have been instructed on the necessary procedures and emergency operations.

Name of Observer .....

Signature of Observer .....