



HEALTH & SAFETY POLICY

Reference should be made to the main Hamwic Education Trust Health and Safety Policy, the information below is school specific Health and Safety information.

Approved by Management Committee: 19th November 2020

Next review due: October 2021

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 lunchtime supervisors share responsibility for safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.
- The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff. Also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc. They are 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?

An online JHS1 or JHS2 is to be completed as soon as possible after the accident

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 the fridge if necessary. Signed sheets are kept in a file. Details of pupils with medical conditions and allergies are displayed on a discreet board in the school office, medical room and in the staffroom. 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 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

This fire evacuation policy is to be used in conjunction with the fire evacuation plan that can be found throughout the school and in classrooms. Please familiarise yourself with the plan and your nearest exit points.

Exit Points

Year R – exit via Year 1 garden to the back gate

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Year 2 – walk down the ground floor main stair case (walking down the left hand side). Go through gallery and exit through gallery door.

Year 3 - Use the staff room stair case (both sides). All locks will be off doors.

Year 4 – Use external staircase (left hand side)

Year 5 – use external staircase (right hand side)

Year 6 – use external staircase (right hand side)

Year Group Leaders to take responsibility for liaising with Supply teachers

Please do not hold fire doors open, they should be shut for safety.

Follow the PEEPS for identified children. If children are not following instructions be firm and if needed carry them (if a risk has been established).

If the metal stairs are blocked the following process should be followed:

Years 2, 3 and 4 exit the building via the staff room. Year 5 and 6 will exit the building via the main stairwell.

If the main stairwell is closed then Years 2,3,4,5 and 6 to exit via the metal stairs. Years 2,3 and 4 go down the left hand side of the metal stair case and Years 5 and 6 use the right hand side.

Process

Teacher and one teaching assistant to be stood at the front and back of their respective classes. The TA at the back to shut doors and to check their Year Group toilets for children. Count the number of children in your line. This should correspond with the number of children you have registered for the day. Class

registers will be passed to teachers by the Admin Officer for checking and confirmation. Once confirmed teacher hand to be raised to provide a visual that all children are present. Put you hand down once you have notified the Admin Officer that all children are present and tick off the register.

Children will be in single file and quiet. Normal expectations for lining up to be maintained.

Other staff and visitors to follow the Admin Assistant to the designated "staff" area in the field. The staff and visitors registers will be checked by the Admin Assistant so please let yourself known to her.

Please evacuate to the playfield designated area. If required, the gate will be open for children to move to the second designated area which is Shirley Junior School. If there is no access to the back of the school as there is smoke, all children are to be taken through the front of the school gates **DO NOT GO BACK INSIDE THE SCHOOL**. The children are to be walked with the teacher and teaching assistants via Church Street to Shirley Junior School. SLT and office staff will support. Once at Shirley Junior School, children are sit in class lines.

The following staff will check the school to confirm all clear:

Becky Hinton/ Chris Durham/Nicky Tregear/Angie King

All SLT members and Office staff to take walkie talkies with them for communication. SLT to meet at the front of the building to discuss site evacuation plans.

Office staff to take the key to the back gate and first aid box.

When the fire alarm is heard **DO NOT** do the following:

- 1) Return to the classroom
- 2) Collect coats and bags
- 3) Run

Please **DO** the following:

- 1) Walk quietly
- 2) Teachers to bring the dinner wallets with them.
- 3) Ensure windows and doors are shut
- 4) Mrs Dear will have a first aid kit so make yourself known to her if you need assistance.

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: Michelle Dear, Debbie Badger, Nicky Tregear, Sach Kaur, Elaine Moles, Manuel Da Silva, Lorna Stratton, Lisa Sexton, Kat Fodden, Carla Allen