



# Health and Safety School Specific Policy

Name of School:	Wordsworth Primary School
Date of Approval:	Governing Body June 2022

Reference should be made to the main Hamwic Educational Trust Health & Safety Policy. The information below is school specific health & safety information and procedures.

Safety of all members of our community are our priority. Wordsworth staff understand that Health and Safety is everyone's responsibility. Any concerns should be reported straight away and an assumption should never be made that someone else will do it. This is encouraged by all members including staff, children, parents and local community members (for outside grounds). All staff are responsible for their own health and safety and should adhere to the relevant policies.

## **AVAILABILITY**

- 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, the Admin Officer or Head teacher. If a child is not collected by 4:00 the DSL should be notified immediately. Teachers are responsible for the good order and discipline in the classrooms, and for their class's behaviour 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. All defective or damaged equipment or furniture should be reported to the Site manager on [premises@wordsworthprimary.co.uk](mailto:premises@wordsworthprimary.co.uk)
- During break time and dinner time, the responsibility will be handed over to the teacher and teaching assistants on playground lunchtime duties. The Senior Mid-day supervisor oversees the smooth running of lunchtime rotas. Until such person is present attending to their duties, the teacher remains responsible. Accidents to children or staff MUST be reported to the Office Staff/first aider and a minor accident form completed or a formal online report will be made. Parents should be informed of any significant accident to children via a phone call. Children should not be unsupervised in any area for any length of time; however, ie to go to the toilet, go to school office or collect a book from the library is acceptable.
- Accidents at lunch time are reviewed by the First Aiders on duty outside (identified by First Aider High Vis Jackets) and any head or serious injuries are then taken to the Welfare Officer. Adult/child ratios especially in reception year are identified. The First Aid bags and boxes must be kept in good order and the Welfare Officer informed if stocks get low.
- The Dining Room staff and kitchen staff share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any spillages must be cleaned up immediately and if still slightly wet the cone used to identify wet floor. 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. The site manager is required to complete a daily site inspection and retain the records of those inspections. The playground will be checked for any dangerous substance or litter each morning and the general tidiness and safety of both playground and playing filed. If items are discovered the site manager will remove these to ensure the safety for both children and staff. They are responsible for safe usage of

cleaning materials both by themselves and members of the cleaning team. 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 shared 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. The school staff will use the online help desk to report defects.

### **Contractors on Site/Deliveries of Stores –**

Prior to contractors working on site a meeting will be held with the site manager to establish safe working procedures. This will be reported and shown to the head teacher before the start of works. This is to include a risk assessment from the contractors in line with the site managers risk assessment. Discussions of the work and equipment being used. The site manager will be on site at times the contractors are on site in the school holidays to minimise dispute of risk assessments.

Site Managers and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles is banned whilst children are in the vicinity of the playground.

### **Friends of Wordsworth**

All agreed events will be approved by lead person with the groups and then a final sign off by the head teacher. All risk assessments will be reported to the school Safeguarding and Health and Safety Team to sign off of the event.

Where possible the site manager and/or members of the the Senior Leadership Team will attend these school events.

### **MAJOR ACCIDENTS IN SCHOOL**

- If possible take the injured person 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 Medical Room in secure boxes and lunchtime First Aiders have their own First Aid bags at lunchtimes.
- Serious accident or illness 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 school office using information on Bromcom.
- 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.

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 Serious Accident Form to be completed and sent H & S Executive of Hamwic Education Trust

***All accidents must be recorded in the Accident Book found in school office.***

## **MAJOR ACCIDENT ON SCHOOL TRIP**

See Off site visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents.

## **ACCIDENT OR ILLNESS OF STAFF - whilst on a school trip**

As above but substituting parent for next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

## **POND**

The school's pond is situated in our outdoor learning area surrounded by fencing and locked gates. 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.

## **MONITORING**

A School Governor H&S /Premises monitors the accident book and reports to Governors.

## **NOTIFIABLE DISEASES**

- Exclusion dates are issued by the County Health Authorities for infectious diseases and are available by contacting the School Office.
- 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 will 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, in the medical room and in the office.

## **HYGIENE**

Gloves should always be worn when dealing with blood. All First Aid waste should be placed in the designated bin in the School Office. Waste should be bagged up and disposed of in the bin.

Protective disposable gloves are available in every classroom, the Kitchen, School Office and with Site Manager. People who use them should replace them from the stock in the School Office.

Sick bowls are available in each classroom and should be used when sending a sick child to the School Office for care.

Dressings with body fluids should be disposed of in the designated bin with double bin liners.

Lunchtime staff to wear gloves when in the hall supporting food handling.

## **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 Off site visits Policy. All Health and Safety for foundation subjects have a risk assessment attached to planning.

## **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.
- School Office to phone fire brigade.
- Staff will supervise children by the quickest, safest route to assemble in the playground. 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 fire officer, Head teacher or Deputy Head teacher.
- School office to ring 999 and ask for Fire Brigade giving address of school. Collect the class registers, visitors' signing in register, children removed/returned register and children's A-Z file 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 gate 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**

- The 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
- Sound the alarm & check the fire brigade is called.
- The Senior member of staff in charge 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.
- Children in the school hall should be told to get up and go to the nearest door. Hall supervisors must open the side fire exits and help the children. They then go and line up in their class line. (Where possible staff in the staffroom should help escort children out of the school hall).
- Adults should leave the building, closing fire doors behind them and assist with checking the children in the playground.
- The fire marshals should sweep the building for allocated areas and assist in the evacuation. All available staff will assist in the evacuation as above.
- The office staff will take the registers outside for checking against the children present. If the teacher is available they will check their own class.
- Lunchtime fire practices will be held once a year.

## **RECORDS**

Records of fire procedures/training are kept in a electronic file on the policies and risk assessment drive.

Staff are requested to inform the School Office and use the signing in and out system, if they are leaving the building during office hours.

All non-staff in school should sign in and wear a badge.

A fire safety /exit announcement will be given at the beginning of parent Assemblies.

## **SMOKING**

The school has a 'No Smoking 'Policy for the school premises.

## **DOGS**

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

## **HOT DRINKS**

Extreme caution should be taken if transporting hot drinks down the corridor to another room. Hot drinks must not be left in site of children.

## **EXTENDED SCHOOLS**

Other agencies using the school out of hours will also carry out their own risk assessments and meet regularly with the school H&S personnel 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. A safeguarding officer will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported as soon as possible by the club leader with regards to a disclosure or CP issue directly to the Safeguarding officer or via CPOMs.

## **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 teaching assistant is present. This equipment is not permitted to be used after school hours.
- Outdoor climbing equipment may be used by children in their usual playtime clothes. Children will be observed to use the equipment safely.
- Indoor large apparatus is checked regularly by Universal Services. Its safety in use is the responsibility of the teacher in charge. Student teachers may not take a lesson using large PE apparatus without a qualified teacher present. See separate risk assessments

## **LOG BOOKS**

Logs are kept of playground apparatus checks, electrical checks, evacuation practices and work equipment checks. The premises subcommittee carries out an annual Health and Safety premises check.

## **TRAINING**

Relevant and appropriate H&S training will be provided for all staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and work place trainees will be give specific induction in H&S matters and an induction pack given out with the employee handbook.

Health & Safety Governor: Ryan Hinton

School Health & Safety Officer: Chris Durham and Julie-Anne Palfrey

## **Appendix 1**

EMERGENCY EVACUATION PROCEDURES SEE SCHOOLS BUSINESS CONTINUITY PLAN ALSO.

### **Action after evacuation of the building if the building cannot be re-entered and the playground is unsafe.**

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 will sit in class lines.