



## HEALTH and SAFETY POLICY

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Reference should be made to the main Hamwic H&S Policy and any other relevant policies 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.
- Pupil Support Assistants 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 Pupil Support Leader and written in the minor accident form or an online form completed.
- The Dining Room Assistant has responsibility for the 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.
- All staff are responsible for the proper reporting of accidents to themselves and pupils. They are also responsible for reporting damage or breakages 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 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 minor accident book must be completed and a JHS1 or JHS2 to be completed online. The school has sufficient first aiders & first aid equipment is kept in the medical room.**

## MEDICATION

See the Trust first aid Policy regarding administering medicines & medical conditions in school.

All medication is received from parents and recorded by office staff. Medicine and inhalers given to pupils must be recorded on Administering Medicine record sheets and countersigned. Medicines may only be given to the child prescribed and signed over to Admin staff by the parent/guardian. 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.

## **FIRE**

Follow procedures discussed at annual Fire Awareness Training for all staff, and in the Fire Safety Management Plan and Evacuation Plan. The prime responsibility is to evacuate all pupils and staff in the event of a fire and assemble at the meeting point. The school is a no smoking site.

## **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.

Dated: December 2017



