

NORMANHURST SCHOOL HEALTH AND SAFETY POLICY

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5.1 Health, Safety and Welfare Policy

Introduction

This document indicates the School's organisation and arrangements for implementing Essex County Council's Learning Services Directorates Health, Safety and Welfare Policy in Normanhurst School. It was initially approved by the Principal in October 2007. The further updated versions have been approved in September 2008 and January 2009.

Statement of Intent

Normanhurst School is committed to high standards of health, safety and welfare and will take all reasonable steps to ensure the Learning Services Directorate's Health, Safety and Welfare Policy, Codes of Practice and other health and safety advice and guidance are implemented.

PART 1 – ORGANISATION AND ARRANGEMENTS

Responsibility for the implementation of the policy by the Principal, Headmistress, Health and Safety Co-ordinator, other Line Managers/Co-ordinators, class teachers and all employees is as

specified in the Learning Services Directories Health, Safety and Welfare Policy. The Senior Leadership Team will carry out the duties of the Headmistress in her absence, as nominated.

1.1 The Principal

The Principal recognises his health and safety responsibilities as set out in the Local Management of Schools Scheme as controllers of the premises. He is also guided by the Managing Health, Safety and Wellbeing in Foundation, Voluntary Aided and Independent Schools' document (by Essex County Council Health, Safety and Welfare Advisory Service).

He should:

- take reasonable steps to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises
- ensure that appropriate arrangements are made by the School to comply with statutory requirements, the Health, Safety and Wellbeing Policy for Schools and the Council's health and safety standards
- ensure that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so
- play an active part in monitoring health and safety standards in the School, by requiring the Headmistress to provide an annual Health and Safety Report that should include:
 - a) school health and safety inspections, monitoring check and incident investigations
 - b) health and safety audits, internal monitoring and investigations
 - c) health and safety investigations and inspections carried out by enforcing bodies, eg Fire and Rescue Service, Environmental Health
- institute a Health and Safety policy and advise employees of it
- ensure that there is an appropriate organisation within the School for implementing the Health, Safety and Welfare Policy
- ensure that a senior member of staff/competent member of staff is designated as Health and Safety Co-ordinator for the School
- ensure that all employees are competent and have the capability to carry out their role/function
- ensure that there are arrangements for monitoring services such as gas and electrical systems and equipment
- ensure that staff are trained in their health and safety responsibilities.

1.2 The Headmistress is responsible for ensuring that:

- a Health and Safety Committee is established and meets at least once a term
- the County Council and Schools Health, Safety and Welfare Policies are brought to the attention of all staff
- a copy of each Code of Practice is kept in the administrative office/staff room of the School; that other copies are distributed to relevant members of staff and that a record of distribution is maintained
- the provisions set out in the Codes of Practice are implemented
- the Health and Safety Co-ordinator carries out risk assessments, records results and implements control measures
- there are arrangements in place for managing risks arising from the School's activities or premises which are not covered by the Council's Health and Safety standards
- health and safety monitoring is undertaken in the School through:
 - an annual internal monitoring checklist
 - termly inspections of the premises resulting in Action Plans
 - accident, near-miss and ill-health investigations
 - inclusion in performance management reviews, where appropriate

- establishment of an annual Health and Safety Action Plan, which is agreed by the Senior Leadership Team for prioritising different health and safety objectives
- accidents are investigated and reported using the established procedures
- opportunities are identified to improve health, safety and welfare within the School and that the health, safety and welfare responsibilities in relation to procurement and the management of contracts are carried out and recorded
- health and safety concerns/improvements are included on team/staff/Governing Body meeting agendas
- new staff are provided with health and safety information, instruction and training by their Line Manager and the Health and Safety Coordinator, as part of their induction programme
- the investigation and monitoring of sickness absence arising from work related ill health or injury is carried out
- there are arrangements to enable staff to report hazards are in place
- an Educational Visits Co-ordinator, who has attended a recognised training course, is appointed within the School
- procedures for identifying and acting upon failures by any employee to achieve adequate health and safety performance are in place
- the Principal receives a Health and Safety Report (at least annually).

1.3 The Health and Safety Co-ordinator is responsible for:

- Establishing arrangements for dealing with health and safety matters such as:
 - Dissemination of health and safety information to all staff
 - First Aid and Administration of Medicines
 - Accident reporting
 - Emergency evacuation procedures
 - Ensuring accidents, hazards, health and safety concerns are investigated
 - Ensuring health and safety matters raised by staff are dealt with
 - Maintaining a central file of Codes of Practice
 - Maintaining a central file of other relevant information
- Co-ordinating all aspects of health, safety and welfare policy and practice and ensuring that the School's Health, Safety and Welfare Policy reflects current priorities, is monitored, reviewed and revised as necessary
- Liaising with safety representatives or other means of consulting with employees
- Ensuring that health and safety standards accessed via the schools infolink are made available to relevant employees
- Ensuring that other health and safety information is communicated to relevant staff
- Ensuring that relevant health and safety information is provided to visitors, temporary and agency staff, voluntary workers, contractors and those who may use the site
- Ensuring the implementation of the safety policy is monitored and ensure that corrective action is taken when necessary
- Ensuring 'reportable' accidents are reported to the Health and Safety Executive via the Principal
- Ensuring that the Headmistress and Senior Leadership Team are kept informed of Health, Safety and Welfare issues by including them on the agenda of management meetings
- Ensuring that any matter concerning health and safety, welfare or fire which is brought to their attention by any employee and/or pupil is dealt with as soon as is reasonably practicable, and in accordance with agreed procedures
- Ensuring that the installation of school and office equipment meets acceptable standards, and is safe and without risk
- Ensuring regular inspections of plant equipment and materials are carried out, that faulty equipment is not used, and that appropriate remedial action is taken
- Attending courses to improve her knowledge of Health and Safety and pass relevant points onto the staff: i.e: Fire Legislation

- Advising the Headmistress of any matters relating to health, safety, welfare or fire which cannot be resolved
- Supporting the Headmistress in co-ordinating the development, review and revision of the School's health and safety standards
- Preparing an action plan for health and safety (termly and annually)
- Ensuring that health and safety training needs are identified and met
- Ensuring that fire precautions procedures are implemented (including fire drills)
- Ensuring that all middle managers have access to competent advice and assistance on health and safety and welfare matters.

1.4 Line Managers/Co-ordinators of teaching staff

Line Managers/Co-ordinators of the teaching staff are responsible for implementing the Health, Safety and Welfare Policy within their area of responsibility/control.

In particular, teaching Line Managers/Co-ordinators will need to ensure that:

- Codes of Practice appropriate to their area of responsibility are brought to the attention of all staff within the area and complied with
- Identify opportunities to improve the health, safety and welfare within the School and promote risk awareness and the development of safe behaviours
- Appropriate safety signs or notices are displayed
- Relevant health and safety information is communicated to staff
- All accidents occurring in the area are reported; the causes are investigated; and an accident report form is completed
- Reasonable arrangements for allowing safety representatives to carry out their functions are complied with
- Health and safety needs of staff within the area are identified and met, or reported to the Headmistress and Health and Safety Co-ordinator
- Staff are aware of all the safety procedures (fire, first aid, accident and hazard reporting)
- New employees receive appropriate health and safety information, instruction and training, including safety procedures within the area/School as appropriate
- Assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the codes of practice relevant to the area (including requirements of particular subject areas)
- Ensuring there are procedures for identifying and acting upon failures by any employee (including managers) to implement the Health, Safety and Welfare Policy and procedures
- Health and Safety is included as an agenda item at team meetings when necessary.

1.5 Classroom/Specialist teachers

The health, safety and welfare of pupils in the classroom or appropriate teaching area, are the responsibility of the classroom/specialist teacher. These rules also apply to student teachers who must be aware of their responsibilities by a professional tutor, and to support staff, such as teaching assistants.

A classroom/specialist teacher is expected to:

- know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied
- be aware of, and follow, health and safety codes of practice and guidance
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching areas
- give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough)
- ensure that pupils' items such as coats, bags and cases are safely stowed away

- integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare
- follow safe working procedures personally
- ensure such precautions as protective clothing, guards and special safe working procedures are used when necessary
- make recommendations on health, safety and welfare matters to the Health and Safety Co-ordinator.

1.6 Other Line Managers (non-teaching staff)

Other Line Managers, such as the Office Manager, are responsible for the implementation of the Health, Safety and Welfare Policy for Schools in their area of control. This includes:

- Ensuring, in their area of control, that risk assessments are carried out, recorded and the control measures implemented
- Undertaking risk assessments relating to which directly managed staff are exposed (this will include stress risk assessments)
- Ensuring the health and safety monitoring is undertaken in their area of control through:
 - Annual internal monitoring;
 - Inspections;
 - Accident, near-miss and ill-health investigations;
 - Performance management reviews;
- Identifying the training needs of staff to enable them to meet required competencies
- Ensuring all new employees to the area receive a health and safety induction
- Ensuring all relevant health and safety information is communicated effectively to the correct staff
- Ensuring procedures for identifying and acting upon failures by any employee to implement the Health, Safety and Welfare Policy and Procedures.

1.7 The School Educational Visits Co-ordinator is responsible for:

- supporting the Headmistress and Principal with visits approval and other decisions
- assigning competent people to lead or otherwise supervised a visit
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience, which can be done through ECC.
- organising thorough induction of leaders and other adults taking pupils on a specific visit. This includes holding a list of checked volunteers.
- making sure that Criminal Records Bureau disclosures are in place as necessary, in liaison with the Headmistress
- maintaining their own competence through attendance on EVC training and refresher training (every 3 years)
- ensuring thorough understanding of the School's educational visits policy among the school's staff
- working with the Group Leader to obtain the consent of parents and to provide full details of the visit beforehand so that this consent is obtained on a fully informed basis
- checking the organisation (eg preparation, roles, providers, activity, travel) as well as the risk management of each school visit
- organising the emergency arrangements and ensuring there is an emergency contact for each visit
- monitoring all aspects of the planning of visits to ensure they meet the Council's requirements (further details available on <https://educationalvisits.essexcc.gov.uk>; telephone 01245 430942)
- submitting electronically residential, overseas and adventurous visits to the County Educational Visits Adviser for approval before the project is financially committed
- keeping records of individual visits, including reports of health and safety incidents
- reviewing systems and, on occasion, monitoring practice.

1.8 Caretaker

The Caretaker is responsible for the premises and ensuring appropriate standards of health and safety are maintained: Specific responsibilities include:

- supervising caretaking and grounds maintenance staff and monitoring health and safety standards in their area of activity; ensuring such work is carried out safely and without risks to health; ensuring they are provided with relevant health and safety information including the Health and Safety Policy and Codes of Practice
- ensuring arrangements are in place with regard to fire precautions in liaison with the Health and Safety Coordinator
- recording fire alarm tests
- liaising with contractors (with the Principal and Health and Safety Coordinator) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractors as required by the Management of Health and Safety at Work Regulations; to help make contractors aware of any special risks to children and staff which might arise out of their work
- to assist the Parents' Association at fundraising functions to help ensure good health and safety management and awareness.

1.9 Midday Assistants

All Midday Assistants are responsible for ensuring that the Health, Safety and Welfare Policy is implemented in their area/s of work.

They are responsible for the safety of the pupils during the morning breaktimes and the midday period. They must exercise effective supervision of pupils and know the procedures in respect of fire and first aid.

1.10 Office Staff

The Office staff are responsible for ensuring that the School's Health, Safety and Welfare Policy is implemented in the School Office.

1.11 Pupils

Pupils have no particular responsibility in the implementation of the School's Health and Safety Policy, but are nevertheless expected to:

- exercise personal responsibility for the safety of themselves and others
- observe the safety rules of the School and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with any item provided for safety.

1.12 All Employees

The Health, Safety and Welfare Policy can only be successfully implemented at Normanhurst with the full co-operation of all members of staff. All employees therefore have the following responsibilities:

- a) to take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions
- b) to be aware of, and follow, health and safety codes of practice and guidelines
- c) ensure, that if they organise projects/activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures are implemented
- d) to use work equipment provided correctly, in accordance with instructions and training
- e) to report to the Health and Safety Co-ordinator and/or Caretaker any hazards or work situations they identify and any inadequacies in health and safety
- f) to report, using prescribed procedure, all accidents, reportable diseases, ill-health, dangerous occurrences and near misses

- g) to take part in any health and safety training identified as necessary by the Headmistress or Health and Safety Co-ordinator
- h) to understand that they are responsible for contributing to the safety education of the pupils through the formal and informal curriculum
- i) to understand that they are responsible at all times for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

2. School Organisation and Arrangements Notice

The school organisation and arrangements for implementing the Health and Safety Policy have been entered on the Notice from the Learning Services Directorate's Health and Safety Policy. It will be updated as necessary and displayed on the Office and staffroom notice boards.

3. Codes of Practice

The Learning Services Directorate's Code of Practice is held centrally in the School Office. Other copies are distributed to each age group within the School and to specialist teachers. These are the detailed 'arrangements' for implementing the Health and Safety Policy and have been drawn to the attention of the staff. These codes of practice form the basis of risk assessments at Normanhurst School.

4. Health and Safety Monitoring

Monitoring is carried out as specified in the Learning Services Directorate's Health and Safety Policy. The "internal monitoring checklist" is completed annually and is reported to the Principal.

PART 2 - PROCEDURES AND IMPLEMENTATION

1. Duties and Responsibilities

In further pursuance of this policy the School:

- Ensures that employees and public liability insurances are current.
- Has established a Child Protection Policy, which all staff are familiar with and adhere to. This policy complies with DFES guidance "Safeguarding Children in Education".
- Takes steps to safeguard the health and welfare of all the staff. The School will not tolerate violence or threatening behaviour directed against any school staff. If such incidents occur, the School will take the matter very seriously.
- Has established a number of procedures to establish a coherent and operational Health and Safety System.

In addition, all employees should:

- Read the School's Health and Safety Policy, Codes of Practice and any information deemed necessary by the Health and Safety Co-ordinator and Headmistress.
- Close all windows and switch off all heaters and computers at the end of the school day: not wedge open fire doors; keep escape routes free from obstruction.
- Remember that Class Teachers are responsible for ensuring that all children know the correct way to leave their classroom and other rooms used during the day (including the toilets) if they hear the fire alarm.
- Be familiar with the location and operation of all fire-fighting equipment: report any concerns about its maintenance to the Health and Safety Co-ordinator, as all fire-fighting equipment, smoke detectors and alarm systems are covered by annual maintenance contracts.
- Be familiar with the locations and contents of First Aid supplies, reporting to the Health and Safety Co-ordinator if they are not maintained and replenished in accordance with the Health and Safety (First Aid) Regulations 1981.
- Not use, repair or touch equipment or substances that they are not properly trained and qualified to use.

- Ensure that power points are switched off and plugs removed from sockets when not in use and covered by protectors; that there are no trailing wires, computer leads etc.
- Ensure that all stairs, steps and passageways are kept free from obstruction and slippery surfaces: all spillages must be wiped up immediately.
- Ensure that pupils and adults do not run inside the buildings.
- Always use a safety ladder when retrieving anything above normal reach (manual handling awareness)
- Remember that they are responsible for the Health and Safety of visitors.
- Always inform the School Office if they are leaving the school premises at unscheduled times, and remember to sign in and out on the daily register kept in the staffroom.
- Ask the Health and Safety Co-ordinator about any health and safety matter about which they are uncertain.
- Send any unwell child to the School Office where a qualified First Aid staff member will administer any treatment as may be deemed necessary. If the child needs to go home, a member of the office staff will contact the parent.
- Must record any accidents in the Accident Book in the School Office. Any child requiring hospital treatment should be recorded on the RIDDOR form, which will be completed and sent off by the Health and Safety Co-ordinator, together with the ECC Incident Form that will be sent to ECC.
- If they hold responsibility for a special subject e.g. PE, Science, ensure that their Policy includes safety procedures and that other members of staff are aware of these procedures.
- Include all relevant aspects of safety into the teaching process, and, if necessary, give special lessons on safety (e.g. PE, Science, and PSHE).

2. Monitoring and Reporting

2.1 General Inspections

- A general inspection of the School should be carried out at least once a term by the Health and Safety Co-ordinator. The Headmistress should be present during one of these inspections.
- These inspections are to ensure the Codes of Practice have been properly implemented and to identify and record any hazards on the premises.
- An Action Plan should then be completed and circulated to the appropriate people, including the Principal.
- Annual inspections should be carried out on the following equipment: PE equipment, climbing frames, outdoor play equipment, fire extinguishers, portable electrical appliances, fire alarms, heating appliances and hot and cold water systems.
- Other routine inspections are detailed in the specific Codes of Practice/Standards.

2.2 Hazard Reporting

- Members of staff should report any hazard as quickly as possible to ensure that they get dealt with appropriately.
- A Maintenance Log is kept in the Caretaker's pigeon hole in the staffroom, which is checked regularly by the Caretaker and Health and Safety Co-ordinator.

2.3 Codes of Practice

- These are general codes covering all types of school activities together with subject specific codes, and specific codes dealing with wider issues such as violence.
- Guidance in the Codes of Practice is periodically updated. The Health and Safety Co-ordinator should ensure that these are communicated to the relevant people and a copy kept on file in a central location (School Office).

2.4 Risk Assessment

- The ECC Codes of Practice contain the hazards, risks and control measures needed for the majority of school activities.
- By following the advice in the codes it is recognised that the risk assessment has been considered by the staff and recorded.

- Appendix 4 – Primary Risk Assessment – should be completed by the Headmistress, certifying that all staff members have seen Code of Practice 25, and that all precautions and safe working procedures are in place.
- Any additional Appendixes should be completed by the Health and Safety Co-ordinator.
- Separate risk assessments must be undertaken for any activity not covered by the codes or where the school deviates from the advice given.
- The EYFS staff conduct, monitor and update risk assessments of all the areas of the School they use with their children. This includes their classrooms, play areas and specialist rooms such as the Hall, ICT Suites and Science Labs.
- Routine risk assessments (e.g. manual handling, managing violence, finger trapping, stress, use of computers, lone working and manual handling) need to be reviewed annually. These documents are kept in the School Office and completed by the Health and Safety Co-ordinator. All staff have access to a copy.
- Assessments should be checked before an activity takes place to ensure that it is still valid.

2.5 Accident Reporting

- There are three means of reporting accidents:
 - 1) School Accident Book – minor accidents/injuries to pupils (seen and signed by the H&S Coordinator).
 - 2) Separate ECC Incident Form – must be completed for more serious injuries to staff, pupils, visitors etc and sent to ECC. Completed Incident Forms for Early Years Foundation Stage pupils must also be sent to Ofsted and the local Child Protection Agency. This includes any serious accident, injury or death of any child whilst in the School's care.
 - 3) Report HSE (RIDDOR) – more serious accidents which are legally reportable to HSE. Involve the injured person being taken directly to hospital from the school site. Excludes pupil accidents during playtime unless caused by a defect in premises or equipment, or inadequate supervision. Normal form to be used. Accidents to employees that result in 3 days off work are also reportable under RIDDOR.
- The Health and Safety Co-ordinator completes a detailed Accident analysis on a termly basis. Copies are sent to the Headmistress and Principal. Any trends are identified and discussed.
- More information regarding the reporting and investigating and monitoring of accidents can be found in the First Aid section of this policy.

2.6 Internal Monitoring

- The Health and Safety Co-ordinator should annually complete the “monitoring form” on line. The form seeks to ensure that the school has implemented various management systems and Codes of Practice.
- An action plan is automatically generated.

2.7 Health and Safety Audits

- This is conducted by the County Health and Safety Unit at the end of the first year and thereafter every 5 years.
- On receipt of an audit report, the Headmistress with the assistance of the Health and Safety Coordinator will prepare an action plan, which will be forwarded to the Principal and then the Schools Health and Safety Team.

2.8 Courses/Training

- Health and safety induction for new members of staff should follow ‘The Induction Training Checklist’ which should be retained as part of the employees training record.
- Managing Health and Safety in Schools’ – run every Autumn Term by ECC. To be attended by the Health and Safety Co-ordinator.

2.9 Premises

- The School must ensure that regular maintenance checks are undertaken by a competent organisation of:
 - hot/cold systems for Legionella
 - gas appliances/boilers

- intruder alarm
 - electrical equipment
 - outdoor play equipment
 - gymnastics equipment
 - local exhaust ventilation systems
 - exterior lighting
- Evidence of all work and Certificates/Registers must be retained.
 - The Principal should liaise with Chartwells to check that they are complying with, and implementing, all the necessary health and safety requirements in the kitchen.
 - The Maintenance/Hazard Log is kept in the Caretaker's pigeon hole in the staffroom for problems needing attention or repair to be recorded. The Caretaker prioritises jobs depending on their high/medium/low rating. This book is available to all staff and is regularly checked by the Health and Safety Co-ordinator.

2.10 Fire Register

- A fire register must be retained in the School Office with the results of all fire drills recorded.
- Further details about 'fire safety' appear later in this policy.

2.11 Asbestos

- An asbestos register, provided by a competent asbestos contractor following a survey of the School, should be kept by the Principal.
- All contractors who may damage/break the fabric of the building should study and sign the register before commencing work.

2.12 Ladder Register

- A ladder register is required for all access equipment.
- All ladders should be visually inspected every 6 months and results recorded in the ladder register by the Caretaker.

3. Fire Prevention and Drills

- The health and safety of pupils, staff and visitors in the School shall be the first concern of all employees. All members of staff are expected to be vigilant at all times, to take every safety precaution within their power, and to report to the Health & Safety Co-ordinator any dangerous condition not within their control.
- The Principal, Health and Safety Co-ordinator and Caretaker must ensure that the fire alarm is checked regularly at different call points on rotation and that a half-termly fire practice, at least, is held in the School, and that the School is inspected when required by the Fire Brigade. All drills and inspections are recorded in the appropriate log-book, which are all kept in the Fire Safety Information File in the School Office.
- The Health and Safety Co-ordinator ensures that fire drill procedure notices are displayed in each classroom and working area and that children are aware of the correct fire drill procedure.
- Since emergencies can arise on the first day of school as readily as on any other school day, orientation programmes for staff and pupils shall include instruction in the school emergency plan and in the use of emergency equipment. Particular attention should be given to:

1.	How to raise a fire alarm;
2.	Location of the nearest fire extinguisher for each classroom;
3.	Location of the nearest fire alarm box or bell for each classroom;
4.	How to use all types of fire extinguishers in the building;
5.	The usual exits, line of travel, or emergency procedure that pupils shall be expected to follow;
6.	The alternative exits, line of travel, or emergency procedure which pupils will be expected to follow in case the usual exit and line of travel are blocked;
7.	Where First Aid supplies are located, and where other emergency equipment is kept.

- Emergency exit information shall be posted in each room by the Health and Safety Co-ordinator. Such information shall be printed clearly in large letters in a card posted next to the corridor door of the room.
- Staff must ensure that gangways, corridors, fire doors and escape routes are kept clear at all times.
- Enough fire drills shall be held during each school term to satisfy the Headmistress that pupils and staff thoroughly understand the procedures and evacuation routes. The fire alarm shall be rung for drills and for a genuine fire. Every drill should be considered as genuine and actioned with urgency and solemnity. Teachers are responsible for instructing children in their charge.
- A report shall be made after each fire drill in the Fire Book located in the Fire Safety folder in the School Office. The report shall give the date, time of day, the total time for evacuation of buildings, a general evaluation of the drill, and shall include any unusual conditions associated with the drill. Special mention shall be made of equipment, alarm systems, exits, or other circumstances, which in any way limit the complete safety of the School.
- **If you start or discover a fire:**
 1. Raise the alarm.
 2. Switch off all electrical equipment and close all windows and doors near the fire.
 3. Ensure that the school secretary, a member of the Senior Leadership Team or the Headmistress calls 9-999 on the school telephone for the Fire Brigade.
 4. Return to any children who are in your charge immediately.
- **If you hear the fire alarm:**
 1. Children should stop talking immediately and line up at the door.
 2. Switch off all electrical equipment and close all windows and doors behind you.
 3. Leave by the nearest safe exit in a quiet, orderly manner, avoid panic.
 4. Assemble on the playground in register order and call your register. Hold your hand up for the Health and Safety Co-ordinator/Headmistress to see that all the children in your charge are accounted for.
 5. Individual children in different parts of the building should go straight to the playground and join their class.
 6. Any children having extra lessons (e.g. special needs, reading, piano, computer, etc) must be taken direct to the playground by the specialist teacher.
 7. Keep all exits clear.

Note: The School should be completely vacated within between **3 and 4 minutes** of the first sounding of the alarm.

- **Assemblies/lunchtimes etc:**

If the alarm rings during assemblies or lunch time, all children in the Hall are to be taken to the playground by teachers on duty or other adults via both exits from the Hall in order to vacate the building as quickly as possible.

Some children may already be in the playground; they should line up quietly and sensibly in their classes and wait for their teacher and registration.

- **Registers:**

It is vital that all registers shall be available for roll call. All class registers are kept in the school office in wall files to the left of the door. They **MUST** be sent down after registration every morning and afternoon. In the event of a fire drill a member of the office staff is responsible for collecting the registers and taking them to the playground and field for distribution to the teachers.

Extra-curricular club staff are also advised to complete their club register each session so that they are aware of who is present and the number of children they are responsible for.

- **General Points**

Fire fighting equipment must be kept free of obstruction and readily available. Any instructions for safe operation provided by the manufacturer should be consulted before goods are used and a demonstration obtained if necessary.

Doors marked FIRE DOOR must be kept CLOSED and NOT wedged open. Corridors and staircases must provide safe circulation and routes of escape in emergency. The use of such spaces for storage is NOT PERMITTED.

Doors marked FIRE DOOR or FIRE EXIT, all corridors and staircases must be kept free of obstruction, to provide safe circulation and routes of escape in an emergency.

4. First Aid Policy

Normanhurst School has a number of teachers and support staff qualified as Appointed First Aiders, and three staff members who hold an upgraded First Aid qualification as Trained First Aiders. They are all qualified to give emergency aid as and when needs arise.

Our First Aid provision meets and indeed exceeds the recommendations of the National Code of Practice of the Health and Safety Executive.

Purposes

1. The provision of First Aiders is a statutory requirement of Section 2(3) of the Health and Safety at Work Act 1974.
2. Provision of First Aid for emergencies helps ensure a safe working environment for all staff and pupils, both in School and on School trips.

Guidelines

- 1 Staff should be aware of the First Aid facilities in the School. The First Aid resources are checked regularly by Julie Prior, and any shortages which arise between times should be reported to the School Office.
2. A list of qualified First Aiders is posted in the School Office and staffroom. Such First Aiders can be called upon to administer emergency aid, when the School's Trained First Aiders are unavailable.
3. A Trained First Aider should only be called out of a lesson for a serious emergency.
4. If a Trained First Aider deems it necessary, the office staff will telephone for emergency services first, and then inform the parents that an ambulance has been called. The office staff can obtain immediate "contact" information using the "Personal and Medical Form" database.
5. If parents are unable to accompany the ambulance, a member of staff will follow by car and meet parents in the Accident and Emergency Department. A member of staff may need to travel in the ambulance with the injured child. In these circumstances, arrangements will be made by the Senior Leadership Team to organise collection of this staff member once the parents have arrived at the hospital.
6. Any accident causing any injury must be recorded in the Accident Book, which is kept in the School Office. The following information should be included:
 - The name of injured person
 - Nature of accident
 - When and where and how it occurred
 - Who reported it / was supervising
 - Treatment given.

All accident forms are kept in a filing cabinet in the School Office and read and co-signed by the Health and Safety Officer.

10. If a child has suffered a head injury, he/she will be issued with a Head Bump letter to take home. These letters are kept in the School Office, and signed by the individual class teachers.
11. Pupils who are genuinely ill during lesson times should be sent to the School Office and the parents contacted. They should be looked after in the School Office until the parent/carer arrives. The child will be kept under close supervision and kept as comfortable as possible.
12. The School emphasizes that parents have the prime responsibility for their child's health and must provide annual/up to date information about their child's medical conditions by completing the Medical Information Form.
13. The School recognizes that there is no legal duty that requires staff to administer medicines. Consequently, staff managing the administration of medicines should receive appropriate training and support from health professionals and feel confident in this role.
14. The School may only administer medicines to pupils once the "Permission to Administer Medicine Form" has been completed by a parent. These medicines will be kept securely in the School Office, or in the fridge in the staff room which is in an adult only area. All medicines must be clearly labelled with name and dosage.
15. Staff may only administer medication to the child if it is prescribed by a GP and if the request to do so is from the child's parent/carer on the required form.
16. Staff have the right to decline such a request if they are in any way uncomfortable with this, especially if it involves technical knowledge or training.
17. If for any reason, a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. In these circumstances, the Health and Safety Officer and class teacher will be informed and the child's parent/carer immediately notified.
18. Parents of a child requiring emergency health care e.g. suffer epilepsy or an anaphylactic reaction, are requested to complete an Emergency Health Care Plan. This sets out an appropriate individual procedure which must be agreed in advance with the parents. The School should then:
 - copy the Health Care Plan to all staff
 - inform the staff where all the medication is kept
 - ensure one set of medication is taken by a staff member on all trips off the school site
 - train staff in the proper and safe use of the medication
 - reassure staff that those who act in an emergency are acting within the scope of their employment and are indemnified provided they follow the recommended guidelines or act as a reasonable person would in the circumstances.
19. All soiled materials should be deposited in the Clinical Waste in the female staff toilet.
20. Should an emergency arise on the playground, the member of staff can contact the School Office via the School Hall phone to summon a First Aider, or additional help as soon as possible.
21. Staff will be advised by the Health and Safety Office for First Aid qualification, re-qualification Emergency Aid Training, and any related/Specialist First Aid Training e.g: epipens.
22. All qualified First Aiders are covered by insurance for liability.

23. A full list of First Aiders is displayed in the School Office, Staff Room and on first aid boxes.
24. Information regarding Infectious Diseases is displayed on the office Notice Board. The School can contact the local District Health Authority for advice if necessary. Letters are sent to parents should an outbreak of a disease occur which the School considers to be of a serious threat to the school population (e.g: German measles – pregnant mothers).
25. Major injuries must be reported and recorded so that they can be investigated and future accidents prevented. The relevant Accident Forms (RIDDOR) should be completed.
26. A bed will be erected in the Medical Room if an injured/ill pupil is unable to be transported to hospital immediately. The washbasin will be available for use by the patient and First Aider supervising the pupil.
27. Teachers organising educational visits include first aid in their Risk Assessment. The same procedure for administering medicines on a school visit applies.

Administering Medicines to Pupils

More detailed information regarding the health and safety procedures for administering medicines to pupils can be found in the 'Managing Medicines Policy'.

Health – Infectious Diseases:

If a child has to go home prematurely due to illness they should remain at home until they are better for at least 24 hours, or according to the times indicated on the list of infectious diseases. If a member of staff becomes ill at work, similar restrictions on their return apply. In some circumstances parents of other children will need to be informed e.g. German measles.

The local District Health Authority is responsible for all aspects of pupil health. They employ a Medical Officer for environmental health. In some cases infectious diseases are notifiable. The Health and Safety Co-ordinator uses the Health Authority for clarification on such issues. Ofsted will be informed by the School if a child in the Early Years Foundation Stage is believed to be suffering from a notifiable disease. The School will act on any advice given by the Health Protection Agency in these circumstances, and inform Ofsted of any action taken. A list of the Protection Agency's list of notifiable diseases is located in the School's First Aid Policy file.

Health – Infectious Diseases:

If a child has to go home prematurely due to illness they should remain at home until they are better for at least 24 hours, or according to the times indicated on the list of infectious diseases. If a member of staff becomes ill at work, similar restrictions on their return apply. In some circumstances parents of other pupils will need to be informed e.g. German measles.

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PERIOD OF EXCLUSION

Chicken Pox	Scabs must be dry – usually 5-7 days after the appearance of the rash
Conjunctivitis	24 hours after the start of antibiotics and until the discharge has stopped
Diarrhoea	Should return 48 hours after normal stool motions return
Diphtheria	Until certificated by GP
German Measles	4 days from onset of rash <i>(danger to pregnant mothers – notify those in contact)</i>

Glandular Fever	Until certified well
Influenza	Until recovered
Hepatitis A	7 days from onset of jaundice – until recovered
Hepatitis B	As advised by GP
Measles	4 days from onset of rash
Meningitis	Until certified well
Mumps	Until swelling subsides – at least 9 days
Polio	Until certified well
Scarlet Fever	Until certified well/24 hours after the start of antibiotics
T.B.	Consult GP
Dysentery	As advised by GP
Food Poisoning	As advised by GP
Typhoid	Until bacteriologically clear
Impetigo	Until healed
Verrucae	Excluded from PE until clear
Ringworm	Covered for PE
Ringworm of Scalp	Until certified clear
Scabies	Consult GP
Slapped Cheek Syndrome	No exclusion necessary as he/she is no longer infectious by the time the rash appears
Tonsillitis	24-48 hours after the start of treatment and until the child feels well
Whooping Cough	Affected child and unvaccinated contacts under 7 should be at home until they have had at least 5 days antibiotics

Asthma

We recognise that Asthma is the most common chronic disease in childhood; it affects one in ten pupils, causing more time off School than any other condition. Asthma is thus the most common reason for pupils needing to bring medication to School. However, Asthma is manageable and most pupils can lead unrestricted lives with the correct treatment.

Normanhurst has always welcomed pupils with Asthma. We will encourage and help pupils with Asthma to participate fully in all aspects of School life. We recognise that there must be no stigma attached to this chronic condition. We will ensure that other pupils understand Asthma so that they can support their friends.

We will ensure that all staff have written directions on what to do in the event of a child having an Asthma attack, together with information on medication and inhalers. We recognise that access to inhalers is vital.

Everyone involved in physical education will be aware of the needs of pupils with Asthma. If medically recommended, these pupils should have access to their inhalers during P.E.. A wheezy child may need to rest until better, but Asthma should not generally prevent pupils participating in exercise.

We will encourage staff, parents and pupils to work together to ensure the successful implementation of this Policy at Normanhurst.

Head Lice

When the child concerned is collected, their parent/carer should be informed in a sensitive manner. Regular school newsletters are sent out containing advice and guidance for checking regularly for head lice, and suggested treatment.

Anaphylactic Shock

A very small number of pupils are at risk from a severe allergic reaction – known as anaphylactic shock – which can be triggered by eating eggs, nuts, aspirin and some kinds of shellfish, and also by being stung by wasps and bees. The frightening symptoms can occur within minutes and are:-

1. Child complaining of feeling unwell

2. Restlessness and itching
3. Swollen lips
4. A change in voice
5. Struggling for breath
6. A change in face colour
7. Puffy eyes

In the event of a child showing the above symptoms:

STAY CALM AND REASSURE HIM OR HER

ACT IMMEDIATELY: One person, preferably a First Aider, should remain with the child, who should be lying down, while an ambulance is called. Keep the child warm and calm. Inform the parents as soon as possible.

IN EXTREME CIRCUMSTANCES (or where the School has been notified that a child suffers from an extreme reaction) treatment by injection in the thigh with an **Anaphylactic Pen** should be given **immediately**.

An Anaphylactic Pen will be kept in the classroom by any teacher who has a child known to suffer from Anaphylactic Shock; a spare is kept in the locked Medical Cabinet in the School Office. The names of any pupils known to suffer from this reaction will be placed on a list kept on the notice board in the School Office, Staff Room and kitchen. Each member of staff is issued with a copy of the list.

HIV Infection/AIDS

We feel it is important for people connected to Normanhurst School to understand the facts about AIDS-related illness, its risks, and how they can be avoided. The subject raises serious social and moral issues.

AIDS (Acquired Immune Deficiency Syndrome) is a disease, which damages the body's natural immune system and leaves people vulnerable to many infections. At present there is no cure and no prevention vaccine. It is, therefore, an extremely threatening disease.

How people become infected:

HIV infection is not easy to catch; the virus is not robust and it does not survive for long outside the human body.

Current data indicates that the virus can only be passed on when infected blood, semen or vaginal fluid passes directly into someone else's bloodstream; this can be through sexual intercourse, transfusions with contaminated blood, or use of contaminated hypodermic needles for injection. The virus can also be transmitted from injected mothers to their babies during pregnancy or at birth.

Normal daily contact with an HIV-infected person or AIDS patient, therefore, presents no risk to others.

HIV cannot be spread by sneezing, coughing, using the same cooking or eating utensils, by lavatory seats nor by casual person to person contact, i.e. **it is not contagious**. There is no risk of infection in the normal school, family or social setting.

At no time shall an AIDS patient be restricted or excluded from School, unless an attested medical statement from the patient's doctor, a health agency, or a School-appointed doctor indicates that the person has a disability which represents a risk to the School environment.

Staff with HIV Infection or AIDS

The School's policy towards any employee with HIV-infection or AIDS shall be the same as toward anyone who has a serious illness, which may cause temporary or permanent disability.

No special precautions need be taken for the HIV-infected person or AIDS patient in the School environment beyond what is demanded by normal hygiene.

An employee who has AIDS shall inform the Headmistress of the illness if disability demands that the School makes special arrangements to accommodate his/her needs. To protect the patient's right of privacy, the School shall take extreme care that all information shall remain strictly confidential. The employee shall be informed in advance if the special arrangements might require unavoidable but necessary disclosure to colleagues.

The School shall handle each case of HIV-infection or AIDS on an individual basis. At no time shall an AIDS patient be restricted or excluded from School, unless an attested medical statement from the patient's doctor, a health agency, or a School appointed doctor indicates that he person has a disability which presents a danger to the School environment.

Whenever disability or illness due to AIDS prevents an employee from performing fully, or in part, the contracted job description, the Headmistress will be guided by the School's policies on sick leave and long-term medical leave.

An HIV screening test or other proof of non-infection with the HIV virus shall not be required for initial or continued employment.

The School shall endeavour to provide the latest information on HIV and AIDS, and to prepare staff adequately to cope with HIV-infected persons or AIDS sufferers.

5. Emergency Healthcare Policy

Introduction

The purpose of these guidelines is:

- To provide details of the legal duties to the School in relation to the provision of emergency healthcare in general; and
- To provide specific guidelines on caring for pupils at risk of anaphylaxis

The medical aspects of these guidelines should be checked and approved by the School Medical Officer.

Duty of Care

The **Health and Safety at Work etc Act 1974 (HSWA)** places duties on employers for the health and safety of their employees and anyone else on the premises. In the School this covers the Headmistress and teachers, support staff, pupils and visitors.

The School must do all that is reasonably practicable to ensure the health, safety and welfare of employees. The School must also take similar care that others, such as pupils and visitors, are not put at risk. The main duties under the HSWA are:

- To prepare a written Health and Safety management policy;
- To make sure that staff are aware of the policy and their responsibilities within that policy;
- To make sure that appropriate safety measures are in place; and
- To make sure that staff are properly trained and receive guidance on their responsibilities as employees;

The **Management of Health and Safety at Work Regulations 1992**, made under the HSWA, require employers to:

- Make an assessment of the risks of activities;
- Introduce measures to control these risks; and
- Tell their employees about these measures.

In some cases pupils with medical needs may be more at risk than their classmates. The School is responsible for seeing that all relevant staff know about and are, if necessary, trained to provide any reasonable additional support these pupils need.

Duty To Act

The **Medicines Act 1968** place restrictions on dealings with medicinal products, including their administration. However, there are exceptions for the administration of certain prescription only medicines by injection in emergencies (in order to save life), for example, administering an injected dose of adrenalin by Epi-pen.

School staff are under no contractual duties to administer medicine or supervise a pupil taking it, but many will volunteer to help the children and provide medical assistance.

In *Hippolyte v London Borough of Bexley* (1995) CA it was held that there is a special relationship between teachers and their pupils which gives rise to **an expectation that teachers will take appropriate emergency action to protect a pupil from physical harm**. This duty also extends to teachers leading activities taking place off the School site, eg school trips and sports matches.

Standard of Care

Section 3(5) of the Pupils Act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting pupils' welfare. There will be no finding of negligence for errors which occur in the agony of the moment.

The School ensures that its insurance policies provide appropriate cover for staff willing to support pupils with medical needs.

The School Medical Officer

The Terms and Conditions that form part of the Parent Contract drafted by Veale Wasborough authorises the Headmistress, the School Medical Officer and any person to whom the duties of the Headmistress have been responsibly delegated to consent on behalf of the parents to a pupil receiving emergency healthcare treatment.

ANAPHYLAXIS

Introduction

Anaphylaxis is an acute severe allergic reaction often needing medical attention. In its most severe form an anaphylactic reaction can be life threatening. In some cases the cause of the allergic reaction cannot be identified. Amongst the more common causes are:

- Foods – especially nuts, fruit, fish and spices
- Drugs – including penicillin, aspirin and other painkillers
- Stings – from venomous insects including bees, wasps and hornets
- Fauna – such as house mites, cats and dogs
- Sunlight

Symptoms

Symptoms, which usually occur within minutes of exposure to the causative agent, may include some or all of the following:

- Itching or a strange metallic taste in the mouth
- Swelling of the throat and tongue causing difficulty in swallowing
- An itchy rash anywhere on the body or a generalised flushing of the skin
- Abdominal cramps and nausea
- Increased heart rate
- Sudden feeling of weakness
- Difficulty in breathing – due to severe asthma or throat swelling
- Collapse and unconsciousness

Admission

The School will decide whether it can reasonably cater for a child at risk of anaphylaxis. The Registration Form can assist in the gathering of information about a child's medical condition and allergies. Where a child has a severe food allergy then the School must carry out a risk assessment and decide whether it can reasonably look after the child and protect him, or her from exposure to the allergen.

Policy and Individual Procedure

The School's Terms and Conditions and Acceptance Form as originally drafted by Veale Wasbrough require parents to inform the Headmistress in writing if the pupil develops any medical condition or allergy. This may be by letter or by a form of medical declaration.

Any parents who indicate that their child has a severe allergy or is at risk of anaphylactic reaction should:-

- Complete an Emergency Healthcare Plan (sample form attached)
- Supply two spare sets of medication
- Ensure their child carries appropriate emergency medication at all times.

The Emergency Health Care Plan sets out an appropriate individual procedure which can be agreed in advance with the parents. It also asks parents to give full details of any medication that the pupil carries. The School should take the following precautions:-

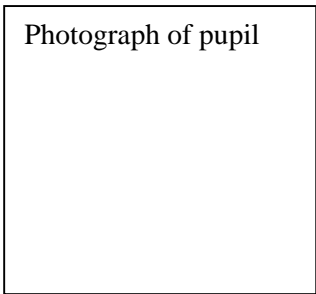
- Copy the Emergency Health Care Plan to all staff
- Ensure one set of medication is kept readily available by the School Medical Officer
- Inform all staff where the medication is kept
- Ensure the spare set of medication is taken by the responsible member of staff on all trips off the School site
- Train staff in the safe and proper use of the medication
- Reassure staff that those who act in an emergency are acting within the scope of their employment and are indemnified provided they follow the recommended guidelines or act as a reasonable person would in the circumstances.

A clear policy and system understood and accepted by staff, parents and pupils provides a sound basis for ensuring that pupils with medical needs receive proper care and support at the School.

EMERGENCY HEALTH CARE PLAN

Pupil's Name:

Date of Birth:



Medical Conditions: *Please provide full details of pupil's known medical conditions.*

Symptoms:

Action to be taken if symptoms present:

Allergies: *Please provide details of pupil's allergies*

Symptoms:

Action to be taken if symptoms present:

Medication:

Name of medication:

Name of medication:

Dosage:

Dosage:

Location of medication:

Location of medication:

Method of application:

Method of Application:

Dietary Information: *Please list all products and brands to be avoided by the pupil.*

Emergency contact details:

Full Name: Relationship to pupil:

Daytime telephone no: mobile: e-mail:

Full Name: Relationship to pupil:

Daytime telephone no: mobile: e-mail:

Full Name: Relationship to pupil:

Daytime telephone no: mobile: e-mail:

Pupil's Doctor:

Name:

Surgery address:

Telephone No:

Fax No:

I declare that the information provided in this document is correct.

Full Name:..... Full Name:

Signature: Signature:

Relationship to pupil: Relationship to pupil:

Date:

6. COSHH

The Health & Safety Co-ordinator has established two COSHH registers. Substances used in the School by staff and children are kept in the register in the staffroom. The Caretaker has his own COSHH register.

7. Security

- The School has made arrangements for dealing with the use of premises outside normal working hours.
- The School has made arrangements/improvements to the security system to prevent unauthorised access to the school.
- The School requires all adult visitors who arrive in normal school hours to sign the Visitors Book in the school office and to wear an identification badge at all times whilst on the school premises.
- The School requires all adults employed in school to have their application vetted by the local police in order to check that there is no evidence of offences involving children or abuse (CRB Check).
- Further details are available in the School's Security Policy.

8. School Visits/Off Site Activities

School Trip/Off Site Activities

- The Health & Safety Co-ordinator ensures that the School's adventure holiday activities are supervised by qualified staff, that the School holds a copy of the Centre's Health and Safety Policy, that the insurance and legal position has been covered and the relevant risk assessments carried out and recorded.
- All adventurous and overnight visits are authorised on line by ECC.
- In addition the Normanhurst Educational Trip Procedure Booklet covers both day trip procedure and overnight stays. Copies can be found in the School Office and Staffroom. All staff must follow this procedure when organising a trip. (This procedure follows the DFES and ECC guidance "Health and Safety of Pupils on Educational visits".)
- All risk assessments for educational visits are carried out by the Group Leader. Guidance for risk assessments is included in the Educational Visits Policy. All year groups throughout the School include staff:pupil supervision ratios, with explanation, in their risk assessments.
- The Health & Safety Co-ordinator ensures that swimming activities are supervised by correctly qualified staff and that the School holds a copy of the Swimming Pool's Health and Safety arrangements.
- The staff are insured (business use insurance from Ecclesiastical Insurance Company plc) to transport children, with their parents' permission, to venues in the local area for sports matches and school events.

9. Coaches

The following safety measures will be taken on all coach journeys:-

- Pupils are only allowed on the coach under teacher supervision.
- All children must be seated before the coach starts to move.
- Children should sit well back in their seats and wear seat belts.
- Children must not leave their seat once the coach is moving.
- Children who are prone to travel sickness must be seated near the front.
- Bags should be stored under the seat or in the parcel shelf – not in the aisle.
- Adequate adult supervision will be provided to meet legal requirements.
- In exceptional circumstances parents will be allowed to accompany children e.g. serious medical condition.
- Adequate arrangements will be in place for First Aid cover.

The School requires each coach company to provide their insurance details and a list of their named drivers. This information is updated every six months.

10. School Kitchen

Pupils are not permitted entry into the kitchen at any time. The kitchen area, and staff are governed by Chartwells Work and Safety Regulations. School staff should respect these standards and abide by their rules.

11. Safety in non-hazardous teaching areas

The term “non-hazardous” refers to those teaching areas where no obvious subject-specific hazard exists.

Staff working in these areas are still obliged to report any defect or situation which may present a hazard to themselves or others. Examples of such situations include :

- Loose carpeting or very uneven floors
- Selective or insufficient lighting
- Any unreported structural defects
- Some furniture and coat hooks

Electrical apparatus of any kind presents a particular hazard and the following precautions should be taken at all times:

- Check that plugs are correctly wired and that they contain the correct rating of fuse
- Think about the position of mobile electrical equipment and computers
- Extension leads and adaptors should only be used when absolutely necessary
- Overheating plugs, leads or switches must be reported immediately
- There should be no water-based activities close to electrical appliances

Pupils should :

- Sit well back in their seats
- Be given explicit instructions on how to handle equipment safely
- Not walk around with dangerous equipment in their hands
- Use round-nosed scissors in Nursery, Reception and KS1
- Know that all scissors must be safely stored, and not be kept in desks
- Return all equipment to allocated storage places after use
- Ensure that their bags do not obstruct passageways
- Never open or close windows, this may only be done by a member of staff
- Never run within the building
- Never crowd or push on the stairs
- Move from one area to another in the School quietly
- Never walk around anywhere in the School in socks or with bare feet

12. Safety in potentially hazardous subject areas

- Safe working practices should be followed at all times
- Special care should be taken with apparatus such as scissors, compasses and scientific or technical equipment
- All P.E., Science, Art and D.T. equipment will be stored securely in the relevant area
- In the EYFS close supervision of all cooking activities by an adult is essential, should this be included in any area of the curriculum

SAFETY IN SCIENCE LESSONS

Pupils should follow the classroom rules, which are displayed clearly in the Science Labs:

- a) The rooms must be well ventilated
- b) The teacher should always perform operations requiring sharp scalpels
- c) The teacher and/or lab technician is responsible for clearing and storage of equipment, including glassware
- d) Pupils must follow instructions and directions exactly as given by staff and must perform only those experiments assigned by the teacher. In particular during Science lessons they:
 - Do not run
 - Do not eat or drink
 - Keep surfaces clean and tidy
 - Report any accidents or breakages to the teacher
 - Wash hands after using chemicals
- e) All Science equipment and materials are to be centrally stored in the designated cupboards
- f) Any hazardous substances must be handled appropriately and under adult supervision
- g) The teacher should check that areas and equipment are safe before commencing activity
- h) The teacher should ensure that safe procedures are followed and protective equipment is used as required
- i) All hazardous chemicals will be locked away in a safe location.

SAFETY IN ICT

All staff should:

- Take care when setting up and moving equipment
- Establish appropriate working conditions re: seating, glare from computers etc.
- Check electrical safety.

SAFETY IN MUSIC

- All instruments and music stands should be stored in the Music Room or Practice Room
- All setting up and removal of apparatus should be supervised by an appropriate adult
- All percussion instruments should be returned to the appropriate storage place in the School after use.

SAFETY IN GEOGRAPHY

- All equipment should be used in accordance with Health and Safety requirements
- All pupils should be taught to understand the need for safe practice in field activities and how to achieve them
- The ratio of adults to pupils for field activities is shown below:

3 – 4 year olds	1:7
KS1-4	1:10

SAFETY IN DRAMA

- Trainers should be worn in Drama to avoid pupils slipping on the polished surfaces.
- Pupils should be properly supervised when crossing the road if travelling to the Church Hall.

SAFETY IN ART and DESIGN TECHNOLOGY

- All tools and materials should be stored centrally in the cupboards available
- Clear rules and instructions regarding handling of a tool should be visually shown and verbally explained to the pupils by the teacher
- Teachers/Art Technician should collect all necessary materials and equipment prior to the lesson
- Teachers/Art Technician should check that all areas and equipment are safe before commencing classroom activity. Protective clothing should be worn as necessary
- Materials and equipment should be returned to the storage cupboards after the lesson

- Pupils should wash their hands at the end of the lesson.

SAFETY WITHIN PHYSICAL EDUCATION (PE)

Clothing:

Pupils should change into the appropriate or specialist clothing and footwear for all physical activities, including those which take place in extra-curricular clubs. Pupils should not wear any jewellery and long hair should be tied back. Junior teachers should escort their class to the changing rooms for the PE lesson. The PE teachers will escort them back to their classes at the end of the lesson.

Further Health and Safety policies for off-site facilities are kept in the PE Policy:

- PE equipment and apparatus should be stored tidily in the appropriate areas
- Plimsolls or trainers must be worn in the School Hall; trainers are necessary for playground activities and off-site venues
- Pupils should be taught to understand the need for safe practice in physical activities and how to achieve this.

Outdoor Games:

The PE teacher and Health and Safety Officer should check the playground regularly for hidden dangers.

Pupils must be within the teacher's sight at all times.

Swimming:

- All staff and pupils should be made aware of, and follow the Swimming Pool Safety Rules and guidelines
- There must be a lifeguard on duty at all times
- All teachers should be aware of swimming/lifesaving regulations, and the teacher conducting the swimming lessons must be suitably qualified
- Pupils must wear correct clothing and a swimming hat. (If extra clothing is to be worn for particular awards the teacher must check it before the child enters the water)
- Pupils may only enter the water on staff instructions
- Pupils may only dive under strict supervision
- Pupils must not be made to swim in a depth where they are uncomfortable and unsafe
- Pupils must never run or skip around the poolside or in the changing room
- All pupils must pass through the shower before entering the pool and upon leaving the pool
- Any pupil wishing to go to the toilet must be allowed to do so
- Safety procedures and fire drill arrangements of the pool should be made known to staff and pupils on first visit
- Pupils should not be left unattended when changing in the Changing Rooms (group).

SAFETY ON COACHES TRANSPORTING TO AND FROM SCHOOL

- Pupils are only allowed on the coach under teacher supervision
- All pupils must be seated before the coach starts to move
- Pupils should sit well back in their seats and wear seat belts
- Pupils must not leave their seat once the coach is moving
- Pupils who are prone to travel sickness must be seated near the front
- Bags should be stored under the seat or in the parcel shelf – not in the aisle
- Adequate adult supervision will be provided to meet legal requirements
- Adequate arrangements will be in place for First Aid cover.

SAFETY WITHIN THE GROUNDS

All grounds equipment must be regularly maintained and all reasonable care taken when handling machinery. All machines must be properly guarded. Garden implements must not be left

unattended around the grounds. All real or suspected faults should be reported to the Health and Safety Officer and Principal.

SAFETY WITHIN THE KITCHEN

Pupils are not permitted entry into the kitchen at any time. The kitchen area and staff are governed by Chartwells' Work and Safety Regulations. School staff should respect these standards and abide by their rules.

GENERAL POINTS

In addition to reporting accidents, staff must report any potentially dangerous situations e.g. near misses by falling objects, to the Health and Safety Officer. **Safety signs must be obeyed.**

13. Playground Safety

Pupils may only use the playground equipment when properly supervised. All pupils are taught the School's playground rules and the Adventure Playground Rules. These rules must be reinforced periodically during the school year.

- Regular checks should be made on fencing and edging stones.
- Surfaces should be kept free of weeds, moss and leaves to avoid slipping.
- Lines on the playground should be marked with non-toxic paint.
- Overgrowth from neighbouring gardens should be kept trimmed.

14. Policy on Wearing Hats and Sunscreen

The School understands the dangers posed to pupils by over exposure to the sun.

Aims

1. The aim of this policy is to advise staff, parents and pupils on the wearing of hats and the application of sun lotion to protect skin against high ultra violet levels during summer months.

Hats

2. Each pupil in Nursery, Reception, Year 1 and Year 2 is required to have a school sun hat and must wear this during break times or when outside during the school day. School sun hats are optional for pupils from Year 3 to Year 6, but highly recommended.
3. The School Office has a stock of regulation school sun hats that can be purchased by parents. A sun hat is part of the official school uniform. No other baseball caps may be worn. Each hat must be clearly marked with the pupil's name.

Sun Lotion

4. Our staff do not apply sun lotion to children from Years 1 to 11 at the School.
5. It is a requirement that parents are responsible for making sure that their child has adequate protection from the sun whilst at the School.
6. Children in the Infant and Junior Schools must have a suitable water resistant sun lotion applied to them before attending school each day during the Summer Term. In Nursery and Reception specific written permission may be given by parents allowing staff to apply children's own labelled sun lotion as required.
7. Parents in Years 1-6 must ensure that their child brings suitable sun lotion into School to apply to himself/herself during the Summer Term on particularly hot days.
8. Pupils are expected to behave appropriately when bringing in or using sun lotion. Any pupil who misuses sun cream whilst at School may be required to have it applied before coming into School and will be prevented from bringing it into School.

Staff should encourage pupils to drink plenty of water in hot weather. Staff should also ensure that areas of shade are available for pupils to play in.

15. Hygiene Policy

Hygiene

The school recognises the need to maintain the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to pupils, staff and visitors.

Personal Hygiene

Staff should adhere to the following examples of personal hygiene:

- Wash hands before and after handling food or drink
- Wash hands after using the toilet
- Take any steps likely to minimise the spread of infection
- Encourage pupils to adopt these same routines

Hygiene in the Premises

Staff will help to maintain a generally clean and tidy environment. The Oak-Tree Management Group employ a cleaning firm to ensure that the premises are cleaned daily, especially toilets and working surfaces. Soap and hand drying facilities for staff and pupils should always be present.

Spillages

Any blood, vomit, urine or faeces should be cleaned up immediately and disposed of safely and hygienically. Pupils will be kept clear of the area whilst cleaning is in progress.

First Aid and Hygiene

Staff administering first aid must always wash their hands before and after administering any treatment to a child. Hygienic rubber gloves should be worn when dealing with blood or spillages.

Kitchen Hygiene

The school kitchen is under the supervision of Chartwells. Staff wear plastic gloves, have long hair tied back, and follow the Chartwells Health and Safety procedures. If cooking is done as an activity in class, all surfaces and equipment involved must be thoroughly cleaned before and after the session.

Arrivals

No dogs are allowed on site apart from guide dogs for the blind or partially sighted.

16. Drugs, Alcohol and Smoking Policy

Drugs

Illegal drugs are prohibited on the school premises at anytime. If staff, pupils or volunteers break this rule, it will be treated as a very serious disciplinary matter.

Alcohol

Staff or volunteers who arrive at School clearly under the influence of alcohol will be asked to leave immediately and disciplinary procedures may follow.

Smoking on School Premises

Various current Acts, Regulations and Codes of Practice impose restrictions when smoking during the carrying out of activities and procedures might lead to obvious and immediate dangers and hazards.

The mounting evidence linking smoking with increased risks to health, including that of passive smoking, has been carefully considered by the staff.

The School has a duty to ensure, in so far as is reasonably practicable, that the working environment of staff, pupils and visitors is safe and healthy; thus it has a duty to protect non-smokers from involuntary inhalation of tobacco smoke.

A survey of all staff indicated that a substantial majority is non-smoking and that some smokers favoured restrictions upon smoking on and within School premises in order to:-

- To provide a smoke-free environment for pupils
- To guarantee non-smokers the right to work in a smoke-free environment, while recognising the needs of any staff who smoke
- To encourage the setting of positive role models for pupils

The School Premises have been declared a NO SMOKING area

Implementation:

- Smoking is not allowed on the School Premises
- Staff wishing to smoke may leave the Premises when not working, but are requested to smoke where pupils cannot see them
- Smoking is not allowed at any evening or weekend event; this must be agreed if parts of the building are used by other organisations
- All potential new members of staff should be informed of the Policy and agree to abide by it
- Visitors should be informed of the Policy when they arrive.

16. Healthy Eating Policy

- The School recognises the importance of healthy eating and a balanced and nutritious diet. Chartwells provide a variety of foods throughout the week, catering for vegetarian and religious options/preferences. Children are provided with fruit as a mid-morning snack on two days of the week. Children are encouraged to drink water throughout the day
- The School ensures that those staff responsible for the preparation and handling of food must be competent to do so. Food handling courses are arranged for the appropriate staff.
- If parents provide a packed lunch for an outing, the School should inform them about what can be stored safely in a 'cool bag' and about appropriate food content.
- The School recognises that it must notify Ofsted if two or more EYFS children develop food poisoning after eating on the premises.

17. The Curriculum

- Ensures that the children are taught about health and safety as part of the normal school curriculum in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives, e.g. in Geography, Science, PSHE, DT, PE.
- Raises the children's safety awareness in order to spot hazards in the classroom or around the school.
- Provides opportunities for children to discuss health and safety issues at school council meetings and class circle times.
- Promotes a healthy lifestyle through a nutritious school lunch menu, various PSHE topics and our physical education programme.
- Provides constant supervision during ICT lessons. Parents are asked for written authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website or in newsletters or other publications.

Further detailed arrangements for implementing this policy in line with ECC can be accessed on the Health and Safety pages of the Schools infolink, via the A to Z Managing Risks (by selecting the appropriate letter).