



BROADWAY JUNIOR SCHOOL

POLICY STATEMENT HEALTH AND SAFETY & FIRST AID

MRS M ACKLAM	-	SEPTEMBER 2016
REVIEW DATE	-	SEPTEMBER 2017

POLICY STATEMENT ON HEALTH AND SAFETY

RATIONALE

1. The Governors of Broadway recognise their corporate responsibility (alongside the LEA as employer) to provide a safe and healthy environment for the children, all staff and other premises users and aim to achieve a level of excellence in managing all health and safety related issues.
2. The Governing Body will take reasonable, practical steps to fulfil their responsibilities within Health and Safety guidelines.
3. The school will operate as far as health and safety is concerned within the structure and framework of Sunderland City Council and will therefore apply all health and safety instructions and advice issued by Children's Services and ensure that through a systematic risk assessment programme, that risks are identified, eliminated, reduced or adequately controlled.

PURPOSES

- a. To pursue the objectives of Sunderland City Council in respect of Health and Safety.
- b. To set up arrangements in school to cover all health and safety requirements and to bring them to the attention of all staff.
- c. To report to Children's Services those instances where the school cannot meet the elimination or reduction of a hazard because of financial restrictions or otherwise.
- d. To make available to staff all health and safety instructions and advice offered by the Council and the DFES and other appropriate organisations.
- e. To ensure that the school governors are given regular opportunities to inspect the school premises and equipment.
- f. To ensure that a system exists for reporting, recording and investigations of all accidents and that all reasonable steps are taken to prevent recurrences.
- g. To ensure that when maintenance work is carried out the safety of all is ensured.
- h. To ensure that all staff are aware of all safety procedures and arrangements.
- i. To ensure that effective arrangements are in force to evacuate the building as effectively as possible in the event of fire.

GENERAL SAFETY

In the school building:-

Staff should be aware at all times of the need for the proper supervision of children and the need to manage the class and teaching areas to ensure safety at all times.

Children should never be left unattended in classrooms, or other areas.

Running in school is not permitted (unless part of a P.E. activity). Children should walk sensibly along the corridors and in other areas.

Entrances and passages should always be kept clear to ensure safe access and exits, especially in the case of emergencies.

Furniture should be spaced correctly, shelves at safe heights etc.

Sharp implements should not be left around, or used without adequate supervision.

Paints, glues etc should all be water based.

Children should be taught the dangers of putting things near the face, eyes, ears, mouth etc. Children and staff should use all ICT/display equipment sensibly, adhering to LEA policy and guidelines.

Outside the school building:-

Building maintenance has high priority ensuring that no areas are unsafe. Breakages, faults etc are to be reported immediately to the caretaker, headteacher or acting deputy headteacher.

Children are to be adequately supervised at all times. At least two members of staff are on duty in each yard during morning break and from 8:30 am until 8:40 am. Mid-day supervisory staff will supervise yards during lunch breaks.

All visitors to school must enter by the main door having contacted the school office by the door entry system, sign the visitor book, produce identification and wearing appropriate visitor badge.

The caretaker is responsible for regularly checking the school grounds for broken glass/litter and also the building for any damage or any areas requiring repair.

HEALTH

In school:-

Children are encouraged to use facilities correctly (toilets, sinks etc) and recognise the effects of misuse on others.

Equipment should be kept clean and in good order, broken items or resources which are no longer appropriate, should be disposed of in a safe way. Children should be encouraged to follow a programme of healthy eating (the school has a daily Fruit Tuck Shop for example).

The school aims to foster practical working links with outside agencies, LAF Team, school nurse, dentist, opticians etc in order to support health-related issues in school.

Staff will be kept updated of advice/information provided by Children's Services relating to Health and Safety/First Aid.

GUIDELINES

In the event of an accident to pupils or staff, form A.R. 1 and the accident book must be completed, as soon as is practicable after the incident.

First aid packs are available throughout school in the care of the designated first-aiders. First-aid equipment is also held in the ladies cloaks area for minor injuries (ice packs etc.).

If an ambulance is to be called to school a senior member of staff will take responsibility for this (M Acklam, C Johnson, C Gowland)

Fire precautions and fire drill procedures are on display in classrooms and around the building.

Temporary hazards, caused as the result of maintenance or repair, will be brought to the attention of all staff by the headteacher, and alternative arrangements will be clearly outlined.

Defects within the school environment, such as lack of heating or lighting will be brought to the attention of all staff and rectified as soon as possible.

Staff should endeavour to report to the headteacher any item(s) within the classroom which are deemed to be unsafe.

All items for repair will be reported to the headteacher. The governors will be responsible for an annual site safety check.

Large PE apparatus should be checked regularly. It will be checked and repaired on an annual basis as per the Authority contract (Sportsafe UK)

Electrical equipment will be safety tested on an annual basis (PAT testing Sept annually)

School trips and pupil visits will be organised and carried out in accordance with the LEA guidelines set by Derwent Hill. Please refer to the evolve site. "Hazardous Substances" will be controlled in accordance with the City of Sunderland LEA guidelines.

"Infectious Diseases" are to be reported to the Sunderland Health Authority.

Staff should make themselves aware of where fire extinguishers and fire alarms are sited in school.

City of Sunderland employs safety advisers who are trained in all aspects of occupational health and safety. They employ environmental health officers who will offer advice on such matters as pest control, water quality and food hygiene. The school nurse will provide assistance on all medical matters relating to pupils.

The headteacher will offer updated advice to all staff relating to health and safety law and its application to school.

THE ORGANISATION AND ADMINISTRATION OF HEALTH AND SAFETY

School Governors:-

Will ensure that there is an effective policy for health and safety within school.

Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made to the policy.

Will ensure that all risks are evaluated within the school relating to accidents, plant or equipment of the school and to the public through any actions of the school.

The Headteacher:-

Will ensure that the policy is complied with at all times.

Will be directly responsible for the health and safety policy of the school and ensure that it is understood and complied with at all levels.

Will ensure that arrangements are made and maintained for all faults and hazards etc to be reported immediately and rectified as soon as possible.

Teaching Staff

Will ensure, where reasonably practical, that only safe working practises are used by persons who are under their charge.

All Employees:-

Will make themselves familiar with the school's health and safety policies and practice.

Will report any accidents, unsafe working practices, or working conditions to the headteacher or safety representative.

Safety representatives:-

Will ensure that the management and employees of the school co-operate effectively in promoting and developing measures for health and safety and welfare at work.

The safety representatives for school are:-

Teaching	Mrs M Acklam
Non-Teaching	Mr G James

Site Asbestos Manager	Mr G James/Mrs M Acklam
Premises Manager	Mr G James
Fire Safety Manager	Mr G James/Mrs M Acklam

FIRST AID

Mrs K Cooper, Miss A Carney, Miss R Taylor, Mrs A Ferry, Mrs K Blake Mrs L Dingwall and Mrs J Ditch are the school's qualified first-aiders. Mrs L Dingwall, Mrs A Ferry and Mrs K Blake are all also trained in the safe administration of medicine.

First aid treatment ideally should be carried out by the qualified persons. To this end staff will attend relevant training courses to ensure that there are sufficient persons qualified to meet the school's needs.

PROTECTIVE CLOTHING AND EQUIPMENT

Personal protective clothing will be supplied by the school where required by legislation.

All staff must insist that children wear protective clothing/equipment when required to do so.

EVACUATION OF THE BUILDING

Guidance on this is on display in every classroom.

MAINTENANCE OF SAFE WORKING CONDITIONS

The governors will ensure so far as is reasonably practicable, a safe and healthy working environment.

All persons with supervisory responsibilities will ensure where practicable that only safe systems of work are used at all times.

Fire fighting equipment will be provided and regularly maintained in accordance with British Standards.

The doors and fire exit doors will be maintained in good condition.

SAFETY RECORDS

The procedure for accident reporting will be in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985'. These shall be held on file for at least three years.

LEGAL IMPLICATIONS

Section 7 of the Health and Safety at Work Act 1974, places general duties upon all employees of the school and the Authority. Generally, all employees are required to take reasonable care for the health and safety of themselves and other persons. Any employee who behaves in a way which endangers the health and safety of himself/herself or does not co-operate as necessary to enable a duty or requirement to be performed or complied with, may be prosecuted by the Health and Safety Executive.

IMPROVEMENT AND PROHIBITION NOTICES

Section 21 of the Act empowers an inspector to serve any person an "improvement notice" stating that he/she is contravening the Act. This person must remedy the situation within the period specified by the notice.

NOTICE OF PROSECUTION

Any school or person receiving a notice of prosecution by an officer of the Health and Safety Executive must notify the Civic Centre Health and Safety department and the Chairperson of the school's governing body.

FIRST AID GUIDELINES

Appointed First Aiders:- Mrs K Cooper, Miss A Carney, Miss R Taylor,
Mrs A Ferry, Mrs K Blake, Mrs L Dingwall,
Mrs J Ditch.

Advice and treatment.

If you need assistance, send for it immediately. If an ambulance is required, arrange for it to be called and directed to the scene of the accident without delay.

For minor cuts and bruises etc.

If the first aider is unavailable, clean the wound using cotton wool pads/lint cold water or antiseptic wipes.

Please note that dressings previously administered by the hospital cannot be re-dressed in school (refer back to the hospital or family GP).

Taking a Child Home

Refer to contact forms (office) for addresses and telephone number. Children must not be left under the supervision of any person aged under 16. If there is no-one at home, please leave a note through the door stating that you have called, time of call and reason for visit.

Taking a Child to Hospital

Should a hospital visit be necessary, the following procedures should be adhered to:-

Try to contact the parent/carer, advise that they proceed to school or the hospital.

Should a parent/carer not be available, a member of staff should accompany the child to hospital and wait until a parent/carer is contacted and arrives.

The appropriate forms are to be completed at school:-

- a. accident book countersigned by the headteacher and deputy headteacher.
- b. accident forms - copies to be retained by school and also forwarded to the appropriate departments at the Civic Centre (book and forms kept in headteacher's office).

MEDICATION

We must have written consent to administer medicines in school or on an educational visit. This can be done by completion of the Administration of Medication form. Medication can only be taken in the presence of one of the designated teachers at school. During educational visits, named teachers will be responsible for administering medication. Medication should be appropriately stored for safety in school.

HEADLICE

If headlice are suspected or reported by a parent/carer, please inform the secretary Mrs J Chipp in order that a general letter can be sent out to the class concerned; and the school nurse contacted if the problem persists.

SCHOOL VISITS

School visits are an integral part of the curriculum at Broadway for all pupils. When planning and organising visits of any description, safety and safety rules must have high priority.

Adequate planning and a preliminary visit should be undertaken by the teacher in charge to ensure the suitability of the venue.

Parents should be notified in writing of all visits, details of times, nature/purpose of visit provided and written consent for each child obtained.

Adequate supervision must be provided (at least 1 adult to 10 pupils).

Transport should be arranged with a recognised company with appropriate safety standards. **On the coach:-**

- children are to be supervised boarding and demounting
- sufficient seating must be available
- seat belts must be worn
- all children should remain seated for the duration of the journey
- all luggage to be safely stored.

Destination:-

- children must be well supervised.
- on certain visits (Beamish/museums) children may need identification - school sweatshirts therefore should be worn.

Meals:-

- for day visits, packed lunches should be brought by the children (children in receipt of free meals are entitled to packed lunches - kitchen to be advised prior to visit).
- Glass bottles should not be brought.

Clothing:-

- suitable clothing/footwear should be worn.

Contingency Plans must be available in case of loss/accident.

- school mobile phone should be taken on all visits.
- first aid kit should be taken on all visits.
- staff should be aware of available facilities in case of accidents etc.
- contact school if necessary and 999 emergency/hospital/police.
- evacuation procedures need to be known for residential visits.

Parental Consent/Information:-

- prior to residential visits, parental consent forms giving detailed medical information are to be obtained.

OTHER GENERAL HEALTH CONCERNS

Please contact the school nurse, based at Springwell Health Centre, telephone 5282828, if you have any concerns regarding a child e.g. sight, hearing, dental etc.

LUNCHTIME

First aid equipment required at lunchtime will in the first instance be dealt with by a designated first aider and overseen by the headteacher.

Mrs M Acklam
September 2016

To be reviewed annually in consultation with the governors and staff
September 2017