

SHERINGDALE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY



SHERINGDALE

INDEX

1. Introduction
2. Organisation
3. Roles and Responsibilities
4. Health and Safety Communication
5. Emergency Contacts
6. Responsibilities
7. Arrangements
8. Accident Reporting Procedures
9. Fire Precautions
10. Control of Substances hazardous to Health Regulations (1999), COSHH
11. Appendices

1 Introduction

1.1 Health and Safety at Work etc., Act 1974

The Health and Safety at Work etc., Act. 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees, and the health and safety of persons not employed but who may be affected by the work activities such as pupils and visitors.

1.2 General Statement

This statement is for Sheringdale Primary School.

Sheringdale Primary accepts its responsibilities under the Health and Safety at Work etc., Act.1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and School Governors will take all reasonable steps to ensure that the Local Education Authority's Safety Policy is implemented and that Codes of Practice and Guidance Notes are followed and monitored throughout the school.

It is essential for the success of this Health and Safety Policy that all employees recognise their responsibilities under Section 7 of the Act in co-operating with management of Health and Safety issues and taking care of themselves and other persons whilst at work.

Chair of Governors: Debbie Lawrence
Head Teacher : Sarah Jones

This policy is reviewed and agreed annually.

2 Organisation

2.1 The responsibility for the day to day implementation and monitoring of Wandsworth LEA's Health and Safety Policy lies with the Headteacher so far as is reasonably practicable.

However, the LEA recognises that some of these duties may be successfully allocated to other members of staff under guidance from the Headteacher.

3 Roles and Responsibilities

At Sheringdale Primary School the following persons have specific responsibilities.

3.1 Circulation of Safety Information, Guidance, Codes of Practice issued by Wandsworth LEA

- **Sarah Jones**
- **Jo Robinson**
- **Des Nunes**
- **Rebecca Davidson**

3.2 Accident Reporting

- Sarah Jones
- Jo Robinson
- Des Nunes
- Tess Clark
- Zoe Travis
- Rebecca Davidson

3.3 First Aid

- Belinda Collier

Paediatric First Aid

- Harriet Woodcock
- Judith Hornsby
- Rema Sultan Minta
- Belinda Collier
- Lisbet Morales
- Layla Elouazani
- Claire Martin
- Philip Rickner

3.4 Safety Inspections

- Sarah Jones
- Rebecca Davidson
- Duncan Roberts

4 Health and Safety Communication

4.1 A successful Health and Safety Policy relies heavily on effective communication channels to convey information concerning health, safety and welfare to all members of staff, governing bodies, safety representatives and visitors.

4.2 The School has identified the following forums as being the most appropriate to both disseminate and receive matters on health and safety:

- Governors meetings
- Staff meetings
- Documentation available in the school offices and staffroom

4.3 Copies of Health and Safety Information, Guidance, Codes of Practice and associated literature are kept:

- In the staffroom
- In the Head Teacher's office

- 4.4 Training for all staff is provided and updated as appropriate.

5 Emergency Contacts

In case of emergency outside of school hours contact:

Elizabethan Security	Lock Up Company	020 7738 6222
Gordon Bowerham	Premises Officer	07963434761
Rebecca Davidson	Senior Office Manager	07768032812
Sarah Jones	Headteacher	07790278804
Debbie Lawrence	Chair of Governors	07885916589
Jo Robinson	Deputy Headteacher	07799622223

- 5.1 Other useful telephone numbers:

Wandsworth Health and Safety Officer
020 8871 6220

6 Responsibilities

6.1 The Governors

Governing Bodies have a direct responsibility for health and safety in the School. They will ensure the LEA are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are for the purpose of day-to-day management delegated to the Headteacher. Governors should, however, ensure that they:

- Have received and understood the LEA's and the School's own safety policy
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the LEA or enforcement agency.
- Are kept up to date with any new legislation, regulation or provision appertaining to school health and safety.

Governors will be expected to make reports on health and safety matters to:

- The LEA when requested to do so for the purposes of monitoring the LEA's implementation of its own health and safety policy.
- To parents, through Governors' minutes, Annual Reports etc.

6.2 The Head Teacher

The overall responsibilities for all school health and safety organisation rests with the Headteacher who shall:

- Set up arrangements in the school to cover all health and safety legal requirements.
- Ensure that all staff are aware of the content of the Health and Safety policy.
- Be available to any member of staff to discuss health and safety problems not solved at a lower level or through established arrangements.

- Report to the Education Department those instances where the Head Teacher's executive authority does not allow the elimination or reduction to a satisfactory level of risk, but to take all necessary short term measures to avoid danger pending rectification.
- Be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time.
- Establish a safety committee within three months of receiving a written request from two Trade Union representatives of the staff at the school.
- Establish a suitable health surveillance programme for staff where appropriate.
- Ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent re-occurrences.
- Review annually:
 - The provision of first aid in the school
 - The emergency regulations
- Review regularly the dissemination of safety information concerning the School.
- Recommend necessary changes and improvements in welfare facilities to comply with the Workplace Health, Safety and Welfare Regulations, 1992.
- Report to the Governors all the matters relating to health and safety at the School necessary for them to carry out their responsibilities.
- Appoint a School Health and Safety Officer (Tony Smith – School Premises Officer).
- Ensure that all the staff receive the appropriate training for the responsibilities they carry.
- Co-operate with the LEA appointed person (Health and Safety Officer under Regulation 6 of the Management of Health and Safety Regulations, 1992).

6.3 The School Health and Safety Officer

The School Health and Safety Officer shall:

- Co-ordinate the whole school programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation.
- Carry out inspections of the School at least once a term and inform the Head Teacher of any problems/deficiencies and ensure that appropriate action has been taken.
- Set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent re-occurrences. Report as necessary to the LEA/appropriate office.
- Disseminate safety information in the school.
- Ensure that new employees are briefed about safety arrangements and are given a copy of the School's Health and Safety Policy.
- Ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained.

- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures.
- Ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health.
- Co-operate with the LEA's appointed Health and Safety Officer in carrying out and updating risk assessments.
- Ensure that health surveillance for staff is provided when appropriate.

6.4 Teaching and Non-Teaching Staff Holding Posts of Responsibility:

These staff:

- Have a general responsibility for the application of the LEA's and school's Health and Safety policy to their own Key Stage /area of work and are directly responsible to the Headteacher for the application of Health and Safety measures and procedures within that Key Stage/area of work.
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water).
- Shall deal with any Health and Safety problems referred to them by a member of staff and refer to the Headteacher or Health and Safety Officer if they cannot resolve any of these problems. Hazard identification forms may be used if appropriate for this purpose.
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Officer with a copy to the Headteacher. **All off-site trips must include a full risk assessment.**
- Shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- Shall, where appropriate, seek advice and guidance of the relevant Adviser or Officer of the LEA.
- Shall propose to the Headteacher or School Health and Safety Officer any recommendations for health surveillance.

6.5 All Employees

The Health and Safety at Work Act, 1974 and the Management of Health and Safety at Work Regulations, 1992 require every employee whilst at work to take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions at work.

All employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- To inform the Headteacher or the School Health and Safety Officer of any training they feel they need to carry out their responsibilities.

- To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures in their school.
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or Public Health Authority.

6.6 Class Teachers

The safety of pupils in classrooms is the responsibility of the class teachers. **This responsibility cannot be delegated to a student teacher.**

If, for any reason, a teacher considers he/she cannot accept this responsibility he/she should discuss the matter with the Headteacher before allowing practical work to take place.

Class teachers are expected:

- To exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out.
- To know the special safety measures to be adopted in their own teaching areas and to ensure they are applied.
- To give clear instructions and warnings as often as necessary.
- To follow safe working procedures personally.
- To enforce the use of protective clothing, goods, special safe working procedures.
- To make recommendations to the Headteacher e.g. on safety equipment and on additions or improvements to equipment or machinery.
- Regularly check all equipment, protective clothing, furniture and their environment (heating, lighting etc.) and to report any defects to the School Health and Safety Officer.

6.6 The Pupils

The pupils are expected:

- To exercise personal responsibility for the safety of self and other pupils.
- To observe standards of dress consistent with safety and/or hygiene (this includes jewellery).
- To observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

6.7 Visitors

Regular visitors and other users of the premises should observe the safety rules of the School. In particular adult volunteers helping out in School should be aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

Arrangements

7.1 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in schools and education establishments.

Although pupils and students are not covered by the Regulations, in line with DES guidance, first aid facilities and a sufficient number of trained persons will be available.

7.2 Trained First Aiders

Belinda Collier – Teaching Assistant

NB: A trained first aider should hold an HSE approved certificate.

7.3 Functions of First Aiders

- To ensure first aid boxes are stocked, regularly checked and refilled.
- To ensure that records are kept of all first aid treatment via the incident book.
- To administer treatment in accordance with the first aid training they have received.

7.4 Contents of a First Aid Kit

Item	Number In First Aid Box
Guidance Card	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20
Sterile eye pads, with attachment	2
Individually wrapped triangular bandages	6
Safety Pins	6
Medium sized individually wrapped sterile un-medicated wound dressings	6
Large sized individually wrapped sterile un-medicated wound dressings	2
Extra large sized individually wrapped sterile un-medicated wound dressings.	2
Individually wrapped moist cleaning wipes	10

Where tap water is not readily available, sterile water can be found in the first aid boxes. Each container should hold at least 300ml.

NB: First Aid boxes and kits should contain only the items that a first aider has been trained to use. They should not contain medication of any kind.

8 Accident Reporting Procedures

- 8.1 The Incident Report Form must be completed for all incidents, accidents, assaults and Health and safety concerns. Completed forms must be kept by the school for a minimum of three years and must be retrievable.
- 8.2 If the accident is more serious and reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995), a copy of the Incident Report Form must be sent to the Education Human Resources Team within 10 working days of the incident occurring.
- 8.3 A member of the Senior Leadership Team should check details on the Incident Report Form and where appropriate, witness detail and statements obtained. Any additional background information, which may be relevant, should also be collected. A judgement must be made concerning the probability of a recurrence of this type of incident and the potential severity of injury, illness or damage. In effect this is an assessment of risk, and will determine the extent and urgency of the investigation required and of preventative action.
- 8.4 Schools have a duty to record:
- Any accident to any person occurring on the school premises.
 - Any accident to a member of staff at any location whilst on school business.
 - Any accident to a pupil whilst under the supervision of a member of staff e.g. school trips.

The following procedures must be followed:

8.5 Procedures for Employees and self-employed people working on the premises

The Incident form must be completed.

A copy should be sent to the Education Human Resources Section, Wandsworth Town Hall if the accident results in death or major injury (see 8.8) or the accident prevents the injured person from continuing his or her normal work for more than three days.

Fatalities, major injuries and dangerous occurrences are to be notified immediately to the Education Human Resources Section at the Town Hall immediately. This should be followed up with a written report within 10 days of the accident occurring.

8.6 Procedures for Pupils or Visitors

The Incident form must be completed

A copy should be sent to the Education Human Resources Section, Wandsworth Town Hall if the person involved is killed or taken to hospital or if the accident arises out of or in connection with work (see 8.7).

Fatalities, major injuries and dangerous occurrences are to be notified immediately to Education Human Resources by telephone. This should be followed up with a written report within 10 days of the incident occurring

- 8.7 An accident can be deemed to be arising out of or in connection with work if it is attributable to:

- a) Work organisation (e.g. supervision of a field trip);
- b) Plant or substances (e.g. lifts, machinery, experiments);
- c) The condition of the premises.

Playground accidents due to collisions, slips and falls are not reportable unless they arise out of or in connection with work, e.g. the condition of the premises or equipment, or the level of supervision.

8.8 Major Injuries

- Any fracture, other than to fingers, thumbs or toes;
- Any amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (whether temporary or permanent);
- A chemical or hot metal burn to the eye, or any penetrating injury to the eye;
- Any injury resulting from electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury
 - a) Leading to hypothermia, heat-induced illness or unconsciousness;
 - b) Required resuscitation; or
 - c) Requiring admittance to hospital for more than 24 hours;
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or a biological agent;
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - a) Acute illness requiring medical treatment; or
 - b) Loss of consciousness;
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

8.9 Dangerous Occurrence

These can be summarised as follows:

- Collapse or overturning of a lifting appliance
- Explosion or bursting of a pressure vessel
- Major electrical fault causing fire or explosion
- Major explosion or fire of process materials

- Uncontrolled release of a large quantity of highly flammable liquid or liquefied petroleum gas
- Major collapse of a high scaffold
- Unintentional release of anything likely to cause injury or damage to health
- Medical treatment due to exposure to any substances or lack of oxygen
- Medical treatment due to pathogens or infected material
- Unintentional ignition of explosives
- Failure of any freight container while being moved
- Explosion etc., of a pipeline or its contents
- Overturning or serious damage to a road tanker containing a hazardous substance

Further advice can be obtained from:

John Throssell – Health and Safety Officer 020 8871 6220

9 Fire Precautions

9.1 Introduction

Schools and Education premises are visited on a regular basis by the Fire Safety Officers who will make recommendations in relation to the means of escape, means of giving a warning, the means for fighting fire and any particular hazards present on the premises. Regular fire drills and inspections should be carried out in order to ensure that basic fire prevention procedures are observed.

9.2 Fire Drills

SHERINGDALE PRIMARY SCHOOL undertakes to have fire drills, including full evacuation of the building. These will take place during each new term (3 times a year). One person should be appointed to organise the fire drills and should keep a record of the drill as shown in the Appendices.

9.3 Fire Routing

1. If a fire is discovered raise the alarm via the nearest fire alarm call point.
2. On hearing the fire alarm all pupils should leave the school buildings under the direction of their teacher.
3. Doors and windows should be closed as classrooms are vacated. This should only be undertaken IF THERE IS NO DANGER TO PERSONAL SAFETY.
4. All electrical, laboratory, experimental equipment and apparatus should be turned off. This should only be done IF THERE IS NO DANGER TO PERSONAL SAFETY.
5. Wandsworth Security Services will contact the Fire Brigade unless they are informed immediately that it is a false alarm.
6. When the pupils are assembled the roll will be called via the registers. Should there be any absentees an immediate search should be made. This should only be undertaken IF THERE IS NO DANGER TO PERSONAL SAFETY.

7. Until the Fire Brigade arrives, the staff should, after all the pupils are safely evacuated and accounted for, remain at the assembly point until re-entry of the buildings is allowed by the Fire Brigade.

9.4 Means of Escape

Regular inspections should be made of means of escape, to ensure that they are kept free from obstruction. If it's found that they are even partially blocked, for example, by furniture or rubbish, **immediate action** must be taken to clear the obstruction.

Inspection should include a visual check that all safety signs e.g. direction of escape route, are in place and clearly visible. Immediate action should be taken to replace or expose to view any sign which is not visible. Primary, Secondary and where practicable, Tertiary routes are displayed on the inside of every classroom and study room door. A full list of all primary escape routes is shown in Appendix 1.

9.5 Fire Fighting Equipment

It should be clearly explained to all staff the fire-fighting equipment should be used only when they are confident in their ability to douse a small blaze, in most cases they should leave the area immediately by the nearest escape route.

Location of fire extinguishers with dates of inspection by a specialist company should be know and kept centrally. A diagram showing the locations and types of extinguishers, fire exits and alarm points is in Appendix 2. Fire fighting equipment including extinguishers, blankets, hose reels, sand and water buckets should be checked for:

1. It's correct location (as advised by the local Fire Authority)
2. Free of vandalism
3. Free from obstruction
4. Sand and water buckets should be full and not contain any rubbish.

9.7 Fire Doors

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during the fire.

Fire doors should not be wedged or propped open with fire extinguishers or with litterbins.

Weekly checks should be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push-bar mechanisms and self-closing devices.

Faults found in any mechanism should be reported for immediate attention.

9.8 Fire Precaution Checklist

All points below should be carried out by an appointed person and recorded in the Fire Precautions Log Book.

Daily	Check exit doors and emergency routes are free from obstruction
Weekly	1. Test fire alarm via different call alarm point
Weekly	2. Ensure automatic doors release correctly and

	fire door mechanisms are functioning
Monthly	1. Check smoke/fire detectors are free from damage/dirt
Monthly	2. Ensure fire extinguishers are in correct location and that their tamper devices have not been disturbed
Monthly	3. Check fire signs are in situ
Half termly	Fire drill/evacuation
3 Monthly	Check battery systems for emergency lighting
Annual	Check: hose reels, fire extinguishers, fire blankets (this is carried out by service engineers).

10 Electrical Safety

10.1 The Electricity at Work Regulations (1989) impose duties on employers, employees and self-employed persons to ensure that:

- Electrical systems are constructed and maintained so as to be safe;
- Electrical equipment is capable of isolation;
- Work is carried out on or near a live conductor only under specified conditions;
- No person is engaged in any work activity involving electricity, unless they possess adequate technical knowledge or experience, or are under adequate supervision as appropriate.

10.2 Following the introduction of the Regulations, the Health and Safety Executive issued a revised edition of Guidance Note GS23 Electrical Safety in Schools. The advice given includes the following points:

- The fixed electrical circuits, etc., within the school should be inspected and tested at least every 5 years by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses it should similarly be inspected every 3 years.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before the power is applied. (The prosecution of an LEA teacher in 1989 for allowing a pupil to do such work and then not having checked it is mentioned in the guidance note).
- The electrical circuits associated with stages, theatre hall should be inspected annually.
- Schools should keep a register of all electrical equipment and record of electrical checks. Defective equipment should be easily identified and unable to slip back into use.
- Equipment, which was not manufactured to current standards, may require modification.
- Homemade or modified equipment should be inspected and tested by a competent person before use.

- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person every year.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used to supply the circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage etc., an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).

10.3 Portable Appliance Testing

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe.

10.4 The following are examples of simple checks that should be carried out whenever possible equipment is used:

- Is the plug damaged? Is the casing cracked or are the pins loose or bent?
- Is the outer sheath of the flexible cord properly secured by the cord grip?
- Is there damage to the external casing of the equipment e.g. loose parts or screws.
- Is the flexible cord damaged in any way?
- Are all connections in flexible cords and cables properly made?
- Is there evidence of overheating? E.g. scorch marks or equipment getting unusually warm when in use?
- Has the equipment been misused or subjected to unsuitable conditions? E.g. Is it wet?

10.5 The responsibility for ensuring that visual checks are carried out prior to the use of electrical equipment rests with the teacher in charge of its use. Any equipment identified as faulty should be taken out of service until it has been properly repaired. All electrical faults should be reported to the maintenance supervisor.

10.6 Electrical testing, where the need for such has been identified, must be carried out by a competent person. This may be a technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

11 Control of Substances Hazardous to Health Regulations, 1999 (COSHH)

11.1 The COSHH Regulations provide a framework to help to protect people at work against health risks from hazardous substances. They require employers to assess the risks to health of employees posed by the use of toxic, harmful and irritant and corrosive substances.

11.2 The following advice should be followed when working with chemicals or other materials:

- Read labels carefully and take all the recommended health and safety precautions.
- Consult with the Senior Management Team or Health and Safety Officer if you are unsure as to how to use the material.
- Report all incidents involving chemicals or other materials to one of the Senior Management Team.
- Ensure you know what to do in case of an incident, spillage or fire involving a particular material.
- Use the minimum quantity necessary and store appropriately when you have finished with a material.
- Ensure you wash your hands before eating.
- Do not transfer the material from the original container to another container.
- Do not mix with other chemicals or materials unless directed to by instructions.
- Do not leave containers opened.
- Do not use materials from containers with indistinct or missing labels.
- IF IN DOUBT - FIND OUT!

Reviewed January 2020 -

Headteacher: Sarah Jones

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Chair: Debbie Lawrence

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Next Review: January 2022

APPENDICES

FIRE AND BOMB POINTS OF EXIT

Procedures are displayed in all classrooms.

In the event of the fire alarm sounding all pupils should leave the school buildings under the direction of their teacher via the following exits. In the event that those routes are not available, alternative routes should have been found.

<u>Class</u>	<u>Exit</u>
Nursery	Blue River playground wall
Reception	Blue River playground wall
Year 1	Back/ playground
Year 2	Back/ playground
Year 3	Back/ playground
Year 4	Back/ playground
Year 5	Black/ playground
Year 6	Black/ playground

In an extreme emergency staff should take their classes via the nearest and safest route to Coronation Gardens (either the entrance on Pirbright Road or on Merton Road).

FIRST AID

Advice

The following people are appointed first aiders who can be called on for advice and assistance:

Sue Gavin (qualified), Tony Smith (qualified), Belinda Collier (qualified), Sue Guest (qualified), Jo Robinson (qualified).

Location of First Aid Boxes

Each classroom should have a basic first aid kit. The kit should contain tissues, dressings, micropore tape and scissors. In addition there are three first aid kits which meet the requirements of the 1081 Health and Safety Regulations (First Aid). These are located in the medical room, on the wall to the exit to the junior playground and on the wall in the middle set of doors to the infant playground.

First aid guidance (HIV, Hepatitis)

- Wash your hands before and after treating wounds. This helps protect both the patient and the first aiders.
- Rubber and disposable gloves should be worn when dealing with bleeding wounds and body fluids.
- The gloves should be kept separate for first aid use only.
- Tissues, lint and micropore tape are the only items available for the dressing of wounds.
- Plastic bags must be used for the disposal of badly soiled tissues etc. For most injuries, soiled dressings can be wrapped in paper towels and taken to the bin by a member of staff. Children with cuts, bleeding noses etc., should not be sent into school with another child.
- All soiled dressings, after first aid treatment, should be placed in the medical bin, which is in the medical room.

Reporting of Accidents

All more serious accidents are reported to the Senior Management Team immediately. Written records are kept in the form of:

- Lunchtime incident book/ Accident book in medical room
- LEA incident report forms. These are checked and signed by a member of senior management and/or a first aider and stored in the main office. In the event of a serious incident a copy is forwarded to Wandsworth LEA.
- Incident Investigation forms may also be required.

All head injuries must be reported to parents/carers. This can be done verbally or in the form of a 'Head bang' letter. Copies are located in the medical room. If a head bang letter is sent home, this should be indicated on the incident report form.

Illness

Children, who become unwell during the course of the day, should be monitored by the class teachers. If it is felt that they need to go home a member of the senior management team should be consulted. Children who need to sit quietly when feeling unwell should be located in the main reception area or the medical room.

An up-to-date list of contagious illnesses, with details of recognition and quarantine time scales is kept in the medical room for all staff to refer to. All cases should be reported to senior management.

Medication

Prescription medication may be administered by a designated first aider (Sue Gavin/ Sue Guest) provided he/she receives a request in writing on a Sheringdale permission slip, giving the first aider necessary authorisation and providing details of the appropriate dosage etc.

Medication must be stored out of children's reach in the medical room or in the medical box in the white fridge in the staffroom.

Asthma

Parents are requested to notify teachers at the start of each school year if their child has asthma and when inhalers should be used. Children should have two inhalers in a container with their photo on the outside and a brief description of their symptoms attached to the inside of the lid. **In the event of a serious attack a First Aider should be informed immediately.**

FIRE AND BOMB ALERT PROCEDURES

GENERAL

1. If a fire is discovered, go to wall alarm and break glass.
2. Wandsworth Security Services will telephone the fire brigade unless they are informed immediately that it is a false alarm.
3. Be familiar with the location of wall alarms, extinguishers and alternate escape routes in or near your working area.
4. During outside games lessons, children not taking part should not be left in the building unsupervised at any time.

EVACUATION PROCEDURE

- At the sound of the alarm all children are told to line up quietly. The teacher guides the children purposefully out of the building via the appropriate exit to the appropriate assembly point. Exit instructions are displayed in each room.
- Teachers should take registers to assembly points if they are still available in the classrooms. If not, the office staff will make sure that teachers are given the registers at the assembly points.
- Take the register by doing a head count and also by calling all names. If there is the slightest suspicion that a child is missing, immediately inform the Head or Deputy.

NB All children must know the procedure in case they are away from the class area when the alarm sounds, i.e. leave by the nearest exit and join your class at the appropriate assembly point if possible.

- Wait until the School Premises Officer or Fire Fighter gives the all clear.

Assembly:

If a fire breaks out during assembly or singing, teachers should lead the children out through the nearest available exit. Remaining teachers should bring the registers from the classrooms if still available or a member of the office staff if they have been collected.

PE:

Leave via the main entrance to assemble in the appropriate area.

Lunchtime:

Leave via the nearest exit and assemble in classes in the nearest playground or outside area under the supervision of the Head, Deputy and lunchtime staff. If on the premises, teachers should join their classes, collecting their registers, if available, from the office staff. On no account should teachers return to classrooms to collect registers.

Groups:

If a group of children are working in another part of the school the person supervising must lead the group out of the building through the nearest exit to rejoin their class outside.

Whilst every endeavour should be made to follow all of the above procedures, the overriding concern must be taking the most appropriate course of action within the prevailing circumstances to minimise any danger to human life.

FIRE REGULATIONS COVERING SCHOOL DISCOS AND OTHER EVENTS

The fire officer has advised that the following arrangements should be made for any discos taking place on the schools premises:

- Stewards must be present – 1 per 50 children
- Torches must be available for the stewards in the event of a lighting failure
- Tickets should be sold prior to the event so that a maximum number of children who may be present is known.

One person must be in charge and he/she will be responsible for:

- Raising the alarm in the building
- Muting the disco, if necessary
- Organising evacuation via available fire exits and the assembly of children in the playground searching all accessible areas providing this does not put any person at risk.

SAFETY IN PE

For details of regulations pertaining to specific activities within PE, all teachers should refer to BAALPE documents SAFE PRACTICE IN PHYSICAL EDUCATION.

During any PE activity the teacher has a duty of care to the whole class – it should not be necessary to stand by one piece of equipment.

Firm control should be maintained at all times.

All children must be wearing appropriate dress and should not have anything in their mouths.

Equipment should be checked for stability and good repair before activities commence.

All movement of equipment must be supervised and safe practices observed.

In gymnastics it is important that an indirect teaching approach is adopted as this caters for the needs and abilities of all pupils.

In case of an accident in a PE lesson:

- Stay with the casualty – if in doubt do not move him or her

- Send a child for another adult to fetch the Head or Deputy and a First Aider
- If the casualty requires further treatment parents should be informed and any necessary arrangements made
- Fill in an incident form.

OTHER HEALTH AND SAFETY ARRANGEMENTS

OFF-SITE VISITS AND RESIDENTIAL HOLIDAYS

Staff organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with all risks involved. Insurance schemes are fully implemented. Parental consent is obtained before taking any children off the school site. Vehicles used to transport children are fitted with seatbelts and children are given appropriate supervision and instruction in the use of these.

See policy for educational trips and visits.

SECURITY OF PREMISES

During school hours all staff are responsible for the monitoring of visitors on the school premises. If an unattended visitor is found on the premises they must be offered assistance. If suspicions are raised, inform senior management immediately.

CONTRACTORS ON SITE

Contractors on site are closely monitored to ensure working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.