



William Law C E Primary School

Health and Safety Policy

Policy shared with staff on 18/05/2016 Intranet [by email/staff briefing]

Policy confirmed by the Governing Body of William Law CE Primary School on:

Date: 17th May 2017

Signature: Kristian Toms

Policy to be reviewed on: May 2018

This policy is written in line with the Christian values and ethos of our school

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HEALTH AND SAFETY POLICY STATEMENT

William Law CE Primary School

STATEMENT OF INTENT

The Governing Body acknowledges its responsibilities as an academy school, as laid down by the Department for Education.

The Governing Body notes the provisions of the Health and Safety at Work Act 1974 (section 2), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons in his or her employment are not exposed to risks to their health and safety. The Governing Body also notes the provisions of the Health and Safety at Work Act 1974 (section 3), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety.

The Governing Body accepts that, as the employer, it has the responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities and contractors. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The Governing Body is committed to;

- a) Providing a safe and healthy working and learning environment for staff, pupils and visitors.
- b) Providing adequate resources for the school to meet its health and safety responsibilities.
- c) Providing adequate and competent supervision of all school activities.
- d) Providing suitable and sufficient health and safety training for personnel to carry out their health and safety responsibilities as assigned in the organisation section of this policy.
- e) Achieving continuous health and safety improvement through effective;
 - Policies
 - Organisation
 - Planning and implementation
 - Measuring and monitoring.
 - Reviewing on a regular basis.
 - Auditing
- f) Responding to internal and external changes that may affect the school's health and safety arrangements.

The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum

but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and has the responsibility of ensuring that health and safety performance is monitored regularly. The Governing Body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Headteacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings and will ensure that health and safety policy and procedures are part of the day-to-day running of the school. The Headteacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

All staff are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Headteacher or Governing Body and detailed in the organisation section of the policy. All staff are also responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls within their departments.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

The Governing Body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary, to ensure the health, safety and welfare of staff and pupils.

This policy is monitored by Finance, Resource and Health & Safety Committee of the Governing Body.

Signed: _____ Dated: _____
Chair of Finance, Resource and Health & Safety Committee

Signed: _____ Dated: _____
Headteacher

POLICY FOR HEALTH & SAFETY

1. Aim of the Health & Safety Policy

Aim

The aim of the school is to foster a culture of carefulness both in and out of school; this is for all users of the school, children, school staff, parents, governors and the community.

This carefulness includes:

- The ability of each individual to protect her/him self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good habits are taught as part of the whole curriculum and specifically through Personal, Social and Health Education (PSHE) and computing. This can be through topics, for instance, a safe place to play which could be taught within the Science, English and Technology curriculum and with the involvement of outside agencies such as the police, fire brigade and road safety officers. It might also be through a health related topic such as drug awareness, E-safety and smoking.

At William Law, children are encouraged to develop healthy habits through good health and hygiene routines, for example healthy eating, regular exercise, caring for themselves and personal hygiene. William Law CE Primary School is a designated Healthy School.

We know that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools and the PE apparatus
- When moving around school
- When carrying out investigations e.g. pollution and soil studies
- When on educational visits
- Playground/Outdoor zones

For health and safety reasons children are expected to walk around the school and play in sight of an adult on duty. Children and adults are also encouraged to provide assistance to individuals with additional needs anywhere in the school.

2. Procedure in Case of an Emergency in School

William Law has set procedures in case of an emergency in school, such as a fire or bomb alert, when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.

2.1 Fire Drill

The designated fire officers are the Headteacher, Deputy Headteacher, Assistant Headteacher, Caretakers and Business Manager,

As soon as the fire alarm sounds, all children and adults must stop what they are doing and walk out of the building through the designated exit, as indicated on maps located in each room.

In the event of an alarm sounding follow these instructions:

Main school – Staff to accompany children to the fire exit indicated on the fire plan located in each room. If for any reason the normal exit is blocked, then the nearest available exit should be used. The evacuation points are the upper school playground, playpark and the front of the school.

Out of school mobiles - Staff to accompany children to the fire exit indicated on the fire plan located in each room. If for any reason the normal exit is blocked, then the nearest available exit should be used. The evacuation point is the upper school playground.

Primary Assembly points are:

Early Years Foundation Stage & First school - The evacuation point is the playpark playground.

Middle and Upper school - The evacuation point is the Upper school playground

If staff and children are working away from the classroom they should exit the building by the nearest fire exit and proceed to the nearest assembly point.

- The class teacher checks that all the children are present initially by a head count
- A member of the office team will give the register to each class teacher, when assembled at the fire assembly points. The teacher then calls the register.
- They then raise an arm to indicate that the register may be collected by the designated person (generally the office staff)
- **NOBODY** is to go back into the school. If a child is missing, it must be reported immediately.
- Classes may go in when instructed to do so, by a designated fire officer or a member of the fire services.
- Adults should ensure that your children walk in and out of school sensibly and line up quickly.
- The designated fire officer reports any difficulties experienced, such as, inaudible alarms.

Children out of the classroom

When children are accessing spaces outside the classroom, e.g. the library, the hall, the playground it is expected that the adult responsible for the class, at any given time, is aware of where children are located, children out of the classroom are the responsibility of the adult they are with at that time. Children in transit, e.g. taking the register, will be guided by the nearest member of staff.

2.2 Lunchtime Fire Procedure

- All staff members on duty in the playground on hearing the fire alarm will gather all children together at the Fire Assembly Points ensuring that no child re-enters the building
- Staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that the toilets are vacated. The evacuation point is the upper school playground.
- All adults on site must vacate the building as indicated on maps displayed in each room

2.3 Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher or person designated must:

- Take the 'Grab Bag', keys and codes outside
- Folders containing pupils details to be taken outside, these are located in the office and class 21
- Activate the fire alarm to evacuate the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and the police, do not assume they will attend
- Check that the evacuation procedure has been followed
- The designated person (fire officer) must wait at the front of school to meet the fire brigade/police and direct them to the incident.
- All children and adults must remain outside
- Only when the all clear has been given by a designated fire officer will children and adults re-enter the premises

Should we need to contact parents we ask that if your mobile phone is within easy reach that you take it with you.

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Under NO circumstance should staff stop to collect their coats

2.4 In the event of the school site being evacuated

When the site is evacuated the school fire officer will follow the instructions given by the emergency services.

3. Risk Assessments/Hazards

Risk Assessments are carried out for those activities in school where there is seen to be a risk of injury. Activities in PE, Science and Design Technology are included, as are activities carried out by the caretakers, cleaners and pregnant staff members. The risk assessment file is kept in the school office. Electronic copies are saved in school docs/facilities management/health and safety/risk assessments

Risk assessments for the kitchen staff are carried out by Cambridgeshire Catering Services

Risk assessments for the school grounds equipment and COSHH are kept in the Grounds Maintenance folder in the school office. It is also available electronically in the same as the main assessments. Risk assessments for School Association events are kept in Schol Association folder in the reprographics room.

3.1 Educational Visits

In accordance with The Local Authority (LA) safety regulation, educational visits are carefully planned in advance, using the LA's Evolve software and with staff visits made prior to the outing if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult/child ratio is always followed; a first aid kit and list of emergency phone numbers are always taken. Risk assessments are always carried out by the teachers for all educational visits.

3.2 Smoking Policy

It is the policy of the Governing Body that William Law CE Primary School is a no smoking school.

Smoking is not permitted anywhere on the school site or anywhere within the school boundaries.

3.3 Car Parking

Use of the school car park is restricted to staff, visitors and parents of the Out of School Club (OSC).

Road markings near the school should be observed at all times.

Visitors and staff parking at the school must leave a note of their car registration number with the school office in case the car has to be moved.

3.4 Policy on Children and Staff Moving Equipment

During the normal day to day running of the school, there are certain situations where children or staff will need to move equipment or items of furniture for example:

- Chairs
- Sports equipment
- Small items of equipment
- Packed lunch trolleys

Children should be supervised when moving any equipment or items of furniture. Some items they may need to move could be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This may need to be reinforced on a regular basis.

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the caretaker's office. These are checked regularly and on an annual basis a full inspection is carried out with a label attached to every ladder that has been checked.

3.5 PE and Sports Equipment

For any physical activity, children change into their PE kit. They are expected to be bare footed for indoor activities as bare feet give better grip and to wear trainers for outside activities. If a child has a medical condition such as diabetes, then trainers should be worn at all times. It is part of our school policy that children should not wear any form of jewellery, for safety reasons. Earring studs may be worn but need to be removed or covered during P.E lessons.

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly (this should include how to bend) and how many children are needed for moving each piece of equipment, for example netball posts – one child at each end.

New staff are provided with training on how to use the apparatus safely.

3.6 Furniture

Chairs should be moved one or two at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. Upper school children may stack and move chairs in 5's. If a large number of chairs are needed, then one of the caretakers will organise the arrangement and setting out of furniture.

Tables need one child at each end. A child must not attempt to lift a table on her/his own,

although ideally Key Stage 1 (KS1) children should not move tables.

Small items of equipment, for example, tape players can be moved freely by children.

Items Children Should Not Move Include:

- Computers – monitors can easily fall off trolleys, or wires get caught.
- Piano – too heavy and although on wheels, it can tip and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – moving parts
- Televisions – too heavy

3.7 Control of Substances Hazardous to Health (COSHH)

Policy of the use of Hazardous Substances in School

The caretakers, under the direction of the Business Manager and Headteacher, are responsible for ensuring that the building provides a safe and healthy environment for the children. The Caretakers and Cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Caretakers, or through the use of authorised contractors. Any equipment or hazardous substances are kept locked away from the children as per COSHH assessments. All equipment is to British Standards and is maintained regularly.

All substances, which may be hazardous, are kept in a locked store overseen by the Caretakers. Any staff ordering chemicals must only order those covered by the COSHH register kept in the caretaker office.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow the procedures laid down for the use of the substance.

4. Security of the Premises

The Headteacher, Deputy Headteacher, Assistant Headteacher, Business Manager, Groundsman and Caretaker are the designated key holders and are responsible for the security of the building. During the school day, visitors access the school from the school entrance off Twelvetree Avenue. Children and their families access the school at the gates located near the hall at the start and end of the school day.

The main entrance to the school site is through the front doors off Twelvetree Avenue, Access to the main part of the school is through an access controlled door.

4.1 Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

4.2 Caretakers

It is the responsibility of the Caretaker to check daily that:

- All locks and catches are in working order
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check that:

- All windows are closed
- All fire doors are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

4.3 Headteacher/Deputy Headteacher/Assistant Headteacher

It is the responsibility of the Headteacher, Deputy Headteacher or Assistant Headteachers to perform the above functions in the absence of the caretaker.

In addition, the Headteacher is responsible for the security of the premises during the school day. All staff are required to sign in on arrival to work and sign out when leaving the premises using the electronic system in the reception front office.

All visitors are required to report to reception, sign in and receive a photographic printed visitor's badge which is valid for that day only.

When bringing children to school or collecting them afterwards, all parents and other adults are requested to walk round the outside of the premises so that children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first, entering by the main door which has a secure entry system.

Parents and carers with a blue disabled badge may park in the disabled bays and collect their children.

4.4 CCTV

The operation of the CCTV is undertaken by the school IT technician that may monitor external activity during the school day.

4.5 Intruder Alarm System

The intruder alarm is maintained and monitored by Jensions who take over protection of the school when the alarm is set at the end of each day.

5 Contractors on Site

Contractors on site are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Business Manager or Caretakers.

- All contractors must report to the General Office. The Caretakers will then be informed of their arrival.
- Contractors will work under close supervision of the Caretakers so as not to endanger the health and safety of children or adults in school.
- In the caretaker's absence, contractors report to the Business Manager
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakrooms and toilet areas.
- If contractors are working near the children's play areas, all equipment and machinery must be cleared away during playtime and the contractors must leave the area.

- All contractors are required to sign in and out and are expected to vacate the school building in the event of a fire/bomb alarm sounding.

Contractors on site will be required to read and complete the form attached in Appendix B: Permit to work. Once the form has been completed and reviewed by the school, work can be authorised.

All work will be monitored by the Caretakers and any concerns reported to the Business Manager. Concerns may require further reporting to the Headteacher.

Guidance for Contractors on Site

Guidance is given to contractors as required:

- No smoking in the building or in the grounds.
- No talking to the children (our children are asked not to talk to strangers)
- No moving vehicles when children are at play
- No working on or near the playgrounds when the children are in the playground
- Equipment should not be left out
- No playing music during school hours.
- Inform the Caretakers and or the Business Manager of any difficulties that occur.
- In exceptional circumstances difficulties may be reported to the Headteacher/Deputy Headteacher.

6 First Aid and Administering Medicine in School

6.1 First Aid

All first aid qualified staff are responsible for dealing with minor accident/incidents requiring first aid.

Each year group has designated first aiders. During lesson time first aid is administered by a qualified first aider. If an accident occurs during break time and first aid is required, the child is seen by a qualified first aider who will see to their needs. The same procedures are applicable to the small playground. In the event of an accident where it is not safe to move the child, the first aider on duty needs to send a child to the School Office to request an additional member of staff.

The qualified first aiders are:

- Teaching Assistants
- Midday Supervisors
- Play workers

Paddles

Each classroom has a red and green paddle on or next to the classroom door. These paddles are sent to the office if assistance is required in the classroom or learning area. A sensible child should be chosen to take the paddle to the office. The green paddle signifies the need for help but not urgently. If the red paddle is sent it means that the teacher is in urgent need of assistance and support.

First Aid Supplies

A fully equipped first aid box is kept in the first aid room with accident, incident forms and head bump letters.

First aid boxes are also kept in the classroom.

First Aid Forms

Once forms are completed they should be returned to the school Business Manager where they are collated and stored. If an accident has resulted in further treatment, then our Health and Safety representative is notified by email.

Person responsible for supplies

First aid administrator is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. Any shortages should be reported to her for re-ordering.

Courses

First aid courses are available to all members of staff.

6.2 Policy on the Administration of Medicines during school hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These request falls into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness for example, Asthma, epilepsy and epi-pens
- Children who are suffering from casual ailments – coughs and colds.

Generally, a member of staff will administer medicine to children whose parents have asked the school and given permission by completing a form.

The school will only administer antibiotics if the dosage is four times a day. We would not administer medication for casual ailments such as pain relief, cough syrup and any other over the counter medication.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must sign a consent form for the school to administer medicines.
- The medicine will be stored in a properly labelled container which states:
- Children who take medication in tablet form must have the tablets counted in as they enter the school and signed as correct by the parent and an appropriate member of staff.
 - a. The medication has been prescribed to the individual
 - b. The name of the medicine
 - c. The use by date
 - d. The required dosage
 - e. The time of administration
 - f. The name and class of the child
 - g. The remaining balance of any tablets is recorded to ensure we are always aware of the correct amount of tablets held in school.

- Medicines will be kept in a secure place in a locked cupboard in the first aid room. Each child has a medi-bag which contains their medication which is stored in year group order in a locked cabinet.

Where a long term need for emergency medication exists, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with the Headteacher and Deputy Headteacher who will in turn liaise with the child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

- When staff administer medicines to children this is normally for a short duration. Staff will record this in a medication log which is kept in a folder in the first aid room.
 - Child's name
 - Child's class
 - Date and time
 - Medication given
 - Dose
 - Signature of the person administering the medicine.

For educational visits staff should sign the medication out of school and when returned, sign it back in. The forms for this are located in the first aid room.

All children with known chronic medical needs have their photographs displayed in the alert files so they are familiar to staff.

6.3 Allergies/Medical needs

A list of allergies children have, and their medical needs are included in the Alert files. Epi-pens are located in the first aid room in a named medi bag. A replacement epi-pen must be requested following use. **It is the responsibility of the parent to ensure that the school has an in date epi-pen and inhaler.**

Children who have asthma have a blue inhaler in the classroom, it is located in a red inhaler box labelled 'inhaler'. Brown inhalers should not be used in school.

Children in EYFS and First School let a member of staff know when they need to use their inhaler and a qualified first aider supervises its use. Children in Middle and Upper School access them independently.

The school has a stock of emergency inhalers for children with out of date medicines, or when they are not in school. These are them kept by the child as it cannot be used by anyone else.

A register of children with asthma is available in the crisis alert file kept in every classroom. At the start of the school year or when a child joins the school, parents/carers are sent a copy of the schools asthma card for review/completion. A new one is completed to ensure that the information held by the school is still relevant to the medication the child is taking.

6.4 Cross Contamination

Staff must always wear disposable gloves when treating any accident/incident which involve body fluids. They must ensure any waste such as wipes, pads or paper towels is placed in a disposable bag and fastened securely. Any children's clothes must be placed in a plastic bag fastened securely ready to take home.

Yellow bins are located in the single staff toilet opposite class 4, the disabled toilet situated outside the hall and in the Honeycombs OSC mobile. There is a grey bin located in the first aid room.

6.5 Crisis Alert Files

In every teaching area there is a file that contains the following:

- A photograph of every child who requires an epi-pen
- A medical register - class specific containing the details of every child, including those who have a medical need.
- Detailed information of the specific need of the children on the list.
- Care plan register for the whole school.
- Full list of qualified first aiders and the date their training expires.
- Medical conditions policy.
- First aid and reporting of accidents policy.
- Parental consent for child to receive prescribed medication in school.
- Full list of children in school with Asthma
- School asthma card
- Accident reporting form
- Near miss reporting form
- Incident reporting form
- 'Log of concern' regarding a child's welfare.
- 'ICT log of concern' regarding a child's welfare
- Checklist for local visits.
- Local visits notification form.
- Information on the use of paddles
- Children who do not have permission to be photographed.
- Step by step photographic instructions on how to treat an asthma attack.
- Instructions on how to use an epi-pen.

Staff are advised and expected to ensure they make themselves familiar with its contents.

7 Reporting School Accidents

Certain accidents arising out of or in connection with work are reported to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The following gives practical advice to schools on compliance with this duty. It is not a complete statement of the duty.

An accident is defined as 'an unfortunate incident that happens **unexpectedly and unintentionally**, typically resulting in damage or injury'.

7.1 Accidents

Accidents fall into three categories:

- Accidents that require someone to be taken to hospital.
- Accidents resulting in more than three days consecutive absence
- Other accidents, classed as minor.

Accidents in the first two categories should be reported immediately to the Health and Safety section at the City Council via its reporting software.

An accident should be recorded to the Health and Safety Executive via email once the form has been signed by the Headteacher or Deputy Headteacher.

A copy of the record entered in the software must be retained for the schools records.

A form attached in appendix A should be completed in the following way:

1. Name of child and class - the address is only required if the accident is being reported to the LA and this is included by the person submitting the report.
2. Date and time - this information is required to give more information to the LA to aid in aid their understanding of the accident.
3. Location – This needs to say where in the school it happened, if it was away from the school then the location must be included
4. What happened – what happened to cause the accident?
5. What has been injured – what kind of injury was sustained.
6. Treatment given – what treatment was provided
7. External medical aid sought – Did you have to call an ambulance or a paramedic? If so what was the outcome?
8. Name of first aider – who dealt with the accident?
9. Name of witness(es) – name of anyone who saw what happened. This may be required to support and clarify how the accident occurred.
10. Parent notified – do you need to make a call home? Does the child have a noticeable injury? A head bump letter should still be sent home even if a call has been made. Details of the call are to be made on the first aid form/
11. Layout of injury area – circle the area that the person has injured.
12. Further action needed – tick all radio dials that apply to the situation. If the LA need to be notified, then the last dial is ticked.

There are spare copies kept in the first aid room.

If the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment, give the form to the Business Manager to sign. The Business Manager will then ensure the Health and Safety team are notified.

Major accidents are reported to the Health and Safety Executive by email.

If a child or adult is involved in an accident that is more than a minor one, report it immediately to the School office and they will send for an ambulance if needed and contact parents/carers.

If there is any doubt, the school office will contact the parents/carers.

Ensuring contact details are current is the continuing responsibility of the Office team and Year group teams.

The diagram in appendix C gives procedure for staff to follow in school.

7.2 Other Accidents

These are the accidents which more commonly occur in school. All children are taught to take care of themselves and each other, but in a school environment, accidents do occur.

Procedure to follow:

- Always fill in the first aid reporting record located in the first aid room for minor injuries ensuring that all bumps on the head are included.
- If a child has a bump on the head a letter is sent home and the parent/carer may be contacted. The first aider will sign the letter and ensures the class teacher is informed.
- If there is an incident such as a child picking a scab off or a nose bleed, then please complete an incident form on those occasions.

7.3 Employees' Accidents

This applies to all Education employees and self-employed persons on school premises

Any accident to an employee resulting in a fatal or major injury must be reported to the Health and Safety Section of the City Council immediately by telephone. The details must be confirmed by email within three days of the injury.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days excluding the day of the accident, there is no need to telephone, but a first aid record must be completed and emailed to the Health and Safety team within three days of the accident.

7.4 Pupil Accidents

Most accidents in school are minor and can be dealt with by a first aider.

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those of employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises – for example potholes, ice, damaged or worn steps.
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site such as field trips, sporting events or holidays in the UK must be reported if the accident arose out of or in connection with these activities.

The Authority guidelines on educational visits must be adhered to at all times and is available via Evolve the local authority's system to risk assess the activity.

8 Monitoring Health and Safety at William Law CE Primary School

The Health and Safety team, which comprises of the Headteacher, Deputy Headteacher, Business Manager, School Governor, Higher Level Teaching Assistant and Caretaker, meet termly and follows the Health and Safety schedule designed following the audit to ensure the policy is effective.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

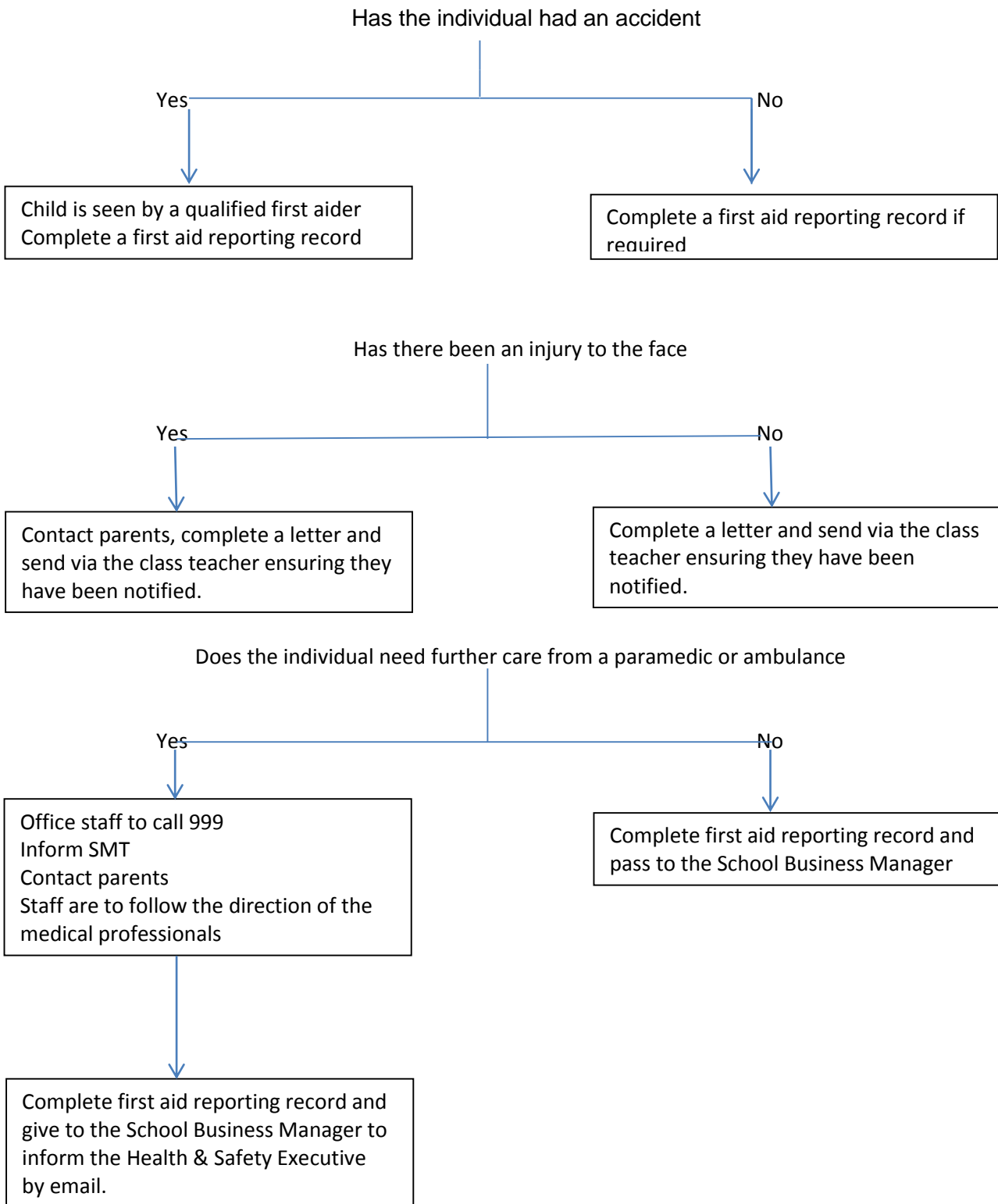
Signed.....
(Headteacher)

Date.....

Signed.....
(Chair of Governors)

Date.....

Appendix C: First aid procedure flow chart



Appendix B: Permit to Work

Section 5.9 Permit to Work

THESE PROCEDURES ARE TO COMPLY WITH:
THE HEALTH AND SAFETY AT WORK ETC ACT 1974;
THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

A permit to work is a formal written system used to control certain types of work that are potentially hazardous.

The permit to work document found below will specify the work to be done and the precautions to be taken. If used correctly, then work will not be authorised for start until safe procedures have been defined.

A permit is required when maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced, for example Hot Work.

This system is primarily to control Non Employees (here after referred to as Contractors) working within William Law CE Primary School; however, site maintenance staff may also be required to comply with its requirements.

All Contractors employed should have been chosen from reputable companies. In addition, a Contractor will be required to provide risk assessments and safe working methods before attempting any work on site, which should cover any work related/introduced problems and hazards.

All contractors are required to read the asbestos report and sign the log prior to commencing any work.

The permit will aid in identifying any unusual or site specific problems and circumstances that may introduce additional hazards to the Contractors normal activities. From this, Contractors and site staff will be able to devise safe procedures for any residual hazards.

The permit to work document should clearly identify the equipment and associated supplies to be worked on and the limitations to normal work processes. The Contractor must be made aware of all precautions required and those already undertaken, with regard to the equipment to be worked upon (e.g. isolations, disconnections, venting, purging, flushing, etc.) The School Business Manager needs to be contacted for further advice on these requirements.

The details of the persons responsible for issuing the permit and those of the person accepting to carry out the work will also be recorded, thus ensuring that ownership of the procedure is appropriately established and monitored.

Site staff may be required to undertake some of the precautions listed (e.g. hourly post work checks of the area following Hot Work), if this is the case then ownership of this responsibility must also be recorded and additional check lists and guidance will have to be produced.

Example information required for Hot Work

1	Job Location	Where on the premise the job will take place.
2	Permit Number and Date	e.g. 0001 / 15-05-06
3	Job Description (+ Limitations)	Exact details of what will be carried out (e.g. brazing of pipe work) and what will affect the work being completed safely (e.g. what is contained within the pipes and stored near by).
4	Plant / Equipment Description (<i>To be completed by the Contractor</i>)	The exact piece of plant or equipment that is to be worked on, serial numbers or distinguishing markings, plans or diagrams required.
5	Tools required (<i>To be completed by the contractor</i>)	Description of all tools required for the job and job method details.
6	Hazard Identification (<i>Residual hazards to be completed by on site staff</i>) (<i>Work related hazards to be completed by the Contractor</i>)	Description of all hazards, residual (existing) and those introduced by the work processes. Consider chemicals, flammables, confined spaces, members of public, access and egress, heat, fumes, smoke, sparks, etc.
7	Precautions Required (<i>To be completed by the Contractor</i>)	Describe the precautions required to control all of the hazards identified above. Consider removal of residual hazards, emergency procedures, fire precautions, fire-fighting equipment, pre-work area checks, post work area checks (inc. adjacent rooms), PPE, risk assessments and method statements from contractors, CDM health and safety plan, site access restrictions, isolations and disconnections, etc.
8	Person Responsible to Undertake Precautions (<i>On site staff and Contractor</i>)	Name the person to undertake the precautions identified above. Include their qualifications / authorisation to carry out these actions.
9	Authorisation to Start (<i>On site staff or Property Services</i>)	Name and signature of competent person / manager issuing the authorisation to start.
10	Acceptance (<i>To be completed by the Contractor</i>)	Name and signature of person carrying out the work.
11	Hand Back	Signature of authoriser and acceptor (above) once work is complete.
12	Cancellation	Details of certification of test and re-commission of all associated plant / equipment.

Permit to Work at William Law CE Primary School.

Location:.....

1	Job Location	
2	Asbestos log – checked and signed	
3	Permit Number and Date	
4	Job Description (+ Limitations)	
5	Plant / Equipment Description	
6	Tools required & quantity	
7	Hazard Identification	
8	Precautions Required	
9	Person Responsible to Undertake Precautions	
10	Authorisation to Start	
11	Acceptance	
12	Hand Back	
13	Cancellation	

DATE:
TIME:

PERMIT EXPIRY
DATE:
EXPECTED FINISH
TIME:

STATE AREAS TO WHICH ACCESS REQUIRED (i.e. Plant Room):

DESCRIBE WORK TO BE CARRIED OUT:
NO WORK OTHER THAN THAT DESCRIBED MUST BE CARRIED OUT

STATE THE SAFETY EQUIPMENT TO BE USED:

- Freestanding guardrail
- Inertia Block
- Lifeline Clips
- Man Anchor
- Lanyard
- Other (specify)
- Life Line
- Full Body Harness

NAME OF COMPETENT PERSON WHO PERMIT IS BEING ISSUED TO:

NAMES OF OTHER PERSONS GOING ONTO ROOF:

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

I the Competent person named above certify that the roof fire escape procedures have been explained:

Signature: Date & Time:

I the Competent person named above certify that I and the other persons named have been trained in the use of and issued with the safety equipment described above:

Signature: Date & Time:

I the Competent person named above have completed work on the roof, all of my equipment and materials have been removed:

Signature: Date & Time:

AUTHORISATION

Name of Person Issuing Permit:

Signature: Date & Time:

I certify that all safety equipment has been returned to me:


Signature: Date & Time:



Appendix A: FIRST AID RECORD

William Law CE Primary School

Name & address of casualty (child or adult) & Class	Date & time	Location	What happened	What has been injured	Treatment given
1	2	3	4	5	6

External medical aid sought (if any)	Name of first aider who dealt with the accident	Name(s) of witness(es)	Parents notified	Layout of injured area	Further action needed/checklist
7	8	9	Phone call to be made to parent yes/no 10 Parent Tel:..... Completed by Signed..... Date..... Time.....	 11	<ul style="list-style-type: none"> <input type="radio"/> Bumped head letter <input type="radio"/> Inform parents <input type="radio"/> Inform class teacher <input type="radio"/> Inform health & safety by email (office use only) Name of person completing form Print _____ Sign _____ Date _____ 12