

**Moss Park Junior School**  
**HEALTH AND SAFETY POLICY**  
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**Moss Park Junior School  
HEALTH AND SAFETY POLICY**

**This policy should be read in conjunction with the school's Child Protection Policy and Educational Visits Policy.**

**SECTION 1**

**1.1 GENERAL STATEMENT**

The Governing body of Moss Park Junior as a Community school within the Metropolitan Borough of Trafford acknowledges that:-

- (i) The Chief Executive has overall responsibility for Health and Safety within the Authority and the school is covered by the Health and Safety Policy Statement of Trafford Metropolitan Borough Council.
- (ii) The Chief Executive, Trafford Children and Young People's Service, has the responsibility for seeing that the Authority's Health and Safety policy is carried out within the Education Department.
- (iii) Advice and training is available to the school through the Health and Safety Unit within the Trafford Borough Council Safe and Sustainable Environment. Advice may also be sought from other Trafford Directorates

**1.2 STATEMENT OF THE GOVERNING BODY**

The Governors of Moss Park Junior School recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come on the premises.

They will take all reasonable steps within their power to fulfil this responsibility.

It is the intention of the Governors that for health and safety purposes the school will operate within the structure and framework of Trafford Borough Council and will apply all health and safety instructions training and advice provided by the Health and Safety Unit.

The Head teacher will provide leadership in matters of Health and Safety within the School. The Head teacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements to write them down and circulate this information to all appropriate personnel to monitor the implementation of the arrangements review and initiate their revision when necessary.

SIGNED

Chair of Governors

SIGNED

Head teacher

### 1.3 OBJECTIVES

1. In exercising the responsibilities described above, the Head teacher and Governors will ensure, so far as it is reasonably practicable, the effective implementation of the school Health and Safety Policy with a view to achieving the following objectives:
  - 1.1 The provision of a safe environment for all employees/pupils in the school, working conditions which do not involve danger to health, and a positive attitude towards promoting the health and welfare of all concerned.
  - 1.2 The taking of appropriate measures to remove hazards and the bringing to the attention of appropriate employees all known Health and Safety hazards.
  - 1.3 The fulfilment of the requirements of health, safety and welfare legislation concerning the school's activities.
  - 1.4 The taking of appropriate steps to ensure that rules and procedures governing school activities and emergencies are formulated, observed and enforced.
  - 1.5 The provision of formal procedures for the reporting and investigation of sickness, accidents and dangerous occurrences.
  - 1.6 The provision of formal procedures for effective employees consultation.
  - 1.7 The provision of training in health and safety matters for all employees so that they are able to carry out their duties efficiently in accordance with the appropriate regulations.
  - 1.8 The provision of formal teaching on health and safety matters in the curriculum so that the pupils are made aware of these issues and of their own rights and responsibilities.

## SECTION 2 HEALTH AND SAFETY ORGANISATION

- 2.1 **Responsibilities of the Governing body** in their role as Employers (under the L.E.A.) and under Health and Safety at Work, etc., Act (1974), Management of Health and Safety Regulations (1992) etc.
  - (a) To safeguard, as far as is reasonably practicable, the health, safety and welfare of not only their employees but non-employees who may be affected by the work activity i.e. pupils, parents and visitors.
  - (b) To formulate health and safety policies, procedures and arrangements and monitor their effectiveness.
  - (c) To appoint competent people to assist in carrying out risk assessments and to monitor the effectiveness and prevention and control measures.

- (d) To set up procedures to emergencies and give employees information about these and other health and safety matters.
- (e) To consult employees' safety representatives and provide facilities for them.
- (f) To arrange for the setting up of a health and safety committee within the school if requested.
- (g) The Governing body will appoint a Governor member of the School's Health and Safety Committee and will receive regular reports from that committee.
- (h) Will take into account Health and Safety issues when deciding on priorities for the School Development Plan. This spending may be for equipment, premises repair and staff training.
- (i) Governors will report on Health and Safety matters as applicable to:-
  - (i) the L.E.A. and Trafford Borough Council
  - (ii) to the parents through the Annual Report to parents and the Annual meeting of Parents with the Governing body.

## 2.2 **Responsibilities of the Head Teacher**

- (a) To pursue the objectives of the Council and the Governing body in respect of health and safety.
- (b) To set up arrangements in the school to cover all health and safety legal requirements, to produce a written statement of these arrangements, and to bring it to the attention of all staff.
- (c) To ensure that health and safety risk assessments are written for all processes and work activities as part of the health and safety policy. The statement is to be revised and republished as necessary. To monitor effectively the implementation of the arrangements.
- (d) To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements.
- (e) To 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 a hazard, but to take all necessary short term measures to avoid danger pending rectification.
- (f) To note all health and safety instructions and advice issued by the Council and to ensure that they are brought to the attention of all staff. To keep a file of such information together with information and advice published by the D.F.E. and others about the health and safety aspects of the activities carried on in the school, and to make this information available to all staff.

- (g) To keep a list of safety representatives appointed to represent staff at the school, to be readily available to them, and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and to respond in writing within a reasonable time.
- (h) To maintain the school health and safety committee.
- (i) To ensure that all areas of the school are inspected once per term.
- (j) To ensure that a system is established for the reporting, recording and investigation of accidents, diseases and dangerous occurrences and that all reasonable steps are taken to prevent recurrences (see Appendix 3).
- (k) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff (see Appendix 4).
- (l) To provide all employees with any necessary training as required by Health and Safety legislation.
- (m) To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
- (n) To consider minimum health and safety requirements for the use of work equipment including VDUs and office equipment. See 3.4.
- (o) To meet health and safety requirements for the handling of loads on the premises.
- (p) To 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.
- (q) To provide detailed emergency procedures.
- (r) To consider positive measures to promote the health and welfare of the staff and pupils.
- (s) To ensure all new staff are inducted in the school's arrangements for Health and Safety.
- (t) To ensure that the employees (teaching and non-teaching) are:-
  - familiar with the requirements of the Authority's and the School's Safety Policies
  - familiar with safe methods of work
  - aware of action to be taken in an emergency

aware of the First Aid facilities available

- (u) To ensure that safety rules and safe methods of work are observed and that protective equipment is utilised where appropriate.
- (v) To be informed of all accidents and incidents and to assist in the investigation
- (w) To initiate or recommend any necessary repairs or maintenance work in order to ensure that equipment under their control is maintained in a sound and safe condition.
- (x) To set and maintain high standards of safe working/environment at all times e.g. Zero Drinks Policy in ICT Room, weekly Litter-Pick (ECO Council/Site Manager), bin and waste collections, Recycling bins etc
- (y) To participate in consultations with the safety representatives and employees in promoting progressive improvements in the safety and activities under their control.

### 2.3 **Responsibilities of all Staff (as employees)**

All employees have the responsibility:-

- (a) to comply with safety rules and procedures laid down in their area of activity.
- (b) to take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
- (c) to use such protective clothing or equipment as may be provided.
- (d) to report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly.
- (e) to co-operate with the Head teacher in the fulfilment of the objectives of the authority's and the school's Health and Safety Policies.

### 2.4 **Identified persons for emergencies**

For evacuation procedures under Regulations 7 and 8 of the Management of Health and Safety at Work Regulations, 1992, the nominated persons for the school are the Head teacher or Deputy Head teacher, the School Secretary responsible for the registers the School Site Manager.

## **SECTION 3 ARRANGEMENTS FOR HEALTH AND SAFETY**

### 3.1 **Management of Health and Safety at Work Regulations 1992**

These regulations require employers to make an assessment of the risk to the health and safety of their employees and anyone else affected by their work activity (See 3.7). As an employer with five or more employees the school must keep up to date records of the assessments. The employer will provide such information, instruction, training and supervision as is necessary to safeguard an employee's well-being within an organisational health and safety framework.

### 3.2 **Provision and Use of Work Equipment Regulations 1992**

Briefly, employers need to provide safe plant and equipment and schools must have met the new standards by 1st January, 1997. Second-hand, leased or hired equipment bought after 1st January, 1993, is considered new equipment and must meet the new regulations immediately. The Regulations also include staff using their own equipment. Whatever the source of the equipment it must be suitable for the task for which it is being used, properly maintained and used in a safe manner by staff training in its use.

The employer must ensure that there is adequate information as to how the equipment is to be used, i.e. instruction from the manufacturers. Training should be given with an emphasis on the risks that may arise and the precautions to be taken.

Where necessary, guards must be placed on machines that may be dangerous. Equipment must be marked with warning signs if needed for Health and Safety reasons.

Electrical equipment must be tested regularly by the L.E.A. approved engineer who will take unsafe equipment out of use.

### 3.3 **Manual Handling Operation Regulations 1992**

These regulations apply to any manual handling operation which may cause injury at work. These include not only lifting of loads, but also lowering, pushing, pulling, carrying or moving them. Risk assessments should be made for various areas of activity e.g. Site Manager's work and P.E. where equipment is moved frequently. The National Curriculum for P.E. requires pupils to be taught "how to lift, carry, place and use equipment safely".

### 3.4 **Workplace (Health, Safety and Welfare) Regulations 1992**

These regulations set out general requirements in four broad areas:

- (i) Working environment - temperature, ventilation, lighting, room dimensions etc.
- (ii) Safety - glazed doors and partitions (use of safe material and marking), doors, gates, escalators (safety devices).
- (iii) Facilities - toilets, washing, eating and changing facilities, rest areas including arrangements for non-smokers.
- (iv) Housekeeping - maintenance of workplace, cleanliness and painting etc.

### 3.5 **Personal Protective Equipment Regulations 1992**

P.P.E. includes all types of protective clothing and equipment. It does not include uniform or protective clothing for food hygiene purposes. The Regulations apply to sports equipment such as life jackets in sailing and helmets in climbing instruction and this is relevant to the school's outdoor activities. P.P.E. regulations in school are especially important in laboratories where safety spectacles/safety goggles must be worn by pupils and staff during experiments.

Where P.P.E. is necessary, no charge may be made to the employees or pupil.

### 3.6 **Health and Safety (Display Screen Equipment) Regulations 1992**

The regulations cover the health and safety needs of those who spend a significant portion of the day using display screen equipment.

Word processor operators and secretaries are the persons most likely in a school to be covered by these regulations.

The Employer has an obligation to assess the risks involved to work station users, to reduce the risks as far as reasonably practical and have the assessment reviewed when necessary. Training should be provided for work station users.

If a person is deemed to be a user then he/she may apply for an eye test. Such a request must be made through the L.E.A. who will liaise with the Occupational Health section within the Personnel and Management Services Department.

### 3.7 **Risk Assessment**

#### 3.7(1) **Principles**

1. The purpose of risk assessment is to identify all the significant risks in the school and decide the necessary precautions to be taken to protect staff, pupils, visitors and contractors from ill health or injury whilst at work.
2. A risk assessment involves the identification of HAZARDS present in the school and the evaluation of the extent of the RISKS involved.

Definitions:

- A HAZARD is something with the potential to cause harm. This can include substances, machines, methods of work or other aspects of work organisation.
  - RISK expresses the likelihood that the harm from a particular hazard is realised and the possible consequences.
  - RISK therefore reflects the likelihood that harm will occur and the severity of the harm (trivial risks should be ignored).
3. It is the duty of employers to undertake a systematic general examination of their work activity and record the significant findings of that risk assessment.
  4. The risk assessment should be about the present activities of the school and should remain valid for a reasonable length of time. There should be an annual review of departments of their risk assessments.

#### 3.7(2) **Methods of carrying out Risk Assessments**

1. The process of Risk Assessment should:-
  - First identify the hazards.
  - Assess significant risks from the identified hazards. If there are no hazards there are no risks.
  - Be systematic.
  - Ensure all activities are covered e.g. office staff, cleaners.
  - Address what actually happens.
  - Involve the employee/s exposed to the risk in the assessment process.

A risk assessment should take into account the following factors:

- How likely is it that something will go wrong and what would the consequences be?
- How often does the risk arise and how many people are affected?
- Are the effects immediate or chronic?

### 3.7(3) **Review of Risk Assessments**

These shall be reviewed annually in the case of potential for serious injury.

Bi-annually for potential for minor injury

Immediately a change in circumstances makes the current risk assessment invalid.

### 3.7(4) **Records**

Records must be kept of the assessments. The record must include:-

- (a) The significant hazards identified in the assessment.
- (b) The control measures in place or required.
- (c) The actions needed and when these have been completed.

### 3.7(5) **Control Measures**

After risk assessment the correct precautions or control measures must be adopted to reduce the risk to the lowest acceptable level.

If control measures are in place they need to be checked to see if they are adequate.

- (a) Wherever possible the risk should be avoided.
- (b) Address the root cause of the risk and use existing legislation etc. to handle it. Putting up a hazard warning sign may not be sufficient.

Some element of risk may remain after these processes so safe methods of working and safety procedures should be enforced.

### 3.7(6) **Factors to be considered**

Give priority to those control measures which protect the whole workplace and give the greatest benefit to the most people.

Set priorities using accident data which should be put before the school's Health and Safety Committee.

## 3.8 **Fire and Evacuation**

### 3.8(1) **Principle**

The school will take advice from the local Fire Brigade, the L.E.A. and its Health and Safety officers regarding safe practices during the school day and when the school is being used for lettings/public performances with regard to fire safety. Where the event is governed by the Music and Dancing Licence advice will be sought from the Licensing Officer.

This will also take into account:

### 3.8(2) **Procedures**

1. The school will co-operate with the L.E.A. in ensuring that the fire equipment servicing is carried out regularly. The Site Manager will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the fire fighting equipment to the Site Manager. Fire doors should not be propped open. All fire exit doors must be readily opened and free from obstruction.
2. Arrangements for evacuation will be placed near the exits of each room in the school. Class teachers are responsible for checking regularly etc.
3. Fire drills should be carried out at least twice a term. The effectiveness of these procedures should be discussed with the Workplace Safety Representative (if other than the Head teacher) immediately and at meetings of the School's Health and Safety committee and reported to the Governing body.
4. In the event of a fire, the member of staff or person finding the outbreak should immediately activate the nearest alarm and then evacuate any pupils in the area. The school office need to check initially that it is not a false alarm. If it is a genuine emergency the School Office must ring the Fire Brigade. Staff should not put themselves at risk in attempting to put out a fire, but personnel trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

### 3.8(3) **Evacuation Procedures**

- (i) All staff should be familiar with the evacuation routes from the various rooms.
- (ii) When the fire bell sounds, staff and pupils must follow explicitly the directions on the notice board and they must walk in single file without any unnecessary talking or noise. (it may be necessary for emergency orders to be given). The member of staff should see that doors are shut before evacuating the room last.
- (iii) All classes assemble at the furthest point from the school on the Junior yard. Pupils line up in alphabetical order.

- (iv) During lunchtime and outside the school day a physical check must be made of the premises to ensure that the buildings are fully evacuated.

### 3.8(4) Arrivals at Assembly Point

- (i) On arriving on the Playground class teachers should collect their form's register from a member of the office staff.
- (ii) Each member of the class should be checked against entry in register and any missing pupil reported immediately to senior staff and the register returned to office staff. Children must line up in alphabetical order.
- (iii) Staff must remain with the form and ensure as little noise as possible - it will be necessary to issue instructions in an emergency.
- (iv) Staff await instruction for dismissal.

### 3.9 Accident Reporting Procedure

1. All accidents to employees, pupils, visitors and contractors' personnel working on the premises must be reported as must any employee who is suffering from a reportable disease.
2. These incidents have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
3. Details of what constitutes a major incident, dangerous occurrence or prescribed disease are contained in the H.S.E. booklet No. 254 **Reporting under RIDDOR** (current at 1/94) and the authority's Health and Safety Guidance Note 2.1 issue 4.
4. Copies of Accident Report forms HS1 (Revised) are kept in the cupboard, in the Medical room. Spare forms are filed in Trafford's Health and Safety File, also kept in the cupboard.
5. When an accident happens to any pupil, employee or other person then an Accident report form HS1 (Revised) must be completed in compliance with LEA Health and Safety advice.
6. The school Health and Safety Committee will scrutinise the pattern and causes of accidents as recorded and will bear these in mind when introducing preventative measures against risks.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995  
(RIDDOR)  
ACTIONS TO BE TAKEN

Type of Accident	Action by Establishment	Action by Department Headquarters				
A. Fatal Accident	<ol style="list-style-type: none"> <li>1. Telephone:- Police Principal Health and Safety Officer, Insurance Officer, Director/Department</li> <li>2. Complete Accident Book BI.510 and Accident Form A1996, send copy to Department and Director of Personnel and Management Services.</li> </ol>	<ol style="list-style-type: none"> <li>1. Send copy plus original form F2508 to Director of Personnel and Management Services. Retain copy on file.</li> <li>2. Send copy of Accident Forms A1996 and F2508 to Director of Finance and Property.</li> <li>3. Inform Workplace Safety Representative.</li> </ol>				
B. Major Accident	<ol style="list-style-type: none"> <li>1. Telephone:- Department, Principal Health and Safety Officer, Insurance Officer</li> <li>2. Complete Accident Form A 1996 and send one copy to the Director of Personnel and Management Services and retain a copy on file.</li> <li>3. Complete Accident Book BI.510 for employees.</li> </ol>	<ol style="list-style-type: none"> <li>1. Steps 1-3 as above.</li> <li>2. Complete and return form BI.76 from Benefits Agency where appropriate. Retain copy on file.</li> </ol>				
C. Over 3 day injury	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Column A</th> <th style="width: 50%; text-align: center;">Column B</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Complete Accident Report Form A1996, send to Department and Director of Personnel and Management Services. Retail copy on file.</li> <li>2. Complete Accident reporting form HS1</li> <li>3. Telephone Department on fourth day of absence.</li> </ol> </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Send copy plus original of F2508 to the Director of Personnel and Management Services. Retain copy on file.</li> <li>2. Send copy of Accident Form A1996 and Form F2508 to Director of Finance and Property.</li> <li>3. Complete and return form BI.76 from the Benefits Agency where appropriate.</li> </ol> </td> </tr> </tbody> </table>	Column A	Column B	<ol style="list-style-type: none"> <li>1. Complete Accident Report Form A1996, send to Department and Director of Personnel and Management Services. Retail copy on file.</li> <li>2. Complete Accident reporting form HS1</li> <li>3. Telephone Department on fourth day of absence.</li> </ol>	<ol style="list-style-type: none"> <li>1. Send copy plus original of F2508 to the Director of Personnel and Management Services. Retain copy on file.</li> <li>2. Send copy of Accident Form A1996 and Form F2508 to Director of Finance and Property.</li> <li>3. Complete and return form BI.76 from the Benefits Agency where appropriate.</li> </ol>	
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D. Other Injuries	<ol style="list-style-type: none"> <li>1. Steps 1-2 as in C, column A above</li> </ol>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Other injuries</td> <td style="width: 50%; text-align: center;">Step 3 as in C, column B above</td> </tr> </table>	Other injuries	Step 3 as in C, column B above		
Other injuries	Step 3 as in C, column B above					

<b>Type of Accident</b>	<b>Action by Establishment</b>	<b>Action by Department Headquarters</b>
E. Disease	<ol style="list-style-type: none"> <li>1. A case of disease affecting an employee need only be reported if a written diagnosis has been received from a Doctor, e.g. a medical certificate.</li> <li>2. Send to Department and retain a copy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complaints Form F2508A.</li> <li>2. Send copy plus original of F2508A to Director of Personnel and Management Services.</li> </ol>
F. Dangerous Occurrences	<ol style="list-style-type: none"> <li>1. Telephone:- Department, Principal Health and Safety Officer and the Insurance Officer.</li> <li>2. Complete Accident Form A1996 send to Department, Director of Personnel and Management Services and retain a copy.</li> <li>3. Inform Workplace Safety Representative.</li> </ol>	<ol style="list-style-type: none"> <li>1. Send copy plus original of F2508 to Director of Personnel and Management Services.</li> <li>2. Send copies of Accident Forms A1996 and F2508 to Director of Finance and Property.</li> </ol>
G. Fire or explosion other than a Dangerous Occurrence.	Steps 1 and 2 as in F above.	Second copy of Accident Report form A1996 to Director of Finance and Property
H. Violence and Aggression	<ol style="list-style-type: none"> <li>1. In the case of acts of violence or aggression against an employee, complete Form V1996.</li> <li>2. If the incident involves injury, complete Form A1996 and attach.</li> <li>3. Send to Department, Director of Personnel and Management Services and retain a copy.</li> </ol>	<ol style="list-style-type: none"> <li>1. In the case of injury, send copy to Director of Finance.</li> <li>2. In the case of a reportable injury, complete Form F2508 and send copy and original to Director of Personnel and Management Services, copy to Director of Finance and Property.</li> </ol>
I. Gas Incidents	<ol style="list-style-type: none"> <li>1. Telephone:- Department, Principal Health and Safety Officer and the Insurance Officer.</li> <li>2. Complete Form A1996 send to Department, Director of Personnel and Management Services and retain a copy. Send copy to Director of Finance and Property.</li> </ol>	<ol style="list-style-type: none"> <li>1. Telephone Principal Health and Safety Officer.</li> <li>2. Ensure completion of form F2508G.</li> </ol>

### 3.10 **First Aid**

#### 3.10(1) **Introduction**

The Governors and the Head recognise that it is the statutory duty of employers to provide equipment and appropriate facilities for first aid for employees, pupils and visitors to the school.

The school policy for First Aid is in accordance with:

- (i) Health and Safety (First Aid) Regulations 1981 and Guidance Approved Code of Practice (revised 1997) NAHT advice The Administration of Medicines Revised March 2001

#### 3.10(2) **The Qualified First Aiders**

The Qualified First Aiders are Mrs. P Threlfall, Mrs L Murray and Mrs. S Corrigan.

Mrs. Threlfall, Mrs Murray and Mrs. Corrigan will be the first persons required to give First Aid but in emergencies teaching staff may be called on to give minor First Aid (cover has to be provided if they leave a class).

Mrs. Threlfall, Mrs Murray and Mrs. Corrigan are qualified to administer First Aid in the event of minor accidents or injuries in the workplace. They are not qualified to diagnose illness or to administer medicines.

#### 3.10(3) **Records**

- (i) Records must be kept of the First Aid qualifications of staff and when they are up-dated by further training.
- (ii) Records must be kept of when First Aid is given.

#### 3.10(4) **Location of First Aid Boxes and Equipment**

First aid box and equipment are situated in:-

The School Medical Room

All Classrooms have a travel size First Aid kit

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml. and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. **Eye baths/eye cups/refillable containers should not be used for eye/irrigation.**

Disposable plastic gloves should be stored in the Medical Room and each classroom.

Mrs. Threlfall, Mrs Murray and Mrs. Corrigan will be responsible for maintaining the contents of First Aid boxes/cupboard.

### **Travelling First Aid Kits**

First aid kits must be available to groups taking part in outside activities.

#### **3.10(5) Reminder**

Staff are reminded of the new regulations for the treatment of injuries and the disposal of soiled dressings. Disposable gloves and aprons are provided in the school office and the medical room and when used should then be disposed of in the containers provided. This is to protect staff from infection e.g. from A.I.D.S./H.I.V. For staff protection a Ventaid (in the Medical Room cupboard) must be used for mouth to mouth resuscitation.

#### **3.10(6) Medical Room**

The Medical Room is mainly for use by the qualified First Aiders when carrying out First Aid at school. The School Nurse also works from the room one afternoon a week. It is not normally intended for use by sick children although it contains a fold-up bed, running water, first aid equipment and a chair for seating injured persons for treatment.

#### **3.10(7) Accident Procedures**

Cross reference should be made to the procedures for dealing with accidents at work.

#### **3.10(8) Medicines in School**

See separate Policy

When pupils become seriously unwell or injured, an ambulance will be called immediately and parents/carers or relatives informed. Emergency contact numbers must be up-dated regularly.

When pupils go on school trips, parents must provide full details of any medication needed for their child.

#### **3.10(9) When Pupils Cannot be Treated at School**

If a pupil is taken ill at school or has an accident, they are taken to the Medical Room to be given first aid and this is recorded. The qualified First Aider, will liaise with the Head teacher and decide whether the pupil is too ill to be kept in school. The parent/carer will be contacted.

#### **3.10(10) Staff Illness**

Staff should always inform the Head teacher, at the first opportunity, when they are too ill to come to work. A Staff Contact list is provided for all staff and up-dated regularly.

Members of staff are encouraged to provide as much medical history as they think is necessary to help a First Aider to give support in the event of an incident.

### 3.11 **Traffic Safety**

#### 3.11(1) **Principle**

The school will build links with the parents, police, road safety officers and the local community to improve awareness of traffic safety on the roads and the Metro link.

#### 3.11(2) **Procedures**

1. The school, by means of the prospectus, meetings or News letters will ensure that parents and staff know and consider the implications of setting a good example of safety when accompanying children either as pedestrians or passengers or drivers of cars.
2. The school will foster correct safety attitudes between pupils and any School Crossing Patrols in the environs and will liaise with the School Crossing Patrol Service.
3. The school will plan vehicular access and parking in order to minimise the conflict of pedestrians and vehicles within the school grounds.
4. The school will encourage and support cycle training and the use of cycle helmets and high visibility garments.
5. The school will ensure the safety of pupils when travelling in staff cars i.e. adequate insurance, seatbelts.
6. The school will operate a code of good practice when taking children on school visits, with reference to pupil/adult ratios and pedestrian and vehicular transport of pupils and will observe any L.E.A. Transport regulations in force.
7. The school will incorporate safety education within the P.S.E. curriculum and will invite outside speakers such as Road Safety Officers to speak to the pupils.

### 3.12 **Contractors on the School Site**

#### 3.12(1) **Work Undertaken by Finance and Property Department or Engineering and Planning Department**

When major, and minor, works are undertaken by the appropriate Technical Department, that Department takes responsibility for the drafting of contracts, vetting of contractors and inspection of works and must liaise with the Head about contractual arrangements such as access and egress, hours work etc.

### 3.12(2) **Local Contracts**

Devolved maintenance service contracts, self-help projects may all involve the school in the letting of contracts (under LMS arrangements).

The contractor is responsible for ensuring, **so far as is reasonably practicable**, the health and safety of himself, his employees and person's who might be affected by his activities. These duties include not only his manner of working, but also the work done, e.g. the item of machinery, after repair, must be serviceable and safe.

The establishment is responsible for the health and safety of its employees, pupils, visitors (including the contractor).

### 3.12(3) **Monitoring**

It is essential that a designated person warns, checks, controls or keeps a continuous record of the progress of the contract.

### 3.12(4) **Action to be Taken by the Head in Unsafe Conditions**

In the event of unsafe conditions arising, the Head teacher must be prepared to act to safeguard employees, pupils and visitors etc.

Where the contract has not been let by the establishment remedial action should normally be taken in consultation with the Client's Agents, although in cases of imminent danger, action must be taken and reported to the Client's Agents.

In the event there is an imminent risk of serious injury to employees, pupils and visitors etc. work will need to be suspended until the hazard is dealt with.

### 3.13 **School Trips**

The staff are obliged to follow the Trafford guidance and fill in forms relating to the activity which has to be approved by the appropriate adviser. The Head teacher is the school's trained Educational Visits Coordinator.

#### **Safety in Outdoor Activity Centres Guidance**

Please refer to the school's Educational Visits Policy.

### 3.14 **CONTINGENCY PLAN**

#### 3.14(1) **Introduction**

At some time a school may be involved in a crisis/disaster incident in which some of its pupils or staff may be injured or killed. The purpose of this plan is to think ahead about what is needed to assist the school community to best cope with the crisis. D.F.E. Circular 22/94 section 4: Emergency Procedures, is useful.

Types of crisis:

- the death of a pupil or member of staff through natural causes such as illness or through suicide or murder.
- traffic accident involving a pupil or staff member.
- a deliberate act of violence - using a knife or a gun.
- a school fire or an explosion.
- out of school activities ending in tragedies e.g. the death of canoeists in Lyme Bay, the M40 crash.

*For detailed guidance or risk assessments on specific Critical Incidents refer to appendix 4 and the separate file for Risk Assessments in School.*

### 3.14(2) **Support for Pupils and Staff Individually**

The school will seek to offer support to all pupils and staff affected by a crisis and will bring in specialist support e.g. medical/psychological.

### 3.14(3) **The Plan**

#### 1. **To have accurate information and good communication**

Need to have accurate information.

To dedicate a line exclusively for out-going calls.

For school parties to have an emergency contact with a Senior teacher or School Management Team - this should be different from the school number.

#### 2. **Dealing with Enquiries**

The school telephone must be staffed by a person capable of dealing with enquiries from distressed persons. A record should be kept of who phoned in. The list of members of the school party should be at hand.

#### 3. **Informing Parents**

Parents need to be contacted promptly. Parents need to be given essential phone numbers e.g. of a hospital or where appropriate the contact numbers of other families involved in the crisis.

#### 4. **Dealing with Media**

The school should contact the appropriate LEA officer using the LEA Emergency Contacts (*appendix 1*). Every effort must be made to preserve the privacy of the staff, young people and their families.

#### 5. **Informing Staff**

The School Management Team should meet together to discuss how to carry out the plan. The rest of the staff should be informed at a staff meeting or by "ringing round" if it is a holiday incident.

#### 6. **Informing Pupils**

Pupils should be told in a straightforward but understanding way what has happened. Staff must not discuss or speculate on the causes of the crisis.

#### **Plan for Routine**

It is usually better to maintain the school routine and avoid closure. This daily routine gives support and stability to the pupils

#### **Informing Governors and the L.E.A.**

The Head or a member of the Senior Management team should inform the Governors and the L.E.A. immediately so that the school can be supported.

### **Attendance at Funerals**

Discretion must be the order of the day and enquiries must be made about whether school representatives would be welcomed especially because of the customs of different cultures and religions. It is usually a good idea to permit some pupil representatives to express the school's grief as well as their own sense of bereavement although advice must be sought first.

### **Managing Pupils and Staff after the Event**

A senior member of staff should be designated to be the main point of contact and information. Outside agencies e.g. social workers, counsellors should supplement the work of the staff not replace it.

It is very important to hold a special assembly or memorial service some time after the event and this should be planned with staff, governors, parents, pupils and the local community.

### **Monitoring**

The school should arrange to monitor the after-effects of the crisis on the staff and pupils concerned. The school will have to anticipate a further traumatic situation for the community if and when a court case arises out of the crisis. Participants are likely to require special support again.

### **How the Curriculum Can Assist**

An open and honest attitude should be taken by teachers in handling sensitive and emotional issues as serious injury, death and bereavement. Such issues should already be handled in discussions in Personal, Social, Health and Citizenship Education and Religious Education.

#### **3.15 Booklets on Health and Safety Held in School**

*(appendix 2)*

#### **3.16 School Security and Key Holding**

The school's Site manager is responsible for ensuring the school is secured at the end of the day. The Site Manager is Number 1 Key Holder in the event of an emergency or alarm call after school hours. In the event that the Site Manager cannot be contacted, the Head teacher holds a second set of keys.

All visitors to the school must identify themselves to an adult through the school's intercom system before gaining access. A Visitors' Book is kept and all visitors are requested to sign in and out.

#### **3.17 Lone Workers in School**

The school's mobile telephone should be carried by the school's Site Manager at all times when working in the building during school closure times, in order to carry out cleaning and maintenance duties. The Site Manager's hours of working, during holiday periods, planned in agreement with the Head teacher, will be made known to all staff.

It is advised that no member of the staff, except the Site Manager, should work alone in the school after hours or during holiday periods. Refer to Risk Assessment appendix 3

To be reviewed Spring 2017