

BEECHWOOD JUNIOR SCHOOL

Health & Safety School Policy 2023-2024



Together we can!



Date Approved: October 2023

Review Date: October 2024



School Specific Health and Safety Policy

Reference should be made to the main Hamwic H&S Policy and any other relevant policies the information below is school specific H&S information.

Organisation

- Each teacher is responsible for the safety of the children in his/her care, i.e. ten minutes before starting time and until they have left the premises. If the teacher has to leave school, the child should be given into the care of their Year Leader, a class teacher or Headteacher. Teachers are responsible for the good order and discipline in the classrooms, and for their class's behavior in the cloakrooms and toilet area. They should arrange classroom furniture so that it minimises the risk of accidents and report any defective or damaged equipment which could result in an accident.
- Pupil Support Assistants are responsible for the children in their care. Both in the school and the playground, and supervisors should arrange their duties so that the children are supervised at all times.
- The Dining Room Assistant has responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.
- The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff. Also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc.
- All staff are responsible for the proper reporting of accidents to themselves and pupils. They are also responsible for reporting damage or breakages of any equipment, which might constitute a health or safety hazard, both in the school and the grounds.



Major Accidents in School

- If possible take the injured person to the medical room if in doubt DO NOT MOVE, keep him/her warm and call a First Aider.
- First Aid equipment is kept in the Medical room
- Serious accident to Child – either phone 999 for Ambulance or take child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child's information from office file.**
- Contact Parent – from file/ MIS system in School Office
- Either
 - a) Wait for parent to come or
 - b) Arrange to meet parent at hospital, or
 - c) Take child to hospital and leave message for absent parent.

(Most children have an emergency contact address). Take with you child's address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

The minor accident book must be completed and a JHS1or JHS2 (on line forms for children and adult accidents) to be completed online. The school has sufficient first aiders & first aid equipment is kept in the medical room.

Accident on a School Trip

Child's health & contact details should be accessed through school. School will deal with contacting parents.

Accident or Illness of Staff - whilst on a school trip

See Off site visits Policy. Child's health & contact details should be accessed through school (Staff should inform the School Office of any changes). School will deal with contacting next of kin.



Medication

See the Trust first aid Policy regarding administering medicines & medical conditions in school.

All medication is received from parents and recorded by office staff. Medicine and inhalers given to pupils must be recorded on Administering Medicine record sheets and countersigned. Medicines may only be given to the child prescribed and signed over to Admin staff by the parent/guardian. Signed sheets are kept in a file. Details of pupils with medical conditions and allergies are kept in a file in the medical area in the School Office. The details are also displayed in the staff room. Also see the first aid policy for further information. Staff on medication must declare it to the Headteacher and medicines kept in a locked cupboard.

First Aid

The following are qualified first aiders:

- Richard Crook
- Liza Grant
- Freddi Marsh
- Ann Fowler
- Lucy Baker
- Lorraine Hamilton
- Debbie Stone
- Teresa Bulpett

P.E. Equipment

The P.E. Policy provides more detailed guidance on safety in P.E.

- For outdoor P.E. children should have suitable soft shoes and clothing. Use of small play equipment at playtime and lunchtime is allowed under supervision, when a teacher or supervisory assistant is present.
- Outdoor climbing equipment may be used by children in their usual playtime clothes. Children must be reminded about their behaviour
- Indoor large apparatus is checked regularly by an approved contractor. Its safety in use is the responsibility of the teacher in charge.

Arson

Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day.



All movable items, especially dustbins/wheelie bins, will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc. will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

Asbestos

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine.

Boiler Room

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the Site Manager. If he is unavailable they will be escorted keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

Contractors on Site/Deliveries of Stores

The Site Manager and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the Head teacher to establish safe working procedures.

COSHH – Control of Substances Hazardous to Health

All COSHH Risk Assessments and Data Sheets are store in a folder and made available to all staff.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

Electrical Equipment

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System.



Emergency Evacuation Plan

FOR EMERGENCY EVACUATION PROCEDURES SEE SCHOOLS BUSINESS CONTINUITY PLAN

Fire

The School follows procedures discussed at annual Fire Awareness Training for all staff and in the Fire Safety Management Plan and Evacuation Plan. The prime responsibility is to evacuate all pupils and staff in the event of a fire and assemble at the meeting point.

The school is a no smoking site.

Legionella

A Risk Assessment will be carried out on the water system at the school and all remedial work will be addressed and completed. Statutory checks are carried out and records kept.

Physical Assault, Threatening Behaviour or Verbal Abuse at Work

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

What to do:

- Inform your line manager
- Complete the online report form.
- The Head teacher will then investigate and take any appropriate action

Risk Assessments (RA)

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The Head teacher and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Head teacher who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

Risk identification - All hazards will be identified and recorded unless eliminated completely

Responsibility for risk assessment – The RA will be signed by both the person responsible and School leader

Training requirements – RA training is offered at regular intervals for all staff to attend.



Risk rating – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

Control measures – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

Communication process – All Staff will be made aware of the RA applicable to them.

Review process - RA will be reviewed yearly or earlier if there are significant changes.

Slips and Trips

The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

Potential hazards that they have observed, such as lifting carpet or trailing leads, should be reported to the Site Manager

Stress

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the Hamwic Education Trust Stress Policy.

Training

Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and work place trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

Visitors

All visitor to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a badge throughout the duration of their visit.

