

“A unique family working together to be the best”

Forest Lodge Community Primary School



Health and Safety Policy

2017 - 2018

HEALTH and SAFETY

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Responsibilities of staff

Claire Caldwell

DSP- Child Protection Officer
Health & Safety Officer
Fire Marshall

Umrana Malik

DSP- Child Protection Officer
Fire Warden

Shelley Meer

DSP- Child Protection Officer
Fire Warden

Linda Dunn

Health & Safety Office
Fire Officer
First Aid at work

Phillip Creed

Health & Safety Officer
Fire Marshall

Kath Smith

First Aid at work
Fire Warden

Teresa Shellard

Fire Marshall

Jo Bray

Fire Marshall

Rosie Benfield

Fire Warden

Vinny Jagatia

Fire Warden

Charlotte Staley

Fire Warden

Lorraine Price-Jones

Fire Warden

Sammie Lloyd- Jones

Fire Warden

Claire Shearer

Fire Warden

Carol Hardwick

Fire Warden

Caroline Toone

Fire Warden

Sarah Jackson

Fire Warden

Lucy Darlow

Fire Warden

Nisha Stuart

Fire Warden

Jo Moore

Fire Warden

Nic Rea

Fire Warden

Connor Rose

Fire Warden

James Meer

Fire Warden

FOREST LODGE COMMUNITY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Introduction and context

This policy statement is read in conjunction with the policy statement of Leicester City Council and Leicester City Education Authority Health and Safety Policy.

At Forest Lodge Primary School the Local Education Authority is the employer.

The definition of premises for this establishment is:

Forest Lodge Primary School (including buildings, playgrounds, playing field].

The car park has shared access with Forest Lodge Education Centre.

1. Organisation for Health and Safety at Forest Lodge Community Primary School

Arrangements outlined in this policy are made on behalf of the Governing Body which is ultimately responsible for the Health and Safety of staff, pupils, visitors and contractors at Forest Lodge Primary School.

Diagram 7 in the Leicester City Council policy displays the organisational structure.

Details of Sites & Safety Committee

Head teacher – Mrs. C. Caldwell

Deputy Head teacher- Mrs. U Malik

Co-ordinator for Health and Safety - Mrs. L Dunn, Miss G Frearson

Mr. P. Creed, Premises Officer

Miss Michelle Harrison Yeoman, Mrs Nicola Donisthorpe, Mrs K Cane (Chair)

The Health and Safety Committee will report back to the full Governors Committee.

2. Responsibilities of Staff

Detailed information is given in Leicester City Council policy.

Some information is also summarised in the Staff Handbook, a copy of which is available in every room and spare copies held centrally.

New staff will be given a recorded Health and Safety induction by the Head teacher or their mentor and this will be dated and recorded

a) All staff have a responsibility to:

- check that areas are safe before commencing activity**

- **check equipment is safe to use**
 - **ensure safe procedures are followed**
 - **use protective equipment as required**
 - **report defects to supervisors or line managers as defined in school structure**
 - **encourage pupils and visitors to understand and comply with Health and Safety requirements as appropriate**

 - **Cp Daily assessment checklist provided by Health and Safety coordinator**
- b) Where staff have curriculum responsibilities or building responsibilities, they will:
- draw up procedures for designated areas to be reviewed annually
 - arrange for staff to receive information
 - arrange for training of staff
 - check regularly that procedures are being followed
 - action Health and Safety reports within an agreed time-frame
- c) Pupils and visitors should be made aware of their responsibilities. It is expected that each person will behave at all times in a manner which shows regard for the health, safety and welfare of themselves and others.
- d) It is the duty of all people within this institution to raise pupils' awareness of Health and Safety matters as they affect themselves and others.
- e] When necessary, staff will be informed and consulted by the school management about matters which affect their Health and Safety, either individually or collectively, in staff meetings.

3. Risk Assessment

Following suitable training, Risk Assessments regarding tenant responsibilities will be carried out in order to comply with current and future legislation. The Governing Body will enable officers of the City Council, or their agents, to carry out risk assessments in respect of landlord items.

A site inspection/risk assessment will be carried out each term and a report sent to the Governing Body. This will be reviewed and updated at termly meetings of the Sites and Safety Committee.

4. Visitors and Users of the Establishment

Leicester City Council policy re **Hirers and contractors**

The Governors acknowledge their duty of care to all visitors and users of this establishment and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.

- a) Visitors to premises must sign in and out at the office and receive a badge.
- b) Pupils leaving school at other than the designated times must be signed out.
Pupils arriving late must be signed in.
Staff leaving the premises during the day should sign out.
- c) Staff leaving the premises at the end of the school day should use the main entrance [Charnor Road]
- d) For the protection of pupils, contractors or visitors who have not had an approved CIB check will be escorted to the area where they will work, when there are pupils present on the premises.
- e) Smoking- No smoking is permitted on school premises at any time
 - No smoking of E-cigarettes or any vapour style cigarettes permitted on school premises

If you wish to smoke please move right away from the perimeter of school
and out of sight of the children

5. Arrangements for the Supervision of Pupils

Children will be supervised by staff at the following times

- a) Beginning and end of school day.
It is generally accepted that pupils will be supervised for 10 minutes prior to the beginning of the morning session at **8.50 a.m.** and 10 minutes after the normal closure time of the school at **3.00 p.m.**
- b) Breaks and Lunchtimes.
Children will be supervised by staff while in the playground according to a designated rota. Staff at these times will include support staff and those appointed to supervise at lunchtimes.
- c) The Head Teacher is delegated by the Governing Body to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the school's agreed policy on pupil behaviour, how to report incidents, and how to obtain first aid assistance. This

information should also be made available to all supply staff who come to work in the school.

6. Pupils Taking Medicines

The Governing Body have read and agreed to comply with the guidance detailed in the LEA's Code of Practice No.5 Administration of Medicine in Schools, details of which are summarised below.

- a] Request for administration of prescribed medicines form should be completed by parents of any child needing medication at school.
- b] Medicines are not generally administered by staff. However, in some circumstances they may agree to do so. However, responsibility still lays ultimately with parents not teachers.
- c] Any medicines sent to school are to be clearly labelled with child's name and dosage.
- d] Medicines should be kept out of children's reach.
- e] Inhalers would usually be used by older children themselves.
- f] In addition:
 - Medical details are kept in the office. Health and Safety coordinator compiles a list from information already in school and will update the list annually or as new information is received.
 - Details of children requiring inhalers are available in the office and at First Aid points for support/supervisory staff.
 - Asthma plans for individual children are in relevant classrooms
 - Details of allergies e.g. peanuts, plasters, stings etc. are available at First Aid points and in the office.
 - Where an incident involves a bump to a pupil's head, a note will be sent home to alert parents. Ice may be applied to large bumps.

7. Inhalation of Pen Tops

The Governing Body acknowledge receipt of Health and Safety Bulletin 26 regarding the danger of inhaling pen tops and have agreed to forbid the use of pens with a separate or removable non-ventilated top.

8. Laboratories and Practical Areas

The Governing Body acknowledge and agree to comply with guidance circulated by the LEA regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

The Governing Body has identified the following items of equipment as requiring annual servicing.

Electrical equipment

P.E. equipment

the person designated to co-ordinate inspection is the Head Teacher.

The following areas are identified by OFSTED in the Handbook for the Inspection of Schools as potentially requiring additional attention within the inspection of establishments:

Design and Technology

Science

Art

Physical Education

I.C.T.

Curriculum policies written by the coordinators for these areas will contain reference to Health and Safety procedures.

Any providers of activities for children in school, e.g. "First for Sport" will provide the school with detailed risk assessments of any activities where there may be a potential risk of slips, trips and falls, including their control measures.

Display Screen Equipment

Areas where designated users of Display Screen Equipment work [administrative staff] will be assessed for risk to those users, using approved forms. Such users will be informed of the necessity for regular eye tests, with a minimum of one every two years.

9 Offsite Activities

The procedure for organisation of educational visits is available in the Staff Handbook

The coordinator for Educational Visits is Mrs. L Dunn, Miss G Frearson

Evolve educational visits procedure is in the staff hand book.

- a) All Risk Assessment must be completed on the evolve system on line.
- b) All staff must read all risk assessments and sign trip acknowledgement form before visit.
- c) Seat Belts in coaches used for school trips. Coaches and minibuses used for school trips are legally required to be fitted with seat belts.

Full seat belts are preferred but lap belts are acceptable. Only 1 child is permitted per seat i.e. not 3 per double seat.

- d) Staff transporting children in their own vehicles must have the requisite insurance cover and the appropriate car seats and restraints have due regard for Child Protection issues.

10. First Aid

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified an appointed person/people to ensure that the establishment has first aid cover at all times, to include breaks, sports activities and off site visits.

The name of school first aid appointed persons and first aid at work persons are shown in the appropriate places around the school site

In addition all support staff are qualified by other courses [list held centrally by Head teacher]

The Health and Safety Coordinator will review training needs, in consultation with managers, and arrange the relevant training.

Bump notes are sent home for all injuries. Head injury bump note includes advice on monitoring concussion.

First Aid supplies are available in suitable boxes [green marked with a white cross] and are situated in the areas where treatment is administered (end of yr1/2 corridor, outside staffroom and in the reception and nursery class). These areas are identified by signs on the walls. In addition there is a portable First Aid kit available for outside sports activities and off site visits. The responsibility for maintaining the supply of First Aid materials in accordance with the regulations is delegated to the appointed person [Mrs L Dunn].

A person trained in First Aid must accompany all trips off site.
Child protection Leicester City Policy for a detailed list of the suggested contents of a First Aid box.

Arrangements for the comfort of some children

To ensure the comfort of children who may be incontinent, there is a changing area and shower situated in the nursery. When a child is regularly incontinent, parents are asked to provide the requisite supplies to ensure the comfort of their child.

11. Emergency Procedures

Information regarding Crisis Line and Snow Line are provided by Leicester City Council (web site-Leicester city schools extranet and are held by the Head teacher. See Leicester City Council Policy for other details

Nut Allergy

When a child or adult has been identified as having a serious nut allergy, details will be circulated amongst staff, including a photograph. Advice for treatment of the child will be given and training given in the use of Epi-Pen. The Head teacher/Deputy Head teacher will keep a list of persons who have received training and review it annually, or as the need arise.

Depending on the seriousness of the reaction, class mates should also be made aware of the allergy and asked not to bring to school any food containing nuts or nut products.

Nuts are not included in any meals prepared by the School Meals Service. Staff planning cooking activities with children are advised not to use nuts or nut products. When parents are sending food into school e.g. for parties etc, they should be advised not to send in any item containing nuts.

Diabetics

When a child or adult has been identified as being type 3 diabetic, details will be circulated amongst staff, including a photograph. Advice for treatment of the child will be given and training given in the use of insulin injections to the relevant staff. The Headteacher will keep a list of persons who have received training and review it annually, or as the need arises.

Illness

When children or adults suffer from a serious illness or long term condition, details will be circulated amongst staff, including a photograph. Advice for recognition and treatment will be given [bearing due regard to confidentiality] The appointed person will assess the situation and take appropriate steps. Parents of sick children will be notified and asked to collect them. Where there is a delay in a sick child being sent home they should sit in an area where they can be monitored and assistance given as required.

Parents will be asked to provide an emergency contact number and to alert the school of any known health problems e.g. diabetes, asthma etc. This record will be kept by the school office on computer.

In the event of serious illness an ambulance will be called.

Emergency procedures relating to Meningitis are outlined in Leicester City Council Bulletin.

Staff will be informed how to access the Occupational Health Service. Information regarding the procedure is available centrally in the staff room.

Accidents

The Governing Body has read and agreed to comply with the guidance detailed in bulletin 54 - Reporting Accidents and Dangerous Occurrences. [RIDDOR]. Any remedial actions identified following a serious accident or injury will be recorded and actioned and reviewed at an appropriate level.

Notes regarding bumped heads will be sent home to alert parents to the incident. Minor incidents and treatments are recorded in accident books.

Accident books will be checked termly to identify any areas of concern and places where disrepair of the building or site is giving rise to incidents.

The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the RIDDOR regulations. Forms for this purpose are kept at the school office.

To record minor accidents, books are kept in areas where First Aid is administered. Any injury to the head will result in a "bump" note being written to take home and the child's teacher being informed.

Fire

Details of Fire Evacuation procedures are contained in the Staff Handbook. A longer Fire Safety consultative document is held by the Head teacher and Health and Safety coordinator.

The Governing Body acknowledges its responsibility to ensure that where practicable all visitors are aware of these procedures and have read and agree to comply with the guidance detailed in the above documents:

Employees will receive instruction in Fire Safety annually and a record kept in the Fire Safety Folder.

A fire drill will be carried out termly and recorded in the Fire Safety Folder. Escape routes will be kept clear of obstructions and the Fire Alarm control panel checked daily and defects recorded in the Fire Safety Folder.

- Warning Signals - Continuous ringing of firebell
- Arrangements for disabled – A refuge area with an intercom is located at the top of all stair wells
- Assembly areas –Key Stage2 playground (old KS1 until demolition is completed) then KS1 playground
- Registration of pupils - by class teachers
- All clear - given verbally by Headteacher to class teachers
- Person in charge - Headteacher
- Fire drills should be carried out on a regular basis at least once a term
- Details of exits and evacuation procedures will be displayed in each area and will comply with the most recent regulations
- Lunchtime Supervisors have been made aware of evacuation procedures

Fire fighting equipment

Fire fighting equipment in the form of extinguishers and fire blankets are available throughout the building. Where they are provided, extinguishers are of the appropriate type for the area. Cp Fire Safety consultative document. Key personal will be trained in the use of this equipment.

This equipment is inspected and maintained annually with the responsibility for coordinating the inspection lying with the Head teacher. The Premises Officer will inspect the items visually weekly and record the findings in the Fire Safety Folder.

12. Arrangements for Reporting and Investigating Accidents and Assaults

The Governing Body delegates to the Head Teacher the responsibility to report all accidents and serious occurrences to the LA (and HSE where appropriate) SO2 form can be found on the schools extranet. The Head Teacher is responsible for instigating an investigation and where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing Body.

Threats of assault and incidents of verbal assault should be noted. Actual assaults should be reported on the relevant forms held by the school office.

The Head teacher is the designated Child Protection Officer and will follow Leicester City Council procedure for reporting assault and abuse.

13. Arrangements for Consultation on Health and Safety Matters

The Governing Body have agreed the following mechanism for consultation with teaching staff, non-teaching staff and where appropriate contractors.

- a) Health and Safety matters will be on the agenda at staff meetings:-
 - when new or revised procedures are to be implemented
 - when circulars are received
 - when incidents requiring reporting and investigating have occurred

- b) Mechanisms for distribution of information will include the following:-
 - Circulars and reports of incidents will be:
 - announced at staff meetings
 - circulated round staff
 - A wallet for reporting details relating to potential risks to Health & Safety of any person on the premises is available in the stock cupboard. Details of minor faults can be given verbally to the

Premises Officer.

- c) Any person on these premises has a duty to report to the Headteacher or the appointed representative any item of concern relating to Health and Safety.

14. Arrangements for Training

The Head Teacher is required to maintain an up-to-date record of training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be reasonably informed of their responsibilities and the schools agreed policy PRIOR to the commencement of their duties.

15. C.O.S.H.H. (Control of Substances Hazardous to Health)

The Governing Body will comply with C.O.S.H.H. Regulations (1998) in compiling information about chemicals used on the premises and will usually delegate this to the Premises Officer. Such data will be stored with Head Teacher or Premises Officer.

Staff will be advised of the safe storage of items such as cleaning fluids, through memos, and advised to only use products supplied by the Premises Officer.

16. Arrangements for Monitoring and Reviewing the Policy Statement

The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA.

APPENDICES TO HEALTH AND SAFETY POLICY

APPENDIX 1

STRESS MANAGEMENT POLICY

1 Recognition

The Governing Body recognises that stress creates many harmful effects for the school and individuals and acknowledges its importance in relation to managing resources and individual welfare.

Stress is usually caused by situations over which people feel they have little control. Individuals should not therefore view feelings of being under stress as a reflection of their personal capabilities.

2 Identification

Causes of stress identified by all groups of workers in the school include

- Environmental factors e.g. temperatures of rooms, noise etc.
- Occupational factors e.g. heavy workload, excessive hours, conflicting demands,
lack of participation in decision making
- Social factors e.g. serious family illness, finances, moving house, bereavement,
Divorce

3 Monitoring

The following areas will be monitored to give indications of on- going stress levels.

- Levels of sickness and absence - frequency and duration
- Levels of early retirement, ill health retirement
- Reported incidents of actual or potential violence
- Class size
- Ancillary help
- Class contact time
- Support of newly qualified teaching staff

4 Strategies

The Governing Body is committed to reducing stress in the workplace by effective management techniques and by providing an environment where stress can be positively discussed. Action to be taken may include

- Training in stress management
- Effective organisation of classroom situation
[Workload, resources, relations with disruptive pupils]
- Provision of appropriate environment
- Effective school organisation [management style, communications]
- Developing a supportive culture for colleagues

Support and counselling are available from advisers at the Local Authority.

When it is necessary for staff to have a prolonged period of time off through stress related illness, the Governing Body may adopt a policy of "Return to work on a part -time basis for therapeutic reasons for all school - based staff".

5 Violence at Work

Administrative Memoranda contain details of relevant procedures.

Violence at work, actual or potential, is an increasing cause of stress. The Governing Body acknowledges its duty of care to take such steps that are practicable to protect staff from "any incident in which an employee is abused, threatened or assaulted by a pupil or member of the public in circumstances arising out of the course of his or her employment."

Violence considered in this statement not only includes physical force to a person or property but also verbal abuse, threats, gestures, innuendoes and sexual and racial harassment. Threats of physical assault must be treated seriously and recorded formally within the school, giving details of time, date, events and names of those involved. This information may be useful if an un-witnessed actual assault takes place at a later date.

Police should be notified of a physical assault and the employee may wish to receive advice from trade unions. Leicester City Council Assault Report forms are available from the office and should be completed when applicable.

6 Working alone

Working alone can put an individual at risk from assault or false allegations.

The Governing Body will identify staff and situations when it is necessary to work alone e.g. Premises Officer and make appropriate mechanisms to support staff.

Staff working in the school after hours or in the holidays should always notify another person of their arrival and departure.

Forest Lodge covers a widely spread out area and it would be advisable for at least one other person to be on the premises. It is advisable for individuals to have a mobile phone with them when working in school during holidays or after hours.

Nursery staff undertaking home visits will go out in pairs, leave addresses of proposed visits with other nursery staff, take a mobile phone and leave a contact number.

Evidence of an annual audit covering the HSE Stress Management Standards will be kept by the Head teacher in accordance with Leicester City Council Guidelines.

APPENDIX 2

FOREST LODGE PRIMARY SCHOOL

HEALTH AND SAFETY

GRITTING POLICY

AIM

To ensure the safety of all staff, pupils, parents and visitors during winter weather.

WHEN?

When frost, snow, and ice pose a risk of slips and falls to anyone using the school premises, access areas are to be gritted, making a safe, non-slip pathway.

WHO?

The Premises Officer is responsible for gritting access areas and maintaining a supply of the materials needed.

1. Staff car park, K.S.2 playground and all access paths to entrances and kitchen to be gritted before staff arrive – before 8a.m.
2. K.S.1 playground to be gritted before parents and pupils arrive – before 8.40a.m.
3. Foundation Stage playground and access paths to be gritted before parents and pupils arrive -before 8.40.a.m.

APPENDIX 3

Sun Safety Policy

At Forest Lodge we want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this.

Education

Pupils will be advised about being out in the sun in assemblies, in class by teachers and at playtimes by supervisory staff.

If further information is required, staff, pupils and parents can be directed to the various web sites about sun safety [short list at end of this policy].

Protection

- Pupils will be advised to play in shady areas where possible during times when the sun is at its hottest i.e. during lunchtime and afternoon breaks.
- Children in Foundation Stage who have more flexible access to outside areas will be monitored by staff to make sure they are not out for too long when the sun is at its strongest.
- Drinking water will be freely available.
- Children and parents will be advised about suitable clothing for hot weather.
- i.e. shoulders and midriffs must be covered – no strappy tops or tops which leave tummies exposed, no brief shorts.
- Children and staff should wear hats when outside.
- Protective sunglasses will be allowed as long as they are used safely.
- The timing of Sports Day will need to be altered to the morning to avoid the hottest temperatures in the afternoon.

Sunscreen

- Although school cannot provide sunscreen for everyone, it will encourage parents to use sunscreen of at least factor 15.
- Letters will be sent to parents asking for permission for teachers to supervise the application of sunscreen.
- Parents will need to give written permission for staff to apply sunscreen to younger children and staff should be aware that there may be child protection issues here.
- If sunscreen is sent to school, it should be labelled with the pupil's name.
- Sunscreen should be applied regularly, particularly at midday.

- Sunscreen should be taken on any school trips.

Monitoring

Incidents of a child being sunburnt at school should be recorded in the accident book.

These incidents will be checked annually by the Health and Safety Coordinator to see if there is a rise or decrease in the number of cases and the policy reviewed accordingly.

References and further information

www.sunsmart.org.uk [Cancer research website used in compiling this policy]

www.safekids.co.uk

www.raisingkids.co.uk

APPENDIX 4

THE WEARING OF JEWELLERY IN PHYSICAL EDUCATION LESSONS AND SPORTS ACTIVITIES

Jewellery is defined as any personal adornment and includes items such as earrings, watches, body piercing, the Kara etc.

“As with all activities, **safe practices and procedures** must be in place to prevent any **foreseeable** risk of injury or harm. Physical activity is rarely without risk and is, by its nature, a challenge to those taking part. However, **unnecessary** danger should be eliminated.

All jewellery and other personal adornments must be removed before P.E. lessons or sports activities begin. This should be made clear to pupils and applied consistently.”

Quoted from guidelines issued from LA.

Jewellery worn in P.E. lessons, sports activities and during swimming can cause accidental injury to both the wearer and other participants.

The school and staff in charge of such activities have a duty of care to ensure that activities can be carried out safely by all participants.

At Forest Lodge the following measures will be taken.

- Early in the school year, pupils will be reminded about not wearing jewellery at school as part of general reminder about school uniform. This will be in **assembly, in the classroom** and in a **news letter to parents**.
- Staff will remind pupils who do not comply with this rule and ask older pupils to remove jewellery before P.E., sports activities and swimming.
- Parents of Foundation Stage pupils will be asked to remove their child's jewellery and take it home. Staff will give a reminder of the rule.

- On home visits, Foundation Stage staff will point out the rule about jewellery.
- There may be cultural and religious reasons why pupils wear jewellery/ personal adornments. Parents in such cases should speak to the Head teacher and complete the school's proforma regarding the safety of the child in these circumstances.
- When a piece of jewellery has become too small to be removed, the parents should speak to the Head teacher and complete the form as above. Until such time as the jewellery can be enlarged and safely removed, it should be covered up as a **temporary measure** only, with materials supplied by the parent.

LEICESTER CITY COUNCIL MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS AND COLLEGES

FOREST LODGE COMMUNITY PRIMARY SCHOOL

1. General Statement of Health and Safety Policy

1.1. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school/college and is part of the education of its pupils/students.

1.2. The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

1.3. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

1.4. The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils/students.



FOREST LODGE COMMUNITY PRIMARY SCHOOL

FIRE PROCEDURES

There will be regular, termly fire drills, recorded on the appropriate proforma.

Visitors to the building must sign in the visitor's book. This includes regular visitors such as parent helpers and sports coaches etc., parents/carers and children attending toddler groups, parents and children visiting the Foundation Stage. They must sign out when they leave, as should staff leaving the premises at unscheduled times.

FIRE SIGNS AND EVACUATION NOTICES

All fire exits are labelled with signs, some of which have emergency lighting. Each room has a clearly displayed notice detailing evacuation procedures. Children should be informed of procedures during discussions on classroom management.

The number of children present that day should be written on the whiteboard at the beginning of the session and amended when necessary.

FIRE ALARM

This is a high pitched repetitive tone.

ACTION ON HEARING THE ALARM

- People with disabilities [mobility, visually/hearing impaired] should have a person designated to assist them – usually TA in room where they are working. On their arrival and general induction, specific needs for help should be arranged to cover all eventualities. Some children have specific arrangements in individual risk assessments
- Any disabled persons must wait in designated refuge area at the top of stair well
- Lift is not to be used in any circumstance

- Staff should lead children from the building using the nearest safe exit [designated on notice in room] and closing the door when the last person is out. If not in your usual room, make sure you know the route.
- Staff in room nearest to the toilets check them while exiting the building.
- Children in the corridors changing reading books should be instructed to leave by exit at the end of that corridor, not return to their own classroom. They will meet their class at the assembly area.
- Assembly point is on the main playground.
- Everyone should move quickly but not run.
- Do not stop to get personal possessions.
- Do not return to the building.
- Office staff will bring registers and visitors book out to assembly point. A roll call should be carried out and any missing person reported to Head/ Deputy.
- The fire brigade will automatically be called when alarm is activated.
- The Head /Deputy or their representative will give the all clear and allow return to the building.

ACTION ON DISCOVERING A FIRE

GET OUT, STAY OUT, CALL

No attempt should be made to investigate or fight the fire (unless you have been trained).

First raise the alarm, then get assistance to evacuate the building

To raise the alarm

Activate nearest alarm call point by breaking/ pushing the glass.

Fire brigade will automatically be called when alarm is activated.

USE 999 GIVE EXACT LOCATION AND REPEAT IF NECESSARY

DO NOT PUT YOURSELF OR OTHERS AT RISK

THE FIRE BRIGADE **MUST** BE CALLED TO ALL FIRES AND SUSPECTED FIRES.

FOREST LODGE COMMUNITY PRIMARY SCHOOL

INVACUATION PROCEDURES

INVACUATION / LOCK DOWN / LOCK IN

Rationale

This policy is in place to support the procedure to combat a threat to children and staff which may occur whilst they are outside the school building, but within the school grounds.

This policy sets out the school's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the time. The policy, therefore will be kept under constant review to reflect changing circumstances and experience.

This policy applies at all times of the day and is shared with all members of staff.

Calmness is the key

It is vital that the policy and its implementation, does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

Threats

There are a number of possible situations that could be seen as a threat and therefore demand a response. For example:

1. An animal wandering into the school grounds.
2. A stranger (adult/youth) who enters or attempts to enter the school grounds.
3. An object thrown into the school grounds from outside.
4. The collapse of a tree, wall or fence etc.

What to do when the invacuation siren sounds during lesson time:

Teachers/Student

Quickly, calmly and quietly:

- Ensure all students remain in their supervised building or room.
- Ensure that windows are closed.
- Doors where possible are to be locked so that they cannot be opened from the outside, whilst ensuring the group inside can evacuate, should they be threatened by anyone in the room.
- Blinds and curtains that are available are to be drawn.
- Students should be directed to stay quiet, calm and sit on the floor, out of sight of windows, where possible.
- If the group is outside, they are to move to the nearest available classroom.
- Staff in charge are to check that all students are present/accounted for and are to make note of students who are missing from the class.

Non-teaching Staff

Quickly, calmly and quietly:

- Ensure all staff remain in their building or office.
- Ensure that windows are closed.
- Doors are to be locked where possible so that they cannot be opened from the outside, whilst ensuring the people inside can evacuate, should they be threatened by anyone in the room.
- Blinds and curtains that are available are to be drawn.
- Staff should be directed to stay quiet, calm and sit on the floor, out of sight of windows, where possible.
- If the staff member is outside, they are to move to the nearest available room.

What to do when the invacuation siren sounds before/after school or during breaktimes or lunchtimes

Staff/Students who are in the school grounds, quickly, calmly and quietly:

- Move to the nearest classroom immediately.
- Ensure that windows are closed.
- Doors are to be locked where possible so that they cannot be opened from the outside, whilst ensuring the group inside can evacuate, should they be threatened by anyone in the room.
- Air conditioning units are to be switched off.
- Blinds and curtains that are available are to be drawn.
- Students to stay quiet, calm and sit on the floor, out of sight of windows where possible.
- It is important that staff DO NOT make contact with intruders in anyway.

INVACUATION PROCEDURES AT PLAYTIMES / LUNCH TIMES AND OUTDOOR SPORTS

IN CASE OF HAZARDOUS GASES, TOXIC FUMES, A STRANGER OR STRAY ANIMAL (i.e. DOG OR FOX) GETS INTO SCHOOL OR ON THE PLAYGROUND/FIELD

- > On seeing the risk one member of staff to blow whistle continually.
- > Contact Headteacher immediately.
- > Office to phone 999.
- > All other staff to escort the children into the building by the nearest door, calmly and without panicking them.
- > Two members of staff to confront the unfamiliar person/animal and send an older child to fetch help.
- > IF PERSON/ANIMAL IS HOSTILE DO NOT PUT YOURSELF IN DANGER GET HELP.
- > Proceed to classrooms and keep children calm.
- > Check all the children are registered.
- > Wait for the all clear to be given by the Head Teacher.

**DO NOT GO BACK OUTSIDE UNTIL THE DANGER HAS
DISAPPEARED**

FIRST AID

FIRST AID QUALIFICATIONS

Current, in use

FIRST AID AT WORK [full 4 day course]

Linda Dunn **Jan 2017** **Jan**
2020

Kath Smith **Jan 2017** **Jan**
2020

PAEDIATRIC FIRST AID Dec 2013		Dec 2016
Jo Atkinson	Laila Lingham	Kelly Stickland
Zoe Ferla	Jodie Lippitt	Meena Taylor
Debbie Frankton	Rebecca Mundin	Janet Webster
Sabina Khalifa	Stephanie Slater	Claire White

Emergency first aid at work- Level 2		Jan 2017	Jan 2020
Rosie Benfield	Jo Hadley	Gail Sharp	
Shamila Bhogiata	Rachel Hammond	Amanda Snow	
Emily Charles	Nikki Harman	Sammy-Jo Squires	
Michelle Carlisle	Sarah Jackson	Mel Shobowale	
Phil Creed	Stacey Jackson	Mandy Thornber	
Maureen Dixon	Linda Kennedy	Sharon Timmoney	
George Frearson	Jo Pegg	Kas Winnett	
Sophie Ferla	Ann Partington		
Michelle Goodman			

ADMINISTRATION OF MEDICINES

SUMMARY OF CODE OF PRACTICE NO.5 -ADMINISTRATION OF MEDICINES IN SCHOOLS

1. Sick children would usually remain at home until medication is finished but if the child is deemed fit to come back to school, dosage can usually be adjusted so it is not required during school hours.
2. When it is necessary to give prescribed medicine, it should be administered by a named staff member. [Due to layout of school etc. it would be practical for class teachers to administer medicine rather than in a central area or if individuals did not wish to do so, then a member of the team. Parents may have to come in to give medicine if necessary. In some circumstances Mrs Dunn will supervise taking of medicine.]
3. Clear written instructions must be given by parents and the staff member must be willing. [See sample pro-forma]
4. Parents must update the school of any changes to doses. Unused or out of date medicines must be given back to parents.
5. Medicines must be clearly labelled with child's name, dosage, frequency and mode of administration, and name of medication. Oral medication must be in a child proof container.
6. Emergency medication must follow the child at all times. All other medicines must be kept securely.
7. Medicine which must be stored in a refrigerator must be in a suitable/lidded container.
8. For advice or if any difficulties arise, school nurse or doctor should be contacted.

LONG TERM MEDICATION

A register of children with asthma and allergies is kept by Mrs Dunn, The Office and at First Aid points, including details of the whereabouts of medication.

Training must be given to named staff in the administration of injections or other invasive treatments.

Details of a child's long term illness and preventative measures may need to be explained to a child's peer group.

ASTHMA Medicines are **preventers** which must be taken regularly or **relievers** to be taken during breathing difficulties.

Relievers must be immediately accessible.

Children should carry their own inhalers where it is agreed by parents and teachers. Inhalers should go out with the child to swimming or the games field.

DIABETES

All staff coming into contact with a child with diabetes should be alerted of the child's condition and warning signs of deterioration in the child, also the measures to be taken to help the child.

Child usually gives own injection or parent or qualified nurse.
A supply of glucose for hypoglycaemic attacks should be provided by parents and kept in school. If there is a 2nd attack, the child should be sent to hospital.

SPECIFIC ALLERGIES

Antihistamine or adrenaline should be made available by parents if a child is hypersensitive to specific allergens e.g. peanuts, wasp stings.
Immediate treatment must be given before child goes to hospital.
Training must be given to named staff in the administration of injections or other invasive treatments

HAEMOPHILIA Supplies of cryoprecipitate should be available- child would give own injections.

SICKLE CELL DISEASE All staff coming into contact to a child with SCD should be made aware of the child's condition and warning signs of deterioration. Preventative measures to be taken by staff where possible to support the child .

FITS Small supplies of rectal valium should be kept for children identified as suffering repeated prolonged fits for use by medical staff or a specially trained member of school staff.

EPILEPSY

All staff coming into contact with a child with epilepsy should be made aware of the child's condition, warning signs of deterioration in the child and measures to be taken to help the child.
If seizure occurs send for immediate help. Notify home contact. If unconscious for 3 minutes send for an ambulance. Place child in recovery position. ["grand mal "].
Children with epilepsy may have short "absences" or periods of inattention. ["Petit mal"].
Children with epilepsy should not climb above 1m nor go swimming.

A.D.H.D Children using medication for this condition will usually report to named person/persons for the administration of their medication. [Head teacher, behaviour support manager?].

EMERGENCY TREATMENTS

All emergency procedures should be agreed in advance by parents, school and medical advisers. If emergency treatment is given, a clear written account should be given to parents and a copy kept in school.

SCHOOL VISITS

Evolve must be completed five weeks prior to a visit outside Leicestershire of more than 24 hours. [Residential].
A school consent form must be received from parents before participation and any medical problems must be highlighted.
A named person must be identified to supervise the storage and administration of medicines.

Children should carry their own inhalers but the named person needs to be aware of this.

A First Aider should go on every school visit.

A member of staff with a relevant Hygiene certificate must attend residential trips.

Further details of medical conditions may be obtained from the school nurse and in most cases from parents of the child.

A poster detailing illnesses can be found in the school office, at the first aid station and the Nursery cloakroom.

SCHOOL VISITS

Organising a School Visit – a mini check list

Organising a trip has been made easy by the evolve system, this is all done on line and only takes a few minutes.

If your visit is to a farm/zoo or anywhere where there are animals there are specific details which should be included in your risk assessment.

Where there are hazardous activities or any activities involving water, there should be a detailed risk assessment.

Beforehand

Decide when, where and who is going in consultation with your team.

Make sure one of the party has First Aid qualifications.

Inform Head teacher and seek approval of your plans.

Check diary for any conflicting events.

Please give the kitchen at least 2 weeks warning about lunch requirements and cancel class milk if necessary.

Check availability with venue and transport.

Make exploratory visit if you have not been before. Obtain venue risk assessment if possible.

If any hazardous activities are planned, seek specialist advice.

Make preliminary costing, including insurance.

Book venue and transport.

Inform colleagues, office, dinner staff and kitchen [at least 2 weeks in advance]

Notify parents, giving details including cost. Include a permission form with contact numbers and chase until you have them all in.

Keep updating your team/ Head.

Use evolve to do your risk assessments for approval. If a trip is residential or with staff led activities please give five weeks' notice.

Note details of any children with medication, special needs and make arrangements for them.

Collect in money in named envelopes and send to office.

Check with office staff that the costs have been met.

Fill in office's green insurance form and details form for Head/SVC reference.

Check that all parental consent forms have been received and have been signed by parent/ carer.

Check all adults on trip have read and signed risk acknowledgment forms.

On the day

Take mobile, First Aid kit, sick bucket, packed lunches, children's medication, party's contact numbers, school telephone number.

Take any equipment you need for your planned activities.

Take a register of persons/groups travelling on each bus. Count back on.

Enjoy!

Afterwards

Do evaluation on evolve and change any details needed(remove /add any staff or pupil as necessary) please comment on any issues arising from visit, positive as well as negative e.g. timings of transport, new developments at venue, any accidents or near misses.

Fill in accident book if necessary as soon as possible on return.

Risk Assessment

A risk assessment must be carried out for all offsite activities.

The risk assessment form should be completed by the teacher in charge of the activity through the EVOLVE system.

A Notification of an Education Visit (N.O.V) form must be filled in by the school 8 weeks before a residential visit or field trip which goes out of the City and lasts for longer than 24 hours.

Coaches

Coaches and minibuses used for school trips are legally required to be fitted with seat belts. Full seat belts are preferred but lap belts are acceptable.

Only 1 child is permitted per seat i.e. not 3 per double seat.

Risk assessments are also required for the transport of children. This can be obtained from the bus/coach company.

First Aid

A First Aid kit must also be taken on any trip/activity.

Make sure that any child who requires medication (e.g. inhalers) takes it with them on all visits.

Consent Forms

A consent form should be obtained at the beginning of each academic year for local visits.

A further consent form must be obtained for any other trip/visit.

For further information on school visits/trips please see Linda Dunn.

EVOLVE

Getting started

Enter web address Evolve, then choose Leicester city council

- 1) Enter your username and password
Your username-your full name e.g. Linda Dunn
Password-password1
- 2) Add your school email address to the box provided
- 3) Click on change password, enter and repeat your new password
- 4) Enter your qualifications e.g. first aid
- 5) Click update on homepage

Adding your visit

- 1) Click on blue add visit tool bar
- 2) Enter visit name(if not in the drop down menu list) please ensure you use the correct spelling
- 3) Work through and answer all of the questions-when there is an * this information must be completed

Notes to remember

- When entering a date, if it is a regular event e.g. swimming; enter the first and last dates and the system will generate the other dates for you.
- On attendees section select the appropriate class/classes needed, then click only on children that are participating in the visit.
- In the risk assessment section you will be asked to enter place, travel company etc. If you are visiting a place that another class/school has already visited this should appear in the drop down menu or in staff share- you can add this to your form. Risk assessment for some trips we have already been to are in staff share –administration -educational visits , If not you will need to add your visit and complete a risk assessment.
- Letters to parents, **Itinerary and Emergency Contact List must be completed.**

- Attach a general risk assessment and any other needed -Other risk assessments that you will need to include are S.E.N. children etc
- All staff and volunteers must read all the risk assessments for the visit. The trip leader must then get all to sign a risk assessment acknowledgement form to say they have read and understand the risk assessments.
- To edit a general risk assessment that has already been completed e.g. swimming, type the visit name into the search for a visit box on the top right hand side and click on the pencil to update. Please make sure you check each section carefully as details will change for each year group, e.g. extra risk assessments may be needed for specific needs. Staff and pupil sections are very important and must be changed and checked very carefully.
- After your visit you will have 28 days to evaluate your trip and make any changes e.g. children or staff who did not attend will need removing and you must change staff if others went instead.
- These risk assessment are kept on file by the LEA for a whole year (3years for a residential). The evaluation must be completed.
- If you have any queries please don't hesitate -ask and I will be pleased to help.

HOT DRINKS

Coffee and tea should only be made in the staff room. If drinks are removed they need to be in an insulated mug. It is not expected that hot drinks will be drunk during lesson times.

EMERGENCY CONTACT PLAN

Claire Caldwell

Umrana Malik
Shelley Meer
Phil Creed
Radio Stations
Teaching Personnel
LA
Teresa Shellard

Umrana Malik

Amanda Wilson
Vinny Jagatia
Carol Hardwick
Maggie Scott → Jo Atkinson/Parent volunteers/Students

Shelley Meer

Early Years staff
Kathy Denham
Kath Smith
Outside agencies

Teresa Shellard

Laurie Bromley
Jo Bray

School Kitchen
Kirby & West
Music Staff
(Helen, Pat)
Lollipop Man

Shelley Meer

R/N/Year
1 Teachers

R/N/Year 1 TAs

R/N/Year 1
LSAs

Umrana Malik

Year 2/3/4
Teachers

Year 2/3/4 TAs

Year 2/3/4 LSAs

Kath Smith

Lunchtime
Staff

Phil Creed

Cleaners

Outside
contractors

Carol Hardwick

Year 5/6 Teachers

Year 5/6 TAs

Year 5/6 LSAs

Vinny Jagatia

ICT Technician

Martin Moores
Students from
university

DAILY RISK ASSESSMENT

Forgive me for stating the obvious, but here are some things to consider when checking your work area before letting in the children. This applies to all staff, not just teaching staff.

1. **Fire Exit** – Ensure the fire exit is not obstructed by furniture or objects. Ideally, it should be unlocked but in the interests of security this may not be possible. The key should be stored in an obvious place and the door should unlock easily. Please check this regularly, especially in the winter months.
2. **Fire evacuation**- details should be displayed in a prominent place and you should familiarize yourself and the children with the procedure.
3. **Sharp objects**- e.g. paper cutter, craft knives, scissors etc. should be stored safely.

Make sure children know how to carry scissors safely.

4. **Spillages**- liquids, sand etc need to be cleaned up as soon as possible.
5. **Children's medicines** should be stored appropriately- labelled with name and dosage. Parents must complete a permission form for medicines to be given at school. Details of children with medical needs should be displayed for visiting staff [with due regard for confidentiality]
6. **Trip hazards** should be removed from walkways. If you have a carpet which needs sticking down, inform the Premises Officer. [P.O.] Hanging objects e.g. mobiles should be at a safe height not to interfere with children or adults progress around the room. Children should be asked to tie trailing shoe laces.
7. **Electrical sockets** not in use in rooms where young children are taught should have safety socket covers. Sockets in corridors should be fitted with safety socket covers and should be switched off. Speak to H & S coordinator if any are missing.
8. **Cleaning chemicals** should not be stored in classrooms, nor should solvent based adhesives. This includes those you may bring from home [all of these are subject to COSH regulations]
9. There should be enough **adult sized chairs** for the number of adults working in the room.
10. Children should have **clothes suitable for the session**- i.e. aprons for painting, cooking, P.E. kit and if necessary, should be advised about dressing appropriately for the weather [to avoid sunburn in summer etc]
11. **Heat sources**- heaters, hot glue guns, matches etc. need to be stored appropriately.

12. **Speak to P.O. if minor repairs are needed** to fittings and furniture. Report more major things to H & S coordinator to be included on the regular risk assessment for Sites & Safety committee.

13. If using **outside areas, check** for rubbish and/or contaminated materials! If necessary, clean the area or get Premises officer to do so.

L Dunn

Reviewed July 2017

DAILY CHECK

Fire Exit clear?

Fire Evacuation procedure known?

Sharp objects stored safely?

Spillages cleaned up?

Medicines stored appropriately?

Trip hazards removed?

Electrical sockets/appliances safe?

Cleaning liquids stored away?

Adult chairs available?

Suitable clothes/equipment for activity?

Heat sources are safe?

PO told of minor repairs?

Outside areas checked?

CHILD PROTECTION

The school's policy is to implement the LEA's child protection procedure. Information about child protection is available from the policy folder electronically or in the staffroom. All staff members are trained annually on these procedures.

To ensure the procedure is put into practice the following measures are to be taken;

The Child Protection Officer /DSP (designated senior person) **Claire Caldwell** (Head Teacher) must ensure class teachers are informed of any child in their class for whom there is cause for concern including any pupils on the 'At Risk Register', to ensure quiet watchfulness and caring support.

At the beginning of each academic year the Child Protection Officer (CPO) will bring to the notice of all teachers the names and brief details about children at risk. Staff will be informed of new concerns as they arise through discussions with the CPO.

It is the responsibility of the Child Protection Officer to ensure that essential information is communicated to the child's new school.

Other CPO/DSP are **Umrana Malik**
Shelley Meer
Kath Smith

Procedures

If a child confides in you it is your responsibility to take appropriate action. At the earliest opportunity refer to the Head (Deputy if unavailable). The Head will make the final decision about what action to take according to LEA Guidance.

If any adult develops a concern about a child then this should be recorded on CPOMS and alert a CPO / DSP.

The records will be kept in the Head Teacher's Office in a secure place and will be available to teachers where appropriate.

Forest Lodge Community Primary School 2017/2018

THE SAFEGUARDING AGENDA



