

# MEADOW LANE INFANT SCHOOL

## HEALTH AND SAFETY PROCEDURES



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## **1. Children's Accidents & Sickness**

- Minor accidents requiring first aid to be administered by teaching assistants or available member of staff. First Aid equipment in the Medical Room. Teaching assistants to be responsible for cleaning and re-stocking first aid boxes. Each class has their own First Aid basket for class teachers to use.
- More serious injuries or accidents to be reported to the Head Teacher or Deputy.
- Parents to be notified immediately if the accident is deemed serious. Ambulance to be called if necessary.
- Major head injuries, to be reported to Head Teacher or Deputy Head. All head injuries to be recorded in accident book and a bump form, available in the medical room/staff room/classroom, to be sent home with the child.
- All serious accidents and injuries require an accident form to be filled in by the member of staff responsible for the child at the time. All minor injuries to be recorded in accident book.
- Inhalers in the medical room and administered by a member of staff. Medication to be administered by a trained member of staff. Recorded in medical file in the staff room.
- In the event of sickness, teacher responsible for the child should contact Head Teacher or Deputy Head Teacher and a decision will be made as to whether parents should be contacted. Emergency contact forms are located in the office. If parent or carers are not able to be contacted then the child needs to be made as comfortable as possible.
- Parents are responsible for the administration of medicines to their children. Permission for administration of some common medicines by Head Teacher, Deputy Head Teacher or named member of staff will be sought by parent. (Consent forms for parents/carers to complete are available from the school office).

If a decision is made to allow the administration of medicines then the following points should be noted;

- Head Teacher or named member of staff to take responsibility for administration of medicine. Other responsible persons can be named to administer medications.
- Medication must be prescribed by a professional and have appropriate labelling.
- Details from the parents should be obtained, giving the name of the child, name, dosage and timing of medicine, and, in the case of any difficulties, where and when the parent can be contacted.
- Completed consent forms are kept in the staff room with the medication. Once the medication has been administered details are written in the medical file in the staff room.
- Parents/Carers are responsible for collecting and taking medication home.
- Advice must also be provided on the storage of medicine, including pharmaceutical requirements (eg refrigeration if necessary).
- The smallest practical dose should be brought to the school, preferably by the parent.
- Dosage and consent is checked before medication is given.
- Refer to 'C8 First Aid Procedures in school' if necessary.
- Epi pens (if necessary) to be stored in the Head teacher's drawer. They will be appropriately labelled in a suitable container. Named members of staff will administer after training from the school nurse.
- Parents will sign the accident book if the child is collected from school. The accident book will state that we have advised follow up to GP, hospital, etc.

## **2 Accidents to Staff & Adults on site**

Accidents involving adults will be dealt with as necessary depending on the severity of the accident e.g., ambulance called and/or named person contacted as soon as possible. Staff will provide details of preferred first contact to be informed if necessary. Minor accidents will be dealt with on the premises.

Serious accidents to be reported in the Accident/Incident Report Book which is kept in the School Office with a copy sent to the Local Authority.

On-line reporting through the well worker system is now used.

### **3 Fire Procedure**

The primary objective is to safely evacuate all pupils.

- In case of fire the Head Teacher or a delegated person will ring the fire bell and children and staff will leave the building by the allocated exits and line up in the playground on the 100 square.
- The Head Teacher or Office Manager is responsible for telephoning the Fire Brigade.
- The Office Manager and Head Teacher will collect the registers from the School Office and Visitor & Parents/Staff Signing in book from the entrance.
- Each class teacher will be given his/her register at assembly point and check to make sure all his/her children are in the playground.
- The Head Teacher will check the hall and Classes 1, 2, 3, 4, 5, & 6.
- The Office Manager will check the staff room, Class 7, library and toilets.
- Classes 1 & 2 will leave the building by the front entrance.
- Classes 4, 5, 6 and 7 will leave by their own door.
- Class 3 will leave by their nearest door in library.
- If you are in the hall leave by the fire doors – do not come through the building.
- Staff will need to use the safest alternative exit if own exit is blocked.
- In case of fire at lunch time the Midday Playleaders will lead their group of children from the main building through the appropriate exits. The Head Teacher will be responsible for collecting dinner and sandwich registers from the office. All staff to go onto the playground. The Catering/Kitchen Staff to leave the building from the nearest available fire exit.
- In all instances the Deputy Head Teacher will assume the responsibilities of the Head Teacher if the Head Teacher is absent.
- Fire practice will be carried out once a term and include evacuation of all buildings on the Meadow Lane site.
- If staff leave school site at lunchtime they must sign out in note book and sign back in again.
- Fire procedures will be shared with staff for new house are to be found in the health and safety leaflet. (Appendix 2)
- All staff should be aware of the location of fire exits, extinguishers, etc.
- Volunteers in school should take the children outside to join their class on the 100 square.
- A gate has now been added to the Early Years Garden into the twitchel to enable easier access from the garden. To be used if necessary.

### **4 Local Visits**

- Children to be trained to walk in pairs in 'crocodile' style away from edge of curb.
- Each class to be accompanied by Class Teacher and another adult. High vis jackets are worn by adults.
- Crossing on High Road to be used and also narrow crossing outside school premises on Cator Lane. Member of staff to guide children over the road.
- All inhalers to be taken on visits.
- In case of emergency or accident at College House School, Secretary has agreed to be alerted to contact Meadow Lane and give support.
- Consent to be given on initial contact form for local visits.
- Parents to be informed if a visit is taking place.

#### **4.1 Educational Visits (refer to LA Educational Visits policy and Visits procedure)**

- Initial pre-visit to site necessary to assess safety and educational issues.
- Approval form EV1 to be completed by teacher responsible for visit.
- Risk assessment forms to be found in EVC file in staff room and updated when necessary.
- Appropriate adult/child ratio to be organised by visit leader. (1:4 for reception, 1:6 for Y1 and Y2)
- First aid kit, inhalers, change of clothing, 'sickness' equipment to be taken on visit.
- 'Helpers' to be briefed on following:

- i. 'Photograph Policy' only school cameras to be used on visit.
- ii. Class Teachers to be 'leaders' in all senses, all decision to be made by Class Teachers.
- iii. Outline information of the visit.
- Precise records of the following to be kept:
  - iv. Risk Assessment
  - v. List 99 undertaken of all helpers
  - vi. Contact mobile phone numbers of staff available.
  - vii. Names & telephone numbers of adult helpers.

## **5. Emergency Plans**

Full 'Coping with an Emergency Policy' available in office.

Should an incident occur, action must be taken to retrieve any situation using the appropriate rescue services. When an emergency occurs, the teacher in charge should follow set procedure which will include:

- Taking steps to safeguard against further incidents by isolating the group from the scene;
- Administering first aid or immediate action to prevent further injury or trauma;
- Accounting for all the pupils, by checking the group list;
- Sending for immediate help;
- Ensuring that all accompanying adults are informed of the accident and that action that has been taken;
- Ensuring that any injured pupil is accompanied to hospital by a responsible adult who has the authority to agree to treatment;
- Making appropriate arrangements for the other pupils;

## **Communications**

Immediately inform the Head Teacher and/or the link person giving full details of the incident. The group leader should control information by restricting access to telephones until communication has been made with the Head Teacher or link person. Ensure all parents have been informed.

## **Media Co-operation**

The incident may immediately attract media interest.

- Only the group leader should make comments and only the basis facts should be given.
- Names should never be released.
- No photographs, including mobile phone photographs allowed to be taken at the incident scene.
- Care should be taken in the preparation of any statement as legal action might follow an incident. (An ill-considered statement from a young person or adult member of the group may be inaccurate, excessively emotional and may prejudice any later enquiry).

## **Reporting**

- As soon as possible, whilst events are still fresh in everyone's memory, the group leader should begin to compile notes ready to formulate an official report.
- Note should be taken of the witnesses' names and addresses.
- A full and comprehensive report must be prepared and Health and Safety at Work reports should be produced as necessary (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR).

## **6 Working at height**

- School staff (teachers and TAs) must only use small step ladders for display. There must be more than one person in the room when using step ladders in case of injury.
- Ensure the step ladder is stable. Ask someone to hold it if necessary.
- Check condition of step ladders before use.
- Never stand on chairs or tables to put up displays, etc.

- Only site manager to use large ladder.
- Refer to 'NCC Working at Height Policy and Guidelines'. ( In Health and Safety folder in staffroom)

## **7 Lone working**

- If possible avoid being in school on your own unless absolutely necessary.
- If you are coming into school on your own let someone know. Ensure that you have a mobile phone with you at all times in case of emergency.
- Staff must not put themselves in a potentially vulnerable position, e.g., conduct home visits in pairs, interview potentially difficult parents/carers in an open environment or with another person.
- Answers to any issues can be found in 'B30 Lone Working procedures available in Health and Safety folder.

## **8 Sun safety**

- Ensure that children have adequate protection – hats, sunscreen if necessary.
- Children to apply own sunscreen or have it applied by parents before school.
- Discuss sun protection with the children as part of PSHE or science teaching.
- Use any shade available if teaching outside.
- Ensure that children have access to drinking water at all times.
- Refer to 'Sunsmart Guidelines for primary schools' in Health and safety folder.

## **9 Chemicals/Electrical Equipment**

- In accordance with COSHH regulations no chemicals should be brought into school. If any member of staff is unsure about using liquids or sprays please see HT for advice.
- No electrical equipment should be brought in from home and must not be used in school unless they have been PAT tested.
- Any faults in electrical wiring/plugs/equipment must be reported to HT or site manager immediately.
- Ensure that no wires are trailing across walkways and that plugs are safe.
- Hot glue guns must never be used by children. Only to be used by staff in controlled situations away from children.

## **10 Manual Handling**

- Staff should not attempt to lift heavy loads. Wait for site manager to help.
- When lifting staff should take proper precautions – bend knees, get help from someone else, etc.
- Care must be taken when handling pupils. Any issues to be referred to HT for advice. If a child needs persistent intervention then manual handling training (MAPA) must be attended.
- Refer to 'B1 Manual Handling Policy and Guidance' in Health and Safety folder.

## **11 School Environment**

- Staff to ensure that teaching areas are kept tidy. Cloakrooms and corridors to be regularly checked and tidied to ensure that there are no trip hazards.
- Ensure that children handle tools and scissors appropriately.
- No hot drinks to be taken into classrooms.
- Ensure that activities are adequately supervised – cooking, outside, water, etc.
- Never leave children unsupervised.
- Ensure that all outside doors are locked when school is in session.
- Maintain adequate supervision on the playground at all times. Review levels of supervision regularly.
- Ensure that gates are shut on the playground.
- All visitors must wear a badge. Staff to challenge unknown people or report incidents to office/HT.

- Staff to wear name badges when other adults are in school.

### **Meadow Lane House**

The above procedures apply to working in the House. These additional procedures need to be taken into account.

- A member of staff with a CRB check can take a group of children into the house to work. A teacher may take their whole class into the house to work. Do not send parent helpers/volunteers/students into the house with a group of children without a member of staff or unless they are in pairs or a group and it has been agreed by the Head teacher.
- Do not work in the house on your own with one child.
- Teachers must ensure that they know how many children are working in the house at any one time in case of fire. (Timetable in staff room)
- Work with children must only take place downstairs in the house during school time. Children may be allowed upstairs if they are with their parents or attending a course run by an outside agency.
- Access to the house during school time is through school – from class 5, 6, 4, 3 or 2 across the decking or through the hall. Access during out of school times is through the gate round the front of school. Gate is secured with a code.
- Please ensure that doors are securely closed when in the house and that the gates are closed tightly. **DO NOT LEAVE CHILDREN UNATTENDED.**
- When cooking with the children – ratio must be adequate 1:6 is ideal. Care should be taken if using the oven, microwave kettle or toaster – risks include boiling water, trailing leads, etc.
- First aid boxes are kept upstairs and downstairs. Minor incidents can be dealt with by staff. There are phones on every level with extensions marked for school if any help is needed from a trained first aider.
- Any visitors must sign in at the main school during school time. A list will be kept in school and in the house to inform staff who is using the house at any given time. **PLEASE BE AWARE THAT AT TIMES THERE MAY BE ADULTS WORKING UPSTAIRS. DO NOT LEAVE CHILDREN UNATTENDED.**
- All children need to know how to operate the push bar fire doors and send for help if necessary. Go through this with the children when you go to the house to work with them.
- The sliding doors do not have finger guards and could present a finger trapping hazard. They are only to be operated by an adult and the children must be warned to keep their fingers away from them.
- If the Fire Alarm sounds:
  - Leave the building calmly from the marked fire exits on the ground floor.
  - Make your way around the front of the building, past the kitchen, down the alley and out to the front of school.
  - If you are working with a group of children walk around the front of school and onto the 100 square in the playground.
  - If the fire is in the kitchen, make your way through the outside doors (Class 5, 6, 4, 3 or 2) and onto the school playground.