



**Shirenewton  
Primary School**  
Ysgol Gynradd Shirenewton

**Shirenewton Primary School  
Health and Safety Policy**



## **Shirenewton Health and Safety Policy**

### **AIM**

The purpose of this policy is to aid staff and Governors in the provision of a safe working environment at Shirenewton Primary School.

### **OBJECTIVES**

1. to identify the health and safety matters for which the school governors are responsible
2. to establish how the roles of the school staff in relation to health and safety matters are organised and
3. to provide details of the procedures to be followed and the standards to be achieved in implementing the school's health and safety policy.

### **Aims**

1. To provide a safe, secure and healthy working environment for staff and children
2. To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

### **Background to Health and Safety**

The school recognises that the four areas detailed below affect the operation of the Shirenewton Health and Safety Policy:

The Health and Safety at Work etc Act 1974 requires Monmouthshire County Council to provide a safe and healthy workplace and working environments for all of its employees and it discharges this responsibility, as far as schools are concerned, through the Chief Education Officer (CEO). In exercising their responsibility for health and safety in schools, the CEO has delegated responsibility to the Headteacher and Governing Body to act on their behalf.

### **See also Monmouthshire County Council Corporate Health and Safety Policy**

Under the Education Reform Act 1988, which introduced Local Management of Schools (LMS), Governors are given more responsibility to ensure that schools are run without risk to health and safety. As a consequence, the CEO, School Staff and Governing Body need to work together to establish their health and safety objectives;

The Governing Body of Shirenewton School recognises and accepts its responsibilities for health and safety and has prepared this policy statement to meet this responsibility. This statement is subsidiary to any policy statement issued by the CEO and is, in all respects, complementary to it;

Governors also recognise that all employees have duties under Section 7 of the Health and Safety Act to ensure they work in ways which are safe and without health risks to themselves, other staff, pupils or visitors.

### **Responsibilities**

Responsibility for health and safety issues is shared between the CEO and the Governing Body of Shirenewton School.

In general the CEO is responsible for the health and safety aspects of buildings and responsibilities of Governors and the Headteacher are listed in Annex 1.

It is the responsibility of Governors to be aware of the requirements of the law and guidance provided by Welsh Government, or the CEO.

## **Organisation**

The Governors in association with the Headteacher will document the health and safety policy appropriate to the needs of the school and ensure that practical procedures are specified, so that the policy may be implemented in an effective manner.

The Governors and the Headteacher will sustain the school's health and safety performance by:

1. ensuring that regular inspections are carried out
1. monitoring the accident/incident reports and
1. taking action on reports from its own safety inspections, and inspections arranged by the CEO, reports of HSE inspectors and complaints about hazards reported by staff, pupils and parents.

The Headteacher will liaise with the Governors on health and safety policy issues, take day to day responsibility for implementing the policy in the school and ensuring that any problems in policy implementation are reported to the Governors.

The Deputy Head, teachers, support assistants, midday school meals supervisors and school administrative staff must adhere to health and safety instructions and report any hazards or unsafe practices to the Headteacher.

## **Instructions and Procedures to be Followed**

In their aim to manage health and safety effectively, the Governors, in conjunction with the Headteacher, will set out procedures and instructions in the areas identified in the annex. They are an integral part of the policy in so far as they provide the mechanisms that support this policy statement. They will be reviewed periodically to ensure that the policy is working satisfactorily.

## **Informing people of this policy**

This health and safety policy is kept in the school office and a copy is also available in the Google Shared Drive on Hwb. Staff are informed of changes or alterations during staff briefings at the beginning of every week.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself. New members of staff receive health and safety information as part of their induction.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

## **General Statement of Policy**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all pupils and employees.

Areas of Health and Safety are constantly under review with teachers and support staff attending updates through training events run by Monmouthshire County Council.

This policy together with established procedures and instructions will be the subject of on-going review in the light of experience.

Reviews will be carried out by Headteacher and the two Health and Safety representatives; one from school staff and one from the governing body

Staff: Mr N Penn            Governors: Mrs G Partridge

The allocation of duties and arrangements are set out in the annexe of this policy. Adjustments will be made in the allocation of duties to reflect changes in personnel, circumstances or the needs of the school. Major changes will be reported to the Governing Body in an annual review of this policy.

<b><i>Policy agreed and approved by Governors on :</i></b>	
<b><i>Reviewed on :</i></b>	
<b><i>Signed:</i></b>	<b><i>Headteacher</i></b>
<b><i>Signed:</i></b>	<b><i>Chair of Governors</i></b>

## **Annexe**

### **Responsibilities of individual class teachers**

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

1. Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
2. Observe standards of dress consistent with safety and/ or hygiene
3. Keep good standards of tidiness, hygiene and cleanliness
4. Know and apply the procedures in respect of emergencies
5. Co-operate with other employees and the safety representative in promoting health and safety measures
6. Report any hazard or breakage
7. Follow health and safety instructions and use appropriate safety equipment and protective clothing
8. Maintain safely tools and equipment
9. Report any incidents, violence or 'near misses'
10. Set a good example to the children in their care
11. Supervise pupils and ensure that they know about emergency procedures and safety measures
12. Ensure that pupils' bags, coats and belongings are safely put away
13. Include all relevant aspects of safety in the curriculum.
14. Make parents/ volunteers aware of safety procedures in the classroom / work area
15. Give clear instruction and warning as often as necessary
16. Ensure that relevant risk assessments are completed and followed

### **Responsibilities of post-holders**

Those responsible for others should ensure that:

1. Members of their team are complying with health and safety regulations
2. Draw the attention of the Headteacher to any breach of procedure amongst their team which cannot be dealt with
3. Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
4. The Headteacher or school site supervisor is informed if any difficulties occur and that near misses and accidents are reported and recorded
5. They set a good example to members of their team and children
6. They keep an overview of the parts of the premises for which they are responsible
7. They keep up-to-date with new pieces of advice relating to health and safety
8. They keep an overview of equipment and substances kept in their areas
9. All donated equipment is safe for use, if necessary, seeking specialist advice
10. They complete necessary risk assessments and check that members of their team complete them when necessary
11. They implement existing policies and follow advice and instructions

### **Responsibilities of the Governing Body**

1. Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
2. Ensure that policies relating to health and safety are in place and updated regularly
3. Enable a member of the governing body to have a key monitoring role in relation to health and safety including an annual walk around the school building with the caretaker and Headteacher.
4. Approve as appropriate arrangements for residential trips according to LA guidelines

5. Ensure that safety standards for purchased goods and equipment are met.

#### **Responsibilities of the Headteacher**

1. To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
2. To regularly review the safety and security of the school building during an annual Governors' meeting
3. To undertake risk assessments as and when required and review regularly
4. To put into practice and monitor the procedures described in associated policies e.g. first aid, emergency, fire, reporting of defects
5. To act upon referrals from employees
6. To ensure staff and pupils comply with agreed procedures
7. To record and inform relevant external agencies as and when appropriate
8. To ensure access to this policy and other health and safety information as legally required
9. Advise and inform the Governing Body as to health and safety practice, legislation and compliance
10. To ensure that appropriate logs and records of incidents are completed and acted upon
11. To ensure policies and employees are updated as to new legislation and guidance
12. To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
13. To ensure that temporary / supply staff are informed of health and safety practice
14. To meet with the health and safety representatives of the governing body at least termly to discuss health and safety issues and 'walk the school'
15. To report on any audits / inspections to the governing body and follow-up any necessary actions
16. To ensure that procedures are in place to ensure the safety of contractors and hirers
17. To make sure that fire drills are held at least once per term
18. To make sure that secure and shelter / lockdown procedures are known and that a drill is carried out at least once per year
19. To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
20. Ensure adequate first aid cover is provided

#### **Responsibilities of visitors**

1. Regular visitors and other users of the school will be required to observe the safety rules of the school. The Headteacher / School Support Officer will ensure that visitors are informed of health and safety matters which may affect them during their visit.
2. Volunteers in school will be made aware of the health and safety arrangements by the teacher who they are working with.
3. Groups of people who regularly hire the premises will be made aware of safety arrangements through our leasing agreement and in discussion with the school office staff.

**The Governing Body and Headteacher have agreed that the following procedures/ codes of practice shall be followed within the school:**

#### **Defects**

1. Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Headteacher
2. The Caretaker, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, i.e. by contacting property services, school technical services or other competent contractor

## **Accident reporting**

Any member of staff dealing with an accident needs to report it. A first aid kit goes out onto the yard during break and lunchtimes. The first aid record file is kept in the medical bag and needs to be filled in by the person administering First Aid and sent home with the child to parents / guardians.

*All injuries which are not considered to be of a minor nature MUST be reported to the Headteacher. The Headteacher or delegated member of staff will immediately inform the pupils' parents.*

*Parents are informed of a head injury by telephone and are asked if they wish visit school to make a decision about whether they wish to seek medical advice*

All serious accidents that occur on the site should be recorded on a Local Authority accident form and the details forwarded immediately or as soon as is possible.

If the accident is serious, senior leaders should be informed immediately and action taken to ensure the location of the accident is still safe to use.

## **Electricity**

Electrical items received or purchased by the school are recorded in the register by the school office staff. All items will be safety tested on a rolling annual programme. All defective items are removed or repaired.

Staff should be vigilant for:

1. Damage to plugs and switches
2. Damage to leads
3. Correctly fitted connectors
4. Coloured insulation of the internal wires not showing at plug or appliance
5. Damage to outer case of equipment
6. Signs of overheating
7. Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
8. The appliance being used for the purpose it was designed for

## **COSHH (Control of Substances Hazardous to Health)**

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the site caretaker's file which includes all COSHH materials

### **Access equipment**

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

### **Risk assessments**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity.

Staff should inform senior management if they notice that existing risk assessments appear dated or do not deal with the potential risks encountered every off-site visit should be risk assessed.

### **Manual handling**

All members of staff should be aware of manual handling activities involved in their day-to-day activities e.g. the reorganisation of classroom furniture, the carrying of books, the movement of audio / visual equipment and music equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

### **Educational visits**

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential visits and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation as necessary.

The Educational Visits Coordinator, will support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the teacher responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits need approval at least 3 weeks in advance from the LA and governing body.

Further details are included in our 'Educational Visits Policy'.

### **Volunteers**

We welcome volunteers to Shirenewton Primary School. In order to make sure that their experience is beneficial it is important to:

1. ensure volunteers comply with the safe recruitment process
2. follow the volunteer induction, including Safeguarding and GDPR training
3. ensure an appropriate match between the volunteer and the activity
4. ensure appropriate supervision at all times

Volunteers are co-ordinated by the School Support Officer. Their class teacher is responsible for ensuring their induction and mentoring them whilst on site. All DBS checks have to be up to date i.e. within the last 3 years and conducted by Monmouthshire.

### **PE equipment**

The PE equipment is inspected annually by an external contractor – currently Sportfix. The caretaker is responsible for overseeing this inspection and for making a weekly visual check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

### **Lettings**

After School Club Ltd run an after-school provision in the school premises. The letting is agreed through Monmouthshire County Council's Letting Agreement. The agreement sets out permitted use of the building under the Standard Conditions contained in the agreement.

## **Use of the school field**

When using the school field it is important that:

1. members of staff who are on their own take a mobile phone with them in order to alert staff in school if a problem arises
2. staff consider at all times the needs of individuals and the likely difficulties they might encounter

Before beginning any activity staff should check the playing area to ensure that it is clear of hazards or other debris and ready for use.

## **Contractors and visitors**

All contractors and visitors entering the premises are required to sign in. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos, sign the asbestos register, if necessary complete the Hot Work register, and asked to sign to acknowledge that they have received this information.

## **Asbestos**

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the LEA asbestos policy.

## **Fire**

Fire drills are held termly and will on occasion include:

### **Responsibilities during fire drill**

Trained Fire Wardens (FW): Mr Penn, Mrs Burbidge & Mrs Partridge

Fire Co-ordinator (HT): Mr Penn

Enhanced First Aiders: Mrs Burbidge, Mrs Graham and Mrs Taylor

1. All teachers to lead out their classes in an orderly fashion, via the nearest exit door to the assembly point. All support staff to follow behind the class they are supporting and close internal and external classroom doors.
2. The assembly point for all children and adults is the KS2 sports pitch; classes to keep 2m apart at all times.
3. Personal Emergency Evacuation Plans: NA
4. Mrs Partridge (FW) will dial 999. In her absence, the person who has discovered the fire will dial 999
5. Mrs Partridge will take out registers, signing in i-pad, file with pupil telephone numbers and a mobile phone. In her absence Mr Penn will do it.
6. Mr Penn will check all the rooms in the admin wing (inc. the photocopy room, staff room, offices, staff toilets & hall) & ensure all doors are released and closed. In his absence Mrs Partridge to cover.
7. Mrs Partridge is the designated person for checking the rooms in the FP wing (inc. FP toilets, cloakroom, cafe, creative area and sand/water shelter) & ensure all doors are released and closed. In her absence the person covering the office to cover.
8. Mr Penn is the designated person for checking the rooms in the KS2 wing (inc. Junior toilets, cloakroom, study, library, creative area, chalet and changing rooms) & ensure all doors are released and closed. In his absence, Mrs Burbidge to cover, whilst TA takes out her pupils.
9. In the event of a fire alert during times when children are not in their classrooms, all teaching staff will support in leading their class to the assembly point. During times when children are not in their classrooms, staff will ensure the Fire Safety Clipboards are accessible. At breaktimes and lunchtimes, Fire Register Clipboard should be stored in a container in the sheltered areas on each playground. All teaching staff to take this (kept with them as they make their way to the fire assembly point.
10. All teaching staff to use their register to do a roll call and report any missing children to the Fire Coordinator. If all children are present, green A4 laminated card is to be shown clearly and immediately by the teacher in charge, raising their hands in the air. If there are pupils missing from the role call, a red laminated card is to be clearly shown immediately.

11. Fire Wardens to report their areas are clear to the Fire Co-ordinator at the fire assembly point.

- \* Do NOT re-enter the building until the all clear has been given by the fire brigade.
- \* Do not handle electrical equipment as you leave the building.
- \* All staff must sign in & out when entering and leaving the premises.
- \* All internal doors should be released and closed by FWs during building evacuation checks.
- \* All external doors should be shut, where possible, by staff as they exit the building.

#### **Responsibilities for class teachers (or teaching assistant/ mid-day supervisor if class teacher not on site)**

During the **first week of school** all class teachers should explain to children what the procedure is should the fire alarm sound. This should include information about:

1. Fire exit to be used
2. Assembly point
3. Action on discovering a fire
4. Keeping gangways clear

**Fire exit to be used** – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

**Assembly point** – is on the football field. Pupils are to stand in registration groups. Where children have been in sets or working in other groups, they should go directly to the nearest exit and join their registration group for roll call.

**Action on discovering a fire** – children inform someone immediately and should never try to put a fire out themselves.

**Keeping gangways clear** – children should be reminded about hanging coats and bags out of the way

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see Critical Incident Planning. This also provides information about the notification of staff, parents and LA in the event of school closure.

#### **Tests and checks**

Daily (the caretaker)	<b>On arrival</b> Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working <b>On leaving</b> Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed
Weekly (the caretaker)	Test fire alarm systems and record in fire log Test one alarm each week on a rota
Monthly (the caretaker)	Check extinguishers are in the correct place
Half Termly (the Headteacher)	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Six monthly (the caretaker)	Check emergency lighting and record in log
Annually (LEA)	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers

Fire notices are contained in each room.

### Occupation density figures

Main hall	Pupils sitting on floor – 210 children Close seating –people Seated at tables –people Dancing, no tables or chairs –people Dancing with tables and chairs – people
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### Lone Working and Personal Security

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which they are not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

#### Key holders responding to an alarm

Please note:

1. Always assume an alarm is genuine
2. If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
3. Take a torch and if available, a personal attack alarm with you
4. Take a mobile phone
5. Look outside your own home before going out in case someone is watching you leave
6. Tell someone where you are going and how long you are likely to be

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

1. Never confront an intruder or approach or enter a building if you think an intruder may be inside. Call the police and wait outside
2. Do not enter or approach a building on your own if you are concerned for your safety
3. Check from outside of the school and at a distance to see whether there are any signs of an intrusion
4. Check whether there are any unexpected vehicles in the area
5. Make sure you have a mobile phone to summon help if necessary

#### Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

1. Tell somebody where you are and what time you will be home
2. Ensure that all entrances are secure and windows are closed– ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
3. If you are the last member of staff to leave ensure that the door through which you leave locks behind you
4. If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the headteacher's room, main office or mobile phone
5. Always be alert when leaving the building

#### Key holders managing lettings

1. As far as possible only open the part of the building which has been hired
2. For locking up, return to the building before the hirers leave
3. Check the areas for any hidden intruders before the hirers leave

#### Leaving an empty building

1. Carry out locking up and security checks from the inside of the building wherever possible

2. Start the locking up process while there are still staff inside the building
3. Set all alarms
4. Always be on the alert when leaving an empty building in case someone is waiting for you to do so

### **In the event of trespassers**

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason, they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

1. They should be asked to leave by the nearest exit and observed until they do so
2. The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

**If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.**

### **In the event of an abusive parent / adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent / adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred, an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee, support should be offered following an incident.

### **Reporting Incidents**

Use an incident form to report all incidents, however, minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

### **First Aid**

Staff training is updated annually to ensure an adequate number of staff are able to treat pupils and adults in each area of the school.

Although these people can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

### **Equipment**

First aid cupboards are located around the school building. They contain only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present.

For the supervising of an out-of-school visit there is a first aid satchel available. Staff must ensure that this is taken on a trip.

### **Procedures**

In case of concern about the health of an individual the following precautions should be followed:

1. The injury/ concern is checked and an assessment made of the level of treatment needed
2. A decision will be communicated to the Headteacher or office staff as necessary
3. Parents are informed when necessary

### **Levels of action include:**

1. Treatment on school premises for minor ailments / accidents –Accident Book, the top copy of which should be sent home with the child
2. parents contacted immediately – Accident Book – LEA informed if sufficiently serious
3. If parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed
4. if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately, and parent informed

### **In each case every attempt should be made to:**

1. Check the injury to the best of our ability
2. Inform the relevant people in the case of more serious incidents. This includes:
  1. Headteacher
  2. Parents / guardians
  3. LA
3. Keep accurate records of the injury, events leading up to the injury and actions subsequently
4. Err on the side of caution
5. Consider the needs of the child as central to all actions

### **Medication**

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

No non-prescription medicines will be administered by staff.

Parents / carers can make arrangements to administer non-prescription or prescription medicine at lunch time or during the school day if required.

### **Procedure**

#### **Role of the Designated Person/s**

1. Members of the school personnel who have volunteered to administer or supervise the taking of medication will be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens.

#### **Parents/carers must provide:**

1. written permission by completing the Medication Consent Form
2. take responsibility for ensuring asthma inhalers and epipens held in school are in date
3. sufficient medical information on their child's medical condition
4. the medication in its original container

5. sufficient medicine for the dosage to be given in school

### **Administration of Prescribed Medicines**

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

1. be aware of Individual Health Care Plans and of symptoms which may require emergency action
2. read and check the Medical Consent Forms before administering or supervising the taking of medicines
3. check that the medication belongs to the named pupil
4. check that the medication is within the expiry date
5. inform the parent if the medication has reached its expiry date
6. confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage
7. always take appropriate hygiene precautions

### **Medication Record**

The following information must be supplied by the parent/carer – refer to attached forms

1. Name and date of birth of the child
2. Name and contact details of the parent/carer
3. Name and contact details of GP
4. Name of medicines
5. Details of prescribed dosage
6. Date and time of last dosage given
7. Consent given by parent/carer for staff to administer medication
8. Expiry date of medication
9. Storage details

### **Storage Security**

All medications will be kept in a secure place and accessible only to the designated persons

#### **Educational Visits**

On educational visits a designated person will also attend in order to administer medications

#### **Sporting Activities**

We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs.

#### **Near misses reporting**

Near misses should be reported to the Headteacher or deputy in his absence. Any particular issues should be identified and acted upon.

#### **Smoking**

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment the LA has adopted a no smoking policy, which covers the entire school site including playgrounds and playing fields.

#### **Health and safety during science experiments**

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

1. Be sensible during the experiment
2. Follow instructions immediately
3. Only touch equipment when you are told to
4. Carry equipment with care and always walk
5. Make sure any equipment used is returned carefully
6. Inform your teacher of any breakages
7. If you're not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

1. Consideration of staffing levels
2. Consideration of group mix and children with special needs
3. Room dynamics
4. A risk assessment according to the materials and equipment to be used

Where there are any concerns or queries the Science and Technology lead should be consulted.

### **WiFi ICT Equipment**

There is no consistent evidence to date that WiFi and WLANs adversely affect the health of the general population. The signals are very low power, typically 0.1 watt (100 milliwatts) in both the computer and the router (access point) and the results so far show exposures are well within internationally accepted (ICNIRP) guidelines. Based on current knowledge and experience, radio frequency (RF) exposures from WiFi are likely to be lower than those from mobile phones. Also, the frequencies used in WiFi are broadly the same as those from traditional RF applications.

On the basis of the studies so far carried out in house, the Health Protection Agency sees no reason why WiFi should not continue to be used in schools. However with any new technology it is a sensible precautionary approach, as happened with mobile phones, to keep the situation under ongoing review so that parents and others can have as much reassurance as possible.

### **Swimming lessons**

1. The 'duty of care' is shared between the class teacher and Leisure Centre swimming teacher whilst the pupils are on the poolside.
2. School medical records should be checked carefully and any relevant conditions reported to the swimming teacher. Children with asthma should ensure that they bring their inhaler.
3. Jewellery of any kind is not to be worn in the swimming pool. This includes earrings.
4. Long hair must be tied back and it is strongly advised that pupils wear a swimming hat.
5. A one piece swimming costume should be worn / swimming trunks or shorts that are no longer than mid thigh.
6. All children and teachers must understand the rules of the pool and the pool emergency procedure.
7. Teachers may only teach on poolside and may not enter the water to demonstrate or assist.
8. Teachers should be suitably clothed.
9. It is not expected that there should be more than twenty learners per teacher.
10. The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.
11. In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.
1. The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.
2. Under no circumstances should children be taken to the changing areas to collect their belongings.
3. Teachers are responsible for ensuring their class is fully accounted for by taking a register.

## **Health and well-being of staff**

In order to help prevent stress and to provide the best working environment for the health and well being of staff we recommend that:

1. The length of meetings is agreed and where possible adhered to
2. Where at all possible, notice is given of cancellations
3. Consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
4. Deadlines can be negotiated in extenuating circumstances
5. Consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
6. Where possible directed time in the form of Professional Learning Meetings (Staff Meetings) can be used for tasks including data tasks; parent consultations; governor liaison
7. Where possible, and where it does not cause a detriment to teaching and learning, directed time for activities such as Professional Development Reviews (Performance Management) and Pupil Learner Reviews can take place during the school day.
8. PPA is regular and reliable, and, where possible may be taken at home. However, working from home should not be prioritised over the needs of the school.
9. Working at home is an agreed principle where specific tasks need completion – in agreement with senior leadership

## **Stress**

Hopefully, the practices recommended above should help prevent stress. In some cases, this may not happen and staff should be alerted to some common effects of stress.

These include:

1. high level of anxiety
2. low self-esteem
3. inability to concentrate
4. being more prone to accidents
5. headaches/ migraine
6. depression
7. panic attacks
8. chest pains
9. stomach problems
10. relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

1. Empathising with colleagues
2. Prioritising workload
3. Being physically active
4. sharing feelings with people at home
5. ensuring that some time every week is set aside for relaxation
6. discussing responsibilities with a senior colleague and perhaps negotiating deadlines
7. pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

### **Fitting in with families**

Every employee at our school has demands outside of the workplace which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands.

This includes:

1. being flexible about requests for attendance at funerals,
2. enabling support, where possible, for ageing relatives and children with medical appointments
3. enabling staff, where possible, to attend significant important events in respect of children e.g. Christmas concerts, first day at school

The LA issues specific guidance regarding leave allowances for a variety of circumstances and includes absences without pay, etc.

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible, we will attempt to support them in meeting the demands of home and school. In some cases, it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full. We would also request that staff take responsibility for ensuring that when they are absent, cover arrangements ensure the continued smooth running of the school.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place. Facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

### **Monitoring arrangements**

The governors will receive regular reports through subcommittee meetings and Headteacher Reports to Governors for annual reports on:

1. Accidents/ incidents
2. Results of internal or external health and safety inspections
3. Complaints
4. Summary of 'walk about' information from the health and safety link Governor

### **Equality statement**

We do not discriminate (either directly or indirectly) against anyone on the grounds of their gender, race, colour, religion, ability, disability or any aspect of their social/cultural background. Furthermore, the school community is committed to countering all forms of racial prejudice and discrimination. All the practices and procedures detailed in all policies are designed to be inclusive and promote equal opportunities and cultural diversity.

### **Policy review**

This policy was written in September 2024 by Nick Penn

Signed

Headteacher:

Chair of Governors: