

# Queensgate Foundation Primary School



## Health and Safety Policy

November 2018

Working together for a successful future



**HEALTH AND SAFETY POLICY**  
**Queensgate Foundation Primary School**

**Policy Review**

This policy will be reviewed in full by the Governing Board on an annual basis.

The policy was last reviewed and agreed by the Governing Board on 12<sup>th</sup> November 2018

It is due for review November 2019 (up to 12 months from the above date).

Signature ..... *[Signature]* ..... Head Teacher      Date ..... *20/11/2018* .....

Signature ..... *[Signature]* ..... Chair of Governors      Date ..... *28/11/18* .....

## Amendments Page

Issue	Page	Comment
Jun 06	3	Amendments page added
Jun 06	3	Contents updated
Jun 06	14	Item 8.4 – reference to appointed person added
Jun 06	16	Item 12 – Asbestos and Legionella added
Jun 06	19	Item 18.5 – Reference to appointed person added
Nov 17	Sect 4.2	Added 'in appendix A'
Nov 17	Sect 15.3	Added 'authorised to do so by the Headteacher'
Nov 17	S 21.1	This section added
Nov 17	S 3.1	Section moved from s4
Jan 22	S 16	Work at Height inserted all following section numbers updated.
Feb 07	S17	Slip and Trips inserted all following section numbers updated.
Jun 07	All references	Property Services title amended to Property Management Group (Property Services).
Jun 07	Sect 4.3	Fire marshals ref to appendix & training included in text.
Jun 07	Sect 5.1	Weekly Potential arson risk check by Caretaker
Jun 07	Sect 11.4	Trained persons added
Jun 07	Sect 15.3	Persons appointed to carry out specific risk assessments to be listed in Appendix A.
Jun 07	Sect 16.1.7	Working at Height appointed person to oversee WAH tasks added.
Jun 07	Sect 18.1	Head Teacher responsibility for stress survey arrangements added.
Jun 07	Sect 19.3	Reference to signage added
Jun 07	Sect 25.3	Reference to EVC training added.
Jul 07	Sect 14.2	Amended incomplete sentence.
Jan 08	Sect B p9	Property Management Group name reverts to Property Services
Jan 08	Sect 12.4	Paragraph added. Asbestos register
Jan 08	Sect D	Changes to contacts and information sources
Sep 08	Sect 18	Well Being program added and Stress filter tool method removed.
Sep 08	Sect 16	Parts of 'Work at Height' section reworded
Sep 08	Sect 12	Section 'Asbestos and Legionella' updated re legionella preventive measures
Sep 08	Sect D	Contact and information updates
Oct 08	Sect 27	Driving for work added
Oct 08	Sect D	H&S Assistance change of contact details
Aug 09	Sect 2.1 & 3.4	CRB reference added.
Aug 09	Sect 4.5 (5.5)	Reference to Governing board inspections removed.
Aug 09	Sect 8.4 (9.4)	Clarification of guidance.
Nov 09	Appendix E	Administration of Medicines Policy
Jan 10	Appendix F	Intimate Care Plan
Oct 12	Appendix A	Some responsibilities changed
Oct 12	Section 8.1	Amended from small kitchen to Cookery Room
Oct 14	Appendix A	Updated
Oct 14	Appendix C	Delete IWC instructions; amend to School instructions
Oct 15	Whole Policy	Completely updated following guidance from SOSA to reflect school practice
Oct 16	Appendix A	Updated
Oct 16	Appendix E	Deleted
Nov 18	Sect 28.2.3	Deleted
Nov 18	Sect 28.2.4	Deleted
Nov 18	Sect 29.2	Deleted
Nov 18	Sect 19.1	Deleted
Nov 18	Sect 19.2	Deleted

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# HEALTH AND SAFETY POLICY STATEMENT

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## SECTION A - STATEMENT OF INTENT

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The school management therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other area's), and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale.

The senior manager will ensure all staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Management have arranged Health and Safety support through Solent Organisational Support Associates Ltd (SOSA). Additional information is sourced from the HSE Website:

<http://www.hse.gov.uk/index.htm>, to ensure the most up to date information is used.

Signed

Signed

Headteacher

Chair of Governors

Date:

Date

## SECTION B – ORGANISATION

### Governing Board

The Governing Board has overall accountability for health and safety as employer. School leaders have responsibility for ensuring that the school is safe for use by employees and visitors on a day to day basis.

The Headteacher is also responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

## **Responsibilities**

### **Local Authority**

Have overall responsibility for Health and Safety and therefore will provide direction regarding legislation and the councils own policy on H&S. They will also give guidance or support as necessary to help ensure the Dept manager can meet their H&S obligations.

### **The School Governors**

The governors have a responsibility to ensure that school health and safety management complies with statutory requirements and the school health and safety policy; to ensure the health and safety of persons on the school premises or when taking part in any external school activities.

### **The Headteacher**

- 1 Production & review of the Health and Safety Policy and review it annually.
- 2 Checking that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- 3 Ensuring that all staff have read and understood the H&S Policy and any supporting documents.
- 4 Undertaking and recording Risk Assessments.
- 5 Carrying out regular health and safety inspections and addressing any safety issues as necessary.
- 6 Receiving and dealing promptly with complaints about safety issues.
- 7 Seeing that emergency evacuation procedures are in place and that records are maintained.
- 8 Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- 9 Ensuring that adequate first aid provision is made.
- 10 Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analysis.'
- 11 Responsible for ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

### **Appointed Person**

The Headteacher has appointed a person/s responsible for managing the health and safety arrangements for the school. The person/s are identified in appendix A.

The role of the appointed person/s is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.

Where appropriate the appointed person/s may request the assistance of competent persons to help with specific H&S issues.

The appointed person/s will ensure that accident reporting is made via the SOSA online reporting system.

The appointed person/s will make staff aware of specific H&S training that may be beneficial for their function and ensure records are maintained of any training.

### **Teaching Staff**

Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.



In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

## **First Aid Personnel**

The role of the First Aider is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.

Where appropriate the First Aider will request professional medical aid ie an ambulance.

The First Aider will ensure an Accident record is completed and where a pupil is concerned the school first aid log is also completed.

## **Caretaking staff**

The caretaking staff are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.

Hazardous substances and the activities for which they are used have been COSHH assessed and suitable Personal Protective Equipment is used.

## **All Staff**

All Staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements. Any and all premises issues must be logged by staff using the Every system.

## **Safety Representatives**

The school allows the appointment of Safety representatives by recognised unions.

Recognised unions:

Unison

National Union of Teachers

National Association of School Masters and Union of Women Teachers

Association of Teachers and Lecturers

Secondary Heads Association

Professional Association of Teachers

Safety representatives are responsible for deciding whether they wish to have a Safety Committee if one does not exist already, in which case, the Dept Manager will facilitate this.

Functions of the Safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the Headteacher
- Make representations regarding general matters of H&S and welfare of employees.

The Headteacher recognises that the safety representative may require 'in school' time to perform some H&S functions.

## **Property Services**

The school will ensure that periodic statutory safety testing takes place on plant such as fixed wiring, plumbing systems and drainage.

## **SECTION C - ARRANGEMENTS**

It is important that the day-by-day activities of all staff, Young persons, contractors and visitors are conducted in a way which is as safe as possible.

### ***General Practices Applying To All Staff***

#### **1. Young Persons**

- 1.1. The supervision policy must be followed in order to ensure the safety of young persons (16 to 18 years) within the premises &/or if supervised by a member of staff outside of the premises.
- 1.2. Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the main admin office.

#### **2. Visitors**

- 2.1. Whilst children or Young persons are on site visitors shall be accompanied by a member of school staff unless they have been given a H&S induction, have a DBS and have been authorised by the headteacher to be on site unaccompanied.
- 2.2. Arrangements for the signing in and out of all visitors and contractors are used at this school.

#### **3. Contractors**

- 3.1 The Head Teacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site.
- 3.2 Only contractors who are able to demonstrate competence will be deemed suitable to work within the school environment.
- 3.3. Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- 3.4. Contractors are not permitted to lone work.
- 3.5 If contractors appear to be working unsafely, the school will stop the work and liaise with the provider company.

#### **4. Emergency & Business Continuity Planning**

- 4.1. The school has plans in place to ensure the safety of staff, pupils and visitors to the site at times of emergency.
- 4.2. To ensure any impact of school emergency or closure is kept to a minimum a business continuity plan is available which details arrangements to;
  - 4.2.1. Ensure continuance of pupil safety on site.
  - 4.2.2. Address continuance of pupil education.
  - 4.2.3. Consider things that are required to support swift recovery.

#### **5. Fire Safety**

- 5.1. All employees gain knowledge of the Fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.
- 5.2. A fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment



maintenance. The appointed fire officer is identified in appendix A.

- 5.3. Fire marshals, which will have had training in this role, have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind. Appointed fire marshals are listed in Appendix A.
- 5.4. Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.
  - 5.4.1. The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.
  - 5.4.2. Emergency lighting systems will be tested monthly and maintenance carried out six monthly.
  - 5.4.3. Fire-fighting equipment will be visually inspected monthly and maintenance carried out yearly.
- 5.5. Fire risk assessments are carried out and reviewed annually. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

## **6. Arson**

- 6.1. Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the caretaker.
- 6.2. All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.
- 6.3. Wheelie bins are to be lid locked and chained away from main school walls.
- 6.4. Build up of rubbish including leaves etc will be regularly removed to prevent use as fuel.
- 6.5. Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a CCTV system.

## **7. Bomb Alerts/Acts of Terrorism**

- 7.1. The school will take appropriate evacuation action on receipt of information regarding an act of terrorism or bomb on the site.
- 7.2. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- 7.3. All staff, pupils and visitors to the school will assemble at the designated secondary assembly point as shown on the fire plan.
- 7.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

## **8. First Aid/Illness**

- 8.1 First Aid boxes are stocked as per HSE guidance and are located in First Aid room and high risk areas:
  - Cookery room
- 8.2 Contents are checked and maintained by an appointed person (see Appendix A).
- 8.3 First aid instructions and named First Aiders (see Appendix A) are posted next to the First Aid box.

### **8.3.1. First Aiders**

- 8.3.2 Responsibilities of the trained First Aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.



- 8.3.3 All accidents are reported to the appointed person/s (see Appendix A)
- 8.3.4 Recording of all minor first aid treatments shall be maintained and held in the first aid room with more serious pupil/staff records being maintained in the admin office.
- 8.3.5 Policy for administration of medicines during the school day to be followed. All records maintained and stored in the first aid room until completion of medication when records will be maintained in the admin office
- 8.3.6 Parents will be informed of any injury or illness to their child by their teacher or appointed person. Parents will be telephoned to advise of any type of head injury however minor.

## 9 Accident Reporting and Recording

- 9.1 Accidents, injuries, near misses, reportable disease or work related illness is recorded using the SOSA online reporting system. All employee accidents will be recorded in the Accident Book (BI510). The tear out report will be filed in a lockable cabinet.
- 9.2 All employee accidents will be recorded in the Accident Book (BI510). The tear out report will be filed in a lockable cabinet. Any accidents arising out of or in connection with work, which means all employee, certain student and visitor accidents, must be reported by the appointed person to the H&S Assistance Section using Accident Report form HS2.02a within 48hours.
- 9.3. A 'Responsible Person' has been appointed to identify any incident as being reportable to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR). The Responsible Person will submit the RIDDOR report to the HSE using the online reporting tool. Additionally Accident Investigation form HS2.01 is used to record the findings and provide control / preventive measure that can be utilised to prevent further injuries.
- 9.4. Accident and incident records will be retained in the main admin office.

## 10. Housekeeping

- 10.1 The buildings will be cleaned by employed cleaners at least once per week. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- 10.2 The disposal of small amounts of waste can be treated as ordinary household waste ie placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.
- 10.3 Stacking and Storage
  - 10.3.1 Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.
- 10.4 Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).
- 10.5 Main reception area
  - 10.5.1 All staff are requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

## 11. Lifting and Handling

- 11.1. Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore any operation where lifting or handling is involved should be avoided where possible.
- 11.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- 11.3. The moving of people is of particular concern and specialist advice is available from



Medina House School or St Georges Special School (see section D).

- 11.4. Only competent persons may carry out these risk assessments. (see appendix A).

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

- 12.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.
- 12.2. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located a) at point of storage and b) in a master record file located in the main office in case of fire.
- 12.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the main office master record book.
- 12.4. Persons trained to carry out these assessments are listed in Appendix A.

## **13. Asbestos and Legionella**

- 13.1. A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed.
- 13.2. Any areas where ACMs have been identified have been addressed to determine the risk to person who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.
- 13.3. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. electrical contractors.
- 13.4. The asbestos survey report is available to view in reception area and attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.
- 13.5. A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Where necessary water system pipe work improvements have been undertaken and regular treatment of the water system is carried out.
- 13.6. Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record is maintained of this maintenance.

## **14. Premises and Equipment**

- 14.1. The Dept Manager will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury the Headteacher will ensure arrangements are made to address the hazard.

## **15. Electrical Plant and Equipment**

- 14.1. The Headteacher will arrange for ensuring the electrical installation is tested and certified as safe in accordance with statutory testing requirements. Where immediate action is required to prevent injury the Headteacher will ensure arrangements are made to address the hazard.

## **16. Risk Assessments**

- 16.1. Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- 16.2. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.
- 16.3. Only persons deemed competent to carry out risk assessments have authorisation to do so by the Headteacher (these persons are listed in Appendix A.)



16.4. Area's where risk assessment shall be carried out include:

- 16.4.1. Premises (slips & trips)
- 16.4.2. Areas on the site with specific hazards present.
- 16.4.3. Fire & Arson
- 16.4.4. Technology equipment
- 16.4.5. Control of Substances Hazardous to Health (COSHH)
- 16.4.6. Caretaking activities inc working at height.
- 16.4.7. PE activities (from BAALPE guidance)
- 16.4.8. Educational visits
- 16.4.9. Stress
- 16.4.10. Manual Handling
- 16.4.11. Display Screen Equipment (DSE)
- 16.4.12. New and expectant mothers

## **17. Working at Height**

- 17.1.1. All staff have been asked not to carry out work at height (WAH) unless it is agreed by their line manager that it is necessary.
- 17.1.2. WAH does pose a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- 17.1.3. The WAH Regulations requires all work where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- 17.1.4. Risk assessment will be carried out by a competent person (see Appendix A) for all WAH activities. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.
- 17.1.5. Employees who carry out any WAH will have some training, appropriate to the task. This will be recorded in the school safety training records. Training will include the use of any risk assessments that may be available for the task.
- 17.1.6. Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.
- 17.1.7. The person appointed to oversee and advise on all WAH activities is shown in Appendix A.

## **18. Slips and Trips**

- 18.1. The school site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (identified in Appendix A) and others such as Headteacher and Governors etc.
- 18.2. The risk assessment shall include areas such as:
  - 18.2.1. Internal and external steps and stairways
  - 18.2.2. Carpets and floor coverings
  - 18.2.3. Dining hall cleanliness and spillages
  - 18.2.4. Caretaking and cleaning activities
  - 18.2.5. Outside paving, walkways and other hard surfaces
  - 18.2.6. Grounds including pitches

18.2.7. External lighting effectiveness

- 18.3. Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

**19. Wellbeing**

- 19.1. Additionally a counselling service, through SAS, is available for teaching staff (see contact details in Section D). Strictly Education can also be contacted regarding HR concerns for all staff.

**20. Alcohol, Drugs and Smoking**

- 20.1. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate disciplinary action.
- 20.2. Smoking within the school site is prohibited and signs are posted at entrances; this includes the use of e-cigarettes

**21. Violence and Aggression**

- 21.1. Violence and harassment in both physical and verbal forms will not be tolerated within the school. Either between employees or between employees and non employees.
- 20.2. Employees shall report all incidents of this type to their line manager and record the incident using the SOSA online reporting system. Appropriate action will in the first instance be taken by the school.
- 20.3. Disciplinary action will be taken against employees being the source of such behaviour.
- 20.4. Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibited entry to the school.
- 20.5. The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

**22. Display Screen Equipment (DSE)**

- 22.1. All DSE equipment and workstations will be assessed for suitability for individual employee use by a competent person. (See Appendix A).
- 22.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 22.3. Records of all assessments will be maintained and held in the main admin office.
- 22.4. Eyesight testing is offered to persons identified as habitual users.

**23. Safe Systems of Work (SSW)**

- 23.1. To ensure some types of work, such as working at height, is done safely, it is necessary for us to prepare a SSW, a procedure which details how the work shall be carried out.
- 23.2. This will be used along with the risk assessment to ensure all potential hazards are known about and how to conduct the work as safely as possible.

**24. Training**

- 24.1. The Headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- 24.2. The responsibility for safety training and/or refresher training rests with the Dept Manager and the employer.
- 24.3. Training records will be maintained for all employees and periodic examination of these



takes place and if training needs are identified, then appropriate training shall be provided.  
24.4. Information on Health & Safety courses can be obtained from the Learning Centre.

## **25. Lone Working**

- 25.1. It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the 'Lone Working' procedure.
- 25.2. The lone working procedure is located in Appendix C.

## **26. Educational Visits**

- 26.1. The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non employee volunteers to potentially unknown risk. Therefore special arrangements are required which are found in the Isle of Wight Councils Leadership Offsite Guide.
- 26.2. For all educational visits a competent Group Leader is appointed by the Headteacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the Leadership Offsite Guide are met.
- 26.3. A person appointed as the Educational Visit Coordinator (EVC), who has received LA training for this role, will oversee the arrangements and advise of documentation required for the particular type of visit. Basically these fall into four categories.
  - 26.3.1. Residential (R)
  - 26.3.2. Adventurous (A)
  - 26.3.3. Off Island (O)
  - 26.3.4. Local (L) – these are lower risk
- 26.4. Visits which fall into categories R, A & O require approval by the LA prior to commencement. Category L visits require parental consent and risk assessments to be carried out.
- 26.5. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible so that the Local Authority requirements for accident reporting are met within specified timescales.

## **27. New and Expectant Mothers**

- 27.1. The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of a) injury to themselves and their unborn child b) injury to others who may be affected by their actions.
- 27.2. To ensure the safety of the NEM the management of potential risks required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.
- 27.3. The NEM will be allowed to take as appropriate rest breaks and a safe place to rest.

## **28. Transport**

- 28.1. All employees who drive their own vehicles for work purposes, and this includes employees who attend the occasional day away from their workplace on a course for instance, shall have the following documents checked and evidence recorded of this check on an annual basis:
  - 28.1.1. Driving Licence
  - 28.1.2. Insurance (with 'Business use' stated)
  - 28.1.3. MoT (if applicable)
- 28.2. When Mini-bus trained staff transport children the following controls are necessary.
  - 28.2.1. A risk assessment and vehicle checks must be carried out.
  - 28.2.2. If a child has any special needs then an additional adult must accompany
  - 28.2.3. Two employees must travel together with pupils at all times



28.2.4. Children will not be transported using employees vehicles under any circumstance

## 29. **Intimate Care Plan**

- 29.1 Any pupil with a known medical condition who may require clothing to be changed during the day due to soiling will require an Intimate Care Plan to be put in place
- 29.2 A staff member dealing with any pupil, without a known medical condition, but who may require clothing to be changed during the day due to soiling, should first notify parents to gain consent for their child to be changed. If preferred, parents may attend the School to change their child themselves.
- 29.3 In all cases when no parent is present two members of staff must be present during any required change of clothing
- 29.4 The Changing Record contained in the Intimate Care Plan should be completed for all instances of soiling, including parents if they attend the School

## APPENDIX A – Persons with specific H&S responsibility

Name	Job Title	Responsibility
Mrs. S. Sillito	Headteacher	H&S Policy. Implementation & monitoring of Risk Assessments. Teacher Activity Risk Assessments and all matters related to H & S Policy Well-Being facilitator Advise staff of counselling available
Mr. R. Chubb	Deputy Headteacher	Educational visits H&S advice to visitors/students
Mr. R. Chubb Mrs. A. Selle	Appointed persons	Monitor that the requirements of the H&S policy are operated. Liaise with SOSA on H&S issues.
Mrs. A. Selle	SBM/Fire officer	Arrange PAT Recording of Violence and Aggression Ensure regular Fire Drills are carried out with appropriate record keeping Maintain accident records Risk Assessments Advise GB of Health & Safety issues in liaison with RC
Mr. D. Cox	Premises Manager/Fire Officer	Ensure weekly fire alarm checks are carried out Emergency lighting checked monthly, with six-monthly maintenance check. All checks to be recorded appropriately All premises checks carried out and recorded in Premises Register Carry out WAH Assessments Carry out COSHH Contractors on site Assessments on all substances considered to be hazardous, update records as required
All TAs	Fire Marshalls	Ensure known area of premises is checked where possible, before vacating the building
Mrs. H. Norsworthy	Senior First Aider	Check and maintain first aid equipment, ensure records are updated Administration of Medicines Risk Assessments Liaise on Health & Safety issues with SBM
	First Aider	Administration of Medicines stand-in
All First Aid TA Trained Staff	First Aider	Application of first aid with notification to parents of <b>any</b> head injuries and advisory letter for all accidents to be sent home
Mrs. S. Tilling	ICT Technician	Assess VDU suitability for staff and pupils
Mr. L. Atchison-Warne	Governor	Buildings

# APPENDIX B - Fire Safety

## 1.1. Fire Instructions

- 1.1.1. These are placed where staff can easily read them.
- 1.1.2. Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

## 1.2. Fire Alarm

- 1.2.1. In case of fire dial 999
- 1.2.2. The fire alarms are tested weekly.
- 1.2.3. A Fire Test Record Book is maintained and held in the main admin office

## 1.3. Fire Drills

- 1.3.1. Are carried out at least once per term.
- 1.3.2. Assembly point is far side of main playground
- 1.3.3. Records are maintained of drills and are held in the main admin office.

## 1.4. Fire Fighting

### 1.5. Whilst adequate fire-fighting equipment is available throughout the school, all members of staff are expected only to evacuate the area safely. **Fire Hazards and Fire Risk Assessments**

- 1.5.1. All cleaning substances to be kept in a locked cupboard.

### 1.6. **Maintenance of Fire safety equipment is carried out by competent contractor;**

- 1.6.1. Emergency lighting – Wight Fire.
- 1.6.2. Fire extinguishers maintained – Wight Fire
- 1.6.3. Fire alarms Maintained – Wight Fire
- 1.6.4. Fire Safety Signs and identification of escape routes – Wight Fire



## Appendix C – Lone Working Procedure

### Lone Worker Instructions

1. Always advise the Headteacher if you intend to be on site outside of normal school hours
2. Always advise either Mr. Doug Cox that you intend to be on site outside of normal school hours
3. Always advise another family member that you intend to be on site and working alone
4. Ensure that you tell them:
  - What time you intend to be on site
  - How long you intend to be on site
  - What time you intend to leave the site
5. If you decide to leave the school site later than anticipated please ensure you inform someone
6. Don't forget to leave a telephone number with family; if they are worried about you they need to know who they can contact!

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**REMEMBER** to prevent an **ALARM** being raised, **ALWAYS** ensure someone is aware of your movements.

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## SECTION D – CONTACTS and INFORMATION

### Health and Safety Advice

#### **SOSA (Solent Organisational Support Associates) – School's Provider**

Tony Wright  
3 Cedar Hill  
Newport, PO30 1DN  
01983 821746  
Email: [tony@sosa.co.uk](mailto:tony@sosa.co.uk)

### Local Authority

Health, Safety and Assistance Section,  
Human Resources  
Tel: 01983 821000

### Insurance Queries -

Insurance Services Tel: 01983 823625

### Fire & Arson advice -

Community Safety – Fire Services Headquarters, Newport  
Tel: 01983 823194 – 08.30/17.00  
Tel: 01983 525121 – 17.00/08.30

### Moving Children -

Medina House School on 522917  
St Georges Special school on 524634

### Training -

Workforce Development  
Email: [learning.development@iow.gov.uk](mailto:learning.development@iow.gov.uk)  
Tel: Westridge Community Learning Centre – 817280  
Downside Community Learning Centre - 524340

### [www.eduwight.iow.gov.uk](http://www.eduwight.iow.gov.uk)

Information source for IOW schools -  
Monthly H&S Newsletter for Childrens Services

### IWC Health & Safety Manual

Address: [www.eduwight.iow.gov.uk/the\\_lea/policies\\_plans/2healthan.asp](http://www.eduwight.iow.gov.uk/the_lea/policies_plans/2healthan.asp)  
UserName: health Password: safety

### DCSF Support –

Web address: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

### Counselling services

Schools Advisory Service – 01773 814400

# Annex A:

## Forms

**Form 1:** Contacting Emergency Services

**Form 2:** Health Care Plan

**Form 3A:** Parental agreement for school/setting to administer medicine

**Form 3B:** Parental agreement for school/setting to administer medicine

**Form 4:** Head teacher/Head of setting agreement to administer medicine

**Form 5:** Record of medicine administered to an individual child

**Form 6:** Record of medicines administered to all children

**Form 7:** Request for child to carry his/her own medicine

**Form 8:** Staff training record – administration of medicines

**Form 9:** Authorisation for the administration of rectal diazepam



# FORM 1

## Contacting Emergency Services

### Request for an Ambulance

**Dial 999, ask for ambulance and be ready with the following information:**

1. Your telephone number: **01983 292872**
2. Give your location as follows:  
  
**QUEENSGATE FOUNDATION PRIMARY SCHOOL  
BEATRICE AVENUE, EAST COWES**
3. State that the postcode is: **PO32 6PA**
4. Give exact location in the school/setting
5. Give your name
6. Give name of child/adult and a brief description of child's/adult's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met on arrival and taken to the casualty

**Speak clearly and slowly and be ready to repeat information if asked.**

Put a completed copy of this form by the telephone

## FORM 2

### Health Care Plan

Name of school: QUEENSGATE FOUNDATION PRIMARY SCHOOL

Child's name:

Class:

Date of birth:

Child's address:

Medical diagnosis or condition:

Date:

Review date:

#### Family Contact Information:

Name:

Phone no. (work)

(home)

(mobile)

Name:

Phone no.(work)

(home)

(mobile)

#### Clinic/Hospital Contact:

Name:

Phone no.

G.P. Name :

Phone no.

Describe medical needs and give details of child's symptoms:

Daily care requirements: *(e.g. before sport/at lunchtime):*

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an emergency *(state if different for off-site activities):*



## FORM 3A

### Parental agreement for school/setting to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of school: QUEENSGATE FOUNDATION PRIMARY SCHOOL

Name of child:

Date of birth:

Class:

Medical condition or illness:

#### Medicine

Name/type of medicine:

(as described on the container)

Date dispensed:

Expiry date:

Agreed review date to be initiated by *[name of member of staff]*

Dosage and method:

Timing:

Special precautions:

Are there any side effects that the school needs to know about?

Self administration Yes/No *(delete as appropriate)*

Procedures to take in an emergency:

#### Contact Details:

Name:

Daytime telephone no:

Relationship to child:

Address:

I understand that I must deliver the medicine personally to *[agreed member of staff]*

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date

Signature(s)



## FORM 3B

### Parental agreement for school/setting to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of school: QUEENSGATE FOUNDATION PRIMRY SCHOOL

Date:

Child's name

Class:

Name and strength of medicine:

Expiry date:

How much to give (*i.e. dose to be given*)

When to be given:

Any other instructions:

Number of tablets/quantity to be given to school:

***Note: Medicines must be in the original container as dispensed by the pharmacy***

Daytime phone no. of parent or adult contact:

Name and phone no. of GP:

Agreed review date to be initiated by [*name of member of staff*]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature:

Print name:

Date:

If more than one medicine is to be given a separate form should be completed for each one.



## FORM 4

### Head teacher/Head of setting agreement to administer medicine

Name of school: QUEENSGATE FOUNDATION PRIMARY SCHOOL

It is agreed that *[name of child]*:

will receive *[quantity and name of medicine]*:

every day at *[time medicine to be administered e.g. lunchtime or afternoon break]*:

*[Name of child]*

will be given/supervised whilst he/she takes their medication by *[name of member of staff]*:

This arrangement will continue until *[either end date of course of medicine or until instructed by parents]*:

Date:

Signed:

*(The Head teacher/Head of setting/named member of staff)*



## FORM 5

### Record of medicine administered to an individual child

Name of school: QUEENSGATE FOUNDATION PRIMARY SCHOOL

Name of child:

Class:

Date medicine provided by parent:

Quantity received:

Name and strength of medicine:

Expiry date:

Quantity returned:

Dose and frequency of medicine:

Staff signature:

Signature of parent:

Date:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff

Staff initials:

Date:





## FORM 5 (Continued)

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

# FORM 6

## Record of medicines administered to all children

Name of school: QUEENSGATE FOUNDATION PRIMARY SCHOOL

[illegible]



## FORM 7

### Request for child to carry his/her own medicine

This form must be completed by parents/guardian

**If staff have any concerns discuss this request with healthcare professionals**

Name of school: QUEENSGATE FOUNDATION PRIMARY SCHOOL

Child's name:

Class:

Address:

Name of medicine:

Procedures to be taken in an emergency:

#### **Contact Information:**

Name:

Daytime phone no.

Relationship to child:

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed:

Date:

If more than one medicine is to be given a separate form should be completed for each one



## FORM 8

### Staff training record – administration of medicines

Name of school: QUEENSGATE FOUNDATION PRIMARY SCHOOL

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that *[name of member of staff]*:

has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated *[please state how often]*:

Trainer's signature:

Date:

**I confirm that I have received the training detailed above.**

Staff signature:

Date:

Suggested review date:

## FORM 9

### Authorisation for the administration of rectal diazepam

Name of school: QUEENSGATE FOUNDATION PRIMARY SCHOOL

Child's name:

Date of birth:

Home address:

G.P:

Hospital consultant:

should be given Rectal Diazepam mg.

If he/she has a \*prolonged epileptic seizure lasting over:                      minutes

**OR**

\*serial seizures lasting over:                      minutes.

An Ambulance should be called for \*at the beginning of the seizure

**OR**

If the seizure has not resolved \*after:                      minutes.  
(\*please delete as appropriate)

Doctor's signature:

Parent's signature:

Date:

#### **NB: Authorisation for the administration of rectal diazepam**

As the indications of when to administer the diazepam vary, an individual authorisation is required for each child. This should be completed by the child's GP, Consultant and/or Epilepsy Specialist Nurse and reviewed regularly. This ensures the medicine is administered appropriately. The Authorisation should clearly state: when the diazepam is to be given e.g. after 5 minutes; and how much medicine should be given.

Included on the Authorisation Form should be an indication of when an ambulance is to be summoned.

**Records of administration should be maintained using Form 6 or similar**





