



Health, Safety and Welfare Policy & Arrangements for Hoo St Werburgh Primary School & Marlborough Centre



To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Health, Safety and Welfare Policy & Arrangements for Hoo St Werburgh Primary School & Marlborough Centre

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Part 1: Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Heads of Schools of Hoo St Werburgh Primary School & Marlborough Centre:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health and safety policy of Medway Council.
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Heads of Schools will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Heads of Schools will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

<i>Mr Ian Chappell, Chair of Governors</i>	<i>Mr Frank Eagles, Heads of Schools</i>

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Heads of Schools of Hoo St Werburgh Primary School & Marlborough Centre:

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

1.1 Include Health and Safety targets in the School Development Plan.

Targets may include,

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- Revision of policy/procedure

1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.

1.3 Be informed and updated of Medway Council's H&S Policy, and receive advice and support from relevant Officers of MEDWAY COUNCIL or Advisers acting on MEDWAY COUNCIL behalf.

1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Heads of Schools at this time. This report should include information on,

- Progress of the H&S targets in the SDP.
- Accident/incident analysis
- Relevant H&S information received from Medway Council or its Advisers.
- Suggestion on future H&S initiatives.

1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Heads of Schools

As Senior Manager for the premises, and of all on & off site school related activities, the Heads of Schools is responsible for the day to day management of H&S. The Heads of Schools will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Heads of Schools will ensure that:

2.1 The contents of this policy are brought to the attention of all relevant persons.

2.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered, (*as per separate risk management policy and procedure document*).
- Appropriate control measures are implemented, and that
- Assessment are monitored and reviewed as necessary.

2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

2.4 Appropriate staffing levels for safe supervision are in place.

2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Play equipment.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. gymnasias and fume cupboards

2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Heads of Schools H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H&S Coordinator

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- Lifting and Handling
- Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school has in place H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated every two years and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Heads of Schools.

The Heads of Schools may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Heads of Schools will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Heads of Schools

The Deputy Head of School will take on the above responsibilities in the absence of the Heads of Schools.

4. Line Managers

Managers in charge of Curriculum Areas/Staff are responsible to the Heads of Schools for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Heads of Schools, and a report to the Heads of Schools is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Heads of Schools informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretakers

The Caretaker is responsible to the Heads of Schools/Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Heads of Schools, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the Council etc.

7. Health and Safety Co-ordinator

The Heads of Schools may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Heads of Schools accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Heads of Schools where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Heads of Schools of any deficiencies.
- 7.3 Carrying out, with the Heads of Schools and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Heads of Schools of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Heads of Schools any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including key stage leaders) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Heads of Schools is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Heads of Schools on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of appointed Safety Representatives (if any)

Name	Union	Area Covered

10. Health and Safety Committee

The school has established a Local Governing Body which meets termly. H & S issues and procedures are discussed at these meetings. H & S within the school is also discussed at staff meetings and all staff are encouraged to report and discuss any H & S issues with the Heads of Schools.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. Access Control/Security**

Visitors at both sites are required to enter through the main entrance via the inventory system. They must report to reception, sign in and collect a visitors badge before entering the school.
- 2. Accident Reporting, Recording & Investigation**

All accidents that occur on school premises must be officially recorded in the Accident Book that is kept in the First Aid rooms. This applies to all pupils, staff and others. It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book. In the case of more serious accidents the Business Manager will also access the Medway Council accident/ Incident reporting system and report the incident. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive. We would encourage staff to report near misses to the Business Manager to enable preventative action to be taken where possible.
- 3. Asbestos**

The Asbestos Survey Record is kept in the Main School Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Heads of Schools and checking the survey. Staff should report any damage to asbestos materials to the Heads of Schools. In the case of asbestos disturbance, staff should follow the emergency plan.
- 4. Contractors**

All contractors should be made aware of the Health & Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the school. These arrangements should be agreed before work commences and should include Risk Assessments as necessary eg: Working at Height etc
- 5. Curriculum Safety** [including out of school learning activity/study support]Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities. Staff should be suitably qualified to teach certain activities eg. the BAALPE document “Safe Practice in Physical Education and School Sport” for PE

6. Drugs & Medications

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the Medicine Cabinet in the medical room and must be clearly named with instructions on the dosage. Medicines can only be taken with adult supervision and the administering adult must record the date, name of child, dose and then sign in the medicine record book held in the School Office. See Appendix B – Pupils' Health and the Administration of Medicines.

7. Electrical Equipment [fixed & portable]

Inspection of all school portable electrical equipment is carried out regularly by a competent person. (Previously annually and now with a change in advice from D of E April 2012 this will be every two years) A record of this can be found in the School Office. No personal electrical equipment should be brought in and used in school unless they have been tested and have a valid report from a competent person. Fixed electrical wiring is tested by a competent person every five years. This report can be found in the Caretakers Office. Any defective appliances or wiring should not be used and should be reported to the Heads of Schools.

8. Fire Precautions & Procedures (and other emergencies)

The Heads of Schools is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. See Appendix C – Fire Drill

9. First Aid

First aid kits are located in the First Aid room. The first aid cupboard and kits are regularly checked and restocked. See Appendix D – First Aid

10. Glass & Glazing

All glass in doors, side panels should be safety glass, all replacement glass should be of safety standard, assessment of premises to establish compliance.

11. Hazardous Substances

COSHH - Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements

12. Health and Safety Advice

The school buys back Health and Safety advice from Medway Council.

13. Housekeeping, cleaning & waste disposal

The caretaker is to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are held in a separate locked

fenced area. Medical waste is stored in a special bin in the First Aid room and emptied by a competent person on a regular basis. In bad weather areas will be prioritised and will be gritted or cleared of snow.

14. Handling & Lifting

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

15. Jewellery

Pupils are not permitted to wear jewellery in school.

16. Lettings/shared use of premises

Health and safety information will be given to all users of the premises. There will be restrictions on use of equipment and areas accessible. Staff will be on site either opening/closing duty or in some instances for the duration of the letting. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided.

17. Lone Working

Staff working on their own should notify a second person who will seek to contact them if they do not 'check-in'. Lone workers should avoid hazardous activities.

18. Long Term Evacuation Plan

See Emergency Plan for full details.

19. Maintenance / Inspection of Equipment

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. See Appendix F for details of what equipment requires periodic inspection, examination or testing.

20. Monitoring the Policy

Members of the Health & Safety Committee, together with the Heads of Schools and the Caretaker will carry out workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints.

21. Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

22. Playground Safety

Daily inspections of play equipment and the grounds are undertaken by the caretaker. There is always sufficient staff on duty at break time and lunch time

to provide an adequate pupil/staff ratio. All outdoor PE and play equipment is checked via an annual inspection by a contractor.

23. Reporting Defects

Defects should be reported to the caretaker.

24. Risk Assessments

The Business Manager will make arrangements for risk assessments relating to the school premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

25. School Trips/ Off-Site Activities

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the Council via the online risk assessment service, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

26. Smoking

Smoking is not permitted anywhere on school premises or in the grounds.

27. Staff Health & Safety Training and Development

New staff are briefed about H & S arrangements by their line manager, establishing minimum health and safety competencies for certain activities (eg use of hazardous substances, work at height, use of DSE) and certain roles (eg Business Manager – H & S Co-ordinator, Caretaker, Head of Year etc). Relevant training courses will be made available as required.

28. Staff Well-being / Stress

The RIT Trust subscribes to Care First which helps with specialist information and counselling services.

29. Supervision [including out of school learning activity/study support]

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils as per the Guidelines for Educational Visits and Outdoor Educational Activities. All staff, governors and other volunteers are required to have enhanced DBS clearance.

30. Use of VDU's / Display Screens

Staff using VDUs/Display Screens for a significant part of their working day should complete a Display Screen Equipment Workstation Assessment Form.

31. Vehicles on Site

Only authorised vehicles should be on the school site. No vehicles movement is allowed via the Pottery Road entrance between the 8.30am and 9am and between 3pm and 3.30pm. All deliveries should be reported to reception.

32. Violence to Staff / School Security

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main entrances. All visitors are required to sign in at Reception and must display their visitor's badge at all times. They should leave their car registration number when they sign in. Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Heads of Schools.

33. Working at Height

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The caretaker may need to work at height in the course of his duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment.

34. Work Experience

Arrangements are in place for allowing certain work placements. All visitors over the age of 18 are required to have enhanced DBS clearance. Students on work placement are given induction training and are fully supervised. Placements tend to be PGCE students and Year 10 students.

Part 4: Appendices

Appendix A – Accidents involving pupils

Appendix B – Pupils' Health and the Administration of Medicines

Appendix C – Fire Drill

Appendix D – First Aid

Appendix E – Equipment Testing

Appendix F – School Health & Safety Management Checklist

Appendix G – School Health & Safety Inspection Checklist

APPENDIX A - ACCIDENTS INVOLVING PUPILS

The best and surest method to maintain a safe environment for the children which is free from careless accidents is to establish a very clear and well understood behaviour policy. When children are calm and controlled and have proper understanding of the needs of others they will behave with respect for others which will aid the development of a safer environment. There will, of course, be accidents and it is important that everyone involved with the care of the children understands what to do when they occur.

Who is responsible for the children?

Each and every teacher has a duty of care for the children within the school and, in particular, for the pupils in their own class. Other adults within the school also have responsibilities for the children. (These adults will include administrative staff, caretaker, classroom assistants, dining room assistants and other adult helpers).

How do adults care for the children?

Firstly by ensuring a safe environment in which clear behavioural guidelines are maintained.

Secondly by ensuring that the children's working environment is safe and free from unnecessary risks.

Thirdly by following carefully laid down First Aid procedures.

What do I do when a child has an accident?

When a child has an accident the adult in charge takes responsibility for ensuring that the First Aid procedures are followed.

On the Playground

1. Ascertain the extent and nature of the injury.
2. Carry out First Aid as necessary and get help from other adults on duty.
3. You may send a child to get help from another adult. There will always be more than one adult on duty at playtimes.
4. In the event of a minor injury it may be possible for a child to go to the school office, accompanied by another child. The child should never go alone.
5. When the injury is serious it will be necessary for an adult to accompany the child to the school office.
6. If the injury is very serious the child should not be moved. First aid is a priority whilst the helping adult is getting urgent help (i.e. an ambulance). Never leave the child alone.
7. Please report accidents to the School Office and entered in the ACCIDENT BOOK.

Accidents in the Classroom

Accidents within the classroom can still occur even though the level of control is obviously greater than on the playground. The procedure is the same as on the playground.

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

Care should be taken to keep calm when an accident occurs. The injured pupil will quickly become alarmed if the adult panics and the other children must be helped to overcome any shock.

Accidents During PE Lessons

The same procedure as before.

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

During games, the teacher may be on the field without the immediate assistance of another adult. In these situations a child should be used to get help when necessary. It is helpful to have considered in advance who would be reliable and to brief the class about what to do in the event of an accident. Never create alarm, sensible forethought will reduce risks and engender trust.

Accidents on School Journeys

There are detailed guidelines in the document 'Guidelines for Educational Visits and Outdoor Education Activities' which is held in the Deputy Heads Office and should be read by every teacher before planning a school trip. This will include the documents dealing with the immediate action following a serious accident or incident.

APPENDIX B – PUPILS’ HEALTH AND THE ADMINISTRATION OF MEDICINES

The purpose of this Policy is to give clear guidelines to ensure that pupils with medical needs receive proper care and support at school. The Policy sets up the formal procedures drawn up in partnership with parents and staff and should be carried out when supporting pupils with medical needs.

The Policy should be read in conjunction with ‘Supporting Pupils at School with Medical Conditions’ guidance to schools produced by the DfE.

ILLNESS IN SCHOOL

1. Children who are generally unwell should not be in school and should not return until they are fit to participate in the curriculum as normal. In some cases, however, General Practitioners may advise that pupils should attend or recommence school while still needing to take medicines. In other cases, to enable children with a chronic illness to lead as normal and happy a life as possible it may be necessary for them to take prescribed medicines.
2. Parents are asked to provide the school with sufficient information about their child’s special needs and any treatment or special care needed at school at the admission stage and to keep the school informed of any new or changing needs. A healthcare plan will be prepared as necessary for individual pupils.
3. Carriage of Medicines to School
Prescribed medicines should be brought to school by the parent and handed to the Main School Office. The medicine should be named with clear dosage instructions written on an official form held in the office.
4. Storage of Medicines
Prescribed medication will be kept in a medical cabinet which will be secure.

Administering Medicine

If it is at all possible parents should be encouraged to visit the school and administer prescribed medicines themselves. When this is not possible the following procedure should be employed.

1. The child should come to the Main School Office (a reminder from the class teacher is encouraged).
2. A member of the office staff will normally administer the medicine or other volunteer (as defined in the ‘Guidance for Schools’). A list of volunteers will be kept in the school office. Children should not administer their own medication at this stage. The medicine will be administered as defined in the accompanying document. Remember, check all details before administering.
3. Record all details in Medication Record Book.

Children with Chronic Conditions

These conditions may need emergency treatment and there are important extra procedures that should be carefully implemented in the event of a life threatening situation developing.

Such conditions will include:

Anaphylaxis	Diabetes
Asthma	Epilepsy

Children with known chronic conditions will have an Individual Treatment Plan which will have been established in consultation with the parents and School Health Service. Such children may need special medication (such as an Epipen) which will be kept in the medical cabinet and will be available to trained personnel.

Any adult who has regular contact with the child will receive training for emergency situations.

Emergency Assistance

In the event of a child needing emergency care either because of an accident or because of a chronic condition it is the responsibility of the teacher/carer to ensure that the following procedure is applied.

1. Take all measures (first aid) to ensure the child is safe. This could include putting him/her in the recovery position. Never leave the child alone.
2. Get help. Either call an adult or send a child for help making it clear that it is an emergency. Make sure you know the child's name so that a check can be made whether emergency medication is held in school.
3. Dial 999, ask for an ambulance and explain as clearly as possible the condition of the patient. (It may be you or your helper who calls the ambulance – make sure you make it clear who is going to take this action).
4. Make sure someone is ready to greet the ambulance and to show the ambulance personnel where to find the casualty (remember, speed is crucial).
5. Inform the parent.
6. If no parent arrives it may be necessary for you or a member of the school staff to accompany the child to hospital.
7. Record all events in the school 'Accident Book'.
8. Try to remain calm. Panic will be conveyed to the child and will not help clear thinking.

REMEMBER – HELP IS ALWAYS AT HAND

Record Keeping

Records of all accidents and administration of medication must be kept in school together with parental consent forms, names of staff authorised and trained to administer medicines.

RECORDS MUST BE KEPT

Medicines in School

Medicines (non-prescribed) will not normally be kept in school.

REMEMBER

You have a duty of care for the children in your charge. It is always very important to check before you administer medication. The School Office will be your first point of enquiry in all medical matters.

APPENDIX C - FIRE DRILL

1. In the event that you discover a fire ring the nearest fire bell.
2. When the fire bell rings ask the children to leave the room quickly but calmly and lead them to the Assembly Point.
3. Sometimes children are working elsewhere in the school, it is therefore, very important that teachers explain to their class about the fire bell and that if they hear it they should vacate the building and meet the rest of the class at the Assembly Point. Teachers should also inform parent helpers of the procedure. Teachers pick up laminated register list in class room and do to assemble point.
4. When the fire bell rings, the Business Manager will call the emergency services. The full school address is by the telephone. Office staff to print off Inventory evacuation list and processed to assembly point to check off visitors and staff on site.
5. Each teacher checks their class by name (do not merely count heads) and reports to the Heads of Schools that everyone is accounted for or names of missing persons.
6. The Business Manager then proceeds to the front centre gate to greet the fire service and informs them of the location of the fire and whether all persons are accounted for.
7. Staff and children remain at the Assembly Point until the nature and extent of the emergency is fully understood.

KITCHEN STAFF

1. If a fire is discovered ring the fire bell.
2. Switch off gas supply if possible (Head of Kitchen).
3. All staff go to Assembly Point
4. Head of Kitchen to check all staff are safe and report to Heads of Schools.
5. Staff to remain on the playground until the Heads of Schools says it is safe to enter the building.

FIRE WARDENS

1. If a fire is discovered ring the nearest fire bell.
2. Check all cloakrooms and rooms in your allocated area, before proceeding to your Assembly Point and report to Heads of Schools.
3. Remain at Assembly Points and assist with care and protection of children as directed by Heads of Schools.

APPENDIX D – FIRST AID

There are qualified First Aiders throughout the school along with most TA's having been emergency first aid trained. Lists of trained staff are in the staff room and all medical rooms. Any major problems should be sent to the office for advice. All training is repeated every three years.

We should all make ourselves aware of health problems in our classes (e.g. asthma, diabetes, allergies etc.) and the remedies the children carry with them. Should a parent request the school to administer prescribed or non-prescribed medicines, these should be taken to the office with written instructions from the parent about dosage and authorising a member of staff to give the medicine. (see Appendix A.)

The school policy is for staff and children never to touch blood or bodily fluids. There are disposable gloves for dealing with accidents and emergencies.

Be aware when lifting heavy items and asking children to do similar. The key to this is assessing needs at the time. If in doubt err on the side of safety.

All accidents and injuries should be reported as soon as possible in the School Accident Book kept in the First Aid rooms.

ALL HEAD INJURIES SHOULD BE REPORTED TO THE SCHOOL OFFICE AND ENTERED IN THE ACCIDENT BOOK KEPT IN MEDICAL ROOM

An unwell child should be sent to the school office accompanied by a friend. The friend will be sent back to class straightaway.

APPENDIX E – EQUIPMENT TESTING

Equipment	Frequency
Portable Appliance Equipment	Annually
Fixed Wire Testing	Five Yearly
Emergency Lighting	Twice Yearly
Lightning Protection	Annually
Fire Alarm	Annually
Fire Extinguishers	Annually
Security Alarm	Annually
Gym Equipment	Annually
Water Testing including mixer values	Annually
Legionella	Monthly
Boilers	Annually
Pressure Vessels	Annually
Energy rating	Annually
Lifts	Quarterly
Air conditioning	Twice Yearly
Energy Controls	Annually
Gas Catering Equipment	Annually
Gas Carcass Test	Five Yearly
Kitchen Electrical test	Annually
Kitchen Vent canopy	Annually
Steel Chimney Inspection	Annually

APPENDIX F – SCHOOL HEALTH & SAFETY MANAGEMENT CHECKLIST
School Health and Safety Management Checklist
(H&S Organisational non-conformities for Action)

School	
Person(s) completing checklist:	
Date:	

H&S Policy	Yes	No	N/A	Comments
Does the School have a written H&S policy that is, <ul style="list-style-type: none"> reviewed in the last 12 months. 				
<ul style="list-style-type: none"> Signed by current Chair of Governors & Heads of Schools. 				
<ul style="list-style-type: none"> Provided to or brought to the attention of all schools' staff. 				
H&S Coordinator	Yes	No	N/A	Comments
Has the school appointed an H&S Coordinator?				
H&S Training	Yes	No	N/A	Comments
Has the following training been undertaken by all relevant persons? <ul style="list-style-type: none"> Heads of Schools H&S Management. 				
<ul style="list-style-type: none"> H&S Coordinator H&S Management. 				
<ul style="list-style-type: none"> Risk assessment Process. 				
<ul style="list-style-type: none"> Lifting & Handling. 				
	Yes	No	N/A	Comments
<ul style="list-style-type: none"> Fire/Emergency procedures 				
<ul style="list-style-type: none"> Working At Heights. 				
<ul style="list-style-type: none"> Environmental Safety 				

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Risk Assessment	Yes	No	N/A	Comments
<ul style="list-style-type: none"> Has the school prepared written risk assessments for each of the following core H&S items, Access Control 				
<ul style="list-style-type: none"> Administering medication 				
<ul style="list-style-type: none"> Contractors 				
<ul style="list-style-type: none"> Creative Arts 				
<ul style="list-style-type: none"> D&T 				
<ul style="list-style-type: none"> Electrical Safety 				
<ul style="list-style-type: none"> Hazardous Substances 				
<ul style="list-style-type: none"> Lone Working 				
<ul style="list-style-type: none"> Manual Handling 				
<ul style="list-style-type: none"> Off-Site Activities 				
<ul style="list-style-type: none"> Physical Education 				
<ul style="list-style-type: none"> Playground Safety 				
<ul style="list-style-type: none"> Pond Safety 				
<ul style="list-style-type: none"> Premises/Site Safety 				
<ul style="list-style-type: none"> Science 				
<ul style="list-style-type: none"> Working at Heights 				
Have risk assessments been completed by trained schools' staff?				
Have School risk assessments been viewed for "suitable & Sufficient" by Medway Council				

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	Yes	No	N/A	Comments
Are risk assessments findings brought to the attention of all staff that may be affected by the risk?				
Has a Fire Risk Assessment been provided either by an appointed Consultant or by trained School staff?				
Asbestos	Yes	No	N/A	Comments
Does the school have an asbestos register?				
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?				
Are there emergency plans in place to respond to any Asbestos exposure?				
Water treatment	Yes	No	N/A	Comments
Is there an arrangement for the annual Inspection and Servicing of the school's water provision?				
Is there expertise and provision within the school for periodic testing of water temperatures?				
Heating	Yes	No	N/A	Comments
Is there an arrangement for the prescribed servicing of the school's heating system?				
Are temperatures adequate in all areas?				
Fire Precautions	Yes	No	N/A	Comments
Are fire appliances serviced and recorded as such every 12 months?				
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?				
Is emergency lighting serviced in accordance with the relevant British Standard?				

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	Yes	No	N/A	Comments
Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?				
Is a Fire Practice carried out each term and recorded?				
Electricity	Yes	No	N/A	Comments
Has the school's fixed wiring system been inspected & certificated by an electrical engineer within the last five years?				
Is there a register/Inventory of all of the school's Portable Electrical Appliances?				
Are all of the school's Portable Electrical Appliances Inspected & Tested in accordance with HSE guidance (PAT)				
Are staff instructed not to bring personal electrical items in to school for use in school?				
Ladders & Steps	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?				
Access/Security	Yes	No	N/A	Comments
Is there a system for Identifying and managing visitors to the school, including contractors?				

No.	Actions Required?	By whom?	By when?	Date completed

APPENDIX G – SCHOOL HEALTH & SAFETY INSPECTION CHECKLIST
School Health and Safety Inspection Checklist
(Visible/apparent Hazards or non-conformities for Action)

School/Specific Area of School Site	
Person Undertaking Inspection:	
Date:	

Flooring	Yes	No	N/A	Comments
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
Glazing	Yes	No	N/A	Comments
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
Windows	Yes	No	N/A	Comments
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
Doors	Yes	No	N/A	Comments
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all self-closers function correctly?				
Are all final exit doors open able from the inside (whilst the school is in use) without the use of a key?				

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Storage	Yes	No	N/A	Comments
Is all shelving secure?				
Are storage areas kept tidy?				
Are items stored safely? E.g. heavy items should not be at high level.				
Are step ladders/kick stools available for use where necessary?				
Furniture	Yes	No	N/A	Comments
Is furniture damage free and stable?				
Is the furniture sited safely?				
Housekeeping	Yes	No	N/A	Comments
Are all areas kept clean & tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
Hazardous Substances	Yes	No	N/A	Comments
Are all hazardous substances stored safely & securely?				
Are safety data sheets available for all hazardous substances?				
Personal Protective Equipment	Yes	No	N/A	Comments
Has PPE been issued to staff as necessary?				
Is PPE stored properly?				
Is PPE properly maintained?				
Lighting	Yes	No	N/A	Comments
Is the lighting provision sufficient in all area?				
	Yes	No	N/A	Comments
Do any bulbs/fluorescent tubes need replacing?				
Is emergency lighting provided in critical areas?				

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Heating	Yes	No	N/A	Comments
Are temperatures adequate in all areas?				
Fire Precautions	Yes	No	N/A	Comments
Are escape routes clearly signed?				
Are escape routes free from obstruction?				
Are the fire exits free from obstruction?				
Are fire exits clearly signed?				
Are fire extinguishers free form obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Is there a fire action notice in each room?				
Electricity	Yes	No	N/A	Comments
Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
Stairs	Yes	No	N/A	Comments
Are all stairs including coverings & treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				
External	Yes	No	N/A	Comments
Are roof tiles in good order?				
Are chimneys secure?				
Stairs	Yes	No	N/A	Comments
Are aerials secure?				
Are fences in good order?				
Are gates in good order?				
Are paths and walkways well maintained?				

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	Yes	No	N/A	Comments
Are paths and walkways well maintained?				
Is snow and ice effectively cleared?				
Are ponds fenced and secure?				
Are out buildings and sheds secure?				
External Play Equipment	Yes	No	N/A	Comments
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
Ladders & Steps	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
Security	Yes	No	N/A	Comments
Do visitors sign in and out?				
Are visitors provided with ID badges?				

No.	Actions Required?	By whom?	By when?	Date completed