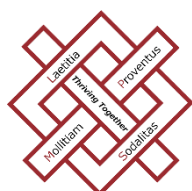




Health and Safety Policy

Lytchett Matravers Primary School and Pre-School



Prepared By: Head of Estates – Localised by Peter Leddin

Approved By: Peter Leddin

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The school follows the Hamwic Education Trust Health & Safety Policy. Below are the school specific procedures. Unless there are differences between Pre-School and School procedures this policy will use “school”. Unless otherwise stated, this denotes pre-school as well.

The information below is school specific health & safety information and procedures. The school Leader is the overall responsible person within the school however they may delegate different duties to the Operations Manager, Site Manager and Governors. See the main policy for roles and responsibilities

Organisation

Each teacher or Early Years Educator is responsible for the safety of the children in his/her care.

Children are received into the classrooms in school from 8.45 am where they are supervised by a member of staff.

At playtimes and lunchtimes children should be let out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times.

Children unable to go out for medical reasons should go to the office area with a friend to be supervised.

Playgrounds and outdoor areas must be adequately supervised during all break times.

All duty staff have a responsibility of a visual check of the apparatus on their duty days.

In the case of an accident follow the First Aid Policy.

School - Teachers will collect children at the end of all break times from the playground.

School - At the end of the school day or following after school activities, children are released in accordance with their parent’s wishes. Children being collected by taxi must go the office. A member of staff must check the identification of the taxi driver before releasing the child/ren.

Pre-School – Children will be collected at the gate at the appointed end time of the child’s session.

Any children not collected will be supervised in the reception area until the arrival of the responsible person.

The Dining Room Assistants share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.

The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff. Also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc.



They are responsible for the proper reporting of accidents to themselves and staff, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects. Contractors on Site/Deliveries of Stores – Site Managers and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the Operations Manager to establish safe working procedures.

Accidents in School

- If possible, take the injured person to the Medical Room / pre-school office. If in doubt DO NOT MOVE them, keep him/her warm and call a First Aider.
- First aid equipment is kept in the First Aid Room & Pre-School Office and in secure boxes held on first aid posts during breaks and lunchtimes.
- Serious accident to Child – either phone 999 for Ambulance or take child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child's information from office file.**
- Contact Parent
- Either
 - a) Wait for parent to come or
 - b) Arrange to meet parent at hospital, or
 - c) Take child to hospital and leave message for absent parent.

Take with you the child's address, date of birth, name of doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g., was child sick? Did they lose consciousness? What made an open wound?

The accident book must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All staff/ visitor accidents should be completed on an online form.

Accidents on a school trip

- See Off site visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents.

Administrations of Medicines

See School and Trust First Aid Policy.



Arson

Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day.

All movable items, especially dustbins/wheelie bins, will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

Asbestos

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. staff/contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine. Staff will be notified of asbestos at induction and again when any changes occur such as a change of classroom.

Asthma

Children who are capable of self-administering their own inhalers/relievers should be allowed to carry them at all times in their pockets or specially designed pouches. The pouches need to be marked with the child's name in case they are lost.

Help with the administration of the inhaler/relievers can be aided by their Teachers or at break and lunch times by an on-duty First Aider.

When inhalers/relievers require replacement, the child's teacher must inform the parent/guardian.

For any outside activities, all relevant asthma medication should be taken with the Teacher or First Aider in charge of the child.

Children who have exercise-induced asthma should be allowed to administer their inhalers/relievers before exercise.

The school has an emergency inhaler and policy for the use of. Permission from parents is sought before use of the emergency inhaler.



Cooking Activities

Great care must be exercised when the oven and hob are in use. Cooking activities will be supervised by a class teacher or teaching assistant, who must ensure that a risk assessment is in place.

COSHH – Control of Substances Hazardous to Health

All COSHH Risk Assessments and Data Sheets are stored in a folder and made available to all staff and visitors if needed.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

Contractors on Site/Deliveries of Stores

The Site Manager and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the School Leader to establish safe working procedures.

Nuts/Nut Products including Sesame Seeds

Lytchett Matravers Primary School has a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

Chartwells supply our hot school meals and it is their declared policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

Accidents at Work

All accidents at work must be recorded in the first aid books and investigated and then reported to Hamwic Education Trust if applicable.

This will enable the school to ensure appropriate care of employees and help to prevent a possible reoccurrence of the accident. If you have an accident seek First Aid assistance & inform your Line Manager. Report to the Headteacher or Operations Manager as soon as possible after the accident, so that the accident can be investigated and an Accident Report Form can be completed.

Physical Assault, Threatening Behaviour or Verbal Abuse at Work

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees and help to prevent a possible reoccurrence of the incident.

What to do

1. Inform your line manager
2. Complete the online report form
3. The Headteacher or Operations Manager will then investigate and take any appropriate action to prevent a reoccurrence.



First Aid

It is the responsibility of the First Aid at Work (FAW) and first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used. They will receive a remuneration for the role of being a first aider, which is set by the Trust.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call the FAW for support, then they must do so and remain with the injured person until a complete handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance/ first responder or seek 999 advice on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an EpiPen;
- in the event of the person having difficulty breathing, or showing signs of a heart attack/stroke
- severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury;
- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if there has been an injury to the head.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).

The following are qualified first aiders:

(P – Denotes Paediatric Trained)

Laura Dominey – L3
Hazel Talbot - L3
Kate McGrail – L3
Kevin Noyce – L3
Chloe Goodson – L3
Holly Storey – L3
Dee Hammett – L3

John Bilby – L2
Jessica Spencer – L2
(P) Natalie Barr – L2
(P) Jackie Battrick – L2
(P) Michelle Davis – L2
(P) Georgie Dominey–L2
(P) Sue Gray – L2

(P) Alicia Hayes – L2
(P) Nicky Hayward – L2
(P) Sue Hill – L2
(P) Reece Mitchell – L2
(P) Emma Moors – L3
(P) Jody Pennington – L2
(P) Keri Reighard – L1



Fire

The Governing Body have adopted the Hamwic Education Trust Policy on Fire prevention but wish to emphasise important points that may prevent a fire or reduce its effects.

Every employee has an obligation to ensure that these procedures are followed and any irregularities are immediately brought to the attention of the Headteacher/School Business Manager.

- Everyone in the building must know how to raise the fire alarm.
- Fire doors and escape routes must be kept free and clearly marked.
- Ensure fire doors are closed at all times (unless on a magnetic device and linked into the fire alarm system).
- All other doors are to be kept closed whenever practicable and especially at the end of the working day.
- Staff should know how to safely use the fire extinguishers.
- Stocks of hazardous materials are to be kept at minimum and locked away when not in use.
- Flammable items to be locked away when not in use.
- Stairs and corridors are to be kept clear of combustible materials.
- Rubbish must not be allowed to accumulate, particularly in hidden places.
- All filing cabinet drawers, doors and shutters should be closed to prevent soot contamination.
- All classroom computers must be turned off at the end of each working day.

In addition, the Headteacher must ensure that:

- There are fire drills at least once a term and there are clearly displayed fire procedures.
- The fire alarm to be checked weekly.
- All electrical and gas equipment are inspected in accordance with the recommended schedule.

Emergency Evacuation

When a continuous bell rings: -

- Walk quietly to the nearest exit without pushing
- Assemble in KS1 playgrounds in single lines facing the barn in silence
- Staff to stand half way down the line facing the field. Count children until register arrives
- School Operations Manager/Site Manager to check seat of fire
- Members of office staff to call fire brigade
- Office staff to check reception area, medical room and collect registers and visitors book
- Office staff to distribute registers and check visitors on playground, one to return to front entrance to greet fire brigade and prevent anyone from entering the building
- Children to respond to name from register with raised hand
- Site Manager to check KS1 classrooms, toilets and cloakrooms
- School Operations Manager to check KS2 areas, in absence this falls back to site manager.



Fire Alarm

Additional instruction for Lunchtime Supervisors

1. Lunchtime Assistants, with the Headteacher (or deputy), School Operations Manager and any duty teacher are responsible for the supervision of the children during lunchtimes.
2. Children in the playground will line up by the barn. Children under the supervision of lunch assistants in the building should leave by the nearest (safe) fire exit. In the hall, lunch assistants should guide those pupils out of the hall through the year 6 playground and to the assembly point in the KS1 playground.
3. Lunchtime assistants remain with the children that they have escorted to the playground- as their teacher may not be on site. A member of the office staff will bring out the registers to check all children and staff are accounted for.
4. A lunchtime assistant will check the cloakrooms.

These procedures will ensure that the building is safely and promptly evacuated and all personnel accounted for.

CHECK WHERE YOUR NEAREST FIRE EXIT IS.

KEEP FIRE EXITS CLEAR AT ALL TIMES

Boiler Room

The boiler rooms will be kept locked at all times. Any contractor wishing to gain access to the boiler rooms must contact the site manager. If he is unavailable they will be escorted keys will not be given out, without permission. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

Dogs

Dogs are not permitted on the school site except for curriculum purposes or if guide dogs.

Pond

The school is responsible for its up keep and implementation of reasonable safety measures to ensure accidents are prevented. The school has a risk assessment in place, for further information refer to the school pond risk assessment.

Electrical Equipment

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested.

Extended Schools

Other agencies using the school out of hours will follow the school's expectations regarding H&S. They will be first aid trained and also carry out their own risk assessments, copies provided to school and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect



them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported as soon as possible by the club leader with regards to a disclosure or CP issue.

Legionella

A Risk Assessment has been carried out on the water system at the school. Statutory checks are carried out and records kept.

Risk Assessments (RA)

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The Headteacher & senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff.

Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Headteacher who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

Risk identification - All hazards will be identified and recorded unless eliminated completely

Responsibility for risk assessment – The RA will be signed by both the person responsible and School leader

Training requirements – RA training is offered at regular intervals for all staff to attend.

Risk rating – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

Control measures – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

Communication process – All Staff will be made aware of the RA applicable to them.

Review process - RA will be reviewed yearly or earlier if there are significant changes.

Slips and Trips

The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager through the Helpdesk Support Ticket System.

Smoking

Lytchett Matravers School promotes a healthy lifestyle through its PSHE programme. Therefore, in the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds.

Due to the as yet unknown health and environment impact, the council and Lytchett Matravers Primary and Pre-School have made the decision that any reference to 'smoking' will also include the use of e-cigarettes. E-cigarettes are not currently covered by smoke-free legislation.



Visitors

All visitors to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit. The school's fire and emergency evacuation procedures are on the reverse side of this badge.

Stress

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the Hamwic Education Trust Stress Policy.

Training

Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up-to-date register of courses attended by staff will be kept. New staff members and work place trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

