

Health and Safety Policy
for
Emmanuel Christian School
Leicester

Date of policy: June 2010

Revised: June 2013

Revised: February 2016

Revised: March 2018

(Next review due March 2020, along with Fire Risk Assessment and Water Safety Policy)

Safety policy statement

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations. The Governing Body of Emmanuel Christian School fully accepts its responsibilities under this act to provide the resources to ensure the health, safety and welfare of both staff and pupils.

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties

The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

A book to note any hazards identified is kept by the Headteacher's desk and accessible for church and school use. It is checked weekly (see appendix 3)

The Governing Body and Staff will monitor and review this safety policy. The Governing Body will revise it every two years.

This statement, together with the safety policy, will be communicated to all members of staff and through induction training for new staff. **A copy of the policy is kept in the School Policies File and will be available to every member of staff and parents via our school website.**

Signed

Headteacher

Date.

Signed

Chair of Governors

Date

ROLES AND RESPONSIBILITIES

Governors and Headteacher

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors will ensure that the school staff operates safe school premises with safe equipment, materials and substances as far as reasonably practicable bearing in mind that we are tenants on the site and in consultation with Church officers

The Governing Body retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The Headteacher's responsibilities extend to include activities organised on behalf of the school but being undertaken away from the school site.

The following duties may be delegated to suitable staff:

The Governing Body/Headteacher

take day to day responsibility for all health and safety matters affecting the school;

ensure compliance with health and safety law;

together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken; (see Policy for Off-Site Visits)

provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;

ensure that hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;

maintain first aid and accident reporting systems that are suitable for the school;

evaluate the need for health and safety training for school staff and arrange for its delivery;

liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of all persons exposed to risk or hazard;

ensure that arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing fire fighting equipment, means of escape etc. and that records are maintained; Staff and volunteers will receive regular training in the use of fire fighting equipment.

ensure that adequate fire drills are carried out and their results recorded;

keep the school's health and safety policy under review and bring any amendments to the notice of all staff;

ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;

ensure that the school has access to competent health and safety advice. Currently this is from IOSH, technical services consultants (Phone: 0116 257 3100)

All employees

All employees are to be made familiar with the school's safety policy and should:

ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors;

co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

report any unsafe practices which come to their notice to HT or SLT who will record it in book and take appropriate action.

participate with the school to improve the standard of health and safety.

Arrangements for ensuring that the policy is met - List of procedures

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1. Administration of medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however that teachers will assist pupils with medical needs as reflected within current DfE guidelines :- Supporting Pupils at School with Medical Conditions, December 2015 and Guidance on use of Asthma Inhalers in Schools, March 2015

Administering medication in school.

It is good practice to encourage pupils to manage their own medication.

The school accepts the need for some pupils to receive medication during school hours. To this extent, the teaching staff will administer medication under the guidelines shown in this procedure.

Only medication prescribed by a doctor will be accepted for administration. The exception to this is where medication is needed to alleviate pain e.g. Calpol for toothache.

The medication will only be accepted with written authorisation from the parent or guardian.

The written authorisation must contain clear instructions about the dosage and time of the administration.

A standard form will be issued by the school (see Appendix 1) for this permission to be given. It will contain a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.

Medication will be checked by a second member of staff.

The medication will be stored in a locked container and in the fridge if this is required.

On school trips, the teacher in charge of the trip will accept responsibility for the administration of medication.

The school has produced a Policy for Supporting Pupils with Medical Conditions
This policy is brought to the attention of all parents in the school prospectus and annually to parents.

Inhalers are outside of this procedure and arrangements are made for them to be stored in the Getting Better Room with the child's name written clearly on the inhaler. Pupils who require inhalers will be told exactly where their inhaler is and that they have permission to collect their inhaler during all activities throughout the school day. School staff will access inhalers for younger children (see current list, kept at the front of the pupil register for each Key Stage.)

Self-management of medications

It is good practice to allow pupils who can be trusted to do so to manage their own medication. If pupils can take their medicine themselves, staff may only need to supervise this. The medication will be stored as described above. A parental consent form is provided in Appendix 2 for this purpose.

2. Accident reporting.

First aiders will make a judgement as to whether an accident should be recorded in the accident book and if appropriate the accident form for parents is to be completed.

Minor injuries should be treated appropriately. Bangs on the head and wounds that may need further attention at home should be recorded in the Accident Book in the GB Room and reported to parents by completing a slip (these are kept in the Accident Book).

For more serious injuries and ailments ie. severe bangs to head, bleeding, breathing difficulties, etc, the first aider should inform parents and possibly emergency services.

More serious accidents to pupils and any accidents to staff, visitors, or contractors will be notified to the HSE following the RIDDOR procedures. A copy of the procedures is filed under Other Agencies HSE.

Reportable injuries will be declared to the Health and Safety Executive local office.

Where a child is taken directly to hospital from school, the parent will be notified immediately.

More serious accidents will be investigated to try to prevent it happening again. This investigation of serious accidents will be documented.

3. First aid

The school's First Aid cover is provided by Mrs Carol Patel, Mr. Andrew Harris and Mrs. Sarah Seeds. Their paediatric First Aid training is kept up to date. Their most recent certificates are displayed in the Getting Better Room. All staff and volunteers will receive annual refresher training on our first aid procedures.

A First Aid kit is available in the school and the contents should be checked termly and replenished as necessary by the nominated First Aider (**currently C. Patel**) Only first aid items may be held in a first aid kit.

Portable First Aid kits will be available, suitably stocked and will be taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitches;
- suspected fracture;
- severe asthma attack;
- severe allergic reaction because of the danger of anaphylactic shock
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance, AND CALL PARENTS IMMEDIATELY.

4. Blood, avoiding contamination.

All members of staff are to be familiar with this procedure before having to handle blood.

Wash hands first.

Put on disposable gloves (to be found with First Aid kit).

Stem the flow of blood if necessary i.e. by raising arm or leg, applying direct pressure over the bleeding point.

Clean any wound as necessary or ask First Aider to treat.

Dress any wound if necessary.

Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin.

Wash hands thoroughly again.

Record incident in the accident book.

5. Chemical safety.

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners or caretaker. These will be kept locked at all times when they are not being used. Teachers will not keep their own small stock for their own cleaning jobs.

Chemicals and cleaning chemicals will always be stored in their own container with the original label and warnings showing clearly on the container.

Food or drink containers are never to be used to store chemicals.

Only small quantities of the chemicals will be kept.

Any spillages will be cleaned up at once.

6. Electrical safety.

Electricity and electrical equipment pose potentially significant risks in the school and the hazards include both burns and electric shock. The following procedures should be followed:

All portable electrical appliances to be tested as annually by a competent person.

Staff should carry out a visual check on electrical equipment before it is used. *Look for signs of burning, damaged cables, loose covers etc. These should be recorded in the H and S book.*

Any faults must be reported to the Headteacher immediately and the equipment is to be taken out of use until it is suitably repaired.

Staff should not attempt repairs or work on any electrical equipment.

Staff should not use any electrical equipment that is not PAT tested.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways.

7. Contractors on site.

Contractors on site will be supervised by the Headteacher. Checks will be made for competence and insurance of contractors.

Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems will be avoided. The contractor should be asked to provide risk assessments and method statements for the work to be carried out.

8. Fire safety.

Fire drills will be carried out once per term. Evacuation of the school must be within 3 minutes. If it takes longer than 3 minutes the school will investigate and consider carrying out the drill again.

Registers must be taken to the assembly point to carry out a roll call.

All records of the alarm system tests and fire drills are kept.

Fire extinguishers are serviced annually by a competent contractor.

Fire exits will be checked at the starts of each day and ongoing during the day, to ensure that they are not blocked. All staff need to be vigilant about this.

Fire exit doors are checked daily and certainly annually as part of the H and S inspection, to ensure that they are in good condition and can be opened.

Fire signs are adequate and will be updated to comply with changes to regulations.

All staff will be made aware of the fire arrangements at our annual staff and volunteers meeting in September. New staff joining during the year are asked to read the relevant sections of our Staff Handbook.

If there is a gas leak, a similar system should take place as for fires, but the Headteacher or member of SLT in charge should phone **the emergency number (0800 111 999)** and the pupils will be evacuated as for a fire.

9. Water safety.

In March 2017, GES (Leicester) Ltd was commissioned by Emmanuel Christian School to carry out a risk assessment in accordance with the requirements of ACOP L8 Legionnaires Disease the control of legionella bacteria in water systems. Following their recommendations, a policy was produced and a series of control measures established. See separate Policy.

10. Inspections and risk assessments.

The culture of the school is such that all who regularly enter the building are vigilant about anything that could lead to accident, injury or ill health of any occupant. This is in addition to any regular inspections. Any hazards that cannot be dealt with easily and immediately will be reported to a member of the Senior Leadership Team and recorded in the Safety Book with the level of risk and action needed.

The school is inspected regularly by representative(s) of the Governing Body and staff for any defects that could lead to an accident, injury or ill health of any occupant. These inspections are carried out daily, termly or annually (see appendix 3)

Risk assessments will be carried out by the school to comply with legislative requirements. There are numerous benefits to be gained from risk assessment, beyond compliance with the law when used as a management tool to identify, control and/or manage risk.

The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of all staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school. (see appendix 3)

11. Manual handling.

All staff will be made aware of the risks associated with manual handling of equipment. Staff are advised to avoid manual handling as much as possible and are advised that manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced and those members of staff who are required to perform such tasks will receive appropriate training.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

12. Off-site visits.

An off-site visit is any visit where the children are taken away from the school site.

Risk assessments will be completed and documented for all off-site visits.

All DfE guidelines are to be followed before any off-site visits take place. All necessary school documentation will be completed before the visit takes place.

Where activity providers are used then their competency will be checked and only approved providers will be used.

The risk assessment process will determine the level of first aid cover on the visit.

First Aid kits will always be taken on the visit.

All arrangements for off-site visits must be checked by the Headteacher before approval is given and the visit commences.

13. Pregnant workers.

The 'Management of health and safety at work regulations 1999' require employers to assess work-related risks of all their employees, and require specific assessment of risks to new or expectant mothers. When a member of staff has become pregnant the school is to be notified and an appropriate risk assessment will be carried out to ensure that the duties performed by the member of staff do not cause her, or her unborn child, any harm.

14. Safety training.

The safety training needs of the school will be considered by the Governing Body and the appropriate training arranged for staff.

Safety training will be given to new members of staff as soon as they join the school. As an absolute minimum, this basic training will include the procedures for fire and first aid. They will also be made aware of this safety policy and the procedures for implementing it.

The Headteacher will arrange refresher training annually before the start of the school year.

15. Security.

Every effort is made to keep the school building secure:

Doors will not be left open where this would allow access to people.

There is a doorbell in place on the main door which is kept double locked during school hours.

The car park Gate will be locked by a member of the Infant teaching staff between 9 and 9.30am

It will be unlocked by a member of staff by 2.45 pm.

Visitors

Visitors, even regular visitors, contractors etc, will sign the visitor's book at reception.

Visitors will sign out at the end of the visit.

All new visitors will wear an identity badge.

Personal property

Staff are responsible for the security of their own personal items.

Pupils will be discouraged from bringing valuables into school.

Parents are to be constantly reminded of the need to identify pupils' clothing by securing nametags to them.

Intruders

All staff and pupils will be regularly reminded of the requirement to be vigilant regarding visitors to the school. In the event of a member of staff having security concerns about a visitor then they are to advise the Headteacher immediately.

16. Waste

The arrangements for removing waste from the school are reviewed annually in consultation with our landlord to ensure that they remain satisfactory. (see appendix 3)

17. Disability Discrimination Act

The School Governors recognise their responsibility under this act. They have looked carefully at the part of the building used by the school and are confident that, if a disabled visitor came on site, access and toilet accommodation are satisfactory. If a disabled child was admitted or a disabled adult employed the Governors would look at the situation and assess the specific needs.

Request for Emmanuel Christian School to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Teacher-in-Charge has agreed that school staff can administer the medication. Only medication prescribed by a doctor will be accepted for administration. The exception to this is where medication is needed to alleviate pain e.g. Calpol for toothache.

DETAILS OF PUPIL

Surname:

Forename:

M/F:

Date of Birth:

Condition or illness:

MEDICATION

Name/Type of Medication (as described on the container):

For how long will your child take this medication?

Date dispensed:

Full Directions for use

Dosage and method:

Timing:

Special Precautions:

Self-administration:

CONTACT DETAILS

Name:

Daytime Telephone No:

Relation to pupil:

I understand that this is a service that the school is not obliged to undertake and that no staff members are qualified medical practitioners.

Signature:

Date:

Relationship to Pupil:

**Request for Pupil to carry out his/her own medication
in Emmanuel Christian School**

Form to be completed by parents/guardian

Pupil's Name:

Address:

Condition or Illness:

Name of Medicine:

Procedures to be taken in an Emergency:

Contact Information

Name:

Daytime Phone No:

Mobile No:

Relation to child:

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

Signed:

Date:

Relationship to Child:

Health and Safety checks

Daily

At the start of each day teaching staff will cast a general eye round the classroom for any potential hazards, particularly checking for:-

- Trailing wires
- Inappropriate placement of furniture
- Objects across thoroughfares or fire exits
- Front door is latched
- Fire door will open easily
- Toilets are clean
- Gates locked and unlocked at correct times.

Teachers' lesson notes will point out any potential hazards and pupils will be made aware. For cookery lessons see risk assessment checklist on kitchen wall.

Weekly

Headteacher to check 'Health and Safety Hazard Record'.

Termly

- Fire drill

At time of fire drill also Check:

- that all fire equipment and notices are in place
- Emergency lighting
- Smoke alarms
- Water temperature**

These checks will be noted in the Fire Safety Book (kept in Getting Better Room filing cabinet).

Annually

- PAT (March)
 - Fire appliances (October)
- At the start of the autumn term:
- Check with landlord that waste disposal arrangements are still satisfactory.
 - Water quality**

