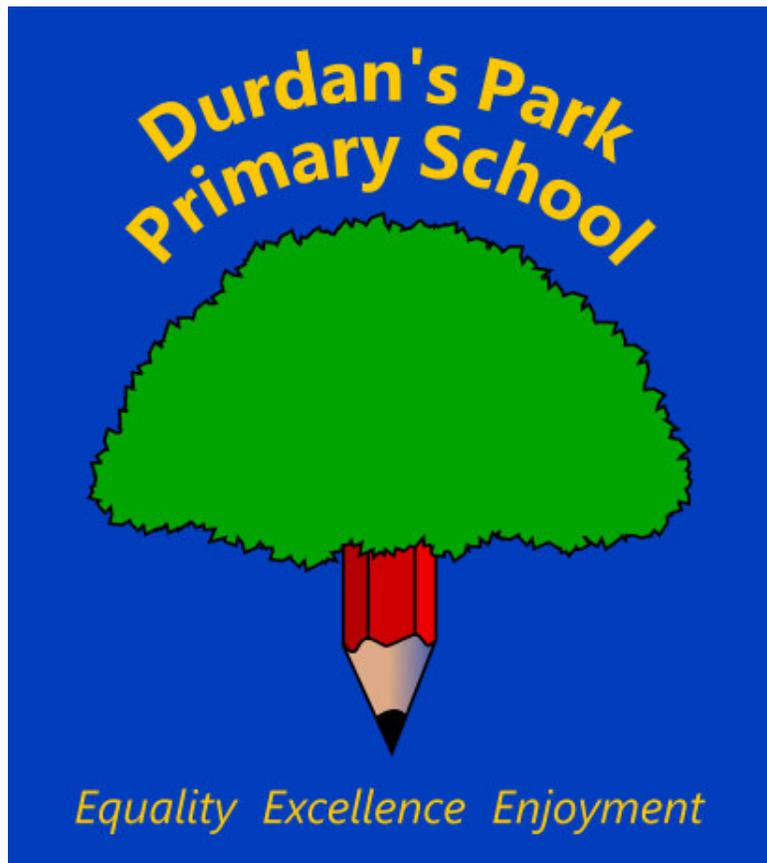


DURDAN'S PARK PRIMARY SCHOOL

HEALTH AND SAFETY POLICY



Policy Reviewed: June 2019
Next Review Date: June 2020

Introduction

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations. It is to be read in conjunction with the Safety Policy of the London Borough of Ealing and the Education Service Policy Statement.

It will be reviewed, added to and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all school employees.

Definition of 'Employee'

The term 'employee' includes all paid staff whatever their function in the school. 'Employee' does not include contractor's staff, for whom the contractor is the employer for purposes of health and safety. For practical purposes volunteers, parents, governors and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the school, such as assisting teachers, accompanying children on school trips, carrying out maintenance or decoration, or DIY work etc.

The success of this policy depends on the active support of all employees to achieve its objectives.

Policy Statement

The head teacher will be responsible as site manager to the Director of Education for the implementation, management and monitoring of the Policies and Procedures of the London Borough of Ealing, of the Ealing Education Services and of the school.

The head teacher recognises and accepts responsibility as site manager, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.

In discharging these responsibilities the head teacher will pay due regard to relevant regulations, codes of practice, site 'permits to work' for contractors, guidance notes and professional advice agreed by the London Borough of Ealing Principal Safety Officer and the Director of Education.

The head teacher similarly requires all employees of the school and of the London Borough of Ealing to recognise their responsibilities to take care for the safety of themselves, of other workers, pupils, visitors and of others who may be affected by the work of the school and to co-operate fully with the head teacher and the London Borough of Ealing in implementing and fulfilling this policy.

The head teacher as site manager accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The head teacher similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The head teacher will co-operate fully in the appointment of Safety Representatives by recognized trade unions as set out in the Safety Representatives and Safety Committees Regulations 1978.

General Responsibilities

The head teacher will be responsible to the Director of Education for the implementation, management and monitoring of the relevant policies and procedures. The head teacher will co-operate with and maintain appropriate levels of communication with the governing body, site manager and School Business manager with issues relevant to the site.

The head teacher will liaise with the school's governing body in matters where its responsibilities relate to the Health and Safety at Work Act 1974.

The head teacher will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.

Those with management responsibilities over other staff (i.e. line managers) will take all reasonable measures to assist the head teacher in implementing the school's health and safety policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility fulfill their responsibilities and that the areas in which they work are safe.

Employees have the duty to take responsible care for their own health and safety and that others who may be affected by their actions and/or omissions. Employees are to co-operate with the London Borough of Ealing, the head teacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

Governors' Statement

The governing body of the school will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Safety Policy of the London Borough of Ealing and the Education Service and paying due regard to advice and information provided by the advisers of the same.

The governing body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe, and without risk to health and that any plant, equipment or substances in the premises or provided for use there are similarly safe and without risks to health. In this respect, the governing body will comply with arrangements and procedures made by the London Borough of Ealing as part of its responsibilities as employer. The governing body will ensure that appropriate health and safety arrangements are in place for any letting for which it is responsible.

The governing body recognises that failure to comply with the policy of the London Borough of Ealing and Ealing Education Service on health and safety matters will result in the Education Service arranging for remedial work to be carried out and the costs involved deducted from the school's budget in accordance with section 11 (H) of the LMS scheme.

The governing body will review this statement regularly and when circumstances change. The governing body will ensure that the school maintains monitors and reviews its health and safety policy including the necessary items of organisation, arrangements and procedures.

The GB, through the premises committee, will ensure the site is secure.

Advice and Training

The head teacher notes that the Ealing Education Service and the London Borough of Ealing provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate employees. The head will make available to all employees the pamphlet 'Health and Safety Law: what you should know' published by the Health and Safety Executive. The head teacher undertakes to make such advice and information available to all appropriate employees. The head teacher will also ensure that all employees receive appropriate health and safety training.

The overall aim of the above is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- 1
 - a) to establish and maintain a safe and healthy environment throughout the school
 - b) to establish and maintain safe working procedures among staff and pupils
 - c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
 - d) to ensure the provision of sufficient information, instructions and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
 - e) to ensure the provision of sufficient information, instructions and supervision to enable all visitors on the site to avoid hazards and be aware of appropriate health and safety procedures
 - f) to maintain a safe healthy place of work and safe access and egress from it
 - g) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
 - h) to lay down procedures to be followed in case of accident
 - i) to provide and maintain adequate welfare facilities

2 Responsibilities and Duties in matters concerned with safety

2.1 The Head

The ultimate responsibility for all school safety organisation and activity rests with the head, who shall

- a) be the focal point for day to day references on safety and give advice or indicate sources of advice
- b) Co-ordinate the implementation of the approved safety procedures in the school
- c) maintain contact with outside agencies able to offer expert advice

- d) ensure ongoing risk assessments are carried out regularly for all areas of the school premises and for all activities in which staff, pupils and visitors to the school may be involved
- e) report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc. he considers to be unsafe until satisfied as to their safety
- f) make recommendations to the appropriate authority for additions or improvements to plant, tools, equipment, machinery etc which are dangerous or potentially so, or where conditions change
- g) make or arrange investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazard situations
- h) provide employees with the results of any risk assessments
- i) review regularly
 - the provision of first aid in the school
 - the emergency regulations and make recommendations for improving the procedures laid down
- j) review regularly the dissemination of safety information concerning the school
- k) recommend necessary changes and improvements in welfare facilities
- l) inform the governors regularly of the Health and Safety arrangements of the school

2.2 Obligations of all Employees

The Management of Health and Safety at Work Regulations 1992 together with the Health and Safety at work etc Act 1974 state

It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work and
- b) as regards any duty or requirement imposed on his employer or any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Legislation also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected

- a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- b) to follow instructions related to health and safety procedures
- c) to observe standards of dress consistent with safety and/or hygiene

- d) to exercise good standards of housekeeping and cleanliness
- e) to know and apply the emergency procedures in respect of fire and first aid
- f) to use and not willfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- g) to inform the head and governing body health and safety working party/committee of any potential hazards (but only within their own knowledge and experience)
- h) to co-operate with other employees in promoting improved safety measures in their school
- i) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

2.3 Teaching and non-teaching staff holding posts/positions of special responsibility

These staff:

- a) have a general responsibility for the application of the authority's safety policy to their own area of work and are directly responsible to the head for the application of existing safety measures and procedures within that area. Advice or instructions given by the authority and the head, including the relevant parts of this statement, shall be observed
- b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines)
- c) shall resolve any health and safety problem any member of staff may refer to them and refer to the Site Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- d) shall carry out regular safety inspection of the activities for which they are responsible and where necessary, submit a report to the head
- e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work
- f) shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the authority
- g) shall propose to the head requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.4 Special obligations of class teachers

The safety of pupils in classrooms is the responsibility of class teachers: teachers have traditionally carried a responsibility for the safety of pupils when they are in their charge and this is further defined in the School Teachers Pay and Conditions Act of 1991, as amended.

If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the head before allowing practical work to take place. Class teachers are expected:

- a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out
- b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- c) to give clear instructions and warning as often as necessary
- d) to follow safe working procedures personally
- e) to call for protective clothing, guards, special safe working procedures etc where necessary
- f) to make recommendations to the head, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- g) follow Child Protection and Safeguarding procedures

2.5 The pupil

All staff shall work with pupils to establish, at whatever level is appropriate, an ability

- a) to exercise personal responsibility for the safety of self and classmates
- b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable foot-wear, knives and other items considered dangerous)
- c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- d) to use and not willfully misuse, neglect or interfere with things provided for his/her safety

3 Visitors and Volunteers

All visitors will sign in at the Administrator's office and will wear a "Visitor" badge. Regular visitors and other users of the premises (e.g. delivery men from specific companies) should be required to observe the safety rules of the school.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the head should immediately advise the Director of Education.

Accident Reporting

It is a legal requirement that all accidents are reported. The procedures are as follows:

Children reporting sick to Welfare from the playground hand in a yellow card to the Welfare Assistant.

Minor accidents to pupils main school - which includes grazes, bumps, bruises, cuts and illnesses such as headaches, tummy aches, slight temperature etc. These must be recorded on the electronic version of the welfare accident book and saved weekly. Details recorded must include: name of child, nature of injury, treatment and initials of person on duty.

Minor accidents to pupils Nursery - A manual record is kept and recorded by the nursery staff for all minor injuries. Details recorded must include: name of child, nature of injury, treatment and initials of person on duty.

If a child has bumped his head during school, parents are informed by letter or telephone to seek medical help if the child becomes unwell or starts to vomit.

Minor accidents to staff –

All minor accidents should be recorded in the Yellow accident Book located in the school office.

Major accidents to pupils and staff –

All major accidents to pupils and staff and to be recorded on line via the accident reporting portal in the Local Authority. Accidents must be reported to the School Business Manager who will complete the on-line accident and investigation forms. Copies of the forms will be printed and kept in a file in the school office.

When a major accident occurs in school:

- an ambulance is called by the Head Teacher/Deputy Head/office staff or first aider
- parents/guardian of the casualty must be informed immediately
- The incident is reported to the School Business Manager so that the correct reporting procedures can be followed.
- The school's Welfare Assistant, or in her absence the administrator will be in the main entrance door waiting to guide the ambulance crew to the injured party.

Animals

Permission must be obtained from the Head Teacher before any animals are brought into school. A written statement outlining the reasons for the above is to be given to the head, outlining hygiene arrangements prior to the visit.

Where farm visits take place teachers ensure adequate facilities for washing hands are available on the site. Teachers remind children of the need for washing hands after stroking animals and supervise this activity particularly before food is eaten.

Parents/carers are not allowed to bring dogs on to the school site.

Asbestos

The school has an up to date Asbestos Register and Asbestos Management Plan in place which is reviewed on an annual basis and also made available to site contractors.

If staff suspect asbestos is present in any part of the school, the head teacher should be informed immediately and further investigation carried out by the school.

Asthma

Inhalers are kept in the labelled storage containers within the Welfare room. Should the children need their inhalers during the day they are easily accessible.

Bomb Procedure

In the event of a bomb threat being received by telephone then the person receiving the call should advise the Head Teacher or Deputy Head Teachers. Contact should then be made with the emergency services and then the alarm be raised as for a fire situation. If a suspicious package is discovered then the same procedure detailed above should be adopted. **Do not take risks.**

Once the school has congregated at the assembly points – the Fire Marshall(s) and emergency services will decide if a full site evacuation is necessary.

Site evacuation will take place at the rear of the school field or on Durdan's Park Playing Fields. (Via the gate situated at the pavillion). Children should be led to the evacuation point by their teachers. KS1 and visitors should follow the route around the field and away from the school prior to exiting the Pavilion gate.

Parents will be notified by telephone following the evacuation of the building. (The school administrator holds a full contact list which should be taken out during evacuation as part of the emergency procedures.)

Building Maintenance

The school uses approved contractors as laid down by the LA.

Our buildings maintenance contract is currently held with G20 Limited. The contract is reviewed on an annual basis. The school also buys into the Support Surveyor Service offered by EC Harris which enables them to obtain specialist advice relating to any maintenance issues.

Weekly health and safety checks of the site are carried out by the Site Manager and any remedial action needed is recorded and dealt with appropriately.

Any maintenance issues should be reported to the Site Manager or recorded in the Yellow 'Site Manager Issues Book' located in the main office. If a matter needs to be dealt with urgently this should be reported to the School Business Manager in his absence.

All maintenance works required should be scheduled during the Site Manager's working hours where possible. It is the Site Manager's responsibility to check work has been completed to a satisfactory standard and sign the appropriate worksheet.

Health and safety reports are prepared by the School Business Manager and presented to the governing body each term.

Car Parks And Vehicle Movement

Two car parks are at the disposal of staff for their vehicles. Once the front car park is full, the rear one must be used. Care must be taken not to block the entrance to the KS2 gate, in order to allow emergency vehicles through. Contractors should inform school when they can be expected to be on the school site. These services use the front car park. Staff must not double park as space may be required by emergency services.

Parents are not allowed to park along the road leading into school between the hours of 8am and 4.30pm. Parents are not allowed to park in the school car park without prior permission:-

Children can only travel in staff vehicles that include their protection in the insurance cover.

Whilst booking coach trips the school uses companies which offer seat-belts for all children.

This includes teachers and volunteer staff care.

Cleaning

The cleaning for the school currently operates under the control of the Site Manager.

Any cleaning issues should be reported to the Site Manager or recorded in the Yellow 'Site Manager Issues Book' located in the main office. If a matter needs to be dealt with urgently this should be reported to the School Business Manager in his absence.

Supervision, inspection, ordering and the repair of any cleaning equipment is carried out by the Site Manager. Large cleaning machinery should be tested annually by a qualified engineer arranged through the Site Manager.

Cleaning staff are responsible for informing school staff of wet and slippery surfaces by placing appropriate signs in that area.

Communicable Diseases

This includes diseases such as: diphtheria, chicken pox, meningitis, hepatitis, head lice etc.

The member of staff who suspects there may be something wrong should immediately inform the Welfare assistant. The Welfare assistant should in turn consult the office staff and head teacher to confirm whether the child should be sent home from school. The parents of the child should be advised to contact a doctor to obtain a professional diagnosis.

Pupils should not return to school until the incubation period is complete.

Contractors on Site

All contractors on site will report to the School Office and/or the Site Manager. They must sign in using the signing in book taking notice of where asbestos is in the school. A full survey is available in the School Business Manager's office.

All contractors must show their ID and DBS number to the Office Staff/Site Manager to gain entry to the school. If this is not available then a member of staff must supervise them as they work. If a member of staff is not available the contractor will need to return when the children have gone home.

COSHH

COSHH assessments are compiled annually by the Site Manager using Sevron and reviewed by the School Business Manager.

The highest standards of safety regarding COSHH substances are implemented, e.g. locked concrete shed for cleaning fluids away from the main building.

A high shelf in the cleaner's cupboard is used for cleaning substances. The cupboard is locked in school hours.

Washing detergent is stored out of children's reach.

All deliveries are locked away immediately by the site manager.

No staff are allowed to store any chemical that is not used by the school. The site manager and cleaning staff are the only staff permitted to use cleaning chemicals.

Display Screen Equipment

At Durdan's Park Primary School a "user" is someone who uses display screen equipment more or less continuously on most days.

The school has adopted the LEA guidelines on the use of display screen equipment.

The office environmental conditions, (space, lighting, heat, humidity) aim to be achieved as far as is reasonably practicable.

Electrical Safety

It is the school's responsibility to ensure all portable equipment is maintained in a safe state and regularly checked.

- **Portable Electrical Equipment:** this includes transportable electrical equipment generally referred to equipment which is not part of a fixed electrical installation but it is or intended to be connected to a fixed electrical installation or generator by means of a plug and socket or spur box and cable. Extension leads and the associated plugs and sockets are also included in this term.

All portable appliances should be tested once a year (PAT). This is carried out as part of the annual maintenance contract with G20.

A record of annual tests should be kept by the site manager.

The school does not accept gifts of secondhand equipment, eg radios, computers, tape recorders. Staff should tactfully discourage well intentioned gifts from parents or friends.

The site manager has attended electrical training at the LA and is the school's competent person. All staff are aware that any electrical equipment which is considered unsafe is reported immediately to the Site Manager and recorded in the Site Manager's "yellow book" held in the main office.

Recognised contractors are used for repairs e.g. for computers.

It is school policy not to buy second hand electrical equipment.

Staff are not permitted to bring any electrical equipment into school without prior permission of the Head.

Fire Safety

- All walk ways and fire doors should not be obstructed.
- Visibility panels on fire doors are always kept clear, display on these is prohibited.
- Fire doors should not be wedged open.
- All fire exits are clearly labeled.
- Ensure classroom displays and work are NOT hung near sources of heat or light fittings
- Stock rooms for stationery and other combustible materials must be kept locked.
- Boiler rooms must be kept clear and cleaned
- Electrical points must never be overloaded

Fire Drills are organised by the School Business Manager and held termly. These are recorded in the fire log book.

Specialist contractors are responsible for maintaining the fire alarm panel and fire doors every six months. Specialist contractors are also responsible for maintaining the school's fire extinguishers annually.

The site manager is responsible for carrying out weekly tests of the school's call points and weekly visual checks of fire equipment such as extinguishers, fire blankets etc. A monthly check of fire doors is also carried out by the site manager and the results recorded.

An emergency evacuation plan has been drawn up detailing the school's fire drill procedures and specific responsibilities.

A Personal Emergency Evacuation Plan (PEEP) is created for any pupil or member of staff who needs assistance in evacuating the building safely in the case of a fire. The PEEP will detail the tailored arrangements required to meet the needs of the plan holder.

A fire risk assessment is carried out annually by a specialist contractor and reviewed by the School Business Manager.

First Aid

The qualified first aiders in school who can take charge of a situation, for example call an ambulance if a serious injury/illness occurs as well as dealing with minor illness/injury are:

Jane Morley – School Business Manager
Nurjahan Sajid – Finance/Resources Officer
Anu Joshi – Welfare Assistant

Provision is made during the school day for a first aider to be available at all times; i.e. during teaching time, playtimes.

(It is also recommended a first aider is available during games times).

First Aid boxes are located in the following places:

- Welfare Room
- Nursery
- School Kitchen
- ICT Room
- Home Economics Room
- New Nursery build

The Welfare assistant is responsible for the first aid equipment. A list of contents is contained in each box.

The following staff are paediatric first aid trained:

- Kam Mangat – HLTA
- Debbie Norris – LSA
- Magna Pithwa – HLTA
- Mandeep Mahay – Nursery Nurse
- Harminder Sian – Nursery Nurse

Food Hygiene

The catering contractors are responsible for kitchen hygiene.

Where food is prepared as part of lessons, children are expected to comply with hygiene safety which includes making sure hands are thoroughly washed and dried before handling food.

Fruit is delivered and available to all foundation and KS1 children. In nursery fruits are often peeled and cut for the children. Where this takes place care should be taken to ensure hygiene levels are maintained. Staff involved should ensure that cutlery and surfaces used are clean and free from bacteria ensuring utensils are washed thoroughly with washing up liquid before and after use and surfaces cleaned with anti bacterial spray before and after preparing and serving the fruit.

General Housekeeping

The whole school should be kept as tidy as possible.

Doorways, corridors or passages should be kept clear at all times.

Any litter should be placed in a bin. Breakages must be reported and cleared up at once. Glass must be wrapped before putting into a bin.

Any spilt liquids cleaned up and the floor left to dry. Wet areas must have a wet floor sign in order to prevent accidents.

All materials and equipment used in lessons stored safely and returned as soon as possible to designated area.

All staples should be removed from display boards, painted woodwork and doors.

Floors and corners of rooms cleared of unnecessary materials, as should pencils, crayons, etc. be removed at the end of the day in order for the cleaning staff to progress with their work.

Sink areas should be reasonably tidy and cleaned so they are free from surplus paper towels and debris that might cause a blockage or make it difficult for cleaning staff to clean that area.

Tops of tall cupboards must be free of stored materials.

Hand-basins in toilet area must not be used as a washing up facility for paint or kitchen materials.

Coats and bags should be safely hung on pegs or kept as tidily as possible and not left on the floor as a hazard where staff and children could trip.

Children may need to be reminded to use the toilets sensibly and flush after use.

HIV/AIDS and Blood Bourne infections

All staff should follow the following health and safety procedures:

Staff will:

- Wear a pair of gloves when dealing with body fluid
- A new pair of gloves are worn for each new person to prevent infection of others
- Used gloves, soiled dressing and swabs are disposed of separately in the refuse bag marked "Body Fluids" in accordance with council policy.
- Any staff or children who are bitten and the resulting injury breaks the skin will be taken to the A and E unit at Ealing Hospital for advice and possibly post exposure immunisation. Known information about the "biter" will be passed to the A and E unit.
- Members of staff are asked to note that LEA approved training is provided and available to all members of staff.
- See risk assessment

Intruders on Site

All Staff are advised not to work alone; a minimum of two is the norm.

The Head will exclude people from the premises if staff or pupils feel threatened.

The school has an alarm system.

The school has adopted the LA policy and procedures on Violence and Aggression against Employees
See risk assessment

Lettings

- The school occasionally considers letting the hall. (Eg currently lets to Karate Club)
- In this instance, the appropriate letting form is completed.
- The caretaker informed of dates and times as he must stay on the premises or site.
- The lettee must be informed of:
 - Insurance cover
 - Emergency telephone facilities
 - Fire procedures
 - Location of fire sounders, doors and extinguishers
 - Location of toilets
 - Car parking

- The school is not responsible for any damage to its property that might be incurred during the let and therefore the lettee must have insurance cover for this purpose.
- The lettee is responsible for own first aid. Any serious accident should be reported back to the school in writing.
- The premises and site must be left clean; all rubbish, and the lettee's equipment removed and disposed of by lettee.
- The school is not responsible for any damage to its property that might be incurred
- Copies of lettings and above procedures must be read and signed by all people involved in the let together with any school staff other than the site manager, that the conditions are understood.

Maintenance of school vehicle

Durdan's Park Primary School does not have a school vehicle

Manual Handling

Manual handling includes not only the lifting of loads but lowering, pushing, carrying or moving them by hand or other bodily force.

Staff must not undertake to remove/lift/carry heavy pieces of furniture, cartons or equipment unaided as these constitute a hazard - something that has the potential to cause harm and is a risk.

Heavy items, such as school orders delivered in parcels/cartons, must be divided into small easily manageable units.

Larger items must be loaded and moved by trolley to a place of storage or disposal by the site manager.

Nursery equipment must be lifted and stored with full regard for personal safety.

Staff should not use items of furniture to gain height, nor should pupils be allowed to move heavy furniture or equipment.

Children are instructed how to lift P.E. equipment properly, never being allowed to lift it on their own, but sharing the load.

The site manager and colleagues are made aware of courses on manual handling as they are made available by the LA.

Medications in school

The school has adopted and follows the school policy for supporting children with medical needs. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. For the majority of medicines a dose before and after school is perfectly adequate. If a pupil requires prescribed medication during the school day and the parents are unable to come to the school to administer this, the school will be happy to carry this out on their behalf. Before medication can be administered by the school an appropriate disclaimer must be completed and signed by the parent. The parent is responsible for dropping the medicine at school in the morning and collecting it at the end of school day.

Durdan's Park has a number of children that suffer from medical conditions such as allergies to nuts and epilepsy. For these children, the school nurse provides a health care plan for each child. A copy of each plan is kept in the medical room with any relevant medication. A list of all children with care plans is also

kept within the school office a copy is displayed in the front of each class register. The school nurse also trains the relevant staff in what signs to look for and how to deal with an incident.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Deputy Head. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. In very rare circumstances, the school nurse will be contacted before the parent.

Advice on medication

Maintenance Drugs

A child may be on daily medication, eg anticonvulsants, for a condition that requires a dose during the school day.

Unusual Medicines

In some cases children require unusual administrations of medicine such as injections. Such cases need to be considered individually. In all cases proper training via the health service must be obtained before the school accepts a commitment of this kind.

Enzyme Additives

A child with cystic fibrosis may not be able to digest food without added enzymes. This is not a drug and it is important that it is taken with food.

Asthma

All children with Asthma are at risk.

Parents must notify the school if their child has such an allergy and know the procedures the school takes in dealing with sufferers which are as follows:

- All inhalers or medication, which must be clearly labeled with the child's name and dosage, is kept in the Welfare Room not with the children.
- Medication is kept in an unlocked cupboard for easy accessibility.
- Should a sufferer not respond to treatment or be in distress because of lack of medication they must be transferred to hospital immediately and parents notified.
- Dates on inhalers are checked termly by the Welfare Assistant. Empty inhalers are returned to the parent/carer. Replacements are requested by letter or telephone.

Diabetics

This is a condition where the person's normal hormonal mechanisms do not control their blood sugar levels.

Children with diabetes normally have daily insulin injections, to control their blood glucose level. Most children can do their own injection and may simply need supervision if very young and a suitable private place to carry it out. Pupils with diabetes need to eat regularly. This may include eating snacks during class time or prior to exercise. If a meal or snack is missed, or after strenuous activity, the pupil may experience a hypoglycemia episode (commonly called hypo) during which his or her blood sugar level falls to too low a level. A simple blood test is performed using a finger-pricking device to establish their sugar levels. If a child has a hypoglycemia episode it is important that a fast acting sugar, such as glucose tablets, a sugary drink or a chocolate bar is given to eat.

Epilepsy

Parents must inform the school of the kind of seizures a child has.

There is very little first aid treatment. The seizure should be allowed to take its course ensuring the patient does not hurt themselves.

Should a seizure last for more than three minutes and immediately go into another an ambulance should be called and the parents notified.

A liaison nurse is now available for Home School Links from the Child Development Team.

Anaphylaxis

This is an extreme allergic reaction requiring urgent medical treatment. The most common cause is food - in particular nuts, fish and dairy products. Wasp and bee stings can also cause allergic reaction. Treatment may include antihistamine, adrenaline inhaler or adrenaline injection depending on the severity of the reaction.

Allergic reactions

Symptoms and signs will normally appear with seconds of minutes after exposure to the allergen. These may include:

- A metallic taste or itching in the mouth.
- Swelling of the face, throat, tongue and lips.
- Difficulty in swallowing.
- Flushed complexion.
- Abdominal cramps.
- A rise in heart rate.
- Collapse or unconsciousness.
- Wheezing or difficulty in breathing.

Medication and Control

In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline. This looks like a fountain pen and is pre-loaded with the correct dose of adrenaline and is normally injected into the fleshy part of the thigh. The needle is not revealed and the injection is easy to administer. In cases of doubt it is better to give the injection than hold back. Responsibility for giving the injection should be purely on a voluntary basis and should not be undertaken without training from a health professional. All staff have received Epi-Pen training.

Health Care Plan

A care plan is held for any pupil with specific medical needs. All care plans are held by the welfare assistant and kept in the welfare room. A complete list of children with health plans is maintained by the welfare assistant and a copy of this list is kept in the front of class registers. The school, parents and health professionals should be involved in preparing the health care plan.

Menstruation

It is school policy to always keep sanitary towels in the medical room, should menstruation begin in school.

No Smoking Policy

There is a no smoking policy in all areas of school.

Occupational Health Services and work related stress

Stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual’s ability to cope.”

Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be referred to the OHU for support and professional advice.

At school level, support for stressed employees include:

- Re-examination of the workload with a view to making beneficial changes
- Recommend a period of paid absence from school
- Suggesting support from an appropriate counselor
- Recommending consultations with their GP
- Directing the employee to the OH Physician

We buy into the Work Place Options counselling service for all our staff

Physical Restraint

The school has adopted the LA guidelines on “positive handling, physical restraint.”

Playground Safety

All members of staff must have a timetable which states the people covering morning and afternoon break periods in the playground. Any alternative arrangements to length of time in the playground or staffing must be made known to everyone at briefing meetings or on the staff notice board.

During lunchtime break an adequate number of SMSA'S must be on duty to ensure safety of children in both KS1 and KS2 playgrounds.

Children must not go into the playground at break-times without a member of staff in supervision. At morning and afternoon break-times 2 teaching staff supervise the playground. Once the final whistle has been blown class teachers collect their classes from the playground.

Playground Games

Children and SMSA'S must know that certain games are not acceptable for the playground.

- Kung-Fu, karate or judo
- Piggy back games
- Actual fighting
- Games which involve pulling clothes
- Games which involve pieces of wood or skipping ropes being used as weapons or put around the neck

Condition Of Playground And Equipment

The site manager is responsible for checking the condition of the playground including all playground equipment on a weekly basis. Where possible the caretaker will carry out small repairs or arrange for the necessary works to be carried out by a specialist contractor.

Risk Assessments

General risk assessments:

There are comprehensive risk assessments held within the school. The school business manager is required to update these as appropriate and liaise with the Head so that relevant amendments can be made on the system.

The Site Manager inspects the site weekly for potential risks and either addresses the issues identified to make the area safe or escalates them to the Resources Manager if further works/investigation is needed.

- It is the responsibility of all staff, teaching and non-teaching staff to report potential hazards and risks to the site manager/resources manager/head.

Slips and Trips

All slips and trips should be reported to the School Business Manager

The site manager/resources manager or welfare assistant should be informed immediately so that the area can be made safe.

If necessary a warning sign will be placed over the area until the hazard is removed

Road Safety Education

Children are constantly reminded of road safety issues through the curriculum and in assemblies.

Parents and carers are asked to park considerately when dropping off children and collecting at the end of the school day. Parents and carers are reminded of this responsibility through newsletters.

School Trips

The LA guidelines on out of school activities have been adopted by the school and should be referred to by staff organising a trip.

For general visits, such as museum, places of local interest, or other day trips, staff should:

- fill in the required EMA1 form at least three weeks before date of proposed visit
- ensure that the date is approved by the Head Teacher/Assistant Heads and is entered in the school diary
- ensure that parents have been notified adequately regarding purpose and nature of visit, time leaving and returning
- receive signed parental consent forms and that any dietary or medical needs have been listed
- any medicines entrusted to the staff are clearly labeled with the child's name and dosage
- take a first aid pack that meets the nature of the visit
- that adequate insurance cover meets the needs of the visit

Staffing numbers are dependent on the year group. If voluntary adults are accompanying the school trip they must be fully briefed on their role and know who will be in their group.

A suitable and sufficient risk assessment should be carried out for school trips/off site activities upon which the requirements for first aid provision should be based.

In case of accident or illness:

- the school must be notified
- the school can then notify the parents
- a member of staff may have to return separately with the child either to school or in case of

accident to hospital. Parental consent must be obtained before a child can be medically treated.

School Security

All visitors should report to the school office on arrival. All visitors **not** known to the school must show their ID and DBS number to the administrator to gain entry to the school. If this is not available then a member of staff must supervise them as they work in school.

- All visitors must sign in the visitor's book and wear a visitor label
- All visitors who are or likely to come into contact with children and work with them in isolation should be asked to produce evidence of ID and DBS numbers. If the contractor or visitor is unable to produce these documents then they must be accompanied by a member of staff who has been DBS/police checked if pre 2002.
- Exterior doors should be kept closed
- The main entry gates, Nursery/Reception side gates and the green KS2 gates are locked during school hours.

Swimming

The London Borough of Ealing have regulations to cover this activity.

It must take place in a safe and supervised environment by appropriately trained and qualified staff.

It is not expected of teachers who are not qualified or fully confident to supervise swimming activities.

It is the aim that all KS2 children should be able to swim with confidence.

Whilst learning girls must have a one piece costume, a bathing cap and towel.

Boys must have swimming trunks, not P.E. shorts and a towel. For long hair it is advisable they wear a bathing cap.

Children must not wear any jewellery of any kind.

Training and Induction

All new members of staff are immediately made aware of the H&S policy on joining the school. Training will be given in-house or via LA courses as appropriate.

Outside agencies come in to school to train staff e.g. The school Nurse on asthma, diabetes, or epilepsy.

A cascade model exists as children move from class to class, i.e. the teacher will inform the new teacher of the child's needs.

All staff are made aware of procedures on first aid, accident, fire and emergency from the school handbook. They are aware that failure to follow the above procedures is a disciplinary offence.

Use Of The School Kitchen

Permission must first be obtained from catering supervisor. Staff should know how to use the equipment and be familiar with the Code of Practice which is kept in the supervisor's office.

The kitchen should be cleaned and all left over food/drink items, dirty cutlery and dishes removed.

Table tops must be wiped free of food residue and crumbs.

Violence to staff

To ensure the safety of staff from violence the following procedures are followed:

All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack; staff therefore, should avoid arriving or leaving alone.

All staff are made aware that parents sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the school site, in a room which while ensuring confidentiality of matters being discussed, allow for the situation to be monitored by colleagues.

If parents do become angry,

- **Staff should remain calm and maintain eye contact although not continuous eye contact.**
- **Diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Head teacher**
- **Staff should always sit nearest the door so that they can make an exit should they need to.**

- **If a member of staff is concerned for the safety of a colleague:**
- **The concerned member of staff can go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished"**
- **Send for a member of the SLT to help diffuse the situation.**

In the case of an emergency the head can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.

In the case of assault taking place, (or even where assault appeared imminent) Durdan's Park Primary School are aware of the traumatic effect it can have on the victim;

In such circumstances a trusted colleague will be released to support and look after the victim, either remaining on site, going to the hospital or police station or taking the member of staff home.

In case of actual assault against a member of staff, the form TC.327 (Notification of assault – LA employees) should be completed.

Waste Disposal

Body Fluids

The site manager or in his absence the welfare assistant/member of the office staff will clear away any body fluids needing to be cleared up:

- The fluid is covered with disposable paper towels or Sanitaire Powder and then put in disposable white plastic bags. The area is then mopped with an approved disinfectant.
- disposable rubber gloves should be worn.

Other common body wastes

Soiled bandages, cleaning, and clothing: these are placed in disposable white plastic bags.

Sanitary towels are placed in the sanitary bins which are checked by an outside firm at regular intervals.

Welfare Toileting Arrangements

If a child wets or soils him/herself during school – the child should be taken to the Welfare Area where clean clothes should be provided. Where possible the child should change into the clean clothes him/herself. If the child is unable to do this themselves or if soiling has occurred, the parents will be

contacted to come to school. In the event of this not being possible, two members of staff should be present to assist them using the protective gloves available. The wet or soiled clothes should be placed in a carrier bag and given to the child to take home with them at the end of the day.

Alternative arrangements should be arranged with the child's parent/carer in the event of ongoing problems with toileting. This could include arrangements such as parents/carers being called to change the child themselves if accidents occur etc.