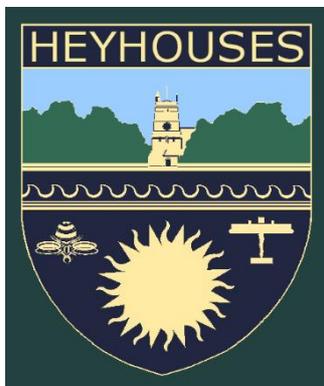


Heyhouses Endowed CE Primary School



Health and Safety Procedures

(To be read in conjunction with the adopted Health and Safety Policy
– Lancashire County Council.)

Health and Safety Procedure

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Health and Safety Procedure

Introduction

- The purpose of this document is to provide procedures and guidelines to ensure that a secure, safe, healthy and pleasant working environment is maintained for all pupils, staff and visitors to the school.
- At Heyhouses School we recognise our responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.
- All members of the school community are encouraged to contribute to our school ethos which positively promotes safety and well being.
- This procedure needs to be read in conjunction with The Health and Safety Policy (Lancashire County Council.) Copies of these documents are available on t-drive and on request.
- All staff and Governors have contributed to this procedure.
- The content of this document has been influenced by guidance from the LA and the Health and Safety Executive.
- Due to the Infant and Junior departments being on a split site certain arrangements are site specific and are described in brackets where necessary.

Aims

- To outline roles and responsibilities for the upkeep of a healthy and safe school and to ensure that everyone understands and carries out these responsibilities.
- To ensure that arrangements for assessing and controlling risk are clear.
- To outline codes of practice, rules and procedures which are in place to secure a safe and healthy school.
- To develop health and safety awareness amongst staff, pupils and other supervising adults.

Roles and Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. However, different members of the school have specific responsibilities.

The **Governing Body**:

- Approve policy and give strategic guidance.

- Monitor and review health and safety issues through the Buildings Committee, reporting back to the full Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibilities under the Health and Safety at Work Act 1974.
- Appoint Health and Safety Governors (Mike Wiseman, Craig Harris.) They will carry out inspections with the Health and Safety Coordinator (Mr Mihell) producing a report setting out items of concern and any recommendations for improvements/repairs. The inspection covers all indoor and outdoor areas on both sites. Anything deemed to be a matter of urgency is dealt with immediately. Preventative and protective matters are prioritized and dealt with in due course.

The **Headteacher** (Mrs Hodgson) and the **Health and Safety Coordinator** (Mr Mihell) will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent health and safety issues.
- Report accidents and incidents of violence to the Premises, Health, Safety and Security Sub-Committee on a termly basis.
- Liaise with outside agencies able to offer expert advice as necessary.
- Ensure that all staff fulfil their duties to co-operate with the policy and this procedure.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary.
- Ensure relevant staff have access to appropriate training.
- Report to the Site Manager and Administration Officer any defects and hazards that are brought to their notice.
- Complete an 'Accident / Incident / Violence Investigation' form, available from School Office, in the event of a significant accident or incident of violence.

All staff:

- Ensure that they have read the Health and Safety Policy and this procedure document.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to children, staff or visitors to the Headteacher, Health and Safety coordinator or Site Manager.
- Report any defects and hazards to the Site Manager by recording them in the book in the appropriate School Office.
- Report any concerns of abuse to pupils to the Headteacher who is the child protection officer (DSL) or Mr Wilson (DSL), Mrs Townsend (DSL) Mr Mihell DSL), Mrs. Wynne (DSL), Mrs Richardson (DSL)
- Be aware of Care Plans, saved on T-drive and in the classrooms, to inform of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with those displayed in the relevant classroom.

Supply teachers will need to:

- Familiarise themselves with the short 'Health and Safety' essential details sheet given to them on arrival (Appendix 1a/1b)
- Familiarise themselves with Care Plans for individual children displayed in the relevant classroom.
- Adhere to the general responsibilities of staff regarding health and safety as listed above.

The **Site Supervisor** (Neil Duerden) will:

- Ensure that he is familiar with the school's Health and Safety Policy and this procedure document.
- Meet with the Health and Safety Coordinator on a half termly basis, or as necessary, to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and Health and Safety Coordinator of any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors regularly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Ensure that a record of hazardous substances used for cleaning and similar purposes is kept.
- Ensure people booking the school for a letting will have access to a copy of this Health and Safety policy.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.
- Be aware that Health and Safety procedure does not include procedures to follow for separate subject areas. These are written into the curriculum policies and discussed and reviewed as a curriculum matter. Where necessary, specific risk assessments are in place (kept in each office).

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to lead positive, successful and healthy lives.

Teachers take every opportunity, across the curriculum, to teach children how to be safe and healthy eg. handling equipment safely, how to avoid accidents and how to make healthy choices.

Visitors are expected to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.

Parents are expected to:

- Support the school in any health and safety matters reported to them.

Arrangements and Procedures

The following arrangements and procedures have either been established through risk assessment at school level or are national standards. All staff are trained on Fire Prevention and Safety every year.

Fire Prevention

Care is taken to maintain an environment that prevents fires from starting, and in the event of a fire, prevent it spreading. The annual Health and Safety inspections draw attention to any specific concerns. All staff are vigilant in monitoring that resources are stored correctly and electrical appliances are used safely.

Fire Safety

The school procedures for ensuring the safety of the pupils, staff and visitors in school are as follows:

1. In the event of a fire the fire alarm shall be activated by whoever is first aware of the situation. Staff are aware of the location of the glass alarm boxes. (Alarm boxes are checked every Friday evening.)
2. The fire brigade shall be informed as soon as possible. However, evacuation of the building shall be the first priority.
3. The school shall then be evacuated following instructions which are displayed clearly in every classroom. These instructions tell staff and children where the assembly points are and also inform staff of their own particular area to check for pupils. If your route is blocked, then evacuate your room by the next nearest route.
4. If it is safe to do so, close windows and doors and disconnect electrical equipment. Do not lock doors.
5. The children shall gather in class lines facing away from the building at their assembly points:

Infants – on Infant playground.

Lower Juniors (Yr 3/4) - on the Year 3&4 playground

Upper Juniors (Yr 5/6) – on the Year 5&6 playground

Reception – on their own playground

At the assembly point the teacher/member of staff in charge shall ensure that all pupils are present. A member of the office staff will bring class registers, and the signing out book, to the specified assembly point. Class teachers shall raise their hand to signal that all pupils are accounted for.

If the assembly point is not a safe place to gather the most senior member of staff present will make the decision to move the children and staff to the next most safe place eg. onto the school field at the Juniors, over to the Junior playground if the Infant playground is unsafe.

6. No child or adult shall re-enter the building for any reason. No one shall attempt an act which would endanger either personal safety or the safety of another.
7. Children shall be kept calm and in the event of any injuries, be tended as thoroughly as possible until medical help arrives.
8. If re-entry into school buildings is not possible, children and staff will walk to the Parish Rooms to shelter, using the alley way between the Infant and Junior playgrounds.

Lunchtime Fire Procedure

The procedures are the same as above. Please note the assembly points detailed above.

In addition:

1. Children who are already on the playground shall stay with the Welfare Assistant(s) on duty and line up at the specified assembly points.
2. Children in the hall shall be evacuated via the nearest fire exit. If this is the fire exit onto the path at the front of school (in either building) then, if it is safe to do so, the children will be escorted to the relevant assembly point.
3. All children on corridors shall be taken to the nearest playground.
4. Any children being supervised indoors shall be evacuated through the nearest exit.
5. Welfare staff shall line children up in their classes to be registered.
6. All teachers on the premises shall go to the assembly points and register their class and any other class, if necessary.
7. The office staff or the teacher on duty at lunchtime shall bring out the registers, which are in the main office on each site. Class teachers shall raise their hand to signal that all pupils are accounted for.
8. No child or adult shall re-enter the building for any reason. No one shall attempt an act which would endanger either personal safety or the safety of another.
9. Children shall be kept calm and in the event of any injuries, be tended as thoroughly as possible until medical help arrives.
10. If re-entry into school buildings is not possible, children and staff will walk to the Parish Rooms to shelter, using the alley way between the Infant and Junior playgrounds.

Fire Equipment

Staff are aware of the location of the fire extinguishers and how to use them. However, it is stressed that evacuation and personal safety procedures are the first priority and extinguishers shall only be used to facilitate these considerations.

Fire Practices

In order to ensure that children are familiar with the fire evacuation procedure, a fire alarm practice is carried out every term. These shall be undertaken at varying times of day and no

warning shall be given. It is not school policy to “hide” children during these practices. Any issue arising from a practice shall be discussed with staff or children as appropriate.

Emergency/ Disaster Plan

If any life-threatening or dangerous situation occurs eg. bomb scare, violent or threatening intruder, the first member of staff who becomes aware of this shall arrange the evacuation of the school by pressing the fire alarm. Under no circumstances should a child or member of staff take measures which might put their own safety into jeopardy. If for any reason it is deemed unsafe for the children to remain on site, outside the school building, they shall be escorted to the Parish rooms immediately.

Emergency services shall be informed as soon as it is safe and possible to do so.

In the event of a disaster or emergency situation occurring, staff who are able to do so shall concern themselves with helping those who may be injured and keeping children calm. For situations deemed serious enough to warrant a lock down – see Lock Down Policy.

First Aid, Accidents and Medical Procedures

Location of First Aid Boxes and Treatment Book

Infant building – on top of the first aid cupboard in the main corridor

Junior building – one in the accessible toilet on the Year 6 corridor, one in the main resource corridor outside the Year 4 classrooms.

The boxes are checked regularly by a nominated member of the Welfare Staff.

There is a First Aid Treatment Book kept alongside the boxes. These need to be filled in for all injuries requiring first aid. Also kept with the First Aid boxes are bumped head letters and hurt body letters that need to be filled in and sent home with the child for parents to read.

Very minor bumps and grazes do not require a hurt body letter. A hurt body letter is only needed when first aid has been administered. Please seek guidance from a senior member of staff if necessary.

Location of Defibrillators

In the Junior building the defibrillator is positioned by the second set of double doors in the entrance area, next to the small hatch outside the office.

In the Infant building the defibrillator is positioned in the corridor just outside the main office.

Administering First Aid

It is acceptable for any member of staff to help a child with a minor injury eg. grazed knee. Staff need to follow the advice on the ‘First Aid Procedure’ posters (Appendix 2) located near the first aid boxes. Details of the accident/ injury and the first aid administered, is recorded in the treatment books by/in each First Aid box. For more serious injuries, or if in any doubt, there are several members of staff who hold a current First Aid Certificate (as approved by the Health and Safety Executive) who should be consulted. Their names are listed by the First Aid boxes.

Serious Injuries

All matters requiring assessment of a more serious injury (eg. suspected bone fracture, bump on head, scalds or burns, severe headache) shall be referred to the Head or Deputy. In their absence, the assistant head teachers or most senior teacher on site should be consulted. They shall then decide upon the course of action to be taken and will be responsible for calling an ambulance and/or contacting parents. If a child has to go to

hospital and parents are not with the child, a member of staff shall accompany him/her and stay with the child until the parent(s) arrive.

Hygiene

When dealing with accidents involving bleeding:

1. Normal first aid procedures shall be followed, but plastic gloves must be worn whilst giving aid.
2. If splashed with blood, the person giving first aid shall wash it off immediately.
3. Any surfaces soiled with bodily fluids must be thoroughly cleaned.
4. If staff giving first aid have cuts or abrasions on their hands, these must be covered.
5. Items stained with blood, or other bodily fluids, should be placed in the yellow bags for disposal.

Medical Needs and Medicines in School

Information is sought from parents about any medical needs, including allergies, of a child on admission to school. Care Plans are drawn up to detail any medical needs and to ensure that procedures are put in place to enable the child to participate safely in school life.

Parents are at all times responsible for the administration of prescribed medicines to their children. If a child is well enough to be in school but is receiving a course of prescribed medicine then a parent/ guardian shall arrange this by:

- a) Coming into school at the appropriate time to administer the medicine themselves
or
- b) arranging for the Head/ Deputy/ designated staff member (with agreement) to supervise the taking of medicine but only after completion of the correct paperwork.

Medicine in school shall be kept in the main offices/ fridge in staffroom. Parents shall be made aware of the policy as it is written into the school brochure. For further details see the separate Policy for the Administration of Medication in School.

Incident and Accident Reporting

Accidents to Employees, Children or Visitors

Regulations require that an accident to an employee, pupil or visitor shall be reported to the Health and Safety Executive (HSE) if it results in death or a serious injury. The Head Teacher is responsible for the reporting of such an accident to the HSE, the Local Authority and for ensuring that such a report is logged on the electronic accident form. All available forms and advice are available on the Schools' Portal.

In the event of an accident that results in a lesser injury, eg. a broken bone, a written report will be entered on the electronic accident form (O-Drive, Health and Safety, accident forms.)

Incident book

Serious incidents which occur in school shall be logged in the Incident Book. The books are kept in each office. It is the duty of all staff members to inform the Head Teacher of incidents involving occurrences such as:

- Absconson from school (attempted and/or successful)
- Physical fighting between children
- Theft of school/staff or pupil property
- Incidents involving parents
- Abuse of staff
- Fire alarms
- Intrusion on school site
- Matters of concern to Health and Safety eg. near misses

Supervision of Pupils on the School Sites

Supervision at the beginning of the school day

School officially begins at 8.55am. However, the children become the responsibility of the school at 8.45am. Teachers shall be in their classrooms from this time onwards to oversee the pupils who have arrived in school. The Head Teacher/ Deputy/ Assistant Head teachers have responsibility for those pupils who are not in the school building but are on the school grounds, until 8.55am.

Supervision during lesson times

During teaching sessions the class teacher (or teacher who is taking the lesson) has responsibility for the full supervision of the children in that class group. He/ she shall act in loco parentis at all times and ensure that all reasonable steps are taken to ensure the safety of the pupils.

Supervision during playtimes

There are two break times during the school day. On the Infant playground three members of staff are on duty each break time. In the Junior department two members of staff will be on duty on each playground. Staff on duty go straight onto the playground when the bell goes. They take all reasonable steps to ensure the safety of the children by circulating around the playground and watching children as they play. If a child needs first aid they are escorted inside to receive it. During wet playtimes members of staff will supervise the classrooms according to a pre-arranged rota.

Supervision during lunchtimes

This is the responsibility of the Head/Deputy/Assistant head teacher on duty, with the assistance of the midday welfare assistants. The welfare assistants are aware of emergency procedures and shall call upon a member of staff if necessary.

Supervision at the end of the school day

School is responsible for the care of the children until they leave the school gates. There shall be at least one member of staff supervising children in each corridor/ cloakroom area as children leave the building.

Supervision during practical activities

Prior to any practical activity children will be notified of any possible risks and expected behaviour. In any PE activity children will remove all jewellery including earrings (these will be covered with micropore tape if the child is unable to remove them.) Staff do not remove earrings.

Pupils will be warned about hot surfaces prior to cooking and of appropriate food safety and hygiene rules.

Supervision during extra-curricular activities managed by school staff

During any extra-curricular activities, the school retains responsibility for the care of the children for the duration of the activity. The teacher in charge shall take all reasonable measures to ensure the safety of the children in his/her care. This shall include:

- a) Letter of consent (if before/after school)
- b) Clear start/finishing time arrangements and additional information as appropriate
- c) Safe exit from school premises

Where activities mean that children are being taken off site the teacher shall:

- a) Inform parents
- b) Ensure arrangements for travelling to/ from school are satisfactory
- c) Ensure that all children can either get back to school or get home. The teacher will not leave a child waiting for a lift/parent on his/her own
- d) Ensure a risk assessment has been carried out and approved.

Supervision of Pupils off the School Sites

When children join Heyhouses school, parents sign a letter of consent to allow their child to go on walks in close proximity to school eg. to church, to visit the other school site. Children and staff/volunteers are fully briefed about the purpose of the walk, safety rules and expected behaviour before the walk commences.

When educational visits are planned which involve the use of transport or walking to venues further afield eg. the local shops or the square, procedures detailed in the Educational Visits Policy are followed. The policy is based on guidance from the LA Educational Visits guidance. Prior to each visit a risk assessment is made. Where a visit is made regularly (eg. weekly swimming) the teacher in charge will ensure there is a risk assessment in place and will review it annually or as required. Teachers have an Educational Visits Pack containing copies of pro-forma risk assessments, checklists etc.

Pupil handling and restraint

Procedures for the handling and restraint of pupils can be found in the Behaviour Policy.

Security

After registration all external doors in both buildings are locked and access to visitors is only available through the main entrances. Other entrances have security digi-locks or a key fob system. The school grounds have perimeter walls or fences. The Infant playground is

secure and the gates between the two playgrounds are kept locked. The Junior playgrounds are carefully monitored by staff.

Lettings to non-school groups

Details of procedures for lettings and community use of the premises are detailed in the Lettings Policy.

Visitors/ Contractors on site

Visitors shall report to the main office in either building on arrival. We require all adult visitors/contractors who arrive in school hours to sign the inventory, read the site rules and receive a badge to wear at all times. Staff need to be alert to visitors who are not wearing one. Wherever possible, only those contractors approved by Lancashire County Council are used to undertake any work on the school sites. On completion of their visit, visitors sign out and hand in their badge.

This standard procedure does not, for practical purposes, cover such events as Open Evenings, Concerts etc. Should an emergency arise during such an event, it is the responsibility of the staff member(s) within that area to inform the visitors of procedure.

Pupils/students on work experience or training are advised of health and safety procedures by the staff member(s) supervising them. They are not to be asked to: supervise any physical activities involving potentially dangerous equipment or make decisions about First Aid.

All maintenance, repair or building work is discussed and agreed by the Headteacher and the contractor. It is made clear that any work must be carried out in safe conditions. If the work involves the use of dangerous processes or equipment, it shall be done out of school hours. If this is not possible, the steps are taken to ensure that staff, pupils and visitors are kept well clear of the working area. Contractors are made aware of on-site rules (See Appendix – 4.)

Intruders on site

It is the responsibility of all staff to question the presence of unknown adults in school. If the person has no legitimate reason to be on the school premises they shall be reported to the Head/Deputy/Assistant head teacher who will ask them to leave.

If an intruder is behaving in a suspicious or threatening manner they must not be approached and the school shall, if necessary, be evacuated. If this is not possible, staff shall do their best to protect the safety of children and themselves. The police shall be informed as quickly as possible.

Vehicles

On both the Infant and Junior sites the school car park is the only area that staff and visitors can drive vehicles. If the car park is full then vehicles need to be parked on the roadside.

Children are not allowed to walk through the school car parks, on either site, when arriving in the morning or leaving at home time. However, vehicle drivers must drive/reverse slowly on the car parks at all times and only move their vehicle when the area is free from people.

Children who arrive at school during the day, for example, after an appointment, must be accompanied to the main entrance.

The car parks are also used by delivery vehicles, maintenance workers etc. These vehicles can only be driven when there are no children in the vicinity. Staff shall report any observed dangerous incidents to the Head Teacher or Health and Safety Co-ordinator. Grass cutting/ grounds maintenance vehicles will access the school field. If this is during school hours children are not allowed to use the areas where vehicles are present.

Parents must not, except in the case of an emergency or with the Head Teacher's prior approval, bring their vehicles onto the site.

It is important that any emergency vehicles are not obstructed from getting on site and close up to the building.

Access to buildings outside normal working hours

Marlow have management of the school sites outside normal working hours and they will respond to intruder alarm calls and will deal with most situations.

Named key holders beyond Marlow are:

- Mrs E. Hodgson (Head Teacher)
- Mr N. Duerden (Site Supervisor)

Access to the premises outside normal working hours shall be sought via one of the above. Where other members of staff hold a set of school keys they need to make one of the above aware if they are lone working. (See Lone-Working Policy)

Workplace safety

Lifting and handling

When lifting and handling on a day-to-day basis, all staff shall conform to the guidelines set out in the in-house training produced by the Local Authority. Guidelines for correct lifting technique are included in this policy as Appendix 5.

Staff shall not stand on chairs/desks to reach items or display work. Stepladders and a kick stool are available in each building. Staff shall not attempt to 'over-reach' for any reason. In no instance shall a member of staff be asked to undertake any manual handling which could involve the risk of injury. If in doubt about the task set, the member of staff concerned shall not attempt to perform the manual handling and shall see either the Head Teacher or Health and Safety Co-ordinator.

Under no circumstances shall children be asked to perform any manual handling tasks which are beyond their capability eg. lifting heavy pieces of furniture. However, some lifting and handling during the course of the day shall be undertaken in relation to the curriculum eg. moving PE equipment or helping re-arrange seating. This shall always be under the supervision of the teacher and correct techniques shall be used.

Service and Maintenance of Buildings and Equipment

It is the responsibility of all staff to ensure that resources are stored safely to avoid falling objects or tripping hazards. Likewise, all staff have responsibility for cleaning up any spills that could provide a slipping hazard.

The appropriate professional outside agencies shall inspect specific areas and equipment within the school on a regular basis. These are as follows:

- Inspection of electrical plugs, sockets and equipment
- Inspection of intruder alarm system
- Inspection of fire extinguishers and fire alarms
- Inspection of school premises by the fire brigade
- Inspection of water hygiene
- Inspection of PE equipment
- Five yearly premises inspection by an architect.

Control of hazardous substances

It is the responsibility of the site supervisor to ensure that cleaning materials are not left unattended. When they are not in use, they shall be stored and locked in the Site Supervisor's storeroom/ Cleaning cupboards. The Lancashire County Building Services 'Health and Safety at Work' employee's handbook contains details of how cleaning shall be carried out safely. Cleaning staff are employed by the contractors and receive training from their supervisor. It is the responsibility of the site supervisor to ensure safety under these guidelines, so far as it is practically possible and to bring any concerns to the attention of the Head Teacher or Health and Safety Co-ordinator. Waste storage and disposal is the responsibility of the site supervisor and cleaning staff.

Training

Staff receive relevant information regarding Health and Safety issues as and when necessary. New members of staff receive training as part of their induction. Training, provided by the Local Authority is available as e-learning modules on a range of Health and Safety aspects and staff are trained regularly. First Aid training is undertaken by a number of teaching and support staff. Any concerns regarding training should be addressed to the Head Teacher or Health and Safety Co-ordinator. On the job training is given eg. in the use of the photocopier or laminator by experienced members of staff.

Wellbeing

Support is available to any member of staff who is experiencing work-related or personal difficulties. In addition to speaking to the Head Teacher/ Deputy/ Assistant Head Teachers staff can access the Occupational Health Services. Contact details are available in the offices.

E-safety

The school has a separate policy which provides guidelines for safe internet and email use. The policy indicates there is a whole school approach to e-safety and details the ways ICT facilities can and cannot be used by staff and pupils. All staff sign an Acceptable Use Policy.

Appendix 1.a

Health and Safety Information for a Short-Term Supply Teacher in the Infant Department

The following short notes will help you at our school.

a) Fire Procedure

Exit maps and procedures are displayed in all classrooms. Please locate these and familiarize yourself with the relevant exit point and procedures for you to follow.

b) First Aid

The First Aid box is kept on top of the First Aid cupboard in the main corridor opposite Maple classroom. Details of school first aid procedure are displayed there. Please record details of the accident and First Aid given in the record book, located in the same place. If injuries are not trivial, or involve an injury to the head, please see the Head Teacher or the Health and Safety Co-ordinator. All children receiving injuries to the head must be given a 'bumped head letter' and for other significant injuries a 'hurt body letter.' The teacher should

attempt to see/ contact the parent at the end of the school day. If you sustain an injury, see the Health and safety Co-ordinator.

c) Medical

Care plans are displayed in each classroom. Please familiarise yourself with these. Some children have additional medication eg. epi pens. These must also be taken with the class.

Each class has an asthma bag. This must be taken with the class if leaving the premises eg. to church, to the field in a games lesson.

d) Supervision of Pupils

You must be in your classroom by 8.45am and 1.15pm and until 3.40pm at the end of the school day. Your class must not be unattended at any time. If you are on duty at playtime, please go to the playground immediately.

The school Health and Safety Co-ordinator is Mrs Bashora.

Please seek her advice if necessary.

Appendix 1.b

Health and Safety Information for a Short-Term Supply Teacher in the Junior Department

The following short notes will help you at our school.

a) Fire Procedure

Exit maps and procedures are displayed in all classrooms. Please locate these and familiarise yourself with the relevant exit point and procedures for you to follow.

b) First Aid

There are two First Aid boxes; one is in the accessible toilet in the Year 6 corridor. The second is in the main resource corridor outside the Year 4 classrooms. Details of school first aid procedure are displayed there. Please record details of the accident and First Aid given in the record book, located in the same place. If injuries are not trivial, or involve an injury to the head, please see the Head Teacher or the Health and Safety Co-ordinator. All children receiving injuries to the head must be given a 'bumped head letter' and for

other significant injuries a 'hurt body letter.' The teacher should attempt to see/ contact the parent at the end of the school day. If you sustain an injury, see the Health and safety Co-ordinator.

c) Medical

Care plans are displayed in each classroom. Please familiarise yourself with these. Some children have additional medication eg. epi pens. These must also be taken with the class.

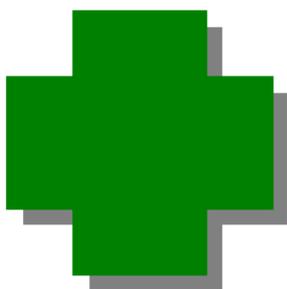
Each class has an asthma bag. This must be taken with the class if leaving the premises eg. to church, to the field in a games lesson.

d) Supervision of Pupils

You must be in your classroom by 8.45am and 1.20pm and until 3.40pm at the end of the school day. Your class must not be unattended at any time. If you are on duty, please go to the playground immediately, a drink will be brought to you.

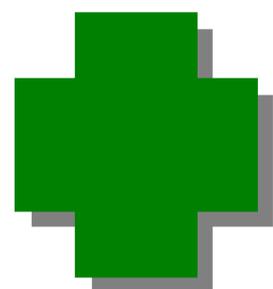
The school Health and Safety Co-ordinator is Mr Mihell.

Please seek his advice if necessary.



Heyhouses CE School

First Aid Procedure



- Please wear plastic gloves if attending to an injury that is bleeding
- Use only clean water to clean wounds
- Do not use any lotions or creams

- Fill in one of the treatment record books if you give any treatment to a child (located in the First Aid boxes.)
- Please refer anything more serious than a graze or minor bump to a member of the SLT or a senior member of staff.

Appendix - 2

Welcome to Heyhouses

Visitors/ Contractors

- Please sign in and wear a visitor's badge or official identification badge
- Ensure you are familiar with the Fire Evacuation Plan displayed in each room

- Please ensure that you are familiar with Health and Safety information which is available at either office.

Contractors Please Note

- No smoking on the school site
- Radios are not to be played during school hours
- Please do not engage the children in conversation
- No moving of vehicles when children are around
- No removal of work clothes

Thank you in anticipation of your co-operation.

Appendix – 4

Appendix 5

What is the correct lifting technique?

There is no single correct way to lift. The content of any training in good handling technique should be tailored to the particular situation or individual circumstances under which the manual handling takes place. However here are some practical tips, suitable for use in training people in safe manual handling:

A basic lifting operation is taken as an example:

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip. Consider mechanical aids; even a sack truck can make a big improvement. ***Have you warmed up your body, sudden movements may strain ill-prepared body parts?***
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down *and* then adjust.** If precise positioning of the load is necessary, put it down first ***and*** then slide it into the desired position.
- ***Remember manual handling should only be used when mechanical handling cannot. You are empowered to make decisions on manual handling based upon your capability and the risk assessment***

Appendix 6

Medicine Form – Short-term

Heyhouses C. E. Primary School



Request to School to Administer a Prescribed Medication Only When Required

I _____, being the parent/guardian of _____ in class _____ would like the medicine named below, to be administered to my child during school hours. The above named pupil has been diagnosed by a doctor as suffering from:

_____.

Name of Medicine	Dosage	Reason for taking medicine

Should a medicine fail to be administered in the course of a busy day, parents should understand that the school is not obliged to administer medicines at all, but is willing to undertake this task for the well being of our children.

I confirm I have also received a copy of the school's policy for the administration of medicine.

Signed _____ Parent/Guardian

Date _____ Contact No: Home _____
Work _____

For office use – Please date and sign overleaf when you have administered the above medicine(s).

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Signed (and record times and dose)					
Date					
Signed					

(and record times and dose)					
Date					
Signed (and record times and dose)					
Date					
Signed (and record times and dose)					
Date					
Signed (and record times and dose)					
Date					
Signed (and record times and dose)					

Appendix 7 Medication Form – Long-term Medication

**HEYHOUSES C.E. PRIMARY SCHOOL
LONG – TERM MEDICATION FORM**

Summary (to be completed by parent/guardian)

Name of child	
Name of medication to be administered	
Dosage to be given	
Days of administration	

Time of administration	
Reason for medication	

I confirm that the above information is correct and also confirm that I have read and understand Heyhouses Policy on the Administration of Medication.

Signature: _____

Record of Administration of Medicine (to be completed by a member of staff)

Week commencing:

	Tablets delivered on ___/___/___	Monday	Tuesday	Wednesday	Thursday	Friday
Time						
Signature						
Tablets in school						

Week commencing:

Day	Tablets delivered on ___/___/___	Monday	Tuesday	Wednesday	Thursday	Friday
Time						
Signature						
Tablets in school						

Week Commencing:

Day	Tablets delivered on ___/___/___	Monday	Tuesday	Wednesday	Thursday	Friday
Time						
Signature						
Tablets in school						

**please indicate with AB any days where the child has been absent from school, or has not received medication, with reason why.

Appendix 8 Medication Form – Medication Form as and when required

Heyhouses C. E. Primary School



Request to School to Administer a Prescribed Medication Only When Required

I _____, being the parent/guardian of _____ in class _____ would like the medicine named below, to be administered to my child during school hours. The above named pupil has been diagnosed by a doctor as suffering from:

_____.

Name of Medicine	Dosage	Reason for taking medicine

School should administer the above medication if my child displays the following symptoms:

Should a medicine fail to be administered in the course of a busy day, parents should understand that the school is not obliged to administer medicines at all, but is willing to undertake this task for the well being of our children.

I understand that it is my responsibility to collect my child's medication at the end of the academic year.

I confirm I have also received a copy of the school's policy for the administration of medicine.

Signed _____ Parent/Guardian

Date _____ Contact No: Home _____
Work _____

For office use – Please date and sign overleaf when you have administered the above medicine(s).

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Signed (and record times and dose)					
Date					
Signed					

(and record times and dose)					
Date					
Signed (and record times and dose)					
Date					
Signed (and record times and dose)					
Date					
Signed (and record times and dose)					
Date					
Signed (and record times and dose)					