



## ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

### HEALTH & SAFETY POLICY

#### Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits
- Adherence to legal requirements and good practice guidance

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire service, road safety officer etc. It may also be through a health related topic such as smoking.

At Alderman Jacobs School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime, and healthy break time snacks being encouraged. The school holds the Healthy Schools Standard.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits and residential activities

For any physical activity, children change into appropriate clothing. They are expected to be bare-footed for indoor activities as bare feet grip better, and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewelry, for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed, and a first aid kit and list of emergency phone numbers taken. Only coaches with seatbelts will be used. Adequate sun protection is always advised during visits.

Alderman Jacobs School has set procedures in case of an emergency in school, such as a fire when the building needs to be evacuated. These practices are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. The locations of fully equipped first aid boxes are:-

- Front desk
- Office
- Staffroom first aid cupboard
- Swimming pool changing room
- Year group classrooms (apart from Early Years)
- Early Years "goldfish bowl"
- Travel bags for trips locked away in cupboard. Must be requested the day before

If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for. Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Site Manager, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The Site

Manager and cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Site Manager, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

### **Legislation and Guidance**

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

### **Roles and Responsibilities**

Responsibilities of individuals within the school are as follows.

- **Governors.** The ultimate responsibility for all aspects of health and safety at work within Alderman Jacobs School rests with governors through the safety organisation.

- **Headteacher.** The Headteacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Safety adviser.** The safety adviser is adviser to the Headteacher on health, safety and welfare within Alderman Jacobs School. He or she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Line manager.** All Deputy Headteachers, Assistant Headteachers of Phases, School Business Manager and TA Team Leader are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the safety adviser so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act (1974)
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They frequently make inspections of their area of responsibility, taking prompt remedial action where necessary.
  - **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
  - **Safety representatives.** It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area of responsibility. Assistant Heads are to nominate safety representatives to represent their area of responsibility.
  - **Safety committee (Resources Committee).** The safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
  - **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

### **Statement of General Policy on Health, Safety and Welfare**

Alderman Jacobs School believes that health and safety is paramount in all areas of its business activities. The Trust and Governing Body complies with the Health & Safety at Work Act 1974 and Management Regulations 1999. The Trust is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Alderman Jacobs School is also committed to conducting its undertakings in

such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The Trust aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of the school's aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The governors regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Alderman Jacobs School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

The senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

## **Fire**

The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.

## **Fire Practice**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

Reception and Class 4 - Fire door

Year 1 - Fire doors

Year 2 - Fire doors

Year 3 - Fire doors

Year 4 - Main door

Year 5 - Fire door outside Year 2 Class 16 and 17, Main door Class 18

Year 6 - Y2 Entrance.

- The register will be brought to each class or if the register is in class bring it outside with you.
- Take your register, and check that all the children are present, then send it back to the Administrator with an adult if appropriate.
- Nobody is to go back into school. If a child is missing it must be reported to the Headteacher, a Deputy Headteacher or designated person.
- When all the registers have been received, the person who brought the register will return to their line.
- Your class may then go in if permission has been given by Headteacher, a Deputy Headteacher or designated person.
- Please make sure your children walk in and out of school sensibly, and line up quietly.
- If your normal exit is blocked for any reason then use the nearest available exit.

## **Lunchtime Fire Procedure**

- All midday supervisors on duty in the playgrounds or on the field shall on hearing the fire alarm gather all children in their class lines away from the building and ensure no child re-enters the building
- The midday supervisor on duty in the dining area shall evacuate all children from the building.
- Midday supervisors in classrooms where children are eating sandwiches shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- The Headteacher, a Deputy Headteacher or designated person will ensure, as far as it is reasonably practicable, that the rest of the building is vacated
- Administration staff on duty will bring registers to classes where they are lined up and register procedure will be followed as before.

## **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Headteacher, a Deputy Headteacher or designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire service and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire service/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises

If the alert is a practice, then the fire service need not be informed.

## **Smoking Policy**

- It is the policy of the Governing Body that Alderman Jacobs School is a no-smoking school
- Smoking is not permitted in any area of the school premises or grounds by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building

## **Car Parking**

Car parking is a concern at Alderman Jacobs School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Any visitor double parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc.

Where there is provision for disabled parking, only blue badge holders should use these spaces. At no time should the space reserved for any school transport be obstructed. There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Care of our neighbours
- Use of the crossing patrol instead of driving right up to school
- Not parking on yellow lines
- Dropping children off at their gates then driving on to keep the traffic flow moving, rather than parking and waiting
- Trips - try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am

Personal contact with any adult who continually parks in an obstructive way (by Headteacher or Site Manager). All comments by parents or neighbours will be followed up.

### **Policy on Children Moving Equipment**

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts - one child at each end.

### **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the Site Manager will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

The PA system must only be moved and set up under adult supervision.

Small items of equipment include CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### **Items Children Should Not Move**

- Computers - monitors can easily fall off trolleys, or wires get caught
- Piano - although on wheels, it can tip, and feet or fingers become trapped
- Cooker - too heavy and awkward
- Paper cutters - sharp blade although on wheels, can tip

### **Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.



- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **Security of the Premises**

The Headteacher, Deputy Headteachers, Site Manager, Assistant Headteachers, School Business Manager and Senior Cleaner are designated key holders and are responsible for the security of the building. It is the responsibility of the Headteacher, a Deputy Headteacher or designated person to perform the above functions in the absence of the Site Manager.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the School Reception, sign in and wear a badge whilst in school and sign out when leaving. Contractors have a separate signing in book which includes the asbestos register.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first. These points must be adhered to, but in no way detract from the open door policy of the school.

### **Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

### **Use of vehicles**

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Site Manager**

It is the responsibility of the Site Manager to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

### **Designated Person**

It is the responsibility of the designated person, before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

### **Legionellosis**

The primary aim is to prevent the build-up of the *Legionella pneumophilla* organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Site Manager.
- All contractors must report to the general office. The Site Manager will then be informed of their arrival. Contractors will be made aware of our health and safety rules and of the Asbestos Register.
- Contractors will work under close supervision of the Site Manager so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

- Employers are responsible for ensuring that their workforce are suitably checked before working in the school environment.

All work will be monitored by the Site Manager and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LA.

NB: See sheet below to be given to contractors.

### **Guidance for Contractors on Site**

We have been recommended by the Health and Safety Inspector to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Headteacher or Site Manager.

### **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Inform the Headteacher, a Deputy Headteacher or designated person of any use of harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the safety adviser. The user department is to be in possession of a safety data sheet. See also the CLEAPSS guidance at [http://openlibrary.org/books/OL17230488M/CLEAPSS\\_laboratory\\_handbook](http://openlibrary.org/books/OL17230488M/CLEAPSS_laboratory_handbook).
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety adviser.

### **Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy).
- Children who are suffering from casual ailments.

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

Mrs Lynne Wright has offered to administer prescription medicines (4 doses per day) only when it is not practical for a parent to visit and administer. This is a gesture of goodwill. For her to administer medicine the medicine must be brought into school in a properly labeled container which states:

- a) The name of the medicine
- b) The dosage
- c) The time of administration.

Mrs Lynne Wright will not be available to find children who do not come for medicines.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration. Mrs Wright will then issue a consent proforma.
- The medicines must be brought into school in a properly labeled container which states:
  - (a) The name of the medicine, (b) The dosage, (c) The time of administration and (d) The child's name.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements. Please note we have no medical fridge.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. If staff training is required the Headteacher will ensure it is provided.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### **Policy on First Aid in School**

All trained first-aiders are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the nearest trained first-aider. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of a first-aider. At lunchtimes first aid is administered by trained first-aiders.

If there is any concern about any first aid which should be administered then the qualified first aiders must be consulted.

A list of qualified first aiders is displayed in the school office.

### **Safety/HIV Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable (yellow) bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home. Disposal of yellow bags will be within the Site Manager's duties.

### **Recording Accidents**

All accidents must be recorded on Medical Tracker.

### **First Aid Boxes**

**Contents:**

- Scissors
- Vent Aid
- Eye pad
- 1 Bandage
- Micropore tape
- Sterile gauze swabs
- Non-adherent pads
- Disposable gloves
- Triangular bandage
- Clinical waste bags

### **First Aid Supplies**

Extra and additional more specialised equipment for first aid boxes is kept by Lynne Wright.

Supplies are also kept of:

- Sterilising wipes
- Bandages
- Slings
- Bite and sting relief antihistamine cream
- Plasters (for use by adults)
- Foil Blanket

### **Person Responsible for Supplies**

Mrs Lynne Wright is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying Mrs Lynne Wright if the supplies in any of the first aid boxes are running low.

### **Allergies/Long Term Illness**

A record is kept in the *General Office* of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern. Lists are provided to all teachers. Children with particular allergies e.g. nuts are photographed and their picture displayed alongside location of their Epipens.

### **Courses**

First aid courses are advertised on the course board, and all staff are welcome to attend. Regular first aid courses and resuscitation training are arranged annually.

### **Accidents**

Accidents fall into four categories:

- Fatal
- Major injury
- To employees or pupils resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to: The County Health and Safety Officer Tel: 01223 317921

The accident should be reported by telephone immediately, and then confirmed in writing. LGSS Report Incident Form should be completed. A list of what constitutes a major injury is attached.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or a Deputy Headteacher, request an ambulance and contact parents.

When in doubt, contact parents/guardians.

### **Other accidents**

These are the accidents which more commonly occur in school. E.g. grazed arm or leg.

Procedure to follow:

- Always record minor injuries on *Medical Tracker* which will generate an email to parents/cares.
- If a child has a bump on the head, but emergency treatment is not required, a 'Head bump' sticker will be given and parents/carers contacted by telephone.
- Fill in the accident LGSS Report Incident form on - line if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Headteacher or a Deputy Headteacher to sign.

Copies will then be taken for:

- For the school file

### **Major Injuries**

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

*See Accident Documentation for further details.*

### **Accident Documentation**

A copy of all LGSS reports are kept in the office.

### **Employee Accidents**

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

### **Pupil Accidents** (Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises
- The lack of proper supervision

However these minor accidents must be recorded on Medical Tracker.

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

## **Health and Safety**

Alderman Jacobs School will ensure that all current and new staff receive relevant training and induction related to Health and Safety issues. Funding will be provided to ensure participation can take place.

## **Sporting Events**

When it is necessary for parents to transport pupils to sporting events the organiser will ensure that relevant documentation is in order. We rely on parents' honesty and goodwill. We do request that parents complete a permission slip when pupils attend sporting events.

## **Use of Volunteers**

All volunteers must complete a DBS check and read the policies related to induction. All volunteers will be provided with a welcome leaflet detailing the information they need to know related health & safety

## **Physical Intervention for Staff Working with Children in School**

Specific Team-Teach training is given for any adults working with challenging children and general guidance is given to all staff working in school. Statutory guidance is shared with all staff and the Trust has adopted specific policies - see Positive Handling & Use of Reasonable Force policy

## **Policies relating to Health & Safety**

Adult Behaviour - Minimising Aggression  
Anti-bullying policy  
Behaviour & discipline policy  
Education Visits policy  
Fire Safety and Evacuation policy  
First Aid policy  
Invacuation policy  
Lone Working policy  
Manual Handling policy  
Positive Handling and Use of Reasonable Force policy  
Risk Assessment policy  
Staff Induction policy  
Swimming Pool NOP & EAP policy

## **Individual responsibility**

It is the responsibility of all staff to know the arrangements for health & safety in school. All staff will be expected to attend an annual briefing related to health & safety and to read, understand and comply with the policy. All staff will be expected to sign their acceptance of their understanding of the Health & Safety policy

## **Links with other policies**

Access Improvement Plan



First Aid

Risk Assessment

Supporting Pupils with Medical Needs

Statutory/Non-Statutory							
Created/ Reviewed/ Updated		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Cathy Carlisle	Sept 2017	Resources Committee	8 Nov 2017	3 Years	Autumn 2020	<i>Cathy Carlisle</i>	<i>W. Allend</i>