

Date Valley School

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Health and Safety Policy

Statement of Intent:

The aim of Date Valley School is to create an environment where pupils, staff and visitors are safe. This is achieved by following procedures to eliminate risk and teaching good habits.

Responsibilities:

All members of the Date Valley School community (management, teaching and non-teaching staff, parents, pupils and trustees) will work towards the school's aims by:-

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- Being familiar with all instructions and guidance of safety within the school
- Using common sense at all times to take responsible care for their own safety and that of others
- Reporting any unidentified hazards to the management without delay

Management:

The Management will work towards the schools aims by:-

- Facilitating health and safety training for staff, including how to carry out risk assessments
- Engaging and consulting with employees on health and safety conditions
- Annually monitoring and reviewing health and safety

Health:

It is our aim to promote positive health and carry out good hygiene practices so that the likelihood of diseases and illnesses spreading is reduced. Details of child's health and immunisation records are requested in our admissions form and all staff will be made aware if any child has health problems, allergies or special dietary needs.

Medications:

If a child is on **prescribed medication**, the following procedure will be followed:-

- The medicine must be clearly labelled with the child's name, dosage and any other instructions (See permission to administer medication.)
- Written permission must be given by parent / guardian for a member of staff to administer the medicine
- All medication will be kept out of the reach of the children

- Administering medications form to be completed by the member of staff administering the medication. This includes the date, time, dosage and the name of the member of staff administering the medication
- The same applies to children's inhalers and eczema creams. Inhalers and creams are kept in the office. All items must be named. Teachers must take the medicine bag when the class leaves the building, such as for PE. Children over the age of 7 can generally administer the inhaler themselves

Allergies / Medical condition:

If a child has any **allergies / medical condition**, parents are asked to inform the school in the registration form. A list of children with allergies / medical condition must be kept in each class register as well as in the office. Parents are asked annually to update this information.

First Aid:

When dealing with any **accident involving bodily fluids**, please refer to the document 'Hygiene practices' for information. Disposable gloves must always be worn at this time.

No member of staff / volunteer / student / child should attend school if they have a **contagious disease** such as conjunctivitis, chicken pox etc. or if they have had diarrhoea or sickness in the last 24 / 48 hours. If they do attend, they will be sent home immediately. Please read childhood illness information for details of infectious diseases.

All accidents must be recorded in the school accident book, which is kept in the school office. Details of the accident and treatment should be recorded and dated. If a child receives a head injury, a 'Head injury' letter should be sent home.

For more severe injuries the Principal and School manager must be informed, in the event an incident needs to be reported to the Health and Safety Executive under RIDDOR. RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (Please see Appendix A for further details regarding what is reportable.)

In the case of a serious accident the following procedure must be followed:

- Send for help, i.e. ambulance
- Contact parents
- Inform Principal and / or School Manager
- If a child has to be taken to A&E, a responsible adult must always accompany them

Stress:

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Principal or a member of the management team.

Safety:

The safety of the children in our care is of the utmost importance and this policy reflects this, Insha Allah.

Off-Site Visits:

- Any visit off site must be approved by Management
- For any visit to take place off the school site, a letter home requesting permission is required. Parents are required to sign a clause in the registration form giving their permission for visits within walking distance of the school. Also, at the start of an academic year parents are asked to give emergency contact names and phone numbers to be used in an emergency
- One copy of the trip pack detailing list of the children and adults on a school visit and their contact numbers must be kept in the school office
- If the group is travelling on two or more coaches it should be clear in the trip pack who is travelling on which coach
- Each adult on the visit should have a copy of the trip pack
- A first aid kit / kits must be taken on all visits, including any inhalers and medications that the children need

Supervision of Children:

- There will always be the correct ratio of staff to children at all times and at least half of them will be qualified staff. No child should be left alone in any area without adult supervision and no volunteer / student should be left alone with the children in the toilet area or outside play area
- Children will not be left alone in the premises, either before school or after school. Children arriving late must be registered as late in the attendance register. The doors will be locked while school is in session. All visitors must sign the visitors' book

Workplace Safety:

- The premises are checked every morning by staff for safety. A further detailed check of the classrooms and equipment is performed fortnightly and reportable findings are logged in the General Classroom Safety folders, which are given to all staff
- Hot drinks must be prepared in the kitchen or staff room and only carried around the school in a thermos
- Children are not allowed in the storage cupboard, resource room or the kitchen

Manual Handling:

- Equipment is moved without any danger to the children. Sometimes it is necessary for the children to move pieces of equipment and it is the responsibility of the member of staff in charge to make sure that they do so with no danger to themselves
- Members of staff who move equipment must follow correct school procedures, so as not to cause injury to themselves. Advice on manual handling is available in the risk assessment folder
- In line with LEA guidelines the school is a no smoking area and staff are expected to comply with this. Please read the No Smoking Policy
- Strangers will not be allowed to collect a child, even if the child seems to know the individual. Staff need to be informed via a phone call or written note, if anyone other than the main carer / or authorised adult is collecting a child
- First Aid Boxes are kept on the premises and are regularly checked and stocked. A First Aider is always on the premises. In the case of an accident, the accident form is to be completed providing details of the

incident. This should be signed by a member of staff and the parent / carer. Please read the First Aid Policy

- The school has insurance and this is renewed annually
- A thorough risk assessment is performed once an academic year. The risk assessment includes assessing and minimising risks regarding the premises, school activities, staff and child safety
- Any repairs required should be reported to the Principal or to the School manager by any member of staff who observes them

Security:

The management team and the cleaner / caretaker carry the keys to gain access into the school building

Each morning the cleaner / caretaker must check:

- That the premises are secured for the day
- That locks and doors are in proper working order

It is the responsibility of every member of staff to check their class room before leaving for the day. They need to check that:

- Windows are closed and locked
- Electrical items and plugs are switched off

Before leaving the school building, the last person checks that:

- All windows are closed
- Electrical items are switched off at the power supply and plugs are set to the off setting
- The doors are locked and secure
- The intruder alarm is set

Fire Safety:

- We carry out termly fire drills. A detailed Fire evacuation plan is given to all staff at the beginning of each academic year

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.

Date: June 2013

Appendix A:

What is reportable under RIDDOR?

An employer, or someone in control of work premises, has a legal duty under RIDDOR that require reporting and recording some work-related accidents by the quickest means possible.

Reportable deaths and major injuries:

- **Deaths:** If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the HSE without delay
- **Major injuries:** If there is an accident connected with work and your employee, or self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the HSE without delay

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes
 - amputation
 - dislocation of the shoulder, hip, knee or spine
 - loss of sight (temporary or permanent)
 - chemical or hot metal burn to the eye or any penetrating injury to the eye
 - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
 - any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
 - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
 - acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
 - acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- **Reportable over-three-day injuries:**

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the HSE within ten days.

An over-3-day injury is one which is not major but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days.

- **Reportable disease:**

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the HSE.

Reportable diseases include:

- certain poisonings
 - some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
 - lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma
 - infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus
 - other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome
- **Reportable dangerous occurrences (near misses):**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately.

Reportable dangerous occurrences are:

- electrical short circuit or overload causing fire or explosion
- any unintentional explosion, accidental release of a biological agent likely to cause severe human illness
- collapse or partial collapse of a scaffold over five metres high
- dangerous occurrence at a pipeline
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released