



Policy Name: Health and Safety Policy

**Chair of Governors / Committee Signature**

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**Date** \_\_\_\_\_

**To be reviewed Autumn 2021**



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# PART ONE

## Introduction

**This document is a statement of aims, principles and strategies for Health and Safety at Wormholt Park School.**

**This policy should be read in conjunction with the school evacuation / lockdown procedures, is reviewed annually as directed by Children's Services, London Borough of Hammersmith and Fulham.**

## STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

The Governors and Leadership Team of Wormholt Park School recognise and accept their responsibilities - under civil law, criminal law and also under Children Services Scheme of Delegation for local management in schools - and for providing, so far as is reasonably practicable, safe and healthy work places, work practices and working environments for all of their employees, pupils and visitors. In doing so they will expect all staff, pupils and visitors to abide by the requirements of this policy. Employees are reminded of their own duties to take care of their own safety and that of other employees, pupils and other persons who might be affected by their work activities. It is their duty to co-operate with the Governors to enable the Governors to carry out their Health and Safety responsibilities successfully.

The Governors will take all steps to meet this responsibility paying particular attention to the provision and maintenance of the following:

- Premises are maintained in a safe condition
- Safe access to and egress from the premises is maintained
- All plant and equipment is safe to use
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training and supervision is available and provided

Without detracting from the primary responsibility of the Head for both teaching and non-teaching staff for ensuring safe conditions of work, the Governors will continue to keep under review arrangements for providing competent technical advice on Health and Safety matters where this is necessary.

The Governing Body will ensure that through the Leadership Team, the adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented. The Head is expected to report to Governors on any significant Health and Safety matters affecting the school.

The Governors are committed to ensure that the school operates in accordance with current legislation and where necessary additional resources will be provided to facilitate this.

**(The Governors, recognising the need for the involvement of both teaching and non-teaching staff in achieving a successful safety policy, will co-operate with safety representatives and will provide them with such facilities and training as may be necessary for them.)**

The Governors will ensure appropriate committee arrangements for the consideration of safety matters.

A copy of this statement and policy is available for all employees. Copies can be collected from the staffroom. It will be reviewed annually and added to or modified from time to time and as necessary. Details of the organisation and arrangements for carrying out the policy are to be found in parts B and C of this document.

**Signature**

**Signature**

**Chair of Governors**

**Head Teacher**

**Date:**

**Date:**

## 1. GENERAL

- 1.1 The Governing Body notes the provision of the **Health and Safety at Work, etc. Act 1974** (s.2 [1]). This act states it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its employees. It states that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety. The Governing body accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2 The aim of the Governing Body is, **“To provide a safe, healthy working and learning environment for staff, pupils and visitors.”**
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The governing body will take all reasonable steps to identify and reduce the hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

## 2. THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duties the governing body, in consultation with the Head, will:
- Make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other major health and safety legislation and codes of practices, which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1992** (S1 1992 No. 2051)
  - Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
  - Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
  - Identify and evaluate all risks relating to:
    - Accidents
    - Health
    - School-sponsored activities
  - Identify and evaluate the risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
  - Create and monitor the management structure
- 2.2 In particular the governing body undertakes to provide:
- A safe place for staff and pupils to work including safe means of entry and exit.
  - Plant, equipment systems of work, which are safe
  - Safe arrangements for the handling, storage and transport of articles and substances
  - Safe and healthy working conditions, which take account of all appropriate:
    - I. Statutory requirements
    - II. Codes of practice whether statutory or advisory
    - III. Guidance whether statutory or advisory
  - Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.
  - All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered necessary and this will be regularly updated.
  - Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
  - Adequate welfare facilities.

2.3 So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary or voluntary staff and support assistants on fixed-term contracts to receive comprehensive information on

- This policy
- All other relevant health and safety matters
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

### 3. THE DUTIES OF THE HEAD

3.1 As well as the general duties which all members of staff have (5 .0), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through, the deputy heads, senior members of staff, teachers and others as appropriate.

3.2 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Head will:

- Be aware of the basic requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice relevant to the work of the school
- Ensure at all times, the health, safety and welfare of the staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- Consult with members of staff, including the safety representatives, on health and safety issues.
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- Encourage staff, pupils and others to promote health and safety
- Ensure that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of the staff, pupils and others are made safe without delay
- Encourage all employees to suggest ways and means of reducing risks
- Collate accident and incident information and, when necessary, carry out accident and incident investigations
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the safety of others
- Monitor first aid and welfare provision
- Monitor the management structure, along with the governors

### 4. THE DUTIES OF THE SCHOOL BUSINESS MANAGER

In addition to the general duties of all staff (5.0) the School Business Manager will:

- Develop systems to ensure risk assessments are carried out to allow prompt identification of potential hazards
- Develop a program of review to ensure action is taken on the findings of the risk assessments
- Ensure that all contractors used comply with the Health and Safety arrangements of the school

## 5. THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

- Be familiar with the safety policy and any and all safety legislations as laid down by the governing body
- Ensure both staff and pupils are applying health and safety regulations, rules, routines and procedures effectively
- See that all plant, machinery and equipment is adequately guarded
- See that all plant, machinery and equipment are in good and safe working order
- Not make unauthorised or improper use of plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices, which may be supplied
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Report any defects in the premises, plant, equipment and facilities, which they observe
- Take an active interest in promoting health and safety and suggest ways of reducing risks

## 6. HIRERS, CONTRACTORS AND OTHERS

6.1 When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

6.2 The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without prior consent of the governing body:

- i. Introduce equipment for use on the school premises
- ii. Alter fixed installations
- iii. Remove fire and safety notices or equipment
- iv. Take any action that may create hazards for persons using the premises or the staff or pupils of the school

6.5 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work, etc. Act 1974** and may pay due regard to the safety of all persons using the premises in accordance with Ss. 3-4 of the **Health and Safety at Work, etc. Act 1974**.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury.



- 6.7 The governing body draws attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc. Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 7. THE GOVERNORS' RESOURCES SUB-COMMITTEE

The governing body will make arrangements for the establishment of a sub-committee to oversee all matters of health and safety.

## 8. CODES OF PRACTICE

- 8.1 In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the Sub-Committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 8.2 From time to time the Department for Education, Local Authority (LA), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into the health and safety policy and procedures.
- 8.3 Disclosure & Barring Service – all serving members of staff will have a current DBS (CRB) clearance. New members of staff will complete the form. Evidence of identity will be scrutinized by a senior member of staff and the form submitted to the LA for checks to be carried out. The senior administrator will inform staff as to when they need to renew their DBS (CRB) clearance. The headteacher will also hold a copy of the relevant data base. For further information see Safeguarding Policy.

## 9. RISK ASSESSMENT

- 9.1 The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of all such surveys will be reported to the governing body annually. Teachers will carry out the assessment of their rooms. The Facilities Manager will complete weekly assessments for the whole site.

## 10. CRISIS PLAN

- 10.1 The Head will ensure that a crisis or emergency plan is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- Save life
  - Prevent injury
  - Minimise loss
  - This sequence will determine the priorities of the crisis plan
- 10.2 The plan will form part of the Health and Safety Policy guidance and will be agreed by the governing body.
- 10.3 The evacuation / invacuation procedures, will be regularly practiced by staff and pupils and the results will be reported to the Governing Body.

## 11. FIRST AID

- 11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 11.2 The number of certified first aiders will not, at any time, be less than the number required by the law.

- 11.3 At the discretion of the governing body, and through the Head, other staff will be given such training in first aid technique as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the governing body as that being sufficient to meet the needs of foreseeable circumstances. The school also has sufficient specialist paediatric first aid trained staff.
- 11.4 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay. There are first aid supplies on every floor. Extra supplies are kept in the school office.
- 11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities, this includes the provision of at least one paediatric first aider for any early years out of school activity. Qualified first aid personnel are on duty at break times.
- 11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity to a level deemed as serious.
- 11.7 A full automated defibrillator is located in the school office. The machine is easy to use and the school has provided training for some staff.

## 12. REVIEW

- 12.1 The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

## PART TWO

### 1. EARLY & LATE SUPERVISION OF PUPILS

- 1.1 A member of staff will supervise the children from 8.35 in the playground in normal conditions and the school hall in inclement weather.
- 1.2 Nursery and Reception children remain the responsibility of their parents/guardians or notified agents acting on their behalf until brought into the classroom at 8.45.
- 1.3 Nursery and Reception children will be released into the care of their parents/guardians or notified agents at 2.50. Key Stage 1 children will be released into the care of their parents/guardians or notified agents at 2.55 to avoid overcrowding within the school building. Key Stage 2 children will be dismissed in the playground at 3.00, either:
  - into the safekeeping of their parents/guardians or notified agents acting on their behalf
  - on their own recognisance to make their own way home.
- 1.4 In the event of any child not being collected by their parents/carer, the child should remain with their class teacher and this fact is reported to the Head, Deputy or other senior member of staff. After 3.10 the child should then be brought to the school office so their parents can be contacted.
- 1.5 Responsibility for the pupils is accepted for 10 minutes either side of the commencement and finish of the school day.

### 2. PLAYTIME SUPERVISION

- 2.1 Adequate supervision should be maintained during playtimes and staff on duty should report any reduction in the level of cover. At morning recess 4 members of staff are on duty in the main playground and 2 in the reception playground. Individual support assistants for pupils with a statement requesting this level of supervision will also be in the playground. Line management for ancillary staff on playground duty is delegated by the Head to the teachers on supervision. They are responsible for ending playtime. Supervision must begin as the children exit the building. The head is responsible for establishing a supervision rota. There is a delegated member of staff on first aid duty daily. The supervision period ends when the class teachers arrive to collect their children.

### 3. LUNCH TIME SUPERVISION

- 3.1 Adequate supervision should be maintained during lunch times in the dining hall and playground areas and staff on duty should report any reduction in the level of cover. At lunchtime there are 10 support assistants allocated areas of supervision for Reception, Key Stage 1 and 2 pupils. The Nursery has a separate allocation staff. The Head organises the relevant rota. In addition, four senior staff supervise children taking their meal from 12.30-1.00 and two or more teachers support the supervisors with Rec and Key Stage 1 pupils from 12.00-12.30.

### 4. PLAYGROUND SUPERVISION

- 4.1 External doors should be open during playtime.
- 4.2 Supervising staff should ensure that:
  - Energetic football games are played by the children in the designated areas of the playground and that the front of the school is maintained as an area for infant children.
  - The children are not handling stones or similar objects
  - There are no rough games
  - There is no climbing except on designated climbing frames
  - Use of the artificial turfed area is at the discretion of the senior teacher or senior meals supervisor.
  - No unauthorised adults are allowed in the playground at playtimes
  - All incidents should be reported in the accident book and dealt with immediately by the designated first aider. All significant accidents should be reported to the Head. The relevant accident report forms are submitted to the LA online by designated person in the office.

- Any hazards should be reported to the Business Manager or Facilities Manager or Head Teacher in the absence of the SBM/FM

## 5. MOVEMENT AROUND THE BUILDING

5.1 The movement of children between different parts of the building should be orderly and quiet. Running in the hall, corridors and on staircases should be discouraged. Silence is expected during a Fire Alarm alert.

## 6. MEDICINES

- 6.1 Medicines are not permitted in school unless in exceptional circumstances and always after permission is granted by the Head and a School medicine form, Appendix 2, is completed by the parent or responsible adult. These forms are held in the school office.
- 6.2 All medicines are stored centrally by the office staff, including asthma medication, and must bear the recipient's name, the date of issue and the dosage clearly labelled. The relevant medicine form must be filled in by the parent/carer. Parents are advised to hold duplicate long-term medicines at home, such as inhalers for asthmatics.
- 6.3 Medicines are administered under adult supervision and a record kept
- 6.4 Asthma. See Asthma Policy

## 7. NURSERY CLASS

7.1 Nursery Classes should not be left unsupervised. Both interior and exterior areas should be supervised if the children are permitted to move freely between these learning areas. In an emergency the Head will be informed.

## 8. ELECTRICAL EQUIPMENT

- 8.1 All electrical equipment is checked as detailed in the guidance from the Health and Safety Executive. The school undertakes portable appliance testing a minimum of every 2 years.
- 8.2 The moving of equipment by children is restricted:
- Television sets and pianos are moved by adults
  - Computer trolleys may be moved by children but with adult supervision at all times. The trolley should be immobilised when in position.
- 8.3 The use of electrical equipment has restrictions:
- No child should be permitted to plug in or remove a mains plug on any electrical apparatus
  - Electrical equipment may only be brought into school on the approval of the Head.

## 9. FIRE DRILL

- 9.1 Fire Drills are rehearsed regularly throughout the school year to ensure a reasonable evacuation time is achieved (at least 2 drills per term), practising a variety of scenarios
- Blocked staircase
  - Blocked playground passageway
  - Varying times of day, days of week
- 9.2 Firefighting equipment is regularly inspected and serviced.

## 10. EVACUATION FROM THE BUILDING

10.1 In the event of the need to evacuate the building other than for a fire, evacuation procedures will be followed.

## 11. CLASSROOM ORGANISATION

- 11.1 The use of equipment and apparatus with sharp or pointed edges are restricted
- 11.2 Staple guns should not be used near children and on no account should they be handled by the children or left unattended. The children if adequately supervised may use hand staplers.
- 11.3 The use of equipment or products containing spirit-based solvents is restricted
- 11.4 No child is permitted to use spirit based correction fluid. The use of such liquid is restricted to adults and any container must be returned to a place of safety immediately after use
- 11.5 No child is permitted to use spirit based felt tipped marker pens. The school purchases such items for adult use; children may only use water-stubble markers.
- 11.6 No child should be left unsupervised in any part of the school building at playtimes or lunchtime, before or after school.
- 11.7 No child is permitted to leave the premises without prior notice and only after clearance has been obtained from the Head.
- 11.8 Children will be registered in accordance with the guidance notes printed in class registers at the commencement of each school session, at 8.45 and 1.15. Head counts of children in the Nursery and Reception classes should be made after playtimes.

## 12. GENERAL RULES OF SAFETY

- 12.1 The handling of substances has health implications
- 12.2 Broken glass or china should not be handled by the children but wrapped in newspaper by an adult and either disposed of directly into the paladin refuse bins or clearly labelled and placed in the waste paper bin.
- 12.3 Small spillages of sand and water should be cleaned up immediately whilst larger spillages should be reported to the Facilities Manager
- 12.4 Smoking, including that of E-Cigarettes is not permitted in any part of the school building or grounds
- 12.5 Vehicle access is restricted to and from site whilst the vehicles gates are used for pedestrian access; 8.30am-9.00am and 2.45pm-3.10pm
- 12.6 No dogs are allowed on the school premises with the exception of guide dogs and permission from the head teacher.
- 12.7 Cycles can be brought on the premises but cannot be ridden on the school grounds. Cyclists must dismount at the gates.
- 12.8 Children should be trained to use the toilet facilities correctly and to leave them in a suitable condition for others. They should wash their hands.

## 13. SECURITY

- 13.1 All visitors must report to the School Office and should be directed to do so on enquiry. Where appropriate the Business or Facilities Manager will notify all staff of work persons on site.
- 13.2 All strangers should be challenged but no employee must put themselves at risk. The presence of a stranger acting in a suspicious manner, on or off-site, should be reported to the Head or Facilities Manager as soon as possible.
- 13.3 The school will contact the community police on 020 8721 2012 or 999 depending on the nature of any type of intruder.
- 13.4 Intruders should be immediately reported to the head or Facilities Manager.
- 13.5 The school has a buzz entry intercom system on the pedestrian gate. Cameras are situated to identify the caller and a 24 hour recording is kept to support this system. Monitors are situated in the school office and can be remotely accessed by the Head teacher, Business and Facilities Manager
- 13.6 The school has electric vehicle entry gates. These are closed at 9.00 and opened again at 2.50. Those seeking access between these times need to buzz the office.

## 14. FIRST AID

- 14.1 The main First Aid kit is kept in the School Office; smaller portable kits are available for use at lunch time and for off-site trips. The morning break and lunch time first aid station is on the ground floor.
- 14.2 In dealing with accidents there are procedures that must be followed:
- 14.3 Disposable rubber gloves are available and must be worn by any person administering first aid for whatever reason to whosoever.
- 14.4 **Spillpacs**, disposable kits to hygienically tackle body fluid spillages are available in the School Office and Helpers Room. Their use should be reported to the School Business Manager and the Facilities Manager, the kit replaced immediately after use. On no account should children be asked to clear away blood or other body fluids.
- 14.5 All used dressings should be placed in the clinical waste bin situated on the ground floor.
- 14.6 First Aid should be given, but only as far as knowledge and skill limit. Details of treatment given, child's name, class and date should be entered in the Accident File.
- 14.7 Serious injury and any injury to the head, neck or back must be referred immediately to the Head or Deputy.
- 14.8 As soon as possible following an incident involving pupils, staff and others using the school premises or participating in school-sponsored activities, details of the injuries sustained and the accident must be fully and accurately reported on the Hammersmith and Fulham Council Accident Report Form obtainable from the Head.

## 15. PHYSICAL EDUCATION – LARGE APPARATUS

- 15.1 Gymnastic equipment and play equipment should be regularly inspected for faults. Any detected fault should be reported to the School Business Manager or Facilities Manager and the equipment put out of commission.
- 15.2 The P.E large apparatus, i.e. stools, benches, ladders, poles and planks have annual safety checks and are regularly overhauled.
- 15.3 When setting out the apparatus teachers must:
- Check for faults and report any defects to Head / Facilities Manager and Curriculum Co-ordinator
  - Ensure that the P.E. apparatus is deployed in a safe manner and that all equipment is properly positioned and secured.
- 15.4 When using P.E. apparatus:
- The children should be dressed in the appropriate clothing, of shorts and T-shirts in KS2, KS1 and Early Years with bare feet.
  - All jewellery and watches should be removed
  - The children should work quietly
  - Children should use planks and poles one at a time.
  - Children should dismount from the equipment in a safe and orderly way, only jumping where there is a mat and only after instruction from the teacher.
- 15.5 Teachers are expected to:
- Position them so that the whole class is under constant supervision
  - Report **any** accident to the Head immediately, if serious, send a child for help
  - Ensure the apparatus is dismantled and stored away in the appropriate areas and that all safety locks are engaged
  - Wear appropriate clothing for the session

## 16. EDUCATIONAL VISITS

- 16.1 Residential visits will require a risk assessment to be carried out. The school adheres to the DfE guidance as set out in Health & safety: Advice on legal duties and powers (DEC 2012)

## 17. USE OF TRANSPORT

- 17.1 The school will use public transport where possible for the travel on school trips.
- 17.2 The journey will be planned and booked taking into consideration; the mode of travel, the time of travel and station / bus stop access
- 17.3 In considering private coach travel for Educational Visits and School Journey the school will only use reputable coach companies and will not necessarily accept the lowest quotation for coach hire, (unless it is negotiable).
- 17.4 The nature of the trip is considered when a decision is made upon the type of coach to hire.
- 17.5 The school will hire a coach fitted with seats
  - Only minibus with seat belts will be used.
  - Strictly enforced rules of travel on any type of vehicle are applied.
- 17.6 Each child is allocated a seat of his or her own
- 17.7 There is no standing when the vehicle is in motion
- 17.8 Supervising adults will be seated throughout the vehicle
- 17.9 There is no eating on the coach
- 17.10 No child is permitted to use seats deemed to be more at risk than others, that is:
  - Front window seats
  - Middle of the back seat, facing the central aisle
  - Any seat positioned behind another exit.

## 18. LIFT / HOIST

- 18.1 Lift to be operated by a member of staff only once they have been trained
- 18.2 Lift keys to be given to adults only
- 18.3 Lift keys to be out of reach of children if kept in classrooms
- 18.4 No child or parent/carer to use the lift without a member of staff (Some visitors may with our permission once training has been given, e.g, the theatre companies, parent/carer of a disabled child who uses the lift.)
- 18.5 When leaving the lift, the adult **MUST** check that the door clicks shut before walking away to prevent a child gaining access. There is a 2 seconds pause
- 18.6 The lift **must not** be used if the fire alarm sounds
- 18.7 If the lift malfunctions, adults to inform the office immediately and checks to be made before the lift is used again
- 18.8 The lift is not to be overloaded
- 18.9 In case of emergency keys are located in the main office, SBM office and Deputy Head office
- 18.10 The adult(s) working with child(ren) who need to use the lift during the school day will carry a key.
- 18.11 Spare keys are kept in the school office

## 19. SWIMMING AND GAMES

- 19.1 Only qualified coaches and lifeguards will supervise and train pupils at the pool visited.

## 20. INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### 20.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

- Additional hand sanitization regularly

## 20.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

## 20.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

## 20.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

## 20.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

## 20.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

## 20.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## 20.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals



- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### 20.9 **Pupils vulnerable to infection**

- Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### 20.10 **Exclusion periods for infectious diseases**

- The school will follow recommended exclusion periods outlined by Public Health England
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

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***A copy of this policy is available in the staffroom and school office.***

**Long Term Meds: Yes/No**

Date Commencing: \_\_\_\_\_



**Wormholt Park School**  
**Medicine Consent Form**

To be completed for all medicine required to be taken in school.

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Year : \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication Prescribed: \_\_\_\_\_

Requested Dose: \_\_\_\_\_

Time of Dose: \_\_\_\_\_

**Parent / Carer's consent for medication to be administered**

Signature: \_\_\_\_\_  
Parent / Carer

**School consent for medication to be administered**

Signature: \_\_\_\_\_ **Head**  
Teacher / SENCo

**Re: Anaphylaxis**

**Long Term Meds: Yes**

Date Commencing: \_\_\_\_\_

- **Administer Epi Pen**
- **Call Ambulance - State Anaphylaxis**
- **2<sup>nd</sup> Epi Pen 10 minutes later**
- **See below for further medication**



**Wormholt Park School**

# Medicine Consent Form

To be completed for all medicine required to be taken in school.

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Year : \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication Prescribed: \_\_\_\_\_

Requested Dose: \_\_\_\_\_

Time of Dose: \_\_\_\_\_

**Parent / Carer's consent for medication to be administered**

Signature: \_\_\_\_\_  
Parent / Carer

**School consent for medication to be administered**

Signature: \_\_\_\_\_ **Head**  
Teacher / SENCo