HEALTH AND SAFETY POLICY

WORMHOLT PARK PRIMARY SCHOOL

CHAIR SIGNATURE	
DATE	24 JUNE 2026
REVIEWED:	SUMMER 2026
NEXT REVIEW DATE:	SUMMER 2027

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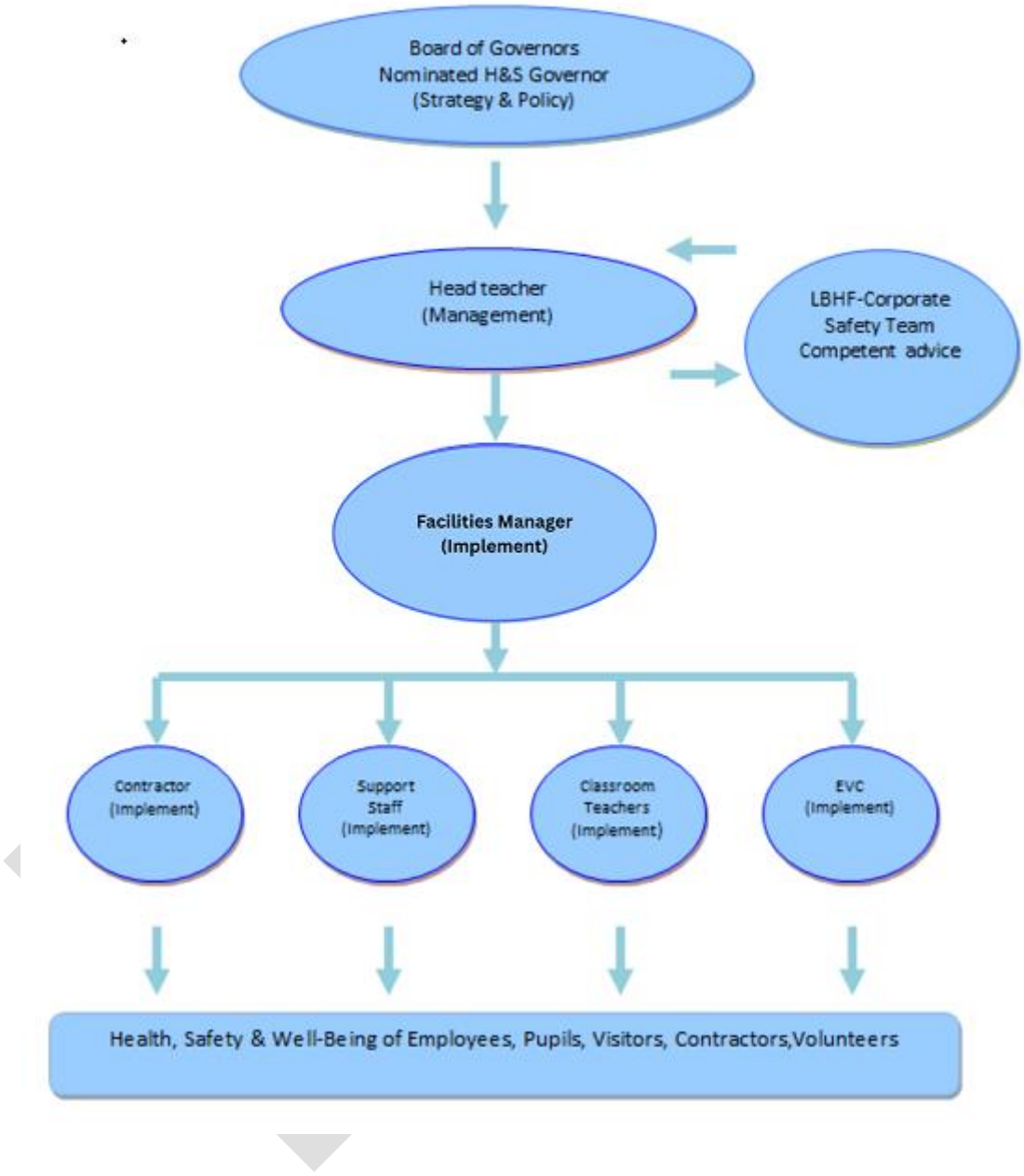
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ORGANISATIONAL RESPONSIBILITIES



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 available in this document.

Signature **Signature**

Chair of Governors **Head Teacher**

Date: 24.06.2026 **Date: 24.06.2026**

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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.

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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 FACILITIES MANAGER

In addition to the general duties of all staff (5.0) the Facilities 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

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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 Where work coming under the requirements of the Construction (Design and Management) Regulations is commissioned by the school, it is recognised that the Governing Body will be the client and will meet all legal requirements in the above regulations. Advice will be sought from a competent person and the corporate safety team in LBHF.

6.2 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 and the school lettings policy.

6.3 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.

6.4 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.

6.5 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 the school policy on lettings, 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

6.6 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.**

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6.7 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.

6.8 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 SBM 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 regular assessments for the whole site.

Display screen equipment

9.2 Staff deemed to be 'display screen users' and 'operators will complete a self-assessment form

9.3 The school will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

9.4 Activities of display screen users will be planned so that their display screen work is periodically interrupted by breaks or changes of activity.

9.5 The school will provide eye and eyesight tests to display screen users and corrective appliances where needed

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

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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. HEALTH AND WELL-BEING OF STAFF

11.1 A stress management policy and procedures are adopted based upon best practice
11.2 Where an individual informs the school that they have stress the school will consider this and take appropriate action with the support of LBHF Human Resources and Occupational Health
11.3 The school will ensure that support services and measures are in place for any individual who is suffering from stress

12. FIRST AID

12.1 Sufficient first aid trained staff will be available on-site in accordance with legal requirements as detailed in LBHF guidance. First aid arrangements for off-site educational visits will be determined as part of the trips risk assessment.
12.2 All staff nominated to provide first aid or paediatric first aid will receive recognised training. Records of staff trained will be maintained.
12.3 Appropriate first aid material, equipment and facilities will be provided and located throughout the premises.
12.4 All equipment will be checked on an annual basis by designated staff.
12.5 First aid arrangements will be made known to staff and pupils
12.6 Where first aid treatment is given, suitable records will be kept.
12.7 Automated defibrillator is located in the school office and 2nd floor hall. The machine is easy to use and the school has provided training for some staff.

13. ACCIDENT REPORTING AND INVESTIGATION

The school will use the London Borough of Hammersmith & Fulham accident and incident reporting system to report and record incidents. For minor incidents, the school will keep local records.

The LBHF Safety team will undertake any necessary RIDDOR reporting requirements on behalf of the school.

Where necessary, support will be sought from the LBHF Corporate Safety Team in investigating the more serious incidents.

14. REVIEW

14.1 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.

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PART TWO

15 EARLY & LATE SUPERVISION OF PUPILS

15.1 Staff supervise pedestrian gates from 8.30am to 8.45am. Children in Yr1 – 6 go straight to their classes. Parent/Carer take children in The Valley (SEND Unit), Nursery and Reception directly to their classes from 8.30am.

15.2 The Valley, Nursery and Reception children remain the responsibility of their parents/guardians or notified agents acting on their behalf until brought into the classroom from 8.30am.

15.3 Nursery children will be released into the care of their parents/guardians or notified agents at 11.30am or 3.15pm. Valley and Reception will be released from their classrooms into the care of their parents/guardians or notified agents at 3.15pm. Year 1 will be released into the care of their parents/guardians or notified agents from the school hall at 3.15pm. Years 2-6 children will be dismissed in the playground at 3.15, either:

15.4 into the safekeeping of their parents/guardians or notified agents acting on their behalf

15.5 on their own recognisance to make their own way home.

15.6 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 3.25 the child should then be brought to the school office so their parents can be contacted.

15.7 Responsibility for the pupils is accepted for 10 minutes either side of the commencement and finish of the school day.

16 PLAYTIME SUPERVISION

16.1 Adequate supervision should be maintained during playtimes and staff on duty should report any reduction in the level of cover. 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.

17 LUNCH TIME SUPERVISION

17.1 Adequate supervision should be maintained during lunch times in the dining hall and playground area and staff on duty should report any reduction in the level of cover. At lunchtime there are on average 10 support assistants allocated areas of supervision for Reception, Key Stage 1 and 2 pupils. The Nursery has a separate allocation of staff. The Head organises the relevant rota. In addition, at least two senior staff supervise children taking their meal from 12.30-1.15 and two or more members of staff support Rec and Key Stage 1 pupils from 12.00-12.30.

18 PLAYGROUND SUPERVISION

18.1 External doors should be open during playtime.

18.2 Supervising staff should ensure that children play safely across all areas of the playground. The school uses the Opal model at playtimes and risk benefit assessments are created as new areas are introduced. All staff and children are aware of these risk benefit assessments.

- 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 Facilities Manager or Head Teacher.

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19 MOVEMENT AROUND THE BUILDING

19.1 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.

20 MEDICINES

20.1 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.
20.2 Office staff store all medicines centrally. Medication 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.
20.3 Medicines are administered under adult supervision and a record kept
20.4 Asthma. See Asthma Policy

21 NURSERY & DUBLIN CLASS

21.1 Nursery & The Valley 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.

22 ELECTRICAL EQUIPMENT

22.1 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.
22.2 The moving of equipment by children is restricted:
22.3 Television sets and pianos are moved by adults
22.4 Computer trolleys may be moved by children but with adult supervision at all times. The trolley should be immobilised when in position.
22.5 The use of electrical equipment has restrictions:
22.6 No child should be permitted to plug in or remove mains plug on any electrical apparatus
22.7 Electrical equipment may only be brought into school on the approval of the Head.

23 STAFF LEARNING & DEVELOPMENT

23.1 All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner.
23.2 Staff receive health and safety information during their induction and from the Headteacher/Facilities Manager. Regular updates are given as required and relevant information is displayed in the staff room in the main school building.

24 FIRE DRILL

24.1 Fire Drills are rehearsed regularly throughout the school year to ensure a reasonable evacuation time is achieved (at least 1 drills per term), practising a variety of scenarios
- Blocked staircase
- Blocked playground passageway
- Varying times of day, days of week

24.2 Firefighting equipment is regularly inspected and serviced.

25 EVACUATION FROM THE BUILDING

25.1 In the event of the need to evacuate the building other than for a fire, evacuation procedures will be followed, these are detailed in the School Evacuation and Lockdown Procedures Policy.

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26 CLASSROOM ORGANISATION

26.1 The use of equipment and apparatus with sharp or pointed edges are restricted
26.2 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.
26.3 The use of equipment or products containing spirit-based solvents is restricted
26.4 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
26.5 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.
26.6 No child should be left unsupervised in any part of the school building at playtimes or lunchtime, before or after school.
26.7 No child is permitted to leave the premises except being collected by parents/carer for medical appointments or as permitted by the Head.
26.8 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.

27 GENERAL RULES OF SAFETY

1.1 The handling of substances has health implications
1.2 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.
1.3 Small spillages of sand and water should be cleaned up immediately whilst larger spillages should be reported to the Facilities Manager
1.4 Smoking, including that of E-Cigarettes is not permitted in any part of the school building or grounds
1.5 Vehicle access is restricted to and from site whenever the vehicle gate is used for pedestrian access
1.6 No dogs allowed on the school premises with the exception of guide dogs and permission from the head teacher.
1.7 Cycles can be brought on the premises but cannot be ridden on the school grounds. Cyclists must dismount at the gates. Remember to secure your cycle (or scooter) with a lock. The school takes no responsibilities for any loss to personal properties brought to the school
1.8 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.

28 SECURITY

1.1 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.
1.2 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.
1.3 The school will contact the community police on 020 8721 2012 or 999 depending on the nature of any type of intruder.
1.4 Intruders should be immediately reported to the head or Facilities Manager.
1.5 The school has a buzz entry intercom system on the pedestrian & vehicle gates. 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 and Facilities Manager
1.6 The school has electric vehicle entry gates. Those seeking access when gates are closed need to buzz the office. The gate is locked (including with FB padlock) outside of school opening hours.

29 PHYSICAL EDUCATION – LARGE APPARATUS

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1.1 Gymnastic equipment and play equipment should be regularly inspected for faults. Any detected fault should be reported to the Facilities Manager and the equipment put out of commission.

1.2 The P.E large apparatus, i.e. stools, benches, ladders, poles and planks have annual safety checks and are regularly overhauled.

1.3 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.

1.1 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.

1.2 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

30 EDUCATIONAL VISITS

1.1 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)

31 USE OF TRANSPORT

1.1 The school will use public transport where possible for the travel on school trips.

1.2 The journey will be planned and booked taking into consideration; the mode of travel, the time of travel and station / bus stop access

1.3 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).

1.4 The nature of the trip is considered when a decision is made upon the type of coach to hire.

1.5 The school will hire a coach fitted with seat belts.

- Only minibus with seat belts will be used.
- Strictly enforced rules of travel on any type of vehicle are applied.

1.6 Each child is allocated a seat of his or her own

1.7 There is no standing when the vehicle is in motion

1.8 Supervising adults will be seated throughout the vehicle

1.9 There is no eating on the coach

1.10 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.

32 LIFT / HOIST / HANDLING OF CHILDREN & LOADS

32.1 Lift to be operated by trained school staff and contractors only.

32.2 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 10 seconds' pause

32.3 The lift must not be used if the fire alarm sounds

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32.4 If the lift malfunctions, adults to inform the office immediately and checks to be made before the lift is used again
32.5 The lift is not to be overloaded
32.6 In the case of emergency, use the emergency button within the lift.
32.7 When handling and lifting children/loads, use H&F guidance for schools or see postal within the school.

33 SWIMMING AND GAMES

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

34 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.

34.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with hand dryers (paper towels in Nursery / SEND Unit)
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with fabric dressings

34.2 Coughing and sneezing

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

34.3 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

34.4 Cleaning of the environment

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

34.5 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 inside emergency cleaning /spillage kit (or request from site-care staff) and discard clinical waste as described below
- Make spillage kits available for blood spills

34.6 Laundry

- Wash laundry in a separate dedicated facility

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- 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

34.7 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

34.8 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

34.9 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.

34.10 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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APPENDIX 1

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: _____

<u>Parent / Carer's consent for medication to be administered</u>

Signature: _____
Parent / Carer

<u>School consent for medication to be administered</u>

Signature:_____ **Head Teacher / Deputy**

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Re: Anaphylaxis **Long Term Meds:** **Yes**

Date Commencing:

_____

- **Administer Epi Pen**
- **Call Ambulance - State Anaphylaxis**
- **2nd 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 / Deputy**

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A copy of this policy is available in the staffroom and on the school website

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