

## Health and Safety Policy

**Policy Statement:** Calder House adopts the Health and Safety Policy laid down by the DfE 'Health and Safety: Advice on legal duties and Powers' for use in schools: a full copy of which is in the Health and Safety file in the Head teacher's office.

The Health and Safety officer is the Head of School (Julie Delahay). All perceived hazards and breakages should be reported to her as soon as is practicable.

The Headteacher is the designated member of staff responsible for monitoring Health and Safety:

- In the workplace for the staff at Calder House School
- In the school environment for the pupils

The Headteacher maintains an accident book for the staff. Any injury sustained at work should be reported to her by the member of staff concerned immediately it happens or as soon as is reasonably practical thereafter.

The Headteacher is responsible for monitoring entries in the pupil accident book.

As Headteacher and Health and Safety officer, the Headteacher is responsible for overseeing the completion of the risk assessment for all outings but all teachers involved in the activity in question should be aware that it is their responsibility to fully acquaint themselves with the particular safety issues of the activity and to exercise proper care and vigilance to safeguard the safety of the pupils.

### 1. First Aid/Medicines in school

First Aid equipment is kept in the Medical Room. There is a lockable cabinet in the Medical Room in which medicines should be kept. A bed is available in the Medical Room; pupils must be supervised when this is in use.

#### Medication and Nut allergies:

Medicine: Teachers may be asked to administer medicine in school; written instructions will have been received from parents for teachers to follow and a Medication Form will have been completed. All medicines must be kept in the first aid cupboard in the medical room. Children are strictly forbidden to bring any medication into school themselves – these should be handed to the office by parents or given directly to Ed at the gate in the morning. Under no circumstances should teachers administer aspirin. Staff are expected to have read and adhere to our First Aid and Medical Conditions Policies.

Nut allergies: Due to the serious health risk posed by nuts and products containing nuts among people (pupils, staff and visitors) with nut allergies, the school has decided to ban all nuts and products containing nuts from school premises. Staff are asked to ensure that they do not bring nuts of any sort or products containing nuts into school.

#### Policy on First Aid:

First aid provision will be available at all times while people are on school premises, including out of hours activities such as parents evenings, and also off the premises whilst on school visits.

Our First Aid Policy has been written following a thorough risk assessment of our first aid needs, taking account of the geographical location of the school, the numbers of pupils, staff and potential visitors to the school, the nature of our school site and the known medical needs of pupils and staff.

The First Aider is Hannah Buckley (Paediatric First Aid). She is assisted by the Appointed Persons Evi Coulston (Schools First Aid) and Anita Rajani (Paediatric First Aid) and/or such other persons as the Headteacher shall from time to time designate. Sarah Gilmore (Emergency First Aid At Work) is the first aider at work. Jo Bleakley (am only) also has Emergency First Aid at Work training. A list identifying Appointed Persons and First Aiders is at the First Aid Post.

### **Role of the First Aider**

In order to hold this role, this person must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE).

### **Role of the Appointed Person**

The appointed person does not necessarily have to be a first aider. However, as far as possible, the school will ensure that the appointed person has emergency first aid training/refresher training as appropriate to help the appointed person cope with an emergency and improve their competence and confidence.

At school, his/her main duties are to support the work of the first aider by taking charge when someone is injured or becomes ill until the first aider is available. In the absence of the first aider, he/she will ensure that where appropriate, an ambulance or other professional medical help is summoned.

### **First Aid Post**

The First Aid Post is the Medical Room. The pupil accident book is kept at the First Aid Post. This area contains a washbasin and shower and is reasonably near to a WC. A seat and a bed are available in this room. A First Aid pack is kept in this room. This equipment is available for use by any member of staff dealing with a first aid issue at school. An additional travelling first aid box is kept in the Medical Room – for use on school trips. Children are not permitted to keep any medicines or medical devices in their possession; these items (chiefly asthma inhalers and certain medicines) are to be named and stored in a lockable cabinet in the Medical Room or exceptionally, and only with the agreement of the Head, retained for safe keeping by the class teacher and made available as required for the child. If a pupil has a specific medical condition which means medicine must be kept in school, written notification must be obtained in advance from the child's parents stating that they give their permission for that medicine to be administered by a First Aider or Appointed Person, and the conditions under which that medicine is to be administered. Even with this consent no aspirin may be administered under any circumstances to any pupil on school premises.

In the event of a pupil needing to rest or lay down at school, a bed for this purpose is stored in the Medical Room.

Calder House requires that:

**Any injury** to pupils, which causes pain or is otherwise significant, must be noted in the pupil accident book as soon as it happens with the initials of the staff member noting it. The entry must be dated, and each entry given a separate page. The entry must include details of treatment given. A disinfectant wipe and plaster may be applied as appropriate. An ice pack may be put upon bruises to reduce swelling. Disposable gloves are available for staff use when treating/cleaning up pupil body fluids, and these should be worn. The gloves are kept with the first aid resources. Used gloves and



wipes must be given to the Headteacher for disposal. **Parents must be notified in writing ON THE DAY of all head injuries** and any other significant injury as must the Head. It is the responsibility of the member of staff dealing with the incident to ensure that entries and notifications are made.

Any medication brought into school by a member of staff for their own use must be kept in a safe place which is inaccessible to pupils.

**All injury to staff or adult visitors** should be noted in the Staff Accident file, which is **kept in the school office and countersigned by the Head.**

## 2. Fire Safety:

### Policy statement:

As a responsible employer, Calder House takes its duties in regard to Fire Safety seriously. Due to its importance, this Fire Safety Policy also forms part of our overall Health and Safety Policy. Calder House School is a no smoking establishment.

We have introduced the following procedures to maintain the highest standards of fire safety:

1. A fire risk assessment has been undertaken and is reviewed annually. However, more frequent reviews will be undertaken as necessary (for example in the event of alterations to school buildings).
2. Fire alarms are tested every week.
3. Emergency lighting is tested every month.
4. Fire drill and evacuation procedure is practiced every term. The Headteacher will organise unannounced fire drill practises.
5. Staff are trained in the use of fire extinguishers.
6. Fire Extinguishers are inspected once a year.
7. All electrical devices in school are inspected once a year.
8. Escape route and Fire Exits are clearly marked and should be kept free from obstructions at all times. Salt is provided to keep stairs ice free.

If you discover a fire:

1. Raise the alarm immediately
2. Only attempt to fight the fire using the Fire Extinguishers provided if you feel it is safe to do so.

If you hear the Fire Alarm:

1. Evacuate the school buildings ensuring pupils leave using the nearest available Fire Exit.
2. Ensure that no-one is left behind and close doors behind you.
3. Assemble on the playground for Roll Call.
4. Ensure that the fire brigade has been called, unless you know for sure this is a Fire Practice.

## 3. Classroom safety

These reminders do not constitute an exhaustive list: teachers are under a duty to consider and take appropriate action to ensure the safety of pupils at all times.

### Safety Reminders:

#### Cutting

- At no time should pupils use any type of knife or scissor unsupervised.
- All knives and sharp implements must be under the direct control of the teacher and not accessible to unsupervised pupils.



- If Stanley/craft knives are used the pupils must be over 10 years old and have 1:1 adult supervision.
- Only school “pupil” scissors may be used by pupils (note: some are for right and some for left handed use.)
- A cutting board must be used whenever knife cuts are made.

#### Heating

- Any appliance used in school that produces an open flame must be under the direct control of the teacher who must have a fire extinguisher to hand in the room
- Pupils must not approach within touching distance of the flame
- Hot items must be placed out of reach of pupils until they have cooled.
- All matches and flammable liquids must be stored where there is adult only access e.g. staff kitchen or locked cupboard

#### Handling

- In any circumstances where pupils touch or handle soil, living creatures or similar microbe bearing items they must wash their hands when the activity is over.

In **every activity based lesson** thought must be given when the lesson is planned to possible hazards to pupils and appropriate action taken to safeguard their safety.

#### 4. Water Safety

Drinking water is clearly labelled as such. Hot water from taps to which pupils have access is moderated to ensure they will not be scalded. Calder House uses its best endeavours to ensure that water hygiene is preserved, and our maintenance and monitoring scheme is detailed in our Legionella Policy document and maintenance file.

**(Reviewed and updated 20.11.18)**

