

Health & Safety Policy Meadow Campus



**Scoil Vallajeelt
&
St. Thomas' C of E Primary**

September 2023

Meadow Campus Health & Safety Policy

Meadow Campus regards the occupational health and safety of the pupils and staff as an important priority.

At Meadow Campus, we seek to provide as far as reasonably practicable, a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises.

(Where Headteacher is referred to, staff will report to the Headteacher of their specific school who will then liaise with their colleague to resolve concerns.)

SV-Scoil Vallajeelt
ST-St. Thomas'

Roles and Responsibilities

The Headteacher

- To promote standards of safety, health and welfare in full compliance with the terms and requirements of the Health and Safety Work at Act 1974 as applied to the Island and all other relevant statutory provisions and approved codes of practice in force on the Island.
- To provide and maintain a safe and healthy working environment for the pupils and staff with adequate facilities and arrangements for their welfare.
- To provide all staff with the information, instruction, training and supervision which they need in order to work safely and efficiently.
- To develop safety awareness among the staff and pupils developing a health and safety culture throughout the school.
- To ensure individuals with specific responsibility for health and safety perform their roles to a high level.
- To ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- To ensure the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported immediately to the DEC and followed up with a written report within 10 days.
- To update relevant stakeholders such as Governors and DESC in relation to Health and Safety procedures at Meadow Campus.
- To monitor the effectiveness of Health and Safety procedures and to review the Health and Safety Policy annually.

All Staff

- Need to support the implementation of health and safety arrangements.
- Must take reasonable care of themselves and others.

- Have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.
- Should not climb on chairs or tables. Stepladders are available for use and should be requested from the caretaker.
- Need to be vigilant, to spot potential causes of accidents and take action to prevent these where possible.
- Must promptly report any potential hazards to the Headteacher.
- Should ensure as far as reasonably practicable that their classroom or work area is safe.
- Need to be familiar with documentation relating to specific pupils (Care Plans, PEEP, Medi Alerts etc)
- Should have knowledge of safe practices outlined in the “Stay Safe” booklet.
- Must record accidents in the Meadow Campus Accident Book as soon as they occur.
- Must report major/serious accidents to the Headteacher and notify parents as soon as possible if necessary.

School Management of Specific Health and Safety Aspects

Supervision of Pupils

- A member of staff will be in the playground (from 8:30am for ST, from 8:45am for SV) to supervise children arriving for school. ST Staff will collect children from the playground at 8:45am for the start of school. The bell will be rung at 8:55am to signify the start of the school day for SV and staff will collect the children from the playground.
- If it is wet at the start of the school day, the SV Headteacher will admit the SV children into school through the extension entrance and the children will walk through to the Meadow Hall to be supervised by the member of staff on duty. ST children will be admitted into their classrooms by the ST Headteacher.
- At 3:15pm for ST and 3:30pm for SV, the class teachers will supervise the children leaving the school.
- At break times, a minimum of 4 members of staff will be on duty. Class teachers should ensure the playground is being supervised before leaving the pupils in the care of other school staff. Class teachers or support staff will send the children in from the playground at the end of play class by class in time for lessons to resume.
- When supervising the children on outdoor playground duty, the staff will supervise the playground and play equipment. The bell should be rung promptly at the end of break time.
- All members of staff are responsible for making sure that their classroom is clear of children at break times.

- If there is a wet playtime, then children will remain in their classrooms and staff will pair up to supervise the children across 2 rooms.
- The rota for duties is on the staff room noticeboard in each staff room.

Lunch Time Supervision

- The Deputy Headteacher in coordination with the Senior Leadership Team is responsible for the organisation and management of lunch times and work with a team of lunchtime assistants.
- All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.
- Children working in classrooms or activity areas **MUST** be supervised by an adult.
- If there is a wet lunchtime, then the pupils can attend clubs. Children are not allowed access to computers. One lunchtime assistant will supervise the children in Reception, one in Year 1 and one in Y2. Two ancillaries will supervise in the dining room and Y3-6 will be supervised in their classrooms by lunchtime assistants and the Head and Deputy.

First Aid Provision

- The use of hygienic first aid practices must be adhered to by all staff.
- First Aid can be given by any member of staff but where there is a concern regarding the course of action for more than a minor scrape, a staff member must be consulted who has attended relevant first aid courses.
- Provision of fully stocked first aid boxes at sites around the school.
- Defibrillator stored in the Y5/6 Shared Area on the wall. Battery checked weekly by School Caretaker.
- Summoning of medical assistance where necessary by a responsible adult. All staff have red triangles kept in their door pass lanyard and can send this with a child to request immediate help. All staff know how to respond to this.
- If the school is unable to contact a parent, a member of staff will accompany a child to hospital.
- Disposable gloves should always be used when dealing with blood and disposed of in a yellow waste bag along with any absorbent towels. This bag should then be placed in the bin in the First Aid Area. Items should be double bagged if there are no yellow waste bags.
- Lunchtime assistants have the responsibility for dealing with minor incidents at lunchtime.
- If a child receives a bump to the head which causes concern, parents will be contacted and be given the option of coming to school to check the child themselves or leaving the child to recover and return to class.
- A Bumped Head letter is issued to parents with advice for all head bumps and a copy is kept in school as well as the accident report. The child will

also be given a sticker to wear to alert parents that they had a bumped head at school that day.

- Accidents to staff must also be reported and a record kept in the Accident Book which is kept in the school office.
- A RIDDOR form is completed if a person dies as a result of an accident, a person suffers a major injury, or is incapacitated from work for more than 3 days or if there is a dangerous occurrence at work eg: landslide, gas leak.

Fire Precautions

- A School Fire Safety Plan is reviewed annually.
- A set of written regulations for emergency evacuations (see Fire/Evacuation Procedure).
- A half termly Fire Drill that is monitored and timed in accordance with Department guidelines.
- Weekly checks and maintenance of fire alarms and fire fighting equipment by the School Caretaker.
- Periodic checks of equipment, procedures and exits by other agencies.

Use and Control of Substances Hazardous to Health

- The School Caretaker should follow the guidance on using controlled or hazardous substances found in the Caretaker's Training Manual.
- Such substances should be clearly labelled and stored in places not accessible to children.
- Hazardous substances, such as glazes, cleaning materials etc. are kept locked in appropriate storage areas.
- The wearing of appropriate protective clothing when such substances are used.

Electrical Safety

- Site equipment to avoid trailing leads or other hazards.
- Annual checks on equipment (PAT Testing)
- Children and staff are not allowed to bring portable mains powered electrical equipment from home into school (except essential medical equipment.)
- Any electrical equipment used outside must be attached to the electric supply through an RCD and any lead should be covered by mats to allow safe passage over the wire.
- Electrical sockets should be switched off before a plug is removed.

Long Term Medication

Where regular medication is required during school hours, parents should be

encouraged to make arrangements to come into school, or for pupils to return home at lunchtime. Where this is not possible then medication should be given in school following the guidelines below.

A meeting should take place, **prior to commencement of medication**, between the Headteacher, and parent to agree management which should be put in writing and signed by the parent and Headteacher.

The medicine should be in it's original container and be :-

- Clearly labelled with the name of the pupil, name of medication, dose and time of administration, and storage instructions;
- Not accessible to pupils and kept secure ; (excluding personal asthma inhalers)
- Expiry date noted.

A record should be kept of the time medication is administered and by whom (i.e. Head, designated staff or parent) and this will be kept with the medication.

The pupil should be supervised and seen to take the medication.

A member of staff should sign that the medication has been administered.

Parents must be notified verbally of failure to take medication.

Parents must take responsibility to inform the Headteacher of any changes to medication and how it is administered.

Short Term Illness

Short term medicines such as antibiotics should not be administered routinely to children in school.

If a child has been unwell, has recovered sufficiently to attend school, but still needs to finish off the last dose or two, parents must be responsible for doing this (lunch time being the most acceptable time). *In exceptional circumstances the Headteacher may administer this medication (e.g parent in hospital/off island), however, this must be arranged in advance with the appropriate forms signed by parents and the Headteacher.*

Children must not be allowed to administer medicines to themselves without supervision, under any circumstances.

Allergies and Asthma

It is the responsibility of class teachers to ensure children have access to inhalers/epi-pens on any off-site visits.

Inhalers and epi-pens will be stored safely in the classroom.

Pupils who are able to administer their own inhaler will have access to their named inhaler that they will carry. These inhalers are taken on school trips and regular off-site activities such as swimming.

Class teachers should check regularly that inhalers and epi-pens are in date. It is the responsibility of parents to ensure their child has the correct in-date medication for use at school. The Headteacher will inform parents in writing in September of any inhalers or epipens held in school for their child and the expiry date as a courtesy.

Headlice

When an outbreak has occurred, all parents in a class will be sent an email home advising treatment.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

The school follows IOM Public Health guidance on advice/reporting of diseases as outlined in Dept of Health and Social Care guidance documentation.

Playground Safety

The school will ensure:

- Provision of well-designed equipment.
- Conscientious supervision of playground / sports field by all staff.
- Regular inspection and maintenance of playground equipment.
- School guidelines regarding behaviour designed to maximise playground safety.

Safety Within The Curriculum

The school will ensure that:

- Children will be trained how to use tools and other equipment safely and properly.
- Jewellery will not be worn during P.E., sports and swimming sessions.
- Long hair will be tied back for P.E., sports.
- Materials will be stored appropriately.
- Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with a new class.
- There is appropriate supervision of pupils involved in swimming lessons (in and out of pool).

Promoting A Safe Physical Environment

The school will ensure that:

- A no smoking policy in all areas of the school building.
- A “no dogs” policy in all areas of the school building and grounds (guide dogs etc. excepted).
- Provision of furniture at the appropriate height for each group of children where possible.
- Any equipment in school should be used safely and for its intended

- purpose only.
- No second-hand equipment must be introduced to school without the agreement of the Headteacher.
 - Equipment identified as defective should be taken out of use immediately and labelled accordingly. School Caretaker/School Administrator should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
 - PE equipment is maintained via an annual contract.
 - Teaching children to dispose of rubbish appropriately and prompt collection of litter by the School Caretaker.
 - The School Caretaker will monitor school grounds and premises daily.
 - Use of a variety of security measures including alarm system and CCTV.
 - A Swipe system is in place at the front entrance to keep the school secure. External doors in school are locked apart from at break times.
 - All visitors are asked to sign the Visitors Log at the front of the school.
 - Parents are asked to park in the lower car park and not the staff car park.
 - Wherever possible, deliveries should be made when the children are inside the school building.

Staff Health and Welfare Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, or a member of the Senior Leadership Team as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office, including Staff Welfare and Counselling.

Violence

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Administration staff using VDUs should vary their work routines and follow guidance on regular eye tests.

Lone Working

The Headteacher and/or School Caretaker should be aware of any member of staff working alone in the school outside of regular school hours.

All staff should avoid lone working wherever possible by arranging for a

colleague to also be on site.

Where lone working is unavoidable, staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

Off-site Visits

Off-site visits should comply with the Department's Policy for All off Site Activities which must be read by teacher / organiser / leader.

Off-site activities should be carefully planned in order that educational objectives can be met, whilst ensuring that all safety aspects are adequately considered.

Approval for ALL off-site activities is required by the EVC or Headteacher using EVOLVE one week in advance of a trip off-site.

All off-site visits should be risk-assessed.

Parental permission is obtained from parents each year for off-site trips.

Information regarding trips is sent to parents prior to the trip so that they can ensure pupils are properly equipped.

Parents may be requested to inform school about going home arrangements via a letter.

Parents provide emergency contact numbers at the start of the year so they can be informed immediately of any issue relating to their child.

Where a visit is in the evening, the visit leader must hold the home contact numbers of senior school leaders.

Mobile phones should be used by staff to remain in contact with one another and school while off-site. Mobile phone numbers should be shared between staff.

Transportation

Staff will follow school guidelines for transportation of pupils in vehicles/buses.

If the party is traveling on two or more coaches, it should be clear on the official list of children and adults who is traveling on which coach.

All coaches hired by the school will have seat belts fitted and adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach nor in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible: Plastic

gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags' / buckets.

Critical Incidents

The school has in place contingency measures for critical incidents.

Signed Headteacher

Signed (on behalf of Governing Body)

Policy Review Date: September 2024