

Hemdean House School



Health and Safety Policy Statement

Updated July 2013

This Policy is a statement of Organisation and Arrangements for Hemdean House School

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1. Objectives

The purpose of this document is

- ◆ To establish and maintain a safe and healthy environment throughout the school for pupils, staff and visitors, and particularly in support of the first two outcomes of Every Child Matters, namely “be healthy” and “stay safe”.
- ◆ To establish and maintain safe working procedures among all persons using the school.
- ◆ To identify safety procedures so that they can be carried out without difficulty.
- ◆ To identify the responsibilities of the School Council, the Head Teacher, teaching staff, pupils, parents/carers and members of the public visiting the school premises.
- ◆ To identify the health and safety training needs of employees.
- ◆ To develop a health and safety awareness among all staff, together with an awareness of obvious, presumed and anticipated hazards.
- ◆ To communicate emergency and routine procedures to be followed in connection with health and safety.
- ◆ To identify other policy documents and procedures relevant to health and safety.
- ◆ To have regard to the DfE document “Health and Safety: Advice on legal duties and powers. December 2012.

2. Organisation and Responsibilities

The School Council

The School Council has delegated responsibility for health and safety matters within the school site to the Head Teacher, or, in the Head Teacher's absence, the Deputy Head. One governor has a special interest in Health and Safety

The Head Teacher

The Head Teacher and Deputy Head will co-ordinate and monitor the implementation of the approved safety procedures in school and will report to the School Council on a regular basis.

The Head Teacher's advice should be sought on any health and safety concerns of the staff and the Head Teacher should maintain contact with outside agencies able to offer expert advice.

The Staff

All members of staff are required to identify hazards, develop suitable and sufficient risk assessment and, where appropriate, to prepare, implement and monitor safety policies, practices and procedures within their operational areas and spheres of control.

The safety of pupils on school premises is the direct responsibility of the teacher in charge of them at any particular time or the adult person in charge of After-School or Holiday Care.

The Head Teacher and Deputy Head are responsible for the health, safety and welfare of senior pupils at break and lunchtime; whilst not directly supervised, staff in the main school building carry out occasional patrols and a member of staff is on duty in the quiet room every lunchtime.

3. Duties

The Head Teacher

The Head Teacher has a duty to ensure, as far as is reasonably practicable, a safe working environment for all employees, pupils or any other visitor to the school.

This will involve the need

- ◆ To be aware of all accidents reported.
- ◆ To respond to reports of potentially hazardous defects to structure or property by contacting the appropriate outside agency for advice and/or repair and by issuing appropriate interim instructions for the safety of all personnel who may be affected.
- ◆ To respond to requests for additional resources or training necessary for the maintenance of a safe working environment.
- ◆ To review periodically
 - (i) the provision of First Aid,
 - (ii) the emergency procedures,
 - (iii) the departmental safety policies,
 - (iv) the accident report file and
 - (v) other policy documents regarding safeguarding childrenas part of a risk assessment, to report to the School Council and to consult with staff about, and make recommendations for, changes and improvements in procedures.

All members of staff

- ◆ Have a duty to take reasonable care of themselves while at work and in addition share the responsibility for the safety of all pupils and adults with whom they have contact.
- ◆ Should exercise effective supervision of the pupils in their charge, to give clear instructions and warnings to them as often as necessary.
- ◆ Have a duty to co-operate with the Head Teacher and the School Council in order that they, in turn, may carry out their statutory duties in connection with health and safety.
- ◆ Must be familiar with the Arrangements and Emergency Procedures set out in this document, and share the joint responsibility for their implementation.
- ◆ Must report immediately to the Head Teacher or Deputy Head any defect to structure or property that could result in an accident or is considered to be a potential hazard.
- ◆ Must report any accident occurring to themselves, a colleague or to any pupil in their charge, by completing an accident report form (**Appendix A**) which should be given to the Head Teacher. If the accident involves a pupil, must send a copy of the form home to the parent of the child for them to sign to confirm receipt and return to school.
- ◆ Should observe safe standards of behaviour, dress and cleanliness consistent with safety and hygiene.
- ◆ Must use and not misuse items provided for his/her safety.

- ◆ Must ensure, when using, storing or transporting electrical or mechanical equipment, that every care is taken and that the safety of themselves, the pupils, all other personnel and the fabric of the building is safeguarded by switching off the equipment (or otherwise leaving it in a safe state) after use.
- ◆ Must inform the Head Teacher or the secretary if they leave the school premises during their normal working hours.
- ◆ Should exercise due care when moving their car along the school drive.

Pupils are expected

- ◆ To exercise personal responsibility for their own safety and that of other children with whom they associate. (The extent of this responsibility will depend upon the age and maturity of each individual child.)
- ◆ To observe rules of dress consistent with safety and/or hygiene, e.g. footwear and jewellery.
- ◆ To observe safety rules and, in particular, the instructions given by teaching staff in an emergency.
- ◆ To be aware of the evacuation procedure.
- ◆ To use and not misuse items provided for their safety.
- ◆ To exercise due care on the school drive and be aware of the movement of cars.
- ◆ Pupils who have permission to cycle to school must wear a safety helmet and must lock their bicycles in the stands provided; they should not ride their bicycles within the school grounds.
- ◆ Not to bring in to school any hazardous objects or materials, e.g. knives, legal or illegal drugs, matches or flammable materials.

Parents / Carers

- ◆ Have a duty to provide the school with an up-to-date emergency contact telephone number.
- ◆ Must inform the school of any medical condition, medication or ongoing treatment which may affect their child at school.
- ◆ Must complete a “Medicines in School” form if their child needs to bring medication in to school.
- ◆ Should exercise due care when parking or dropping off children outside school and observe road markings and restrictions.
- ◆ May not bring their cars onto school premises between 8.00 am and 5.00 pm without permission.
- ◆ Should refrain from smoking anywhere on the school premises.

Visitors

- ◆ Must report to the school office on arrival and departure and must wear a visitor’s badge for the duration of their visit.
- ◆ All visitors to the school are required to observe the safety rules of the school.

4. Arrangements

I Supervision of Pupils

Before School

School begins at 8.45 a.m.

Some Reception and Year 1 to 3 pupils may be supervised from 8 a.m., by arrangement with the Reception staff involved. From 8.35 a.m. they may go to their form room, where their form teacher will be present.

Senior pupils and Year 4 to 6 juniors may be left at school after 8 a.m., when there are members of staff in school, though their form teachers do not take on supervision until the first school bell is rung at 8.45 a.m. Pupils are allowed in their form rooms, or on the upper terrace and all should be in their form rooms at 8.45 a.m.

Security of School Buildings

The nursery, lower school buildings, HEU and main school buildings are locked during the day and visitors have to knock to be admitted. The art block and drama studio are wooden buildings and are currently unlocked when they are in use, to facilitate emergency evacuation.

Pupils are not permitted to enter the laboratory, the computer room or the music room, without a member of staff.

Morning Break

Two members of staff supervise all junior pupils on the playground or the field. (A rota of duties is posted on the staff room noticeboard.) Staff should not allow pupils to undertake any activities which are obviously hazardous. (**Appendix B** for Policy for Playground Safety)

In wet weather the two duty staff with the support of the classroom assistants, supervise Year R to Year 3 pupils in their form rooms. Junior teachers in the main house supervise junior classes.

Senior girls may remain in their form rooms; members of staff are always present in the main school house.

Lunch Break

Children from the Nursery to Year 3 eat lunch in their form rooms with the staff on lunch supervision duty.

Pupils in Years 4 to 6 eat lunch in their form rooms, supervised by prefects, until 12.30 p.m. They are allowed to go outside when one of the duty teachers has given them permission.

From 12.30 until 1 p.m. children from Reception to Year 6 are supervised on the playground/field by the two teachers on duty. Lunchtime supervisors in Reception and Transition rooms should be outside to take over playground supervision from 1 p.m.

In wet weather pupils stay in their form rooms; Reception to Year 3 with lunchtime supervisors and one duty teacher, juniors in the main house are supervised by the other duty teacher.

A member of the senior staff is on duty in the Quiet Room and is available to help with any problems that may arise. In fine weather senior pupils from Years 7 to 9 are encouraged to go outside; they may be instructed to go out if they disturb others.

After School

Pupils in Year 3 downwards are released from school at 3.30 p.m., only to their parent/carer or the After School Care leader. Older juniors and seniors leave school at 3.45 p.m. or soon after and are instructed to return and report to a teacher if their parent/carer is not waiting for them as expected.

Pupils in Years 4 – 6, who are booked into After School Care, are escorted to the nursery by a senior pupil. Year 6 pupils may do their homework in their form room until 4.15 p.m.

Senior girls may work in Homework Club up until 6 pm by arrangement with the Head Teacher or Deputy Head.

Lesson or Form Times

Form teachers or subject teachers are responsible for the health and safety of the pupils in their charge.

Teachers should carry out risk assessments for activities carried out by themselves or their pupils in their areas of work; these should be identified in their schemes of work, and pupils given appropriate instructions or warnings for dealing with any hazardous activities.

Administration of Medication

Staff may look after and administer medicines for young pupils, who are considered to be well enough to attend school, provided that the appropriate form (**Appendix C**) has been completed by the parent/carer. In the lower school classrooms medicines must be locked away by the teacher, in the main house medicines should all be taken to the office; where necessary medicines may be stored in the nearest secure refrigerator.

Children generally look after their own inhalers, but class teachers must be made aware of them in school. All inhalers must be labelled with the child's name. Epipens must be fully labelled and ALL staff must be aware of their locations for each child who requires one. Members of staff are given annual training to use an Epipen, or equivalent, as required.

Senior girls may not bring any medication into school unless the appropriate form has been completed and handed to their form teacher. The medicine must be handed in to the school office.

Senior girls may go to the school office for paracetamol tablets if their parents/carers have written their consent to this when they join the school. (**Appendix D**) The tablets are kept in a locked cupboard and a record is kept of each girl receiving them. No more than one dose would be given to any individual in one day.

A confidential list is kept of all pupils with specific long-term medical conditions, with the corresponding medication requirements, if any. Pupils with an Epipen have a care plan in school.

Junior pupils may have a named bottle of Calpol in the office; parents would be contacted for permission to administer a dose to their child.

Field Trips / Residential Visits / Educational Outings

Parents give written permission at the beginning of each year for their children to be taken out of school, on foot, for local visits. (**Appendix E**)

All other visits or trips must be planned well in advance and authorised by the Headteacher. (A summary document on Educational Visits is included as **Appendix F**).

Any Activity Centre visited must be licensed with the Adventure Activities Licensing Regulations 2004. (These regulations apply to England, Scotland and Wales.)

II Provision of First Aid (See also First Aid Policy)

- ◆ One member of staff has a First Aid at Work qualification.
- ◆ Five members of staff have the Paediatric First Aid Qualification.
- ◆ First Aid trainers come in to school, every three years, to give group training sessions.
- ◆ All staff have a duty to be aware of the qualified first aid personnel in school (detailed in the First Aid Policy) whom they may contact in an emergency.
- ◆ All staff must know the locations of the first aid boxes in school. All rooms have a notice giving this information.
- ◆ **Appendix G** gives an outline of the First Aid Provision

III Fire and Other Emergency Procedures

- ◆ In the event of a fire or other emergency being discovered by any member of staff, the nearest alarm call point should be activated immediately. If the emergency occurs in the Lower School classrooms or any other outbuilding a telephone message should be sent to the Main School Office, as soon as possible **after** the alarm is raised to start the evacuation of the building concerned.
- ◆ On hearing the fire alarm all windows should be closed (if it is safe for the teacher to do so) and the building evacuated using the nearest signposted exit and closing any doors on the way out.
- ◆ Registers must be taken out for a roll-call; these are the responsibility of the form teachers in the Lower School classrooms and the Deputy Head will take out all other registers.
- ◆ On instruction from the teacher, pupils should file out in silence and in an orderly manner.
- ◆ The Secretary or the Head Teacher will phone to alert any classes in the Studio, Art Block, Hall and the Lower School buildings.
- ◆ The Head Teacher will instruct the Secretary to phone the Fire Service.
- ◆ All personnel should assemble on the Netball / Tennis Court.
- ◆ Each form should line up in the usual “end-of-break” order, with its teacher, who will take a roll-call and report to the Head Teacher that everyone is present or give the name of anyone who is missing.
- ◆ The buildings must not be re-entered until such instruction is given by the Head Teacher or, if the Fire Service has been called, the Senior Fire Officer.
- ◆ Small fires may be tackled using equipment provided, by member of the Senior Management Team, provided all persons are evacuated from the premises first, but only if there is no risk to themselves or to any other individual.
- ◆ The senior member of staff on the premises is responsible for the implementation of these emergency procedures.
- ◆ Fire drills are carried out during school hours once each once each term, and the details recorded in the Fire Safety Log Book.
- ◆ In the Nursery and Lower School buildings, fire practices are carried out separately using the smoke alarm sounder or local fire alarm. The Nursery assembly point is the school field. After School and Holiday Care also carry out regular fire practices.

- ◆ Fire Notices are positioned in each room, by fire alarm call points and by some fire-fighting apparatus. (**Appendices H, I & J**).
- ◆ Fire extinguishers are maintained annually by a contracted company. The alarm system and emergency lighting are also tested annually or bi-annually as required by regulations. Call points and alarm bells are tested regularly by delegated members of staff.

IV Accidents & Sudden Illnesses (Pupils)

- ◆ All accidents occurring to pupils during the school day (other than minor grazes) must be reported to the Head Teacher by the person in charge of the injured pupil at the time of the accident, or by another adult.
- ◆ An Accident Report Form (available in the Staff Room) must be completed and a copy given to the Head Teacher, before the end of the day, in addition to the copy sent home with the child.
- ◆ If an accident or illness is deemed serious enough to call in outside assistance (e.g. a doctor or an ambulance) the child's parent or carer must be informed as soon as possible so that they can take over responsibility for their child's health.
- ◆ If the parent/carer cannot get to school immediately then a teacher must accompany the child to the Balmore Surgery (following a phone call to the Surgery) or in a taxi or ambulance to the Royal Berkshire Hospital accident and emergency department. The teacher must stay with the child until the parent/carer arrives. Arrangements must be made to supervise this teacher's class or classes during their absence. (See First Aid Policy for details of emergency procedures)
- ◆ Episodes of asthma attacks, epileptic seizures or severe allergic reactions, etc. are dealt with by trained staff. The First Aider should also be called. Such episodes should be recorded by the pupil's form teacher and the parents informed. If an epipen is administered, an ambulance must be called.
- ◆ Serious injury to a pupil may need to be reported to the Health and Safety Executive according to RIDDOR regulations. (**Appendix K**)

IV Accidents & Sudden Illness (Staff)

- ◆ Any accident occurring to a member of staff must be reported immediately to the Head Teacher and if necessary reported on an Accident Report Form. Serious "near misses" must also be reported.
- ◆ If the accident appears to have been caused through a defect in school buildings or equipment, the Head Teacher should ensure that appropriate remedial action is taken without delay.

- ◆ Should an accident or illness prevent a teacher from supervising pupils, those duties must be transferred to another qualified person, or, classes must be combined until such a person can get into school.
- ◆ Serious injury to a staff member may need to be reported to the Health and Safety Executive according to RIDDOR regulations. (**Appendix K**)

V Hazardous Materials

- ◆ The Control of Substances Hazardous to Health Regulations 1994 (COSHH) require that a full assessment of all substances is carried out to determine whether a hazard exists and if so to establish the control measures necessary to prevent risks to employees' health.
- ◆ The school does not permit smoking by anyone, anywhere on the premises.
- ◆ Hazardous substances will be found in laboratories, cleaning cupboards, etc. but may also be created by processes such as dust from woodworking machinery.
- ◆ Substances containing asbestos materials are logged and their condition is checked every six months. (See separate Asbestos Management Policy)
- ◆ All staff must be aware of hazardous materials with which they and their pupils may come into contact in school, and of the control measures set up to protect them.
- ◆ Stocks of hazardous materials used for lessons should be kept as low as is practicable and should be kept in a safe place, appropriate to the possible hazards.
- ◆ Attention is particularly drawn to polystyrene and other materials that emit toxic fumes during combustion. Stocks of these should be minimal and kept away from obvious fire hazards.
- ◆ Correction fluids (TippEx, etc.) must not be brought into school, nor used by pupils; where kept for adult use only, access to them by pupils must not be allowed.
- ◆ No flammable materials may be brought in to school by pupils.
- ◆ The school subscribes to CLEAPSS School Science Service and their Hazcards provide the risk assessments for chemicals in the laboratory store. All staff must refer to the appropriate Hazcard (located in the laboratory) before using any chemical from this locked storage area.
- ◆ All stored hazardous chemicals have a COSHH assessment form. (Copies are kept on a CDROM.
- ◆ Four small specimens of radioactive minerals are kept in a marked storage cupboard in a room not in general use.

- ◆ Flammable liquids and solids are stored in separate, marked metal cabinets.
- ◆ Staff should refer to the booklet “Be Safe! Some aspects of safety in school science and technology for key stages 1 & 2”, when planning such practical activities. (Located in the Health & Safety file, in the Staff Room and the Headteacher’s study)
- ◆ CLEAPSS safety guides give information on a more extensive range of activities. (Located in the Health & Safety file)
- ◆ The Head Teacher, in consultation with the staff, must ensure that Risk Assessment Sheets are completed for all substances in school which are considered to be hazardous to health. (**Appendix L** shows a sample sheet) These completed sheets should be kept in the Health & Safety file and updated annually. Substances brought into school for short-term use (less than 5 days) do not need a record kept of their risk assessment, but do need to be stored securely.

VII Equipment

- ◆ Equipment used by pupils and staff within school must be constructed or adapted so as to be suitable for the purpose for which it is used and must be in a safe condition.
- ◆ It is the policy of the school to purchase and maintain equipment at recognised British or European standards.
- ◆ Gymnasium equipment has an annual safety check.
- ◆ Craft tools, cooking, PE, science and art equipment used for lessons must only be used by pupils under the direct supervision of their teacher. The teacher must ensure that the pupils are made aware of the dangers associated with such equipment as part of their training in the safe and correct use of the equipment concerned.
- ◆ Where tools are deemed to be suitable only for adult use, stringent precautions must be taken to ensure the safety of the operator and of any other person in the vicinity.
- ◆ Electrical installations in school should be inspected by a qualified electrical engineer at five yearly intervals. Any necessary repairs are carried out according to British Standard BS7671: 1992 Requirements for Electrical Installations.
- ◆ Portable electrical appliances should be tested annually together with visual inspections at more frequent intervals. This should include any equipment brought into school by pupils or teachers. A record of these tests is kept in a file in the school office.

5. Monitoring Arrangements

The Head Teacher and Deputy Head will develop an effective management safety monitoring system to ensure the satisfactory operation of this policy. This will include:

- ◆ Direct observations of staff compliance
- ◆ Inspections of buildings and equipment including a fire risk assessment
- ◆ Reporting, periodically, to staff and the School Council
- ◆ Investigations of good practices / incidents / records, taking place at twice-yearly Health and Safety committee meetings
- ◆ Staff development interviews
- ◆ Annual review of the effectiveness of this policy, with any necessary amendments being drawn to the notice of employees and the School Council.

Signed _____

Dated _____

Appendix A Accident Report Form

Date : _____

Dear _____ ,

Your son / daughter, _____ , hurt himself / herself accidentally today at school. The injury has been attended to by non – medical staff; however you should not hesitate to seek medical advice if you feel it necessary.

Please sign this form and return it to school as soon as possible.

Yours sincerely

Details of incident :

Time: _____ Location: _____

What happened: _____

Treatment given: _____

By whom: _____

Parent's Signature : _____

Appendix B Policy on Playground Safety

Play is an essential part of the development of every child; it is the means by which children learn about themselves, their environment and other people and is a necessary ingredient for physical, emotional and intellectual growth. In recognising the importance of play we acknowledge the need for an environment in which all children can play safely and freely.

Objectives:

- To ensure as far as reasonably practicable a safe playground environment in the school.
- To identify and eliminate bad practices.
- To establish and maintain procedures for safe behaviour among children and adults.
- To teach safe and considerate playtime behaviour and an awareness of potential hazards.

Responsibilities:

- The Head Teacher must ensure any fixed outside play equipment is safely installed and regularly checked.
- Teachers / supervising staff must teach children to play considerately towards others in such a way as to minimise the risk of accident or injury to themselves and others.
- Staff must not allow a group of children to dominate either space or activity to the detriment of others.

Supervision:

- The two staff on duty will join children on the playground as soon as possible after the end of the preceding lesson. One member of staff will take down the first aid bag.
- Staff must prevent any hazardous activities from taking place; e.g. using equipment when wet or with unsuitable footwear, martial arts practices or any other fighting, playing with sharp or combustible objects or uncontrolled running, kicking and throwing.
- Staff must walk around the playground / field, at intervals, carefully monitoring all the available space; the climbing frame must be particularly closely supervised.
- Any incident of bullying observed by or reported to the staff must be reported to the appropriate form teacher(s).
- All accidents to pupils must be reported on Accident Report Forms, or, in the case of minor grazes, recorded in the first aid note book. First Aid assistance should be summoned if necessary.
- Peer mediators from Year 6 may be used to help with disagreements or difficulties between younger pupils, though they should not deal with any injuries that may occur.

Appendix C

MEDICINE ADMINISTRATION (JUNIORS)

I _____

Hereby authorise _____

To administer medicine to my child _____

I agree that no responsibility can be accepted by the teacher or the school, for any consequences arising from the administration of the medicine, or from a dose being missed. I agree to be responsible for checking the expiry dates of any medication kept in school for my child.

Medicine name _____

Dose _____ Time _____

Starting date _____ Until _____

Signature _____ Date _____

MEDICINE IN SCHOOL (SENIORS)

My daughter (full name) _____

Is required to take (name of medication) _____

During school time, starting date _____

last day _____

I confirm that my daughter will be responsible for **taking the medication to the school office** and that it will be **labelled with her name**. I agree to be responsible for checking the expiry dates of any medication kept in school for my daughter.

Signature _____ Date _____

Appendix D

Dear Parents,

I keep paracetamol tablets in school (safely locked away and under my control entirely) for the purposes of straightforward pain relief for our senior girls, e.g. in the case of a persistent headache or period pains.

Any senior pupil, whose parent has signed and returned the consent form below, may request one or two tablets from me during the school day. No more than two tablets would be given to any pupil on one day and a record will be kept of the names of girls to whom tablets have been issued.

May I take this opportunity to remind you that girls are **not** allowed to bring **medication of any kind** (apart from **inhalers** for asthma sufferers, which must be **named**) into school without bringing it to the attention of their form teachers by using the appropriate form. Please ask for one of these forms, if necessary, and return it to school with the appropriate information written on it.

Yours sincerely,

Mrs C. Elliott, Bursar

I give permission for Mrs Elliott (or another member of staff) to give paracetamol tablets

to _____

should she need them at school, and I confirm that she has no adverse reaction to them.

Parent's Signature _____ Date _____

Appendix E

Dear Parents,

Occasionally we like to take our pupils to local parks, libraries, shops, churches, etc. and often it is important to take advantage of the weather, rather than pre-arranging these local visits. These visits are infrequent and will always be of a short duration during the normal school day. You will continue to receive letters requesting parental consent for all outings that require transport or would necessitate children being out of school for more than one or two hours.

I am sure that you will appreciate that it is not possible to specify a date as for many of these trips we are dependent upon the weather. I would therefore ask you to complete the attached consent slip and return it to school in September.

It is also necessary for us to obtain your permission to apply sting relief products to your child in the event of a wasp or bee sting. Please also complete this section of the slip below and return it to school.

Yours sincerely,

Mrs J. Harris, Headmistress

I give permission for _____
to participate in local visits.

I **do / do not** give permission for my child to receive a sting relief product.

Signed _____ Date _____

Appendix F Summary Policy on Educational Visits

When planning an educational visit, the following details will need to be determined:

- Destination
- Purpose of trip
- Party leader
- Other staff accompanying
- Parents/other helpers accompanying (have they had CRB checks if they are to be unsupervised with children?)
- Is someone with first aid training able to go? Take first aid kit.
- Number and age of pupils going
- Form of transport (seatbelts)
- Date and time of departure
- Date (if different) and estimated return time
- Hazardous activities
- Insurance information
- Estimated cost per pupil

The Head Teacher will need all of the above information in order to authorise the visit. All new types of residential visit and visits to new locations must be approved by the School Council and therefore must be planned sufficiently in advance to allow for this.

Parents/carers should also be given the above information, by letter for a day visit, but, at a meeting for a residential visit.

Parents/carers must sign a consent form on which they should provide:

- Emergency contact number
- Special dietary needs of their child
- Medical needs of child
- Permission for their child to receive any necessary emergency treatment;

These forms must be taken on the trip by the teacher in charge.

In addition parents will need to know clothing requirements (e.g. should school uniform be worn, items needed to be packed), food provision (e.g. is a packed lunch required?) and whether pocket money should be taken.

The safety of pupils travelling by hired coaches is the responsibility of the driver. Adults supervising pupils on coaches must ensure that the driver's concentration is not impeded in any way and must follow any instructions given by the driver regarding the safety of the passengers.

Adults who transport pupils in their own private vehicles must ensure that their insurance provides suitable cover for such passengers and that all conditions under which such cover is provided are strictly adhered to.

Appendix G First Aid Provision (Outline) *(See Also First Aid Policy)*

First Aider (4 day) Mrs I. Harris From September 2012

*Paediatric First Aid
(2 Day)* Mrs L Ibrahim Until July 2013
 Mrs J. Morgan Until July 2013
 Mrs M Dickason Until February 2015
 Mrs H Illingworth Until February 2015
 Mrs D Lee Until February 2014

British Red Cross First Aid Course (3 hours) – All From January 2011

Mrs E Booth	Mrs P Calder	Mrs D Dalton Mrs B
Dovaston	Mrs A Greaves	Mrs J Hardy
Mrs L Johnson	Mrs J Leverton	Mrs A Lewis Mr D
Maynerd	Mrs G McMillan	Mrs A Pomeroy
Mrs K Ramchand	Mrs M Risby	Mrs P Shaw
Mrs S Tuhy	Mrs P Uzel	Mrs D Yousofian

Location of First Aid boxes

1. Nursery	2. Reception / Transition
3. Lower I / Upper I	4. Staff Room
5. H.E.U.	6. Art Room
7. Studio	8. Science Laboratory
9. Library	10. School Hall

Outline Procedures for Administration of Minor First Aid:

- If you are unsure of what to do or if the injured person is unconscious, send for the first aider or, if they are not available, a paediatric first aid qualified person.
- Stop other pupils from pursuing any activity which could lead to further accidents because you are no longer able to supervise them.
- Wherever possible wash your hands before giving first aid.
- Always wash your hands after the treatment is completed.
- Wear protective disposable gloves and aprons when cleaning up any blood or body fluid spillage. Use paper towels and dispose of all used and soiled items in a tied plastic bag.
- Complete an Accident Report Form if necessary. This is the recommended procedure for even the slightest accident requiring treatment. Minor grazes should be recorded in the first aid box notebook.
- First aid boxes will be examined regularly, but inform the appointed person if you become aware of a shortage of any materials. Staff should replenish boxes with any necessary items available in the staff room.

Appendix H

FIRE INSTRUCTIONS

1. ON HEARING A FIRE ALARM
LEAVE THE ROOM
IMMEDIATELY
2. WALK QUICKLY IN SILENCE TO
THE NEAREST SAFE EXIT AND
LEAVE THE BUILDING
3. REPORT TO THE ASSEMBLY
POINT ON THE **PLAYGROUND**
4. DO NOT RE-ENTER THE
BUILDING UNTIL YOU ARE TOLD
YOU MAY DO SO BY THE HEAD
TEACHER OR A FIRE OFFICER

Appendix I

GENERAL FIRE PROCEDURE FOR HEMDEAN HOUSE SCHOOL

(FOR POSITIONING NEXT TO FIRE ALARM CALL POINTS AND ON
NON-STAFF NOTICEBOARDS)

IN CASE OF FIRE

1. IF YOU DISCOVER A FIRE

A Operate the nearest Fire alarm Call Point

B Close windows and doors, if safe to do so

C Proceed immediately to the Assembly Point on

THE PLAYGROUND

2. ON HEARING THE FIRE ALARM

A Close windows and doors, if safe to do so

B Proceed immediately to the Assembly Point on

THE PLAYGROUND

B Use the nearest available exit

C Do not stop to collect personal belongings

D Do not re-enter the building until you are told you may do so
by a Fire Officer or the Headteacher

Appendix J
STAFF FIRE PROCEDURE FOR
HEMDEAN HOUSE SCHOOL
(FOR POSITIONING ON STAFF NOTICEBOARDS)

FIRE INSTRUCTIONS

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest Fire Alarm Call Point
2. Evacuate the area concerned.
3. Attack the fire, if possible and if the fire is small, with the appliances provided but without taking personal risks.
4. If the fire grows leave the room, shutting the door, and proceed to the Assembly Point.

ON HEARING THE FIRE ALARM

5. The school secretary will call the Fire Brigade immediately.
6. All occupants must leave the building and report to the Assembly Point on

THE PLAYGROUND

7. Do not stop to collect personal belongings; do not re-enter the building until you are told you may do so by a Fire Officer or the Head Teacher

DISABLED PERSONS

When such persons are on the premises, they should be accompanied during any evacuation of the building.

WHEN DEALING WITH FIRE

If a person's clothing is on fire wrap a blanket closely round them and lay them on the ground to prevent flames reaching the head.

If electrical appliances are involved switch off the supply before dealing with the fire. Shut the doors and windows, if possible, of the room in which the fire is discovered.

IT IS IN YOUR OWN INTEREST

To study this notice, to know what to do in the event of fire and how to use the fire appliances.

To make yourself familiar with all means of escape, fire alarm call points and to avoid any obstruction of staircases, landings and other escape routes at all times.

Appendix K Reporting Serious Injury

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the following occurrences must be reported to the Health and Safety executive immediately:

- 1. All Fatalities**
- 2. Major Injuries and Conditions Involving:**
 - (a) Fracture of the skull, spine or pelvis;
 - (b) Fracture of any bone: In the arm or wrist, other than a bone in the hand;
In the leg or ankle, other than a bone in the foot;
 - (c) Amputation of a hand or foot; or a finger thumb or toe, or any part thereof if the joint or bone is completely severed;
 - (d) The loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
 - (e) Either injury (including burns) requiring immediate medical treatment, or loss of consciousness resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
 - (f) Loss of consciousness resulting from lack of oxygen;
 - (g) Decompression sickness requiring immediate medical treatment;
 - (h) Either acute illness requiring medical treatment, or loss of consciousness resulting in either case from absorption of any substance by inhalation, ingestion or through the skin;
 - (i) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material;
 - (j) Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.
 - (k) Over-7-Day injuries, where an employee is away from work, or unable to perform their normal duties, for more than 7 consecutive days.
- 3. Dangerous Occurrences such as:**
 - (a) Electrical short circuit or overload causing fire or explosion leading to cessation in use of equipment and which could have caused major injury.
 - (b) Unintended collapse of building, structure or scaffolding.
 - (c) Explosion or similar of a container of gas under high pressure which could have caused major injury.

For any of the above injuries and conditions:

**Immediately telephone HEALTH AND SAFETY EXECUTIVE
01256 404000**

Appendix M Related Documents

Asbestos Management Plan

Safeguarding

Display Screen Equipment

Drugs in School and Drugs Education

Emergency Procedures

Emergency Management of Severe Allergic Reactions

First Aid

**Health Protection Agency Guidance on Infection Control and
Communicable Diseases in Schools, Colleges and Nurseries**

Lost and Uncollected Children

Recruitment and Staff Development

Recruitment of Ex-Offenders

Safety in Science and Technology

Staff Handbook
