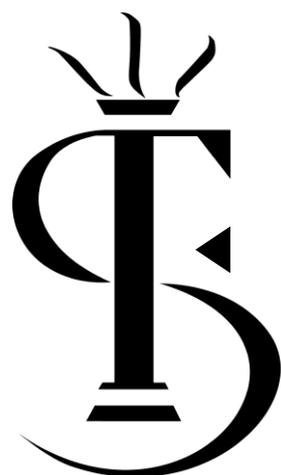


SOUTH FARNHAM SCHOOL

The Continual Pursuit of Excellence



HEALTH &
SAFETY POLICY

REVIEW: ANNUALLY

LAST REVIEW DATE: 2020

South Farnham School

Health & Safety Policy

1. AIMS

The Governors and Staff of South Farnham School will strive to achieve the highest standards of health, safety and welfare consistent with their duties under Education Acts and Surrey Education Services' policies. This statement sets out how they will use the resources at their disposal to carry out these duties without exposing pupils, staff, governors and the public to unacceptable risks. The objectives, organisation and arrangements defined below supplement rather than replace Surrey Education Services' Health and Safety Policy.

2. POLICY OBJECTIVES

In general terms, the main objectives of this policy are to:

- identify hazards to pupils, employees and all affected by school activities
- assess risks against agreed health and safety standards
- make arrangements to reduce risks to acceptable levels
- record local organisation, arrangements and risk assessments not covered by documents issued in support of Surrey Education Services' (SES) policy.

3. RESPONSIBILITIES OF GOVERNING BODY

The Governing Body will:

- keep itself informed about SES health and safety policy and supporting documents via liaison with the Headteacher and the Education Personnel Service
- ensure adequate budgetary provision for health and safety arrangements in accordance with SES policy and the Surrey Scheme of Local Management
- report to the Director of Education any circumstances where they consider compliance with SES health and safety policy cannot be achieved with the resources at their disposal
- ensure that the Headteacher is competent and up to date in health and safety management procedures
- monitor the success of this policy as defined in paragraph 10 and Annexe 2
- keep this policy under review and issue revisions when necessary.

Individual Governors will undertake tasks as listed in Annexe 1.

4. RESPONSIBILITIES OF HEADTEACHER

The Headteacher will:

- keep up-to-date with SES policy and any other information and training necessary to ensure compliance with this policy

- seek advice and assistance from specialists where necessary as defined in the School's Health and Safety Manual, Surrey Schools & Education Services Directory, SES Bullets and Buildings & Property Ltd.
- establish organisation and arrangements to achieve the objectives of this policy, including those defined in the School's Health & Safety Manual
- delegated specific duties to staff as defined in Annexe 1
- ensure that all staff have sufficient information, instruction, training and supervision to carry out their duties under this policy (see paragraph 6-10)
- ensure that Governors, pupils, parents, visitors, contractors and anybody else affected by school activities are given information necessary to secure their health and safety via reception and visitors' badges
- ensure that training is provided as defined in paragraph 8
- establish monitoring arrangements as defined in paragraph 10 to determine the adequacy of the policy and its implementation
- initiate action to revise policy, organisation, arrangements etc. where necessary to achieve acceptable standards of health and safety
- report to the Governors, SES, Buildings & Property Ltd. Any circumstances where compliance with this policy cannot be achieved without action by that organisation.

5. EMPLOYEE RESPONSIBILITIES

All employees are accountable to their line managers for action on delegated health and safety instructions. In addition all employees must

- take responsible care of themselves and others affected by their work
- report hazards to their line manager or another person capable of initiating remedial action, particularly where the danger is serious and immediate.

Specific duties allocated to nominated staff are listed in Annexe 1.

6. INFORMATION

Detailed information on how to comply with SES' Health and Safety policy is given in the School's Health & Safety Manual which is available for reference in the school office.

This information may be freely reproduced and distributed to those needing it but care must be taken to pass on any subsequent amendments. Any changes to the original documents will be notified via the school offices. If in doubt, refer to the originals.

7. RISK ASSESSMENTS

Risks affecting all schools have been assessed by Surrey Education Services and arrangements to control them are recorded in the School's Health & Safety Manual. Risks specific to South Farnham School will be assessed by appropriate school staff in accordance

with the policy defined in the Manual (Guidance Note B1.) Significant findings and control arrangements for risks assessed by the School are recorded.

8. TRAINING

All employees will be given:

- induction training in the requirements of this policy
- update training in response to significant change
- training in specific skills needed to execute this policy
- refresher training where monitoring establishes need.

All pupils will be given training in fire, accident and emergency procedures.

Training provisions are defined in Course Books.

Training records are kept by the Deputy Headteacher.

9. CONSULTATION

Arrangements for consultation and facilities are recognised as being in line with the Manual.

10. MONITORING

The adequacy and implementation of this policy will be monitored by the following people and methods.

The Governors will assess:

- issues raised via the standing health and safety item at Governors' Meetings
- reports from the Headteacher, staff, Inspectors, Consultants and other authorised specialists
- information gained via routine visits and communication with the Headteacher, staff, pupils, parents etc.

The Headteacher will ensure:

- that delegated duties are reported and recorded via Buildings Manager
- that reports are checked to confirm that actions have been carried out to acceptable standards
- that omissions and inadequacies are remedied
- that the reporting and follow-up procedures are supplemented by active monitoring procedures as defined in Annexe 2.
- that health and safety issues are reviewed with staff routinely
- that internal monitoring procedures are verified by independent audit as defined in Annexe 2.

All staff will:

- check the safety of work areas, equipment and procedures before, during and after activities
- report and record actions and problems relevant to this policy.

11. REVIEW

The Governors and Headteacher will review and revise this policy in response to:

- inadequacies revealed by monitoring
- changes in acceptable standards communicated by Surrey Education Services or other authorised agencies
- other internal or external changes.

Any revisions will be notified to all affected by the Buildings Manager.

Part Two of this document deals with the Administration of Medicines.

This complete document should be read in conjunction with Appendices

- a) Smoking
- b) Fire Drill
- c) First Aid

and the Policy on Crisis Management.

SPECIFIC DUTIES

GOVERNORS:

Duties delegated to the Health & Safety Committee and reported at full Government meetings.

HEADTEACHER:

- take charge in an emergency until relieved by the emergency services
- act as principal contact with the emergency services.

DEPUTY HEADTEACHER:

- assume duties of Headteacher in his or her absence.

TEACHERS:

- ensure that all their staff have sufficient information, instruction, training and supervision to carry out their duties under the policy.

CLASS TEACHERS:

- ensure that all pupils, helpers, visitors, etc, are familiar with fire, accident and emergency procedures
- supervise emergency evacuation of their classroom
- check that work areas, equipment and procedures are safe before commencement of any activity
- ensure adequate supervision of activities under their control
- report any problems to their head of department.

ADMIN OFFICER:

- ensure that all visitors are familiar with security, fire, accident and emergency procedures.

CARETAKER:

- ensure that all areas are checked for Health and Safety issues regularly (daily/weekly)
- ensure that cleaners maintain Health and Safety standards
- ensure contractors maintain Health and Safety standards.

THE FIRE WARDENS ARE:

- Class teachers

For procedures, assembly areas etc., see Fire Drill notice in every room.

THE FIRST AIDERS/APPOINTED PERSONS ARE:

- School Secretary
- Headteacher

The First Aid boxes can be found in the First Aid Room along with the Accident Book.

HIRE OF SCHOOL PREMISES SUPERVISED BY CARETAKER

CONTRACTORS SUPERVISED BY BUILDINGS MANAGER

EXTRA CURRICULAR ACTIVITIES SUPERVISED BY TEACHERS

FIRST AID

Mrs. Harris, our secretary, is our First Aider and all problems should be sent to her for advice.

We should all make ourselves aware of health problems in our classes (e.g. asthma, diabetes, allergies etc.) and the remedies the children carry with them. Should a parent request the school to administer prescribed or non-prescribed medicines, these should be taken to the office with written instructions from the parent about dosage and authorising a member of staff to give the medicine. (Please refer to Medicines in School Policy.)

The school policy is for staff and children never to touch blood or bodily fluids. There are disposable gloves for dealing with accidents and emergencies. Playground staff should take from the staff room the small shoulder bag containing tissues, gloves etc. out on duty with them, and return it on their way in.

Be aware when lifting heavy items and asking children to do similar. The key to this is assessing needs at the time. If in doubt err on the side of safety.

Any medium to serious accidents and injuries should be reported as soon as possible in the School Accident Book kept by the Secretary.

ALL HEAD INJURIES SHOULD BE REPORTED TO THE SCHOOL OFFICE AND ENTERED IN THE ACCIDENT BOOK KEPT IN MEDICAL ROOM

An unwell child should be sent to the school office accompanied by a friend. The friend will be sent back to class straightaway.

SMOKING

The Governors have adopted the Smoking at Work Policy which effectively prohibits smoking on school premises.

SMOKING AT WORK POLICY

Introduction

Surrey County Council aims to provide a healthy and safe working environment for all of its staff. This included not only meeting its statutory obligations in accordance with legislation but in terms of general well-being and in recognition of the importance of promoting good health. As the risk to health caused by smoking and exposure to tobacco smoke are now well recognised, it has been decided to introduce a formal policy on smoking at work which minimises these risks to anyone coming on County Council premises.

Policy Statement

With effect from 1 January 1995 the Policy of the County Council will be to prohibit smoking in any premises under its control with the following exceptions:

- Residents living in County Council residential establishments which are the residents' permanent homes. In such cases smoking will be restricted to 'smoking allowed' areas to be locally agreed by the manager of the establishment after having due regard, and giving priority to the needs of the non-smokers in the establishment. The ban on smoking at work will, however, apply to all staff working in these establishments.
- The Staff Club Bar.
- Custodial interview areas at the discretion of the Custody officer having regard to PACE and other operational considerations.

This Policy will apply to all individuals on County Council premises: staff members, external contractors and clients, visitors and members of the general public.

Support and Prevention

If any of the County Council's employees who smoke would wish to moderate their smoking level or wish to stop smoking altogether then help and assistance in doing so is available from the Occupational Health Unit.

Communication of the Policy

All staff will be notified of the effective date of the Policy via payroll and posters displayed on notice boards.

The availability of help for those wishing to change their smoking habits will also be widely publicised.

No Smoking signs will be clearly posted in all County Council premises.

All new and prospective employees will be advised of the restrictions and rules regarding smoking at work.

The Policy on smoking at work will be incorporated into the standard terms and conditions of employment for all employees.

Implementation

Chief Officers will have overall responsibility for ensuring that the Policy is adhered to and applied effectively and fairly within their Department.

The Assistant Director of Resources (Personnel) will periodically review the effectiveness of the Policy.

Policy Enforcement

The County Council expects all employees to co-operate with this Policy and its provisions.

Any employee who persists in smoking in contravention of the County Council's Smoking at Work Policy will be liable to be subject to disciplinary action in accordance with the County Council's Disciplinary and Dismissals Procedure.

School Governing Bodies

This policy has been adopted by Surrey County Council. It is recommended to school Governing Bodies.

FIRE DRILL

1. In the event that you discover a fire ring the nearest fire bell.
2. When the fire bell rings ask the children to leave the room quickly but calmly and lead them to the Assembly Point (playground at rear of school).
3. Sometimes children are working elsewhere in the school, it is therefore, very important that teachers explain to their class about the fire bell and that if they hear it they should vacate the building and meet the rest of the class at the Assembly Point. Teachers should also inform parent helpers of the procedure.
4. When the fire bell rings, the School Secretary will call the emergency services. The full school address is by the telephone. She will then bring the registers and visitors' book to the Assembly Point and distribute them to the teachers.
5. Each teacher checks their class by name (do not merely count heads) and reports to the Headteacher that everyone is accounted for or names of missing persons.
6. The School Secretary then proceeds to the front centre gate to greet the fire service and informs them of the location of the fire and whether all persons are accounted for.
7. Staff and children remain at the Assembly Point until the nature and extent of the emergency is fully understood.

KITCHEN STAFF

1. If a fire is discovered ring the fire bell.
2. Switch off gas supply if possible (Head of Kitchen).
3. All staff to Assembly Point (playground at rear of school).
4. Head of Kitchen to check all staff are safe and report to Headteacher.
5. Staff to remain on the playground until the Headteacher says it is safer to enter the building.

CARETAKER

1. If a fire is discovered ring the nearest fire bell.
2. Check all cloakrooms and then proceed to Assembly Point (playground at rear of school) and report to Headteacher.
3. Remain at Assembly Point and assist with care and protection of children as directed by Headteacher.

SOUTH FARNHAM SCHOOL A POLICY FOR PUPILS' HEALTH AND THE ADMINISTRATION OF MEDICINES

The purpose of this Policy is to give clear guidelines to ensure that pupils with medical needs receive proper care and support at school. The Policy sets up the formal procedures drawn up in partnership with parents and staff and should be carried out when supporting pupils with medical needs.

The Policy should be read in conjunction with ‘Supporting Pupils with Medical needs’ guidance to schools produced by the Department for Education and Employment and the School’s Health and Safety Policy.

ILLNESS IN SCHOOL

1. Children who are generally unwell should not be in school and should not return until they are fit to participate in the curriculum as normal. In some cases, however, General Practitioners may advise that pupils should attend or recommence school while still needing to take medicines. In other cases, to enable children with a chronic illness to lead as normal and happy a life as possible it may be necessary for them to take prescribed medicines.
2. Parents are asked to provide the school with sufficient information about their child’s special needs and any treatment or special car needed at school at the admission stage and to keep the school informed of any new or changing needs.
3. Carriage of Medicines to School
Prescribed medicines should be brought to school by the parent and handed to the school secretary. The medicine should be named with clear dosage instructions written on an official form held in the office.
4. Storage of Medicines
Prescribed medication will be kept in a medical cabinet which will be secure.

Administering Medicine

If it is at all possible parents should be encouraged to visit the school and administer prescribed medicines themselves. When this is not possible the following procedure should be employed.

1. The child should come to the school office (a reminder from the class teacher is encouraged).
2. The School Secretary will normally administer the medicine or other volunteer (as defined in the ‘Guidance for Schools’). A list of volunteers will be kept in the school office. Children should not administer their own medication at this stage. The medicine will be administered as defined in the accompanying document. Remember, check all details before administering.
3. Record all details in Medication Record Book.

Children with Chronic Conditions

These conditions may need emergency treatment and there are important extra procedures that should be carefully implemented in the event of a life threatening situation developing.

Such conditions will include:

Anaphylaxis

Diabetes

Asthma

Epilepsy

Children with known chronic conditions will have an Individual Treatment Plan which will have been established in consultation with the parents and School Health Service. Such children may need special medication (such as an Epipen) which will be kept in the medical cabinet and will be available to trained personnel.

Any adult who has regular contact with the child will receive training for emergency situations.

Emergency Assistance

In the event of a child needing emergency care either because of an accident or because of a chronic condition it is the responsibility of the teacher/carer to ensure that the following procedure is applied.

1. Take all measures (first aid) to ensure the child is safe. This could include putting him/her in the recovery position. Never leave the child alone.
2. Get help. Either call an adult or send a child for help making it clear that it is an emergency. Make sure you know the child's name so that a check can be made whether emergency medication is held in school.
3. Dial 999, ask for an ambulance and explain as clearly as possible the condition of the patient. (It may be you or your helper who calls the ambulance – make sure you make it clear who is going to take this action).
4. Make sure someone is ready to greet the ambulance and to show the ambulance personnel where to find the casualty (remember, speed is crucial).
5. Inform the parent.
6. If no parent arrives it may be necessary for you or a member of the school staff to accompany the child to hospital.
7. Record all events in the school 'Accident Book'.
8. Try to remain calm. Panic will be conveyed to the child and will not help clear thinking.

REMEMBER – HELP IS ALWAYS AT HAND

Record Keeping

Records of all accidents and administration of medication must be kept in school together with parental consent forms, names of staff authorised and trained to administer medicines.

RECORDS MUST BE KEPT

Medicines in School

Medicines (non-prescribed) will not normally be kept in school.

REMEMBER

You have a duty of care for the children in your charge. It is always very important to check before you administer medication. The School Office will be your first point of enquiry in all medical matters.

ACCIDENTS INVOLVING PUPILS

The best and surest method to maintain a safe environment for the children which is free from careless accidents is to establish a very clear and well understood behaviour policy. When children are calm and controlled and have proper understanding of the needs of others they will behave with respect for others which will aid the development of a safer environment. There will, of course, be accidents and it is important that everyone involved with the care of the children understands what to do when they occur.

Who is responsible for the children?

Each and every teacher has a duty of care for the children within the school and, in particular, for the pupils in their own class. Other adults within the school also have responsibilities for the children. (These adults will include administrative staff, caretaker, classroom assistants, dining room assistants and other adult helpers).

How do adults care for the children?

Firstly by ensuring a safe environment in which clear behavioural guidelines are maintained.

Secondly by ensuring that the children's working environment is safe and free from unnecessary risks.

Thirdly by following carefully laid down First Aid procedures.

What do I do when a child has an accident?

When a child has an accident the adult in charge takes responsibility for ensuring that the First Aid procedures are followed.

On the Playground

1. Ascertain the extent and nature of the injury.
2. Carry out First Aid as necessary and get help from other adults on duty.
3. You may send a child to get help from another adult. There will always be more than one adult on duty at playtimes.
4. In the event of a minor injury it may be possible for a child to go to the school office, accompanied by another child. The child should never go alone.
5. When the injury is serious it will be necessary for an adult to accompany the child to the school office.
6. If the injury is very serious the child should not be moved. First aid is a priority whilst the helping adult is getting urgent help (i.e. an ambulance). Never leave the child alone.

7. Please report accidents to the School Office and entered in the ACCIDENT BOOK.

Accidents in the Classroom

Accidents within the classroom can still occur even though the level of control is obviously greater than on the playground. The procedure is the same as on the playground.

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

Care should be taken to keep calm when an accident occurs. The injured pupil will quickly become alarmed if the adult panics and the other children must be helped to overcome any shock.

Accidents During Games Lessons

The same procedure as before.

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

During games, the teacher may be on the field without the immediate assistance of another adult. In these situations a child should be used to get help when necessary. It is helpful to have considered in advance who would be reliable and to brief the class about what to do in the event of an accidents. Never create alarm, sensible forethought will reduce risks and engender trust.

Accidents in the Gymnasium

The Gym presents hazards which are not present in other areas of the school. Careful discussion with the class about safety measures and a strict adherence to rules will help reduce risk. Remember:-

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

Accidents on School Journeys

There are detailed guidelines in the document 'Guidelines for Educational Visits and Outdoor Education Activities' which is held in the School Office and should be read by

every teacher before planning a school trip. Appendix M from the document deals with the immediate action following a serious accident or incident.

Risk Assessment

The Building Manager undertakes weekly inspections of the school and consults daily with the caretaker to ensure that potential hazards are rectified. The Building Manager should be contacted immediately if any adult has a concern over any aspect of safety.

Regular inspection and safety checks are made on all equipment and safety devices as detailed in the County Guidelines.

Risk Assessment has included measures for the safety of adults and children in the event of unwanted 'visitors' to the school.