



8.3 HEALTH AND SAFETY PROCEDURE

4 SAFETY INSPECTIONS

- 4.1 Headmaster and /or Bursar, and nominated Governors (Health and Safety Committee) will complete a safety inspection each term to view the School under different conditions. Additional inspections may be carried out at the request of the Headmaster or a Governor.
- 4.2 The whole site will be considered internally and externally and the findings recorded and acted upon.
- 4.3 All staff are expected to be vigilant and to report promptly to the Bursar any health and safety concerns. Where the member of staff considers the concern to be an immediate danger they will take the necessary steps to avoid children, staff or visitors being exposed to the danger and they will report the hazard immediately to the Bursar. Once the danger has been mitigated, the Bursar will determine whether the incident or near miss should be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- 4.4 The Bursar will assume the responsibility to put the necessary remedial work into operation and will inform Governors if required.

5 PRACTICAL ARRANGEMENTS

- 5.1 **Emergency Procedures – Serious illness or accident**
 - 5.1.1 In the event of a serious injury requiring hospital attendance, the supervising member of staff will notify the Matron immediately.
 - 5.1.2 If a Matron is not immediately available, the nearest responsible adult will be asked to summon an ambulance.
 - 5.1.3 In the event of a child being needed to pass on a message, more than one child (if possible) will be instructed to explain the situation to the nearest member of staff.

- 5.1.4** Any member of staff receiving this message will alert others and phone for an ambulance (if appropriate) without delay and the parents will be called immediately. Parent Emergency Contact information is kept in the Office and the Staff Resources Room.
- 5.1.5** Serious injuries will be recorded on an Accident Report Form by a member of staff. Forms are held in Sick Bay (School) and in the Nursery Office. Completed forms are stored in the Bursary. The Bursar will ensure that the Health and Safety Executive is informed if appropriate.
- 5.1.6** Further guidance is found in Staff Handbook policies D6.4 – First Aid and General Medical Treatment and D6.4c – Protocol on Follow Up after Illness or injury.

5.2 MINOR INJURIES AND FIRST AID FACILITIES

- 5.2.1** Minor injuries should be dealt with as soon as possible by a Qualified First Aider or Matron, and in the case of Nursery children by a Paediatric First Aider. A list of staff, qualified in First Aid will be kept on display in the Staff Resources Room (School), in each of the Nursery Rooms, and key locations throughout the School. If necessary, the Head or Deputy should be notified and a second opinion sought. These incidents are recorded in Matron's daily log (School) or in the Duty Manager's log at the Nursery.
- 5.2.2** Where an injury has required ongoing medical attention or monitoring, it will be recorded on an Accident Report Form and the parents must be notified. Any treatment given should be recorded.
- 5.2.3** Injuries to eyes and heads must always be notified to parents. A separate reporting form is available for this.
- 5.2.4** Home and work telephone numbers of all parents are in the Office (School and Nursery) and in the Staff Resources Room.
- 5.2.5** School children should not be sent home without the authorisation of the Matron, Headmaster or Assistant Head.

5.3. FIRE DRILL

- 5.3.1** Procedures for fire drills are located in all classrooms and Nursery Rooms.
- 5.3.2** A timed fire drill is conducted every term.
- 5.3.3** Each fire drill will be followed by a de-briefing session so that any concerns can be raised and lessons learnt for the future. These sessions will be arranged by the Assistant Head (School) and the Nursery Manager.

5.4 FIRST AID PROCEDURES

5.4.1. First Aid Boxes are located in :

School

- (i) Matrons' Room
- (ii) Science Room
- (iii) Maintenance shed
- (iv) Sports Hall
- (v) Sports Pavilion and rear shed
- (vi) The Cleaves (GAP flat)
- (vii) Scout Hut – Woodworking Workshop
- (viii) Kitchens
- (ix) Minibuses
- (x) Greenhouse (Swimming Pool)
- (xi) Chlorine store
- (xii) Reception classroom and Bootroom
- (xiii) School Office
- (xiv) Coachman's Cottage
- (xv) Boys Away Teams
- (xvi) Girls Away Teams

Nursery

- (i) Office and classrooms

5.4.2 **Contents of First Aid Boxes**

1. Leaflet giving general advice on First Aid
 2. Individual wrapped adhesive sterile dressings (assorted sizes) x 20
 3. Individually wrapped triangular bandages – x 6
 4. Safety pins x 6
 5. Medium sized individually wrapped sterile un-medicated wound dressings – quantity x 6
 6. Two large and two extra large individually un-medicated wound dressings
 7. One survival bag
 8. Sterile eye pads
 9. Crepe bandages x 2
 10. Scissors
 11. Cleansing wipes
 12. Resuscitation kit x 1
 13. Disposable gloves
- Depending upon the location of the First Aid box, additional contents are appropriate. For example, the box in the kitchen contains ointment for the treatment of burns. The box in the Science Lab contains eye wash. The Sports boxes contain ice packs for treatment of bruising and swelling.
 - Boxes used for trips also contain piriton, calpol and ice packs.

Matrons are responsible for maintaining these First Aid boxes. Any use of the equipment should be reported to them as soon as possible.

Termly checks by Matrons will also be carried out and recorded in the First Aid Box Register.

5.5 ADMINISTRATION OF MEDICINES

- 5.5.1 No medication is given by the staff to pupils except by Matrons or designated First Aider.
- 5.5.2 Medicine (such as antibiotics) should be brought to School or Nursery in a labelled container with detailed written instructions and handed to the Matron (School) or the Duty Manager (Nursery) who will administer the correct dosage.
- 5.5.3 Children with asthma keep an inhaler on them or in the classroom and use themselves as required. A spare inhaler is always kept by the Matrons.
- 5.5.4 Epipens are kept in an agreed place and the teacher and pupil are made aware. Training is given as necessary.
- 5.5.5 When leaving the School on trips and sports fixtures, staff should be aware of pupils required to carry epipens and inhalers and to ensure that spares are carried.
- 5.5.6 The School and the Nursery reserves the right to decline to administer prescribed medicines where concerns are held about the strength of the medication and its side effects. In these cases, the matter of administration and the child's attendance at School or Nursery whilst under the prescription will be referred to the Headmaster.

5.6 PICKING UP AND DROPPING CHILDREN AT SCHOOL

- 5.6.1 No child should be brought into School until 7.30 a.m. without permission of the class teacher and children are the responsibility of the adult who brings them until a teacher or assistant arrives.
- 5.6.2 Collecting children: No child is released until a recognised adult is identified.
- 5.6.3 All adults collecting Pre-Prep children wait outside the classroom door. Adults collecting senior children wait by the Woodland Car Park Gate.
- 5.6.4 No child should go up to the road without an accompanying adult.
- 5.6.5 Any child not collected will be with the member of staff on late duty for that day until 7.00 p.m. and after that with the Headmaster.

5.7 PICKING UP AND DROPPING CHILDREN AT BERTIE'S NURSERY

- 5.7.1** The arrival and departure times of the staff, volunteers, visitors and the children are recorded on the information software system.
- 5.7.2** On occasions where the parent/carer will not be at home or at their usual place of work, they will inform us as to how they would like to be contacted. This is recorded in the 'Out and About' section of the information software system.
- 5.7.3** Children may be collected by an adult that is specified in their file/records without prior arrangement.
- 5.7.4** When a designated person (who is not named on the child's file/records) will be collecting the child, the parent/carer will inform the staff by giving the name and contact number of this person authorised to collect their child. This information will be entered into the information software system.
- 5.7.5** When the adult collecting the child is not known by Bertie's staff, they will be asked to provide an appropriate form of photo identification, in order to ensure that the child is going home with the correct person. If this is not possible, a password will be given to a member of staff which will be noted in the 'Collection' section of the information system.
- 5.7.6** Adults who are believed to be under the influence of drugs or alcohol will not be allowed to take the child home.
- 5.7.7** Children may only be collected by persons who are over the age of 18.

5.8 SAFETY IN THE GROUNDS

- 5.8.1** Everyone entering or leaving the School should do so by the footpaths or on the side of the road.
- 5.8.2** When wet, coats should be worn at all times.
- 5.8.3** Members of staff will supervise the children at each break time. The duty involves:
- (a) Dealing with any accident e.g. cut knee etc.
 - (b) Dealing with any behavioural problem
 - (i) Arguments/fighting
 - (ii) Verbal abuse
 - (iii) A solitary child
 - © Grounds staff will check the safety of play equipment weekly
- 5.8.4** Any strangers in the grounds or School premises not on a designated public footpath should be approached and asked what their business is on School property. CCTV is operational around School and Nursery buildings with necessary signage displayed. Appropriate fencing has also been installed at the Nursery to ensure the children's safety and well being.

5.9 SAFETY IN THE CLASSROOM

- 5.9.1** No child should be in the classroom before or after School or at break or lunch time without the permission of an adult, nor in the classroom during lesson times when the rest of the class is elsewhere.
- 5.9.2** Bags should be stored correctly if brought into the room.
- 5.9.3** Scissors and other sharp objects should be stored correctly and securely.
- 5.9.4** At wet breaks, children are supervised by a member of staff.
- 5.9.5** No computer or television set or radio should be used without staff permission.
- 5.9.6** Each class teacher is responsible for monitoring the safety of their classroom. Electrical equipment should not be used unless it displays a current Portable Appliance Test (PAT) notice. If a current test notice is not visible, the Bursar should be advised. Personal electrical equipment is not allowed to be used on site as it will not have been PAT tested.

5.10 SAFETY IN THE SCIENCE ROOM

- 5.10.1** No children may enter the Science Room without a teacher present. The science labs must be locked at all times when not in use.
- 5.10.2** No water taps, gas taps, apparatus or equipment are to be touched without the teacher's permission or instruction.
- 5.10.3** Long hair should always be tied back. Overalls and safety goggles must be worn when instructed to do so.
- 5.10.4** All drawers and cupboards should be closed after use.
- 5.10.5** Chemicals are locked away. Hazcards are available on site for use as required.
- 5.10.6** Fire extinguisher, fire blanket and first aid boxes are clearly marked and are in position.
- 5.10.7** Gas taps are only connected when in use for a lesson.

5.11 SAFETY IN THE KITCHENS

- 5.11.1** No children are allowed in the kitchens.

5.11.2 See safety notices in the kitchens regarding:-

Storage of food

Hygiene

Accident procedure

Allergens and pupils with allergies

5.11.3 Any health and safety concerns should be reported to the Bursar.

5.11.4 Any electrical equipment older than 24 months located in the kitchens will be marked with a current Portable Appliance Test label which will be updated every two years. If this is not the case, the equipment will be under 24 months old and deemed safe. If there is any doubt it should be unplugged and the Facilities Manager should be consulted.

5.12 CLEANERS

5.12.1 All cleaning materials must be stored in the cleaners' cupboards which are kept locked at all times. COSHH sheets for all substances are available in the cupboards.

5.12.2 Care must be taken with the use of vacuum cleaners and extension leads so they do not cause a hazard. All electrical appliances must be checked daily before use for any loose electrical connection or inappropriate signs of wear. Any vacuum cleaners, or other electrical cleaning equipment may only be used if it is marked with a current Portable Appliance Test label. If this is not the case, the equipment will be under 24 months old and deemed safe. If in any doubt, consult the Facilities Manager.

5.12.3 Warnings must be given if floors are wet or slippery and warning signs placed around the hazard.

5.12.4 Any area of risk must be reported to the Bursar or Nursery Manager as soon as possible.

5.13 VISITS AND SCHOOL JOURNEYS

5.13.1 For visits and local journeys parents are asked to give permission by signing the general Consent Form when their child joins the School. For overnight stays or journeys the School follows the guidelines laid down by the Department of Education, and the School has a comprehensive policy (D8.17).

5.14 SAFETY AT BERTIE'S NURSERY

5.14.1 Additional comprehensive risk assessment is required for children in the Early Years Foundation Stage and these risk assessments are recorded in the Nursery's Risk Assessment Manual.

6 Safety Inspections

6.1 The frequency of tests / inspections is :

Fire drills and practice	termly
Fire alarm test	weekly
Health and Safety building and site inspection	termly
Risk Assessments	as necessary
Legionella	monthly
Pest Control	monthly
Gas and oil pipework	quarterly
Bunsen burners	annually
Emergency Lighting (battery)	monthly

Inspection reports and their recommended actions are reviewed at the next scheduled Health & Safety Committee meeting and actions and timescales agreed.

7 Maintenance of Equipment

7.1 The Facilities Manager ensures that the following maintenance schedule is adhered to. The reports resulting from these inspections are reviewed at the next scheduled Health & Safety Committee meeting.

Equipment testing and/or servicing	Frequency	Contractor
Fire extinguishers	Annually - Sept	K & S Fire Protection
Security alarms	Annually - Feb	Avon Alarms
Boilers	Annually - Oct	Unitary Engineering Services
Catering Equipment	Annually - Feb	ARK WALES
Fire alarms	Bi-annually	Multi-Alarms
Plant inspection	2-yearly	Allianz (per pro insurers)
Water tank cleaning	Annually - Feb	Pure Water Solutions
Grounds machinery	Annually - Jan	AJ Mowers
PAT testing	Every two years	Various
Electrical wiring	Every 5 years	Weston Electrical Services
Emergency Lighting	Annual full discharge test - Feb	LSTElectrical

8 Asbestos Management

The School maintains a comprehensive register of the asbestos installed on site in all of its properties. This is identifiable to staff by a small sticker carrying a discreet warning. There is no asbestos at the Nursery site so a register is not needed.

This register has been compiled by an external contractor specialising in asbestos management. The register is updated whenever any modifications are made to School property that affect the survey's content.

Re-inspections to monitor the condition of areas containing asbestos are commissioned every two to three years at the discretion of the Health & Safety Committee. The recommendations made in the revised reports are considered and instructed by the Committee.

The register is made available to all external contractors working on the School site and, if making modifications to property, they are required to sign that they have read and noted the register.

This policy was adopted on	Signed on behalf of the School	Date for review
<i>29/1/20</i>	<i>Helen Walker</i>	<i>29/1/21</i>