

RIVERSIDE SCHOOL



HEALTH AND SAFETY POLICY

APPROVED BY GOVERNORS ON 27TH JANUARY 2010

DUE FOR REVIEW - JANUARY 2012

RESPONSIBLE PERSON – SCHOOL BUSINESS MANAGER

SIGNED BY CHAIR OF GOVERNORS _____

HEADTEACHER _____

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1) INTRODUCTION

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy. The Council has done this. The Education Department has issued its policy to extend and particularise the general aims and objectives of the Council's statement.

Part One of the Education Safety Policy deals with the responsibilities of Head Teachers in individual establishments and the requirement for them to issue a local statement of safety policy and the arrangements for ensuring it is implemented correctly. The Governors are responsible for the health, safety and welfare of their employees.

2) STATEMENT OF INTENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose.

Riverside School is a day school for pupils aged between 4 and 19 years with severe and profound learning difficulties. It is the intention of the Head Teacher and Governors to prevent accidents and occupational ill health, and to take steps to control hazards in the workplace. We try to provide the pupils with an environment which stimulates the pupils; we aim to reduce risk but not to eliminate educational activities just because they may involve an element of risk. We intend to take steps to promote the health and safety of our pupils and other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up-to-date, particularly as the curriculum, staff and procedures change. To ensure this, the policy and the way in which it has operated will be reviewed annually.

This document must be read in conjunction with the Bromley and Education Department Safety Policies. Copies of all three documents will be displayed on the Staff Room notice board.

These policies will form part of the induction training given to staff.

3) RESPONSIBILITIES

Overall responsibility for the Health and Safety within the school lies with the Head Teacher. The following areas are the responsibility of the named persons:

Classrooms	Headteacher and classteachers
Admin Offices	School Business Manager
Halls and Sports areas	Headteacher
Corridors	Site Manager
Boiler Room	Site Manager
Medical Room	School Nurse
Kitchen and Servery	School Cook
Library	Headteacher
Playground and garden area	Headteacher and Site Manager
Swimming Pool	Site Manager
Music Room	Music Co-ordinator
Speech and Language Room	Speech and Language Therapist
Physiotherapy room	Physiotherapist
Computer room	Computer technician
Sensory room	Head of Primary/IT Co-ordinator
Staff room	Headteacher
Entrance	Site manager
Toilet areas	Class teachers and site manager
Off site activities	Deputy Headteacher
Minibuses	Headteacher and Site Manager

The school encourages all staff, pupils, parents and volunteers to take responsibility for keeping the school environment clean, tidy and safe.

All staff in school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. Our pupils are especially vulnerable and staff need to be constantly alert for possible sources of danger. It is also the duty of every member of staff to report any unsafe conditions to the Head Teacher or School Business Manager.

Review of Training Needs

The responsibility for safety and/or refresher training rests with the employer which is delegated to the Head teacher and Governing Body. The Head Teacher is responsible for ensuring that he is sufficiently trained and that appropriate staff receive the necessary training. This will include induction and update training.

Each member of staff is also responsible for drawing the Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff have some health and safety responsibility and will be expected to have knowledge on what to do if an accident or incident occurs, know the fire and first aid procedures and understands the basics of infection control and manual handling. Training records will be maintained to ensure that refresher training is undertaken within prescribed limits. Eg first aid.

4) ARRANGEMENTS

4.1 RISK ASSESSMENT

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, pupils or visitors. We will take all reasonable measures to reduce these risks to an acceptable level. Risks assessments shall be undertaken and recorded for all tasks/activities/visits with a possibility of significant risk.

An additional assessment can be requested by any member of staff if they are worried about an activity. Such request should be made to the Head teacher/Deputy Head teacher/School Business Manager.

4.2 VISITORS

All visitors shall be directed by clear signage to the Reception and must report to the School Office where they will be logged in the visitor system and issued with a identity badge which must be worn whilst on premises. This important for reasons of security and fire safety.

Contractors will be expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings.

All staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Head Teacher/School Business Manager.

4.3 FIRE SAFETY

A fire risk assessment will be carried out and an emergency action plan prepared. The responsible person shall be the School Business Manager who shall ensure that actions are taken as identified by the assessment.

The Site Manager shall be responsible for carrying out fire alarm call point tests on a weekly basis. The fire log book shall kept by the site manager and the results of tests recorded.

A full fire drill will be carried out during the summer term. The staff and pupils will leave the building and assemble at their fire assembly points. Staff checks on the fire exit route and assembly points will be made every half term. A record kept in the fire log book.

Emergency exits, assembly points and assembly point instructions shall be clearly identified by safety signs and notices.

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. Ensure the alarm is raised BEFORE attempting to tackle a fire.

4.4 BOMB ALERTS

In the event of a bomb alert, fire evacuation procedures should be followed. Notification shall be by central tannoy announcement .

4.5 EMERGENCY PLAN

The school has an emergency management plan which is appended to this Policy.

4.6 ACCIDENT REPORTING AND RECORDING

All staff must be aware of Riddor – reporting of injuries, diseases and dangerous occurrence’s regulations. All accidents involving pupils, staff or visitors should be reported to the School Business Manager who will advise on the need to complete an accident form and investigate all accidents to see if action is needed. The accident forms shall be kept in the school office. A report on accidents shall be submitted to Governors on an annual basis or in the event of significant injury.

4.7 FIRST AID

The qualified first aiders are Clare Chalaye, Charlie Adams and Teresa Warner. A list of staff who have completed the appointed persons training for emergency aid will be displayed in the school offices and the staff room.

Each classroom has a first aid kit which will be checked by classroom staff and supplies obtained from the School nursing team. First aid boxes will also be available in minibuses, pool room, music room, horticultural area and taken to off site sporting activities.

Minor injuries should be cleaned using warm boiled water using a conti wipe and left exposed to the air. In the event of a more serious injury the first aider or school nurse should be consulted immediately. If the First Aider or School Nurse considers it necessary, the injured person will be sent directly to hospital. Parents and/or guardians will be informed.

If a child needs the nurse urgently and she cannot be connected by telephone, the school secretary should be asked to tannoy using the following codes:

<p style="text-align: center;">RED FIRST AID Could be severe cut, burn, accident. Nurse will bring First Aid equipment</p>

<p style="text-align: center;">YELLOW FITTING Could be known/unknown epileptic Nurse will bring appropriate medication for class base.</p>

<p style="text-align: center;">BLUE BREATHING Could be choking, coughing and any problem with breathing. Poor colour, sudden stopping of breathing, altered rate, colour or condition of child. Could be peanut/other allergy whereby emergency equipment may be needed. Loss of consciousness – total/partial. Nurse will bring oxygen, suction etc.</p>

All parents will be asked to complete a pink form annually detailing their medicinal requirements and authorising treatment. Medicines must be properly labelled with clear dosage instructions by the dispensing pharmacist. The form shall be kept on the individual pupil file in the school office.

Medication will be given by the school nurse or first aider. If the child is out of school on an educational visit, medicines will be administered by the class teacher or responsible adult according to authorisations detailed. The drug cupboard will be kept locked at all times. Medication given to pupils shall be recorded on a drug chart list kept in the medical room.

4.8 CONTROL OF INFECTION

Staff must be aware of guidelines for reducing the risk of infectious diseases when dealing with bodily fluids.

Guidelines for changing children with incontinence needs:

The privacy of pupils will be respected and each pupil handled sensitively at all times.

Staff will **wash their hands before** and **after** changing pupils and wear disposable gloves and aprons(if appropriate) at all times.

The pupil should be isolated either on a changing trolley or within the toilet area.

The child shall be cleaned using warm water and conti – soft tissues. Baby oil or other creams recommended by parents/school nurse can be used.

All soiled clothing will be contained in a sealed plastic bag to return home.

All other materials will be disposed of in sanitary bins.

The school nurse shall be consulted to help pupils and parents if there is a problem with incontinence.

The changing bench shall be cleaned with anti bacterial wipes after use.

Spillages of bodily fluids shall be cleared up as soon as possible, isolating the area to keep other people away from it. Disposable gloves and aprons should be worn.

A mixed solution kept in controlled conditions by the site manager should be used to disinfect the area after covering with absorbent paper. All material should be disposed of in the sanitary bins.

4.9 EPILEPTIC FITS

If a child has an epileptic fit they should if possible be moved to a safe, comfortable position. Any clothing should be loosened around the neck.

Staff will stay with the child and reassure them when the fit has stopped.

Each pupil will have a different response to their epilepsy. Notes will be kept in the classroom. Consult the school nurse after a fit to ensure it is appropriately recorded and that parents are informed.

Epileptic fits requiring Rectal Valium – buccal med.

Rectal Valium medication for individual children will be clearly labelled and kept in named containers in the medical room.

The school nurse will inform staff about pupils with life threatening illnesses and ensure that training is given to all staff so that they can give necessary drugs and antidotes in an emergency.

4.10 OXYGEN

Emergency oxygen is stored in the medical room, the volume is checked daily. Appropriately sized equipment is kept with the oxygen which is stored securely.

Oxygen belonging to individual children is stored securely and labelled clearly. An oxygen concentrator is kept in the classroom for an individual pupil.

4.11 FOOD AND FOOD HYGIENE

The school is 'a nut free zone' as we may have pupils who have severe allergic reaction (anaphalaxis). Where required epipens are kept in the class where the pupils are based and staff will be trained to administer them.

Staff will wash their hands before and after handling food. Students must wash their hands before lunch and staff assisting more than one student at lunchtime should wash their hands in between working with the two children.

Facilities management will be responsible for monitoring the services provided by the school catering contractor and for ensuring that correct food preparation and storage procedures and basic food hygiene requirements are followed.

Staff will ensure that pupils preparing food will follow basic hygiene guidelines.

4.12 ANIMALS AND PLANTS IN SCHOOL

Class teachers are responsible for making arrangements for looking after animals and plants in their classrooms. Appropriate arrangements will be made for care of animals over holidays/weekends in accordance with animal welfare considerations. No animals will be allowed into school unless specific risk assessments have been undertaken.

The teacher responsible for horticulture will supervise arrangements for plants.

4.13 SAFETY IN SPECIFIC LESSONS

4.13.1 Science

The Science co-ordinator has the responsibility for ensuring the advice of the LA is followed by other members of staff and that risk assessments are produced as appropriate.

4.13.2 PE

The Head Teacher and PE co-ordinator will monitor activities to ensure adherence to published guidance. Appropriate kit should be worn, jewellery removed and hair tied back. Pupils vary considerably in ability and staff should ensure that activities are within their capability.

The PE equipment must be checked annually by Kent CC and records kept of inspections. Teachers must check equipment before use and at the end of each session equipment should be replaced securely and correctly. No pupil is to move equipment unsupervised.

Trampolining

There should be one member of staff standing on the floor near the sunken trampoline. This member of staff will be coaching /observing pupils on the trampoline at all times. Safety guidance must be adhered to when pupils are using the trampoline.

Hydro therapy pool

The Site Manager is the designated person responsible for the correct operation, access to, supervision and water treatment of the pool. Regular tests of the pool water quality are undertaken by maintained services and environmental health. The use of the pool will be conducted in line with LA guidance.

The maximum bather load is 20.

There is a pole hanging on the wall and a buoyancy ring which can be used to help a swimmer in difficulties. A telephone and first aid kit are kept in the pool area.

An adult capable of effecting a rescue and performing artificial resuscitation must be present at the pool side whenever pupils are in the water.

There must be an adult spotter at the side of the pool and the Head Teacher must be satisfied that there are sufficient adults in the pool to ensure the pupils safety.

4.13.3 Technology

Any technical equipment should be inspected annually. This is the responsibility of the Design and Technology co-ordinator. Equipment for Design and Technology should only be used by members of staff who have received training in the safe use of the equipment.

4.13.4 PSHE

PSHE and Sex education programmes contain modules on Health and Safety issues for the pupils. The school encourages the pupils and staff to take responsibility in leading a healthy and safe life based on current information and advice. All classes agree safety rules for pupils and staff.

4.14 SAFETY RULES FOR STAFF

- 4.14.1 Pupils should never be left unsupervised (unless agreed with parents as part of an independence training programme.)
- 4.14.2 If faced with a difficult parent in the classroom, staff should ask them to see the Head Teacher. If they refuse someone should be sent to fetch the Head Teacher.
- 4.14.3 Pupils are not allowed to use the staple gun; guillotine; glue guns.
- 4.14.4 Craft tools must not be left unattended.
- 4.14.5 Heavy items of equipment should not be moved by pupils unless an adult is supervising.
- 4.14.6 The playground gate to external areas shall be kept locked.
- 4.14.7 No access shall be allowed to the school other than by registered swipe card or by the issue of a visitor pass from the main reception.
- 4.14.8 No children should be sent to or left in the playground unsupervised. Staff supervising the playground should remain vigilant at all times. Staff should position themselves around the playground to allow for maximum supervision. Pupils must not be allowed to fight.
- 4.14.9 Pupils and staff must not carry cups of hot/cold drinks around the school.
- 4.14.10 At no time should any pupil or adult be struck.

4.15 OFF SITE ACTIVITIES

All off site activities will be regulated in accordance with DCSF advice 'Health & Safety of pupils on educational visits. A risk assessment shall be completed and signed by the Deputy Head before any off-site activity takes place.

If the visit involves contact with plants or animals special care should be taken to ensure that hands are washed immediately after contact.

In the event of water based activities where pupils have any existing cuts or open wounds, steps must be taken to ensure these are protected.

Maximum vigilance must be exercised by staff taking pupils off the school site. Pupil ratios should be discussed with the Head Teacher/Deputy Head Teacher before leaving the school. A form stating the intent of the outing and the staffing ratio must be completed and approved by the Head Teacher before parents are notified of a trip. The recommended ratio is: 3 children to 1 Teacher; 2 children to 1 Teaching Assistant; 1 child to 1 volunteer. Voluntary workers must not take pupils off site unless accompanied by employed staff. The Head Teacher and Deputy Head Teacher have the discretion to vary the foregoing for specified reasons.

4.16 OUTSIDE PLAY EQUIPMENT

External play equipment will only be used when supervised. Such equipment shall be checked before use for any apparent defects and for contamination by animals. Any defects should be reported to the Site Manager.

4.17 EQUIPMENT MAINTENANCE

Mats, wedges and large physiotherapy balls should be wiped after use.

Standing frames and chairs – trays should be wiped with disinfectant before and after use.

Equipment that has come into contact with pupil saliva should be wiped after use.

Shelves and fridges must be cleaned every half term.

Staff are responsible for reporting potentially contagious conditions e.g. impetigo; head lice; chicken pox etc. to the school nurse who will arrange for the appropriate action/notifications to be made.

Staff should wear disposable latex gloves when clearing up blood, vomit, faecal matter and other fluids.

4.18 REMOVAL OF WASTE

Bodily fluids and contaminated waste will be dealt with by staff wearing latex gloves and plastic aprons. All waste will be placed in the incontinence waste disposal bins which will be emptied once a week. Disposal shall be by regulated contractors in accordance with COSHH regulations.

Ordinary waste shall be placed in appropriate bins which will be emptied daily and taken to the designated refuse storage area prior to removal by a refuse service contractor. Other waste will be dealt with by the Boroughs Technical Services Department.

4.19 MANUAL HANDLING

Injuries can be caused by incorrect moving and handling of objects or people. Staff are required to handle and move some of our pupils many times a day. It is important that each move is achieved with the minimum of effort to staff and gives the pupil a safe and comfortable transition. Staff should follow guidelines issued in the Moving and Handling Policy but the following guidelines should always be considered:

Staff handling and moving pupils who are physically dependent should consider the safest way to complete the move. For the majority of pupils hoists should be used to make the transfer. If any member of staff feels that a move is too difficult they should ask for a risk assessment which will be completed by Teacher responsible for Integrated Services or the Deputy Head Teacher and/or professional advisor. Members of staff should always consider the following safety considerations when transferring a pupil.

- Clear and dry floor surface
- Stable transfer surface
- Sensible clothing; flat shoes
- Finger nails kept short to avoid scratching or breaking
- Minimum jewellery to avoid scratching
- Wheelchair should be moved to the handling point
- Capability
- Assess your own ability to complete the move

Environment and Moving Technique

If space is restricted the most efficient use of the room available to complete a moving or handling procedure should be considered. Staff will be reminded of the rules for back safety:-

B	Be confident	F	Flex your knees
A	Assess the situation	I	Imprison your object
C	Check your clothing	R	Raise your head
K	Keep your feet apart	S	Straighten your back
		T	Take your time

4.20 ELECTRICAL SAFETY

All staff should monitor the condition of plugs, cables and electrical equipment and shall report to the school office any damaged electrical equipment or wiring. The site manager shall be responsible for arranging repairs to said equipment. Portable Equipment Testing shall take place annually. Any electrical items brought into school must be reported to the Site Manager for testing prior to use.

The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and correctly protected. The school also encourages staff and pupils to conserve energy at all times.

4.21 USE OF PREMISES OUTSIDE WORKING HOURS

Any letting will be subject to conditions and the hirer will be made aware of their responsibilities during the period of the let. The Site Manager will ensure that hirers are notified of the location of fire exits; extinguishers and emergency arrangements such as wheelchair routes.

Unless the swimming pool is included within the letting, all access to it will be securely locked.

4.22 SECURITY

The procedure for clearing the school and setting the alarms are controlled by the Head Teacher or the Site Manager. All items of significant value will be security marked and recorded in the school asset register. Users of dangerous or high value items shall be responsible for securing them on completion of use.

The school is a member of the Bromley School Watch scheme.

4.23 CONTRACTORS

The responsibility for managing contractors on site shall lie with the School Business Manager /Site Manager. All contractors shall report to the school office before starting work. No vehicles shall be manoeuvred on site whilst children are in the area. No grass cutting shall take place whilst children are on the field. No equipment should be left in areas of pupil access and all equipment must be secured at the end of the day.

Contractors will be expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings.

4.24 MINIBUSES

The school minibus fleet shall be regularly inspected and maintained in line with LA advice. All drivers will have received appropriate MIDAS training and undertaken a medical.

4.25 DISPLAY SCREEN EQUIPMENT

Ill health and injury can result from incorrect use of DSE. All significant users shall have a DSE assessment carried out by their line manager. Significant users are entitled to a voucher to receive a free eye test.

4.26 COSHH

Every attempt will be made to avoid, or choose the least harmful substances which fall under the 'Control of Substances Hazardous to Health Regulations 2004.' Care will be taken when ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous material must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored under the personal responsibility of the Site Manager. If substances have been brought onto site for a specific 'one-off' purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Safety data sheets should be obtained from the supplier for approved chemicals and cleaning agents.

4.27 BANK RUNS

Arrangements will be reviewed with School Business Manager from time to time so that day, time, route etc. are varied as much as possible and money banked frequently. The member of staff will inform other staff when he/she is going to the bank and of his/her return. Any concerns should be raised with the Head Teacher/SBM immediately.

4.28 WORKING ALONE

LEA Procedures will be followed in respect of lone working and home visits.

Working alone with dangerous parts of machinery or at height without recourse to assistance will not be allowed in school.

4.29 STRESS

The Head Teacher will be responsible for ensuring that staff are not working at undue stress levels. Staff or line management with any concerns about a member of staff should report them to the Head Teacher so that action can be taken and if necessary stress management counselling arranged.

4.30 ALCOHOL AND DRUGS

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff or visitor is incapacitated, this must be reported to the Head Teacher.

4.31 SMOKING

In accordance with legislation and policy Riverside is a completely non-smoking environment.