



# **Penarth Group School**

## **Health and Safety Policy**

### **First Aid Policy**

**Date: January 2019**

**Review Date: January 2020**

## Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.

The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.



Signed.....

**Head Teacher**



Signed.....

**Chair of Governors**

Dated.....January 2019.....

## **Roles and Responsibilities**

The **Governing Body** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Report issues to the maintenance team to ensure any building/grounds issues are dealt with in a timely manner

**The Head Teacher** with the support of all staff will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Head Teacher** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

**All School Staff** will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

## **Arrangements**

### **Accidents and Incident Reporting**

- The accident reporting procedure and all the associated paperwork can be found in the Headteachers office.

### **Administration of Medicines**

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

### **Asbestos**

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

### **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum
- The Head Teacher (with appropriate support from all staff) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

### **Educational Visits**

- All off site trips will be subject to risk assessment.

### **Electrical Testing**

- All items of portable electrical equipment in school are inspected and checked annually

### **Employee Health and Wellbeing**

- Please refer to Penarth Group Staff Employee Handbook.

### **Fire Safety & Evacuation of the Building**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Headteacher
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually by the Site Manager
- A separate fire safety policy and risk assessment has been produced

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

### **Legionella**

- **AquaCert** provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

### **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

### **Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

### **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

### **Pregnant Members of Staff**

- Please refer to Penarth Group Staff Employee Handbook for procedures relating to pregnant members of staff.

### **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds

- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

### **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

### **Snow and Ice**

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

### **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

### **Working at Height**

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who under take working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

Penarth Group School

# First Aid Policy



**Policy Statement**

The Headteacher and Board of Governors of Penarth Group School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Penarth Group School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.



Signed \_\_\_\_\_  
(Headteacher)

Date \_\_\_\_\_



Signed \_\_\_\_\_  
(Chair of Board of Governors)

## **Introduction**

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'* (The Joint First Aid Manual 8<sup>th</sup> Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## **Statement of First Aid Provision**

The School's arrangements for providing First Aid will:-

- Place a duty on the Headteacher and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

## **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

***The School Office – Ground Floor***

***The Maths Room – First Floor***

***Art Room – Second Floor***

**A standard First Aid Kit will contain the following items:**

Leaflet giving general advice on First Aid  
20 individually wrapped sterile adhesive dressings assorted sizes  
4 triangular bandages  
2 sterile eye pads  
6 safety pins  
6 medium wound dressings  
2 large wound dressings  
3 extra large wound dressings  
1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by The Headteacher

The School First Aiders are: -  
Stephen Watson, David Atkinson – First Aid at Work  
Carol Nolan – Emergency First Aid at Work

Before undertaking any off site activities the level of first aid provision will be assessed by the Headteacher and at least one First Aid Kit will be taken along.

**Information on First Aid Arrangements**

The Headteacher will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Headteacher will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

### **Transport to hospital or home**

The Headteacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Headteacher may decide to transport the pupil to the hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.