

## Redbridge High SCHOOL

### HEALTH AND SAFETY POLICY

This document has been written for Redbridge High School in conjunction with Liverpool Authorities Health and Safety Policy (see Health and Safety documents ).

#### THE SCHOOL

At Redbridge High School Health and Safety is not seen as a separate entity but as an integral part of the management of the school.

It is the school's policy to take all steps within its power to prevent personal injury, health hazards and damage persons and property.

In order for this to be achieved the school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school premises.

Staff recognise it is only by adoption of safe methods of work and good practice by every individual that personal health and safety can be assured.

#### SCHOOL STAFF GOVERNORS

The governors at Redbridge High School have the responsibility to organise the management and control of health and safety within the school and to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupil and visitors. The Governors will regularly monitor developments relating to health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 as far as is practicable. The Governing Body through the head will make arrangements for all staff to receive information on: -

- The Policy
- All other relevant health and safety matters
- Safety training which is appropriate to their duties and responsibilities.

There is a rolling programme in place for staff to review and for governors to ratify school policies and related issues eg approving residential visits.

The named Governors for Health and Safety and premises committee are Mr Steve Boote and Mr Eddie Smith.

The named teacher for Health and Safety is Bev Riley Deputy Headteacher, the site manager is Mr Mark Fryer

The school Clerk of Works is Mr Tony Shipley.

(Safety audits are to be carried out by the above at the end of each term)

### **HEADTEACHER**

The head has responsibility for the day to day maintenance and development of safe working practices and conditions for pupils, teaching, non teaching staff, ancillary staff, visitors and any other person using the premises or engaged in activities sponsored by the school. All reasonably practicable steps to achieve this end will be made to ensure the health and safety and welfare of all concerned. The head will take appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

The head will ensure that the school's policy for health and safety and welfare is effectively implemented and understood at all levels. This policy will be regularly monitored and revised as necessary.

The head will identify the training needs of staff and ensure within the financial resources that appropriate training and instruction in health and safety matters will be provided.

The head will ensure that any defects in the premises, equipment or facilities which relate to or affect the health and safety of staff, pupils and others are made safe as soon as is possible.

The head/deputy head will collate accident and incident information termly and when necessary carry out investigations.

The head will monitor the health and safety throughout the school and encourage staff, pupils and others to achieve the highest possible standards

## **SCHOOL STAFF**

The staff at Redbridge will be encouraged via training to understand/take a direct interest in the schools health and safety policy and in helping other members of staff, pupils and others to comply with its requirements. Key staff will be familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area and responsibility especially the 'Management of Health and Safety at Work Regulations 1999'. It is important that all staff within the school adopt the following: -

- Work safely and efficiently.
- Use equipment appropriately
- Use approved protective clothing and equipment.
- Report any defect in equipment or electric wiring.
- Follow all instructions/training given for their safety.
- Take an active interest in promoting safe working practises and suggest was of reducing risk.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which will put them, or anyone else at risk.

It is important for staff to make regular safety inspections of their own area and to report any health and safety concerns to the deputy/head.

Staff are to ensure health and safety regulations, rules, procedures and codes of practice are applied effectively in their classrooms and throughout school.

## **Site Manager**

The site manager at Redbridge High School Mr Mark Fryer will carry out all duties in accordance with the specific safety policy issued by the caretaking section. He will liaise with Liverpool City Council cleaning services who hold the school's cleaning contract regarding safe and efficient methods of work.

## **KITCHEN STAFF**

Kitchen staff are employees of Duchy catering. Staff will be familiar with the school's safety policy and what it means to their activities.

Staff must make reference to the safety document issued by the Catering Officer.

The kitchen manager will ensure that all kitchen staff are instructed and informed to work in accordance with this document and must inform the head of the school of any potential hazards or defects as soon as possible.

The manager will be familiar with the Food Safety Act and the implications as far as the school is concerned.

**COPIES OF THE SCHOOL HEALTH AND SAFETY POLICY AND LOCAL AUTHORITY POLICY ARE AVAILABLE IN THE STAFF ROOM**

**SAFETY**

Teaching staff and support staff are to be in the classroom at 9.00.am. Pupils may enter the school from approx 8.50 and must remain in the hall under the supervision of their escorts until 9.00.am when teaching assistants start work and teaching staff are out of the morning briefing meeting.

**DOORS**

Doors throughout the school must be kept closed at all times as fire barriers.

The front door must be kept closed at all times and all visitors to school must present themselves to the admin team who will verify their identity, purpose of visit and issue a visitors badge to be worn in the school building.

**School staff must not allow visitors into the building without verifying their credentials via reception staff.**

**Visitors who are in school for a day or longer will be asked to sign the L.A'S screening document related to safeguarding.**

Please see the Safeguarding Policy.

**Use of Contractors**

All contractors undertaking work in school should report to the site manager who will provide them with the asbestos register and required risk assessment documentation from the Clerk of the Works to complete and approve before beginning work.

Any large scale jobs or tasks requiring a Permit to Work should be assessed for safe working practises and will require ongoing

monitoring throughout the work by the competent person attached to the school– the Clerk of Works.

### **ACCIDENTS**

All accidents, whether or not they result in injury, are to be reported to the class teacher and recorded in the pupil/staff accident book and the appropriate forms filled in as necessary. Causes will then be established and consideration given to remedial measures. Parents of pupils need to be notified. The school nurse will advise parents as soon as possible if she thinks the parent needs to seek medical advice or hospital treatment. The Headteacher/Deputy should be informed as soon as possible of any significant injury to pupils/staff.

Records are kept of all injuries to pupils, staff and visitors that happen in school time.

The Accident Books are kept in the medical room.

The H.S.E. (Health and Safety Executive) does not require reports of pupil's injuries arising from collision, slips and falls in the playground – unless they are caused by:-

- the condition of the premises (e.g. pot holes, ice, worn steps)
- by equipment being on the premises (e.g. contractor's machinery)
- by the lack of proper supervision.

**The Headteacher and Governing Body considers it good practise to report all injuries to pupils, staff and visitors on site.**

Injuries to pupils on school sponsored or controlled activities away from school must be reported promptly to the Head or Deputy Headteacher who will then inform parents fully as soon as possible. Information is passed to the Local Authority as necessary who will assist in determining if it is appropriate to pass the details on to the H.S.E.

Failure to report incidents is deemed a cause for prosecution by the H.S.E.

**N.B. Employees should note that the City Council requires medical evidence from the first day of absence in the form of a doctor's certificate to cover any absences from work caused by an injury. A self certification is not sufficient.**

### **AMBULANCES**

Ambulances in case of accident – a responsible adult will accompany a child taken from school by ambulance until a parent or social worker arrives. The pupil's name, date of birth, address and telephone

number and any other relevant details will be given to the ambulance crew and the parents or guardians or the next of kin informed as soon as possible. (Medical information on all pupils can be found in the medical room) Staff should not use their own cars unless their insurance policy specifically permits this use.

No attempt to move an injured person should be made until appropriate examination and assessment have been completed. Minor injuries will be treated by the School Nursing Staff

### **PARENTAL CONSENT**

The written approval of parents for routine community visits will be obtained when pupils are admitted to school. Where more challenging activities or whole day visits are taking place an additional form will be sent home informing parents/guardians requesting consent. Residential visits require separate consent along with a comprehensive itinerary of activities and risk assessments. Parents will be made aware that all risk assessment documentation will be available for them to view.

### **Accidents Involving External Bleeding**

- a. Normal first aid procedures will be followed. First Aiders will wear disposable gloves.
- b. Hands to be washed after first aid is given – firstly with gloves and then after the gloves are discarded with antibacterial soap.

Small quantities of contaminated cotton wool, plasters, etc. are to be disposed of in the appropriate containers.

Mrs Mary Lannagan and Mr Mike Wharton are the recognised First Aiders. They are responsible for maintaining the contents of the first aid boxes and are available to be consulted on first aid matters. In addition, many staff have completed the one day first aid course.

### **FIRST AID BOXES**

All first aid boxes are regularly checked and maintained. The permitted contents of First Aid boxes are now restricted to those items that can be used by an untrained person to treat themselves and others without the risk of exacerbating injuries.

#### **Statutory First Aid Boxes contain only:-**

A printed card listing the contents and a leaflet giving general on first aid.

- Individually wrapped and sterile dressings.
- Sterile eye pads with attachment.

- Triangular bandages (sterile – or if not suitable – sterile coverings for serious wounds).
- Safety pins.
- Selection of medium, large and extra large sterile or medicated dressings.
- 900ml. of sterile water – or – sterile normal saline solution.

### **MEDICAL ROOM**

The medical room is reserved for first aid treatment when necessary and for the use of school doctor, nurse or dentist.

### **PROCEDURES FOR THE CLASS TEACHER**

To take charge of the situation in the event of a serious injury or illness.

To delegate the following: -

Pupil supervision and: -

- To inform Base Head/Deputy/Headteacher as necessary
- To ensure that medical staff have been summoned
- Inform Admin who will ensure that a responsible person is sent to open any gates and direct the ambulance crew to the casualty.
- To obtain from the ambulance crew the destination of the casualty and subsequently to ensure that parents or guardians are notified.
- School Nurse/Class teacher to ensure appropriate medical information is given to the adult accompanying the child in the ambulance.

All teaching staff act in loco parentis during the time that the school is open and will therefore exercise a degree of care as great as that which would be taken by a parent.

If a pupil is taken to the nurse for treatment parents need to be informed by phone call or letter that their child has received medical attention.

### **HYGIENE**

Because of the needs of the pupils the staff at Redbridge are in contact with vomit, urine and excreta on a regular basis and so a high standard of personal hygiene is encouraged at all times.

#### Procedures to follow:-

- Children are encouraged to wash their hands with soap and water after using the toilet, before going to lunch and before handling/preparing food.
- Particular care will be taken when dealing with bleeding or other cases of spillage of bodily fluids by using personal protective equipment ie gloves/aprons.
- Pupils will be kept away from the area until the spillage is dealt with.
- Infected waste including, cotton wool, plasters, bandages, contaminated paper towels, disposable nappy pads, must NOT be placed in open bins – they must be placed in sanitised bins provided.
- On completion of work involving the cleaning up of bodily fluids – hands are to be washed thoroughly.

#### **MEDICINES**

Where it is to be agreed that medicines are to be administered in school – the parent/guardian must fill in a medical consent form – stating medicine dosage – timing – duration. Any additional instructions or information to be followed should be written out and signed by the GP or hospital Doctor.

No child is to convey medicines into school. **Parents/ guardians must give the medicines directly to the bus escort and not put in the pupil's school bag.**

Prescribed medicines must be clearly labelled – with a pharmacist's label showing the content and owner's name and dosage.

All medicines will be kept in the locked cabinet in the medical room. The key is kept in the top drawer of the desk in a tin. All keys are clearly labelled.

Staff will be informed of any pupil suffering from Epilepsy, Asthma or Diabetes and will be aware of any adaptations that need to be applied to the child's activities and what to do in an emergency.

**If pupils are left for any reason with another class, medical information and dietary requirements should be discussed with the class teacher.**

**All supply teachers will be informed of any medical requirements needed for pupils in their class.**

If any teacher has any concerns whilst the child is in school the school nurse can be contacted in the medical room on ex 28. If nursing staff



leave the medical room they will write out their whereabouts on the whiteboard in their room for ease of contact.

### **PROCEDURES TO FOLLOW:-**

#### **In the Event of an Emergency**

For the number of pupils who may require specific medical management, action or medication, such as, rescue medication, an individual care plan will be determined for each child and the class team can discuss this with parents and medical staff.

Written instructions via each pupil's consultant will offer advice on when to administer rescue medication .

Staff members are acting loco parentis in the case of any emergency. The child's welfare is uppermost in any decision making.

#### **During Seizures**

- Pupils may be placed in the recovery position by the first person to reach the pupil.
- Pupils need to remain in the place of seizure and staff need to organise other pupils to make sure the area is safe.
- For many seizures the length of time of the seizure will mean that it is not necessary to administer drugs.
- The child's individual action plan will state how long to wait before the drug is administered. For most children it is about five minutes.
- Staff should take particular care to note the start time of the seizure to inform medical staff. Seizures should be recorded and the parent or guardian informed.

#### **STORAGE OF MEDICINES**

All drugs will be kept in the medicine cabinet in the original packaging clearly stating dosage: -

**The drug and the School Epilepsy Protocol will be kept in the locked medical cabinet with the complete written instructions for dealing with a seizure for that child. Copies are also in the admin office in a blue/green folder marked 'medical care plans'**

Drugs will be checked for amount and expiry date by the school nurse.

Staff taking any pupil on an educational visit who requires emergency medicine should inform the medical team who will prepare everything necessary. This then needs to be signed out by a member of the staff team and signed back in on their return.

### **Review of Procedures**

Procedures for each named pupil will be reviewed annually. This will take place at medicals or if and when parents inform the medical team of any change.

### **SCHOOL EDUCATIONAL VISITS**

On school educational visits –

Parents need to give written consent of their approval for significant school trips ie anything more than a low risk, half day community visits eg an outdoor education activity involving abseiling/water sports.

- Educational visits will be properly assessed beforehand for the likelihood of hazards.
- Parents will be advised about the necessary footwear and clothing.
- Adequate equipment will be provided.
- A competent member of staff will be responsible for organising the trip.
- First Aid Box to be taken on every trip and required medication.
- Attention to emergency procedures for individual children.
- Check insurance.
- Check bus – fuel – water – tyres.

Refer to Out Of School Visits policy for additional information.

### **MANUAL HANDLING**

Staff at Redbridge High School are to familiarise themselves with The Manual Handling Operations Regulations set out by the L.E.A. School Health and Safety Policy Statement 2000.

Maire Rooney is the Senior teacher responsible for Manual Handling, is a trainer for 'Centaur Training' and delivers sessions for staff at Redbridge.

### **Procedures to follow:-**

- Avoid manual handling activities, in so far as, is reasonably practicable by eliminating the need to move a load or by mechanising the process eg using a hoist or trolley
- Where such activities involving risk cannot be avoided – they should be subject to an assessment.

- The risk of injury should be reduced so far as it is reasonably practical.

### **Appropriate steps may include**

- Specific training
- Mechanical assistance, such as, trolleys.
- Specifying that two persons carry out a particular task.
- Providing carrying devices for awkward loads eg wheeled cage trolley
- Nominating particular individuals to carry out tasks that are beyond the physical capabilities of others.

There is no such thing as a completely 'safe' manual handling operation but working within training guidelines will cut down risk of injury.

### **GOOD HANDLING**

#### **Procedures to follow:-**

- **Plan Lifting**
- **Adopt a good posture**
- **Keep close to the load**
- **Put down, then adjust**

### **Challenging Behaviour and Supportive Holding**

For many of the pupils at Redbridge High School communicating with others to make their needs known can be a difficult and sometimes frustrating experience. Teaching positive communication is a major part of our curriculum and can remain so throughout a pupil's time in school. Despite our best efforts to establish effective individual systems, for some pupil's frustration may lead to behaviour difficulties. It is our aim that all staff at Redbridge High School are trained in the 'Approach' method of positive intervention accredited by BILD. Please see Behaviour Management Policy

### **Fire and emergency procedures**

#### **Fire Log Book**

This is kept in the site managers room

Fire drills take place at least once per term

In the event of a fire operate the nearest alarm and vacate the building as follows:

- **Base 1**

Staff should assist pupils into their chairs as quickly as possible if it is safe to do so. Pupils should have the minimum of a lap strap secured before leaving the building and staff will operate a relay system where one staff transfers each pupil to another waiting outside who will then transfer the pupils to the concrete hard standing away from the building. If the fire is in the immediate vicinity pupils will be transferred from the building as quickly as possible in the safest possible manner eg on a mat, side lyer or carried. It is important that staff are aware of the danger and work as quickly as possible but do not put pupils in greater danger of injury by panicking and acting in haste.

- Base 2

Leave the premises through the outside door. Each class are to assemble on the concrete play area well away from the main building. Each class teacher should check that all pupils and staff are present, wait for the register to be delivered by the admin team and further instructions from the Head/Deputy/Senior Team.

- Base 3

Leave the premises through the outside door. Each class are to assemble on the concrete play area well away from the main building. Each class teacher should check that all pupils and staff are present, wait for the register to be delivered by the admin team and further instructions from the Head/Deputy/Senior Team.

- F.E

- Leave the premises via the nearest safe exit and assemble in class
- Groups on the concrete area well away from the main building.
- Each class teacher should check that all pupils and staff are present,
- Wait for the register to be delivered by the admin team and further instructions from the Head/Deputy/Senior Team.

### Portacabin

Leave by both exits if possible and assemble in class groups on the concrete area well away from the main building.

The class teacher should check that all pupils and staff are present, wait for the register to be delivered by the admin team and further instructions from the Head/Deputy/Senior Team.

There is clear fire signage in all areas throughout the school buildings.

### **Fire responsibilities**

#### Admin officer/office staff

Phone 999, gather registers/swimming/out of school visit logs and visitors books. Use the nearest exit and hand out registers to teachers who will check that all pupils are accounted for.

#### Medical Team

Go immediately to Base 1 to assist the pupils to leave the building.

#### Headteacher

Check all areas in the main corridor are empty- hydro pool/library etc then to go to Base 1 to assist with the pupils.

#### Site Manager

Check staffroom, toilets and hall.

#### Senior teachers

Check staffroom, toilets and storerooms in each area

Base 1 - Store room, hygiene areas

Base 2 – Toilets and store rooms

Base 3 – Toilets, physio area and medical room

F.E - All areas of the building

#### Visitors and Students

To stay with their class

#### Hydrotherapy

Cover pupils and to the nearest exit. Line up with the rest of the class.

**Care must be taken to take any wet pupils to Bankview School immediately where arrangements can be made for immediate care needs eg dry and clothe pupils.**

### Hall/Gym

Exit via the nearest door and then the nearest Fire Exit.  
Assemble on the concrete play area well away from the main building.  
Register procedures as above.

### Kitchen Staff

Out through kitchen or nearest exit

Any pupils around school on messages will be guided by staff to the nearest exit and lined up away from the main building awaiting the fire brigades instructions.

**Having vacated the building no one is to re-enter the building under any circumstances.**

### Physical Education

Appropriate clothing is essential for both staff and pupils for reasons of health and safety.

All gym apparatus is inspected on an annual basis and must only be used under the supervision of teaching staff/coaches. At no time must students be left unsupervised in the gym. Teaching staff need to take account the age, ability and aptitude of the students and be aware when there is a need for her/him to support the students in an activity. The teacher must be concerned with avoidance of unnecessary risks to prevent potential foreseeable accidents. See P.E. policy

### Swimming

Strict supervision and discipline are essential. The teachers responsibility is to ensure that the safety precautions are made clear and are understood by the pupils who should constantly and consistently be made aware of them.

**The students who do not understand the precautions must be constantly supervised on an individual basis by staff.**

There should always be an adult on the poolside who is responsible for supervising the swimmers in the pool. Pupils must not enter the water until the teacher responsible is in the water and has counted the pupils who are to swim. A simple signalling system should be used and the pupils must learn to obey it eg whistle blast means stop. The teacher in charge of the session must be responsible for checking the pupil/staff ratio and reporting any cause for concern regarding safety to the Area Head before the session takes place.

Rules of behaviour and discipline must be strictly adhered to as water sports are potentially dangerous activities.

**There should be no running on the pool-side or jumping into the water.**

In public pool sessions a lifeguard is provided by the LA. In hydro/sensory pool sessions a member of staff who has had first aid training must always be present. The depth of the water must be clearly indicated-diving is dangerous if the water is too shallow. The teacher taking the lesson must be the last to leave the pool and must count the swimmers as they leave the water. The teacher is responsible for making sure that the pupils are in the care of the teaching assistants and there is no possibility of them returning to the water when they have left the pool.

#### Outdoor Activities

All outdoor activity must be suitably supervised according to the needs of individual pupils. Class teachers are responsible for planning and organising all outings and if concerned about staff ratios they must inform the Base Head before allowing the outing to take place. No outing will take place unless appropriate staff ratios are in place. A mobile phone is available from the admin office if required. Forms must be completed by parents on admission which cover standard community outings eg local visits within the city and immediate area. If a more lengthy or challenging activity has been planned and risk assessed parents need to be informed and a form relating to the specialist activity needs to be completed – see Outdoor Education Pack.. Teachers planning to follow the Outdoor Education Module must follow the Outdoor Education Policy guidelines.

#### Food Technology Areas

Please see Food Technology Policy

Food technology is a major area of the school curriculum enabling pupils to develop their independent living skills however, safety in the kitchen is of paramount importance.

Rules of behaviour should be clearly indicated to the pupils and the rules of hygiene should be taught and observed.

All pupils must sit or stand around the work islands with no free movement to be permitted other than that directed under the supervision of the teacher.

Suitable clothing must be worn and any hot items are to be handled by the teacher/staff or those known by the teacher to be capable.

**Pupils must be appropriately supervised at all times.**

### Hydrotherapy Pool

Please see hydrotherapy policy

The door must be kept locked when the pool is not in use. The key is kept in the key cabinet in the front office [photocopier room].

Staff must familiarise themselves with safety procedures before use.

One member of staff must always be on the poolside at all times when pupils are in the water and at least one member of staff in the water.

In an emergency situation ring the bell in the pool area to alert staff in the office corridor to assist and get the school nurse if required.

**The last person out of the pool area must ensure that the door is locked and the key returned to the front office.**

Contracts exist for regular servicing and maintenance of the school pool. All hoists in school are serviced at regular intervals via a specialist contractor.

### Wheelchair use

New staff should receive basic instruction on wheelchair use eg brakes, position adjustment. Supervision should always include pupil safety when going down kerbs ie backwards and procedures when wheelchair users are using the tailift on the minibus eg brakes on and the safe use of straps/wheelclamps.

### Basic protocols involving pupils in chairs are as follows:

Pupils must be strapped securely whenever they are in their chairs.

Never leave a wheelchair unattended on a slope, even when the brakes are on.

When using the tailift both brakes must be on even if a member of staff is holding the chair on the lift.

Pupils should be safely escorted into school first and the bus moved at a later time.

Pupils capable of assisting their friends who are wheelchair users must undergo and pass an agreed training programme. When the pass



standard is achieved pupils may only assist their friends with the agreement of and under direct supervision from staff. Parental permission for peer training has to be sought as not all parents are happy for trained peers to assist within the school environment. Pupils will be formally reassessed on an annual basis and monitored continually throughout the year.

**No pupil should assist another pupil in a chair outside school or on the yard.**

Policy updated by Bev Riley  
March 2008

Redbridge High School