
	Standlake Church of England Primary School Health and Safety Policy			Written by:	
	Applicable to: All staff	Responsible Officer: Andrew Denham	Issue date: April 2016	Updated by:	

This policy should be read in conjunction with our Safeguarding Policy.

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1. HEALTH AND SAFETY POLICY STATEMENT

1.1 Introduction

This policy outlines the Health and Safety responsibilities specific to Standlake Primary School. It should be read in conjunction with the Eynsham Partnership Academy Health and Safety Policy.

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which the Directors of the Eynsham Partnership Academy also have responsibility. It describes how the Headteacher discharges their responsibilities in respect of staff, pupils and visitors.

1.2 Objectives

The School will, so far as is reasonably practicable, adopt good safety practices. These will include:

- Establishing and maintaining a safe and healthy working environment.
- Raising health and safety awareness amongst employees, pupils, contractors and other site users through the provision of adequate information, instruction, training and supervision.
- Considering the safety of pupils, parents, contractors and any others accessing the premises including those who hire the School.
- Taking prompt and appropriate action in the event of a hazardous situation developing or if an accident and/or emergency occurs on or off site.

1.3 Co-operation

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors and contractors.

1.4 Health and Safety Management

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

Health and safety issues will be brought regularly to the attention of the School's management team during management and board meetings.

Signed:

Name:

Designation: Headteacher

Date:

Signed:

Name:

Designation: Chair of Governors

Date:

2. HEALTH AND SAFETY RESPONSIBILITIES AND ORGANISATION

Appendix 1 lists the names of staff/governors who hold specific health and safety responsibilities.

2.1 GOVERNING BODY

The Governing Body will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Resource Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
 - a) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
 - b) Promote the development and maintenance of sound safety, health and welfare practices.
 - c) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
 - d) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
 - e) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

2.2 HEADTEACHER

The Headteacher will:

- be responsible for the day-to-day implementation of school safety organisation.
- develop a culture of safety throughout the school;
- report to Governors on pertinent issues through the Resources Committee;
- report any accidents and incidents of violence to the Resources Committee on a termly basis;
- liaise with outside agencies able to offer expert advice;
- ensure that all staff fulfil their duties to co-operate with the policy;
- formulate and co-ordinate safety procedures;
- review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Resources Committee
- ensure relevant staff have access to appropriate training;
- ensure any defects and hazards that are brought to her notice are inspected and remedied in an appropriate timescale.

2.3 ALL STAFF

All staff will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Carry out risk assessments for lessons as appropriate.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Head Teacher or the Finance/Administrator.
- Report any defects and hazards to the Head Teacher or Finance/Administration Officer.
- Report any concerns of abuse to pupils to the Headteacher who is the child protection officer.
- Report any incidents of physical and verbal abuse to the Head Teacher.

2.4 CLEANERS

The cleaners will:

- Ensure that they are familiar with the school's Health and Safety Policy.
- Ensure that they are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc – Label cleaning Materials.
- Report to the Head Teacher, Finance/Administration Officer or their line manager (who will in turn inform the Head Teacher/Finance Administration Officer) any defects and hazards of which they become aware.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.

2.5: School Business Manager / Office Administrator

The School Business Manager / Office Administrator:

- Report to the Head Teacher any defects and hazards that are brought to her notice.
- Ensure that online accident reporting is carried out as appropriate;
- Report to the Head Teacher on any financial implications for health and safety issues.

2.6 MIDDAY SUPERVISOR

The Senior Midday Supervisor will:

- Report any health and safety concerns at lunchtime to the Head Teacher.
- Ensure that children are supervised effectively and that they play safely.
- Ensure that a daily check of play equipment is carried out (including climbing frames when the field is in use) and recorded in the file in the school office.
- Ensure that there is first aid cover at lunchtime.
- Ensure that the local authority's online accident report is completed for any serious accidents.
- Ensure that all lunchtime staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures applicable to the lunch break.
- Liaise with the Head Teacher to review first aid, fire/evacuation and risk assessment procedures with relevant staff as and when necessary, but at least on an annual basis.
- Liaise with the Head Teacher or Finance/Administration Officer as necessary to manage site issues.
- Report to the Head Teacher or Finance/Administration Officer any defects and hazards that are brought to her notice.

2.7. PUPILS

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.

2.8 PARENTS

Parents are expected to support the school in any health and safety matters reported to them on newsletters.

2.9 ORGANISATION AND TRAINING

The Governors, through the Headteacher, will be required to allocate sufficient resources for health and safety training within their sphere of control, so far as is reasonably practicable, after undertaking suitable and sufficient risk assessment.

Governors have the responsibility to ensure an annual inspection as outlined in the Governors' Handbook.

Major decisions on Health and Safety will form part of the School's Development Plan.

The Headteacher will ensure, where appropriate and after consultation with all relevant employees, that adequate health and safety training will be given to enable the employees to carry out their duties; this applies to all employees, both teaching and associate staff.

All new staff must receive health and safety induction training and a record of this kept by the CPD coordinator. The CPD coordinator must liaise with HoDs to ensure that any new member of staff receives appropriate induction training into the health and safety policies and procedures of that department.

Training may need to be repeated periodically and where possible take place during working hours.

3 SUMMARY OF HEALTH AND SAFETY ARRANGEMENTS

3.1 General Arrangements

The following is a summary of our key H&S arrangements. More information can be found in:

- School specific H&S arrangements, including the Fire Safety Plan, in School Office.

3.2 Risk Assessment

Risk assessment is the key to a successful health and safety environment within the School's buildings and on extracurricular trips. To comply with the law, all staff with supervisory or management duties must ensure that risks are identified, assessed and minimised, including specific risk assessments for students who are either vulnerable or who pose specific risks. This assessment must be recorded (Form RA1) and reviewed annually.

3.3 Accident and Incident Reporting and investigation

- a) Any pupil complaining of illness or who has been injured is sent to the school office for a qualified first aider to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the accident book in the drawer in the staff kitchen and a note is sent home to parents/carers.
- c) More serious accidents or incidents of violence are recorded using OCCs online reporting system. See Health and Safety Executive (HSE) requirements for accident reporting in Appendix 2.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a suspected broken limb or other serious incident an ambulance is automatically called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. If the pupil's parent/carer arrives in time and accompanies their child in the ambulance, offer help with transport home after treatment. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company and permission from the parents/carers of the child involved. A second adult must accompany the injured/ill pupil.
- f) If any member of staff is concerned about the welfare of a pupil, they should contact the school office immediately. If an injury has been sustained, the pupil should not be moved.
- g) If there is only one adult in a classroom and urgent assistance is needed for whatever reason, a responsible pupil should be sent with a message to the school office, taking with them the laminated red card showing the class number that can be found in a prominent position in each classroom. The pupil should be told that if there is no-one in the office, they should find the nearest available adult. A member of staff will then go to that class immediately. Pupils should be reminded of this health and safety measure at the start of terms 1, 3 and 5 (and more often if necessary).
- h) Staff should complete an online accident report for employees if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

3.4 Administration of Medicines

See Appendix 3.

3.5 Asbestos

The School acknowledges the health hazards arising from exposure to asbestos and will protect all those exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises.

An asbestos register is held in the office by the Administrator and the Finance/Administration Officer makes it available to contractors working on site.

3.6 Communication and Consultation

Under the Health & Safety (Consultation with Employees) Regulations 1996, the School acknowledges that employees must be consulted in good time on matters of health & safety in the workplace. The School will inform employees about any substantial measures introduced which can affect health & safety in the workplace.

3.7 Control of Contractors

The School is aware of its obligations under the Health and Safety at Work Act 1974 in so far as it applies to contractors on School Premises. All contractors and subcontractors shall report to the School Office as soon as they arrive on site and will be expected to sign-in and wear a visitor's badge. In the case of works which may cause disruption or inconvenience to staff and or students, an on-site meeting must be arranged before the work starts, so that the necessary steps may be taken to ensure safety of all.

3.8 Emergency Procedures

See Appendix 8

3.9 Equipment Use, Maintenance and Testing

The School Business Manager maintains a detailed property services schedule, which includes arrangements for and the timing of all regular equipment testing, including boilers, generator, extraction systems and compactor. Equipment used by staff and pupils at any time in or out of School in connection with a lesson or School activity must be used only for the purposes for which it is designed and must be in a safe condition.

It is the responsibility of the school to ensure that all Portable Electrical Equipment is tested annually by appropriately trained personnel. This includes equipment in temporary use, e.g. teachers own property.

3.10 Fire Safety

In the event of a fire, the school fire procedures must be followed. The overriding priority is that pupils and staff evacuate safely and promptly to the fire assembly point. Buildings must not be re-entered until it is deemed safe to do so by the Fire Brigade or a competent member of staff.

Fire exits are clearly labeled. Fire bells and fire doors are tested weekly.

A fire drill is practised once a term and reported by the Headteacher to the Governing Body.

Fire appliances are checked annually and All regulations relating to fire procedures in line with the fire safety folder will be adhered to.

3.11 First Aid

See Appendix 7.

3.12 Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) aim to control the exposure of employees to hazardous substances encountered at work, therefore requiring employers to assess the risks from hazardous substances and take appropriate precautions. In following this process, managers will ensure that hazardous substances used in their areas are identified and controlled in accordance with manufacturer's safety information.

3.13 Manual Handling

The School is aware of its obligations under the Manual Handling Operations Regulations 1992 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or carried out by a mechanised process. Where activities involving risk cannot be avoided they will be subject to an assessment.

Employees who need to move loads as part of their daily task are identified and are required to complete an online "Manual Handling" course which shows them how to carry out manual handling tasks without subjecting themselves to unnecessary injury or strain.

3.14 Occupational Health and Well Being

Advice and guidance regarding Occupational Health and Safety is in house through EPA – Mrs Jane Watrat.

3.15 Off-site Educational Activities - Field Trips, Visits etc

The Education Visits Co-ordinator (EVC) has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.

Our procedures are based on the LA's "Out and about in Oxfordshire" file.

Risk assessments are written for every educational visit.

3.16 Physical Education (PE)

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by each teacher.

3.17 Playground

Staff actively encourage pupils to play safely and discourage fighting or other rough games.

Two members of staff supervises the playground during morning playtime.

We have two Midday Supervisors on duty at lunchtime plus I lunchtime supervisor running the Hall.

3.18 Premises Safety

Any hazard or potential hazard in relation to the premises should be reported to the Caretaker and transferred to the Headteacher.

Movement Around School

Pupils should walk around school in an orderly way and no pupils should remain unsupervised in classrooms.

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position.

3.19 Security

The School has taken all reasonable steps to prevent unauthorised entry to its premises. While the grounds can be entered easily at any time, all buildings are locked at night when not in use. Areas of the School assessed as being vulnerable have been identified and security lighting is in place.

All staff wear security badges and all visitors have to sign in and wear a badge.

There are procedures for dealing with intruders on site in the CIEMP (Appendix 8).

The outside door and classroom doors should remain locked when pupils are in school and are opened by the classroom teacher if required in case of emergency. If considered appropriate, in exceptionally hot summer days, doors can be opened but staff will remain vigilant to intruders.

3.20 Slips, Trips and Work at Height

Staff are reminded, through safety briefings, of the need to identify and act on slip, trip and fall hazards that may be present to staff, visitors and pupils. Regular safety tours are conducted which assess slips and trip hazards which are reported to the Caretaker.

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

3.21 Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times. It should be ensured that:
- Staff and other supervising adults should maintain good order and discipline, safeguarding the health and safety of everyone at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in letting pupils into class at the end of break/lunchtime and out of school at the end of the school day.
- The same duty of care applies when staff supervise pupils in after-school clubs. A register must be kept for each club.
- If a member of staff knows that s/he is unable to undertake a duty (e.g. if out on a course) s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent needs to be contacted staff should use the class contact folders situated in the school office.

3.22 Training

Teaching Staff have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate. All new members of staff receive appropriate Induction Training.

Ancillary, Grounds, Maintenance and Cleaning Staff etc. will be given training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

3.23 Vehicles and Transport Safety

Anyone transporting students by minibus or by their own car, for any reason, must make sure they are covered by their personal or the School's insurance at an appropriate level, i.e. business insurance. Drivers of the minibus must hold a current, full UK driving licence, with authorisation to drive class D1 vehicles, have passed the OCC minibus test (renewable every 5 years), and be in possession of the blue assessment card.

On Site Vehicle Movements

Staff cars are parked in the car park at the front of the school. Visitors are asked to use the Church Car Park or the on street parking.

If contractors need to come onto the premises when loading/unloading equipment they should be asked to park on the road near the main vehicle entrance. They can only gain access by contacting a member of staff to open the gate for them. They should not be allowed access during play or lunch times.

Transporting Pupils

Staff must not transport pupils using their own vehicles. The school also does not enter into arrangements between parents and the transportation of pupils. See Appendix 6.

3.24 Violence to Staff and Personal Safety

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence in education is low, the School aims to minimise that risk, so far as is reasonably practicable, in accordance with its legislative obligations and its common law 'duty of care'.

The creation and maintenance of a working environment, which presents a minimum risk to the personal safety of staff, teachers and pupils, is mutually beneficial and conducive to the efficient and effective delivery of education. The School will take all reasonable steps to establish a safe working environment, which protects and provides support for all employees, ensuring their dignity and treating them with respect.

See appendix 5 for Lone Working.

3.25 Work-Related Stress

See Appendix 4.

APPENDIX 1

Staff with specific responsibilities:

Head Teacher	Andrew Denham
School Business Manager/Administration Officer	Clare Priestley-Smith/ Jo Barass
Midday Supervisor	Sherri Haines
Governor with responsibility for H&S	Matthew Bowden



Incident-reporting in schools (accidents, diseases and dangerous occurrences)

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. This information sheet gives practical advice to schools on what they need to report and how to do it.

Who should report?

The duty to notify and report rests with the 'responsible person'. This may be the employer of the injured person; a self-employed person; or someone in control of the premises where work is carried out. See the HSE website <http://www.hse.gov.uk/services/education> for more information on who the employer is in different types of schools.

What needs to be reported?

Under RIDDOR you must report the following work-related accidents, including those resulting from physical violence, if they injure either your employees, or self-employed people working on your premises:

- accidents which result in death or major injury must be reported immediately (see 'Reportable major injuries' below); and
- accidents which prevent the injured person from continuing at his/her normal work for more than three days must be reported within ten days.

You must also report, in writing, any cases of work-related ill health affecting your employees that a doctor notifies you about (see 'Reportable diseases' below).

Dangerous occurrences are specified events which may not result in a reportable injury, but have the potential to do significant harm. A full list is given in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (see 'Useful HSE publications' for details).

Reportable major injuries

These include:

- fracture other than to fingers, thumbs or toes;

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- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to:
 - hypothermia, heat-induced illness or unconsciousness;
 - resuscitation or requiring admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - acute illness requiring medical treatment; or
 - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable diseases

These include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;

- infections such leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such occupational cancer; certain musculoskeletal disorders; decompression illness; and hand-arm vibration syndrome.
- plant or substances (eg lifts, machinery, experiments etc);
- the condition of the premises.

Who do I report to?

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre (ICC). The ICC is a single point of contact for receiving all RIDDOR-reportable incidents in the UK.

You can report incidents by any of the following routes:

- Telephone: 0845 300 9923
- Internet: by completing the relevant form on the ICC website at <http://www.riddor.gov.uk/reportanincident.html>
- E-mail: riddor@natbrit.com
- Form F2508: by completing the relevant hard copy form and sending it to:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Fax: 0845 300 9924

The ICC will forward details of incidents to the local HSE office.

What about pupils and other people who are not at work?

You need to report an accident that happens to someone who is not at work, eg a pupil or visitor, if:

- the person involved is killed or taken to hospital; and
- the accident arises out of or in connection with the work activity.

Like fatal and major injuries to employees, you must notify these accidents by following the procedures given above.

How do I decide whether an accident 'arises out of or is in connection with work'?

An accident will be reportable if it is attributable to:

- work organisation (eg the supervision of a field trip);

What about sports activities?

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Playground accidents

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, eg because of:

- the condition of the premises or equipment;
- inadequate supervision.

What records must I keep?

You must keep a record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details or those involved; and a brief description of the nature of the injury, event or disease.

Where can I find out more?

You can find full details of accident-reporting requirements in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* and *RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (see below). See also website <http://www.riddor.gov.uk/>

Useful HSE publications

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 L73 (Second edition) HSE Books 1999 ISBN 0 7176 2431 5

RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Leaflet HSE31(rev1) HSE Books 1999 (single copy free or priced packs of 10 ISBN 0 7176 2441 2)

RIDDOR reporting: What the Incident Contact Centre can do for you! Leaflet MISC310(rev1) HSE Books 2002

Preventing slip and trip incidents in the education sector Education Information Sheet EDIS2 HSE Books 2003

Workplace (Health, Safety and Welfare) Regulations 1992: Guidance for the education sector IACL97 (single copy free or in priced packs of 15, ISBN 0 7176 1049 7)

Further information

HSE produces a wide range of documents. Some are available as printed publications, both priced and free, and others are only accessible via the HSE website, www.hse.gov.uk.

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: www.hse.gov.uk.)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hseinformationservices@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This document is available web only at www.hse.gov.uk/pubns/edindex.htm

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APPENDIX 3

ADMINISTERING MEDICINES

In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions, such as:

- when a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so;
- where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible (see section on asthma below).

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the child;
- there are potentially serious consequences if medication or treatment is missed;
- a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs.

Under no circumstances must any medication, even non prescription drugs such as *paracetamol*, be administered without parental approval.

Safety checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in an appropriate place and at a suitable temperature?

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

Record Keeping

The following information must be completed by the parent/carer:

- Name and date of birth of the child
- Name of parents/carer, contact address and telephone number
- Name, address and telephone number of GP

- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parent/carer for staff to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Parent/Carer Consent form, providing all the information above and available from the school office, will be retained in a central file as a record for future reference. All medicine permission slips are placed in the green administration of medicines file, which is kept in the office, on top of the filing cabinet. Records are kept for one year.

In the event of a child coming into school with medicines without consent, we will attempt to gain consent for administration over the phone. If we are unable to contact parents/carers in this way, then the medicine will not be administered.

Administration of medicine

Before administering medicines, staff should read the date entry section of the form to check that the medicine has not already been administered. Medicine should be administered from the original container or by a monitored dosage system such as a blister pack or measured dose provided by the child's parent/carer. The designated member of staff must complete and sign the medicine record (green file in office) to confirm that they have personally administered, assisted, or witnessed the administration of the medicines.

Safe storage and disposal of medicines

All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff. Medicines should only be kept while the child is in attendance.

No medicines should be kept in the class or in the child's possession (except inhalers).

Any unused or outdated medication will be returned to the parent for safe disposal.

Accidental failure of the agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Asthma and other medical problems

At the beginning of each academic year, any medical problems are shared with staff and a list of these children and their conditions is kept in the class register. New photographs and signs are made of children with severe medical problems such as asthma/allergies.

These signs and notices are displayed,

1. In the class register
2. In the school office
3. In the school kitchen
4. In the staffroom

Inhalers

Children have their inhalers with them at all times. Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity. Key stage 1 children will keep their inhalers with their class teacher for safety. A spare named inhaler for each child who has one is kept in the middle drawer on the left of the staff kitchen.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS.

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administration of someone else's inhaler. If parents cannot be located, then the emergency services will be contacted and they would give permission for the sharing of the inhaler.

Epipens and anaphylactic shock training

Some children require Epipens to treat the symptoms of anaphylactic shock. Epipens (prescribed for individual children) are all kept centrally in the middle drawer on the left in the staff kitchen. A second Epipen for each child for whom an Epipen has been prescribed is kept in the child's classroom. Training is provided annually (for those staff with a current first aid certificate on the use of Epipens).

TWO Epipens or inhalers must be taken for each child for whom they have been prescribed on any off-site visit. Visual checks of these must be carried out.

Diabetes

The health and well-being of a child with diabetes will be monitored by staff who have been specifically trained. For a child who is insulin-dependent, a nominated member of staff will be responsible each day to supervise **the child carrying out** a prick test at the appropriate time(s). The member of staff will record/supervise the recording of the child's blood glucose level and supervise the child who will self-administer the required dose of insulin. **The child him/herself** will safely dispose of the sharp in the sharps bin kept in the teacher's cupboard in the classroom. The child's class teacher will be responsible for ensuring that the child's parents are informed about the child's care as appropriate.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and / or the School Health Nurse or local health authority.

APPENDIX 4

STRESS AT WORK

Introduction

Stress is defined by the Health & Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them”. Everyone needs a certain amount of pressure to remain alert, motivated and productive, and therefore not all pressure is bad. However, when demands and pressures become excessive or prolonged, some people find that their ability to cope is challenged. This creates a vulnerability, which can manifest itself in a range of ill health effects for the individual and can have negative consequences for the organisation in which they are employed.

Aims

Our aims in recognising stress as a potential factor affecting good health and well-being are that teachers and support staff in school will:

- not experience levels of stress that are inappropriate with the maintenance of good health and well-being;
- have the opportunity to feel proud about their work and the work of the school so that they can feel that any stress they have experienced has been worthwhile;
- are able to relax out of school hours without constantly worrying about their own work and that of the school;
- have a responsible attitude towards, and understanding of, their own stress levels so that they can take action or seek support, long before stress becomes a critical issue within their lives;
- have a responsible attitude towards, and understanding of, the stress levels of colleagues so that they can help and support colleagues who appear to be suffering from undue levels of stress.

The Causes of Stress

Causes of an individual’s stress may be work-related or non-work related (see Appendix) and it may not be possible to predict how or when a person will be adversely affected by the pressures they experience. Within school there are times that are particularly stressful for our staff, such as OfSTED inspections, HMI inspections, school re-organisation, but there are many on-going factors that may cause stress in school, in particular the degree and speed of current educational change.

Managing Stress

We see stress management as a process of co-operative teamwork and we welcome the involvement of governors, counsellors and medical practitioners in the community. It involves looking at:

- the amount of work a person is expected to undertake;
- the satisfaction derived from that work;
- the way in which a person’s work is valued by others;
- the amount of time given to a person in which to undertake that work;
- the esteem in which that person is held by others;
- the individual’s self-esteem;
- an understanding of the stress involved in teaching;
- an understanding of how stress levels vary throughout the school.

Individuals or groups of staff may suffer, at some time in their working life, from stress at work. It is important that they are able to recognise factors in the workplace, which may cause stress. It is also

helpful if they recognise the signs and symptoms of stress in themselves or others in order to take positive action (see Appendix).

Legally, staff have a duty under Section 7 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999 to take reasonable care of their own health and safety and that of others who may be affected by their acts or omission whilst at work.

If staff feel that there are aspects of their work which are causing them to feel excessively stressed they should discuss them with the Head Teacher or a member of the leadership team who will try and help to resolve the situation. There are support mechanisms and procedures in school to help them resolve workplace stress (see below).

The school's approach to stress is supportive. If the cause of stress is not work related, the member of staff will be supported via existing mechanisms such as their GP, or Occupational Health etc. Where an employee has been absent from work for a long period, measures such as a phased return, a temporary reduction in hours or a temporary reduction in responsibility could be considered to aid in the return to school. If the source of stress is work related the head teacher will undertake a risk assessment/risk reduction approach to the problem. All reasonable practical steps will be taken to ensure the health, safety and well-being of employees.

Stress is an issue that the Head Teacher and governing body take seriously, offering support and understanding to staff who feel that they are under too much pressure. Staff can often feel isolated and unable to share their problems with others; having a supportive culture with an open door policy helps eliminate feelings of having to cope alone and can help to reduce stress.

Role of the Head Teacher and Governing Body

The governing body and Head Teacher are responsible for the health and safety of the employees in the school. When identifying the hazards employees face, consideration should be given to the causes of stress, making reductions as far as possible and taking appropriate action to monitor. Therefore, the Head Teacher and governing body will:

- seek to protect employees from undue stress at work, dealing with stress related issues and taking appropriate action;
- assess significant risks to health, safety and well-being, and, where these risks cannot be eliminated, implement control measures to minimise or reduce the risk;
- take reasonable care for their own health, safety and well-being and that of others who may be affected by their acts or omissions;
- carry out a confidential individual stress assessment as appropriate;
- actively encourage staff to maintain an appropriate work-life balance;
- use existing procedures such as compassionate leave, urgent domestic leave as appropriate;
- respond promptly to complaints of bullying, harassment etc.;
- be accessible to staff to discuss problems;
- raise awareness of stress and demonstrate that it is not an indication of weakness;
- help new staff by having a good induction programme;
- enable staff to talk about feelings of stress;
- ensure confidentiality of those seeking help;
- encourage supportive behaviour in other team members;
- develop a team spirit to avoid feelings of isolation;

- provide support to staff returning to work after long term absence e.g. phased return, shorter hours;
- provide training on stress as appropriate – on an individual or group basis, such as through in-service training;
- provide training on time management, management skills, assertiveness etc. as appropriate;
- ensure effective communication takes place, involving all staff;
- foster co-operation not competition – encouraging teamwork and participation;
- set clear aims and have clear policies.

Procedures

In order to continually enhance self-esteem and thus reduce the build-up of stress we note and appreciate the work of all staff both individually and collectively through

- staff meetings in which achievements are noted and commended;
- individual discussions between the head teacher and a member of staff;
- individual discussions between a governor and a member of staff;
- letters to parents;
- local press releases and communications with our local community.

Reviewing the stress level within the school is a continuous process. The following strategies are adopted

- open discussion of stress as an issue, both in staff meetings and individual discussion;
- every stress issue raised is taken seriously and a solution found;
- appropriate monitoring of sickness absence is recognised as an essential early warning measure of increased stress.

Stress is monitored through recording absence through illness and the reason for the illness. Staff report absences on the first day of any absence. Regular contact is maintained with absent staff and an agreement on the date and form of the next contact is always made. When a member of staff returns to work after an absence of some length, a meeting occurs between the individual and their manager. The information gathered is recorded.

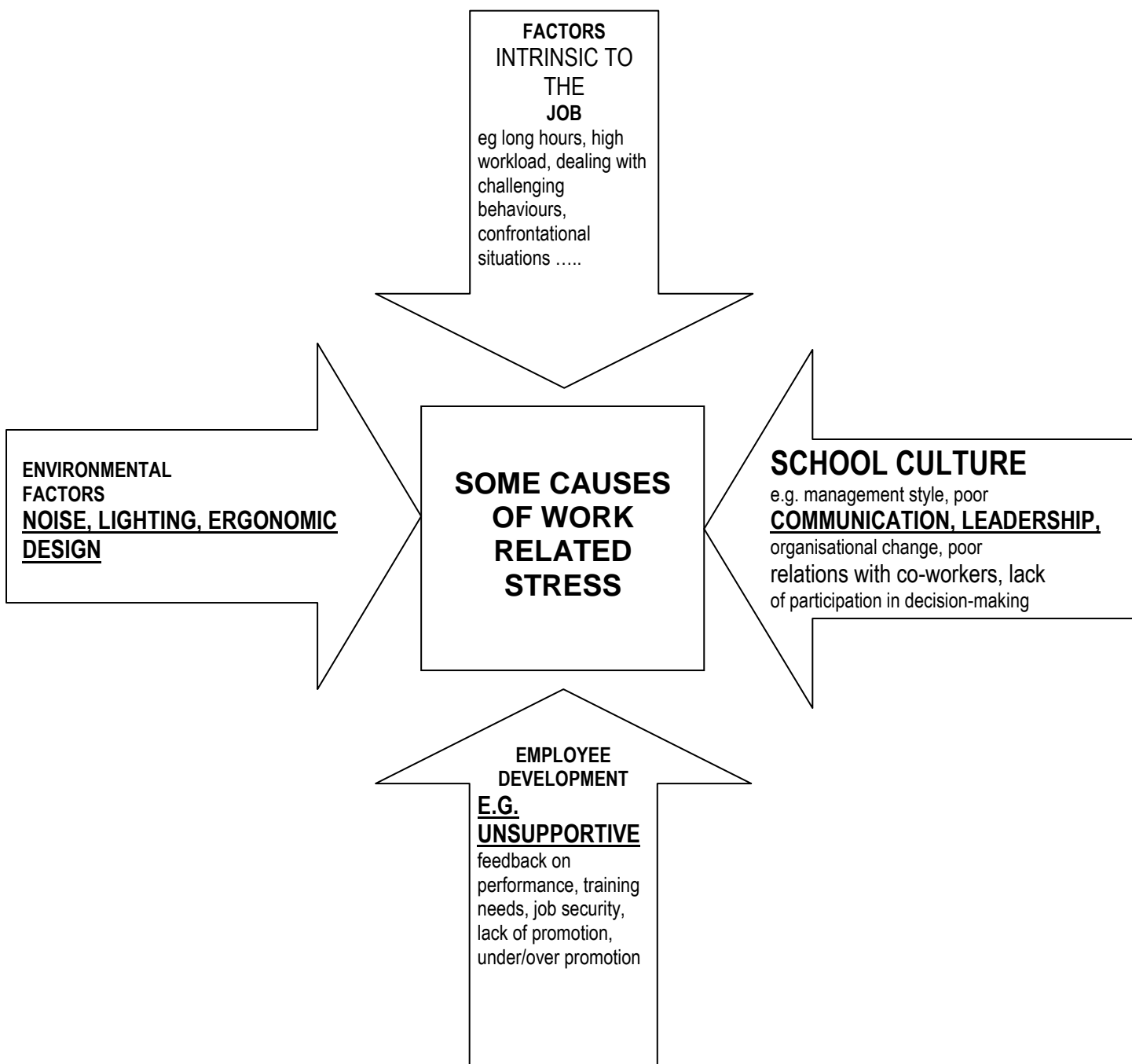
Equal Opportunities

All staff have equal access to these employment conditions regardless of their gender, age, ability, ethnicity or sexual orientation. We plan to meet the needs of all groups and individuals. Standlake CE Primary School is committed to creating a positive climate that will enable everyone to achieve their full potential, free from intimidation or harassment.

Common causes of non-work related stress may include:

- Bereavement
- Relationship breakdown
- Problems relating to children/parents
- Illness in the family
- Financial problems
- Personal issues such as gender, sexuality
- Experience of chronic illness
- Addiction
- Abuse
- Violence
- House move.

Common causes of work-related stress may include:



Effects of Stress

The effects of stress can be short-lived provided timely and appropriate action is taken. Early recognition of the signs of stress is beneficial to both the employee and the school.

Effects on the Individual:

Work-related stress is not an illness but if it is prolonged or particularly intense, it can lead to increased problems with ill health e.g. heart disease, anxiety, depression, high blood pressure etc. It can also lead to other behaviours that are not helpful to health such as weight loss/gain, drinking too much caffeine, alcohol and smoking.

Effects on the School:

Stress has implications for a school and reducing stress is cost-effective. For example stress can cause:

- an increase in sickness absence, which leads to increased workloads for others;
- reduced staff performance;
- reduced staff morale;
- increased staff turnover;
- increased parental complaints.

Identifying Work-Place Stress

An analysis of sickness absence can identify stress. Consideration may be given to:

- Individual problems – where there may be increased rates of either short-term or long-term absences, or possible stress related diagnosis
- Whether there may be group problems – where there are numbers of employees with increased sickness absence rates or with possible stress related diagnosis
- By looking at medical certificates for stress as a specific reason for absence.

Performance Management /Supervision Processes

The performance management process provides an opportunity for discussing and identifying whether an employee has a problem. The head teacher/team leader will listen to the employee and encourage them to discuss their feelings. Many staff are reluctant to admit to feeling stressed at work as they may perceive it as a sign of weakness or feel it goes against the management culture.

Seeking Support in School

As part of the performance management process or absence control procedures, the Head Teacher/team leader may ask a member of staff whether they have any problems related to stress.

If the problems are related to home or are of a personal nature they may also wish to discuss them with the Head Teacher, who may be able to assist with emotional support or practical help such as compassionate leave. All conversations will be treated in the strictest confidence.

Seeking Other Support

Staff may feel that talking to the Head Teacher is difficult and in these circumstances they may wish to contact their trade union representative for support and advice. They have contacts with their own support systems, the local authority and other outside agencies that they can approach with the member of staff or on their behalf.

Teachers may wish to call the Teacher Support Line, which provides free information, support and counselling 24 hours a day. Support can also be gained from a GP, the local authority or agencies who provide information and advice in respect of specific issues e.g. Relate.

Sources of Help

Oxfordshire County Council Occupational Health: Helpline 01865 815421

Teacher Support Line 0800 0562561

Trade Union support and consultation:

ATL General enquiries: 020 7930 6441 Out of hours helpline: 020 7782 1612

NAHT 03003030333

NASUWT 03330145550

NUT Membership enquiries: 020 7380 6366

Regional contact: secretary@oxfordshire.nut.org.uk

Advice Line 02030066266

UNISON 08000857857 or southeast@unison.co.uk

Carers line 080 8808 7777

Cruse Bereavement Service 087 0167 1677

Drinkline 03001231110

Gambling Aware 0808 8020133

National Debtline 080 8808 4000

National Drugs Helpline Frank : 03001236600

111 – NHS non Emergency Number

APPENDIX 5

LONE WORKING

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when they may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Categories of lone workers

Within Standlake Primary School a lone worker will most probably fall within one of the following categories:

- ◆ those who work in an otherwise unoccupied building;
- ◆ those who work in an isolated part of a building/school grounds;
- ◆ those attending out of hours meetings/functions;
- ◆ those responding to an alarm call out after normal school hours.

Procedures

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- 1 All employees should consider whether it is really necessary for them to work alone and whether arrangements can be made for others to work at the same time. Whenever possible it is recommended that staff work with a partner.
- 2 All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures (e.g. fire).
- 3 In the case of employees with medical conditions that might cause incapacity or unconsciousness it may be necessary to seek medical advice before allowing them to work alone.
- 4 All lone working staff should ensure that someone is aware that they are working alone and that they keep in regular contact and/or have given an expected time of return. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's mobile and/or home phone numbers) to call if the lone worker fails to return home at the expected time.
- 5 Staff should not enter the school premises if there are signs of intruders. Staff must not place themselves in danger by challenging intruders or vandals but must call the police immediately for assistance.
- 6 As each member of staff leaves at the end of their day, they must tell a colleague that they are leaving, to ensure that the last person on the premises knows that he/she is alone.

- 7 When working on the premises alone, staff should ensure that the front door is locked, that the keypad entry system is activated and ensure that all areas of the school not in use are kept secure.
- 8 Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which is potentially hazardous, given their own level of experience and the nature of the task.
- 9 Before leaving each day, teachers are responsible for checking that the windows in their classrooms are securely closed and the external door(s) is/are locked. The last person in the building must check that the external doors from the hall and the cloakroom off, and that the windows of the staff/disabled toilet, cleaner's cupboard, staff kitchen, office and staff room are securely closed.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures. Staff/contractors should be proactive in bringing to the attention of the Head Teacher any aspect of work-related risks.

The Head Teacher and/or Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

APPENDIX 6

DRIVING AT WORK

The school does not allow any member of staff to drive at work unless they have 'Business Use' insurance. A record is kept of insurance details and employees must sign to say they have read and understood the OCC 'Driving at Work: managing work related road safety' document.

APPENDIX 7

FIRST AID

Training

All teachers are offered first aid training. See notices around the school (office, staff room, reception) for names of staff with current first aid training. Annually, the children in year 6 attend a half day training session with the Injury Minimisation Progress at Witney Community Hospital.

First Aid Kits

These are stored in the staff Room and staff toilet. There is also a first aid kit kept in the Foundation Stage classroom.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been cleaned with warm water. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plaster will be given an alternative dressing. All cuts/grazes should be recorded in the accident book and parents/carers informed using the accident report slip kept with the accident book. Anyone treating an open cut should use protective gloves. All blood waste is disposed of in the disposal bin in the staff/disabled toilet.

Bumped heads

Any bump to the head, no matter how minor, is treated. All bumped heads should be treated with an ice pack. The child's teacher should be informed and keep a close eye on the progress of the child. All bumped head incidents should be recorded in the accident book and a slip sent home to inform parents/carers.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child has headlice we will inform parents via ParentMail and/or school newsletter.

Vomiting and diarrhea

If a child vomits or has diarrhea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours have elapsed after the last incidence of vomiting/diarrhea.

Communicable diseases

The school follows the advice given by the Health Protection Agency for communicable diseases. This is available to parents on the school website.

Accident book

The Green accident book is located in the school office. A slip notifying parents/carers is sent home with the child. Parents are notified personally if the child has had a bump to the head. It is the responsibility of the person administering first aid to ensure this happens.

For major accidents, an online accident report must be completed within 24 hours of the accident.

Calling emergency services

In the case of major accidents, it is the decision of the first aider whether the emergency services are to be called. Staff are expected to support and assist the first aider in their decision.

In the event of the emergency services being called, a member of staff should wait by the school gate and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. A member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital.

APPENDIX 8

Critical Incident & Emergency Plan

Definition

Any incident where the lives/health/safety of pupils, staff or visitors are considered to be put at risk

Examples

- Severe weather conditions, i.e. electrical storms, storm force winds causing structural damage to the school
- Major disaster, i.e. plane crash, chemical, fuel, gas incident
- Major fire
- Person or persons threatening safety of staff and pupils
- Animals threatening safety of staff and pupils

This is by no means a complete list and it is essential that the Head makes a dynamic risk assessment when confronted with any potential incident. He or she will then make a decision on the evidence available at the time. However, it is also important not to delay instigation of the critical incident policy if it is felt there is a risk, however small. Remember, should it turn out to be a false alarm the procedure can quickly be downgraded.

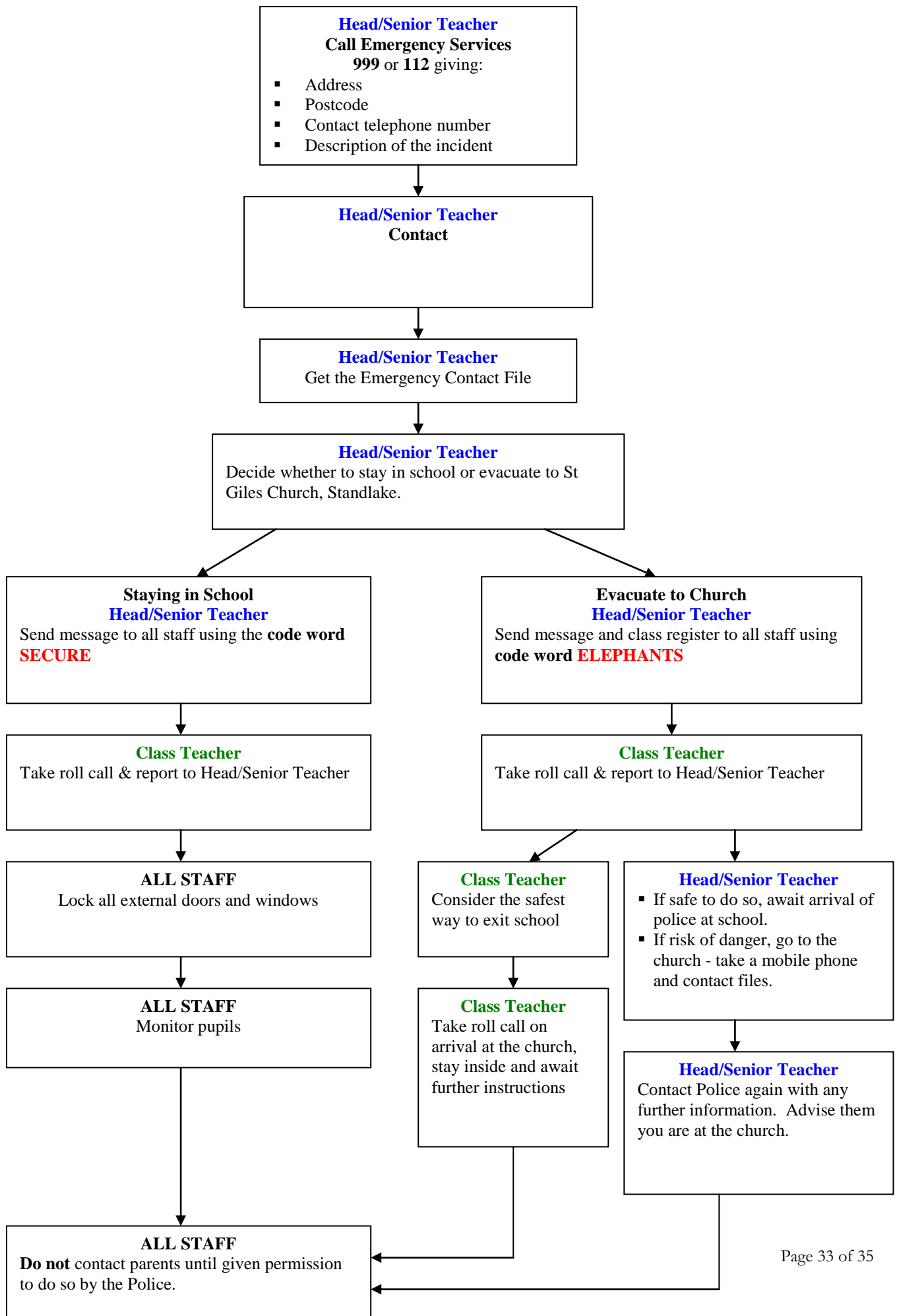
Once the Head has decided to instigate the critical incident procedure he or she should then carry out the following instructions (also see attached flow chart).

1. Call police and other emergency services as appropriate using 999 or 112. Give an exact address, to include postcode, and a contact telephone number (this may be a mobile if evacuating the building). Also give a clear description of incident and location if possible.
2. Contact **John Kelly** (emergency planning) at County, telephone **01865 815431** or major incident 24 hour number on **01865 379789** and inform them of the situation.
3. Head/Senior Teacher will ensure the emergency contact files are available and if evacuating take them with them.
4. Assessing the situation the Head/Senior Teacher will make a decision to secure the school with all staff and pupils inside or evacuate all staff and pupils to St Giles Church Standlake. The decision will be solely based on what he or she considers to be the safest option at the time. Any decision to stay in the school must be continually assessed to ensure it is still the safest option.
5. If the decision is to stay in the school, a message must be sent to all staff using the code word **SECURE**.
6. On receiving this message staff will take a roll call and report back to the Head/Senior Teacher, at the same time locking all external doors and windows and closely monitoring pupils to ensure no external doors are opened.
7. If the decision is taken to evacuate the school a message must be sent to all staff (along with the attendance register for each class) using the code word **ELEPHANTS**. Teaching staff will take a roll call and when complete will risk assess what they consider to be the safest way to exit the

school on evacuation. On arrival at the church, staff will take another roll call, stay inside and await further instructions.

8. If safe to do so, the Head/Senior Teacher will await the arrival of the police at the school, but if it is felt that this puts him or her under any risk of danger, she or he will go to the church, taking a mobile phone.
9. Contact the police again with any further information you have in respect of persons unaccounted for, injuries etc. Also ensure the police are aware that you are at the church.
10. It is important at this time that parents are not contacted, as their arrival in the village may also put them at risk and delay the arrival of emergency vehicles. Only with the permission of the police should the emergency contact files be used to contact parents.

THIS PLAN SHOULD BE FOLLOWED AS CLOSELY AS POSSIBLE DURING A CRITICAL INCIDENT BUT CIRCUMSTANCES MAY MAKE THIS IMPOSSIBLE. IT IS ESSENTIAL THAT THE HEAD/SENIOR TEACHER CONTINUALLY ASSESS THE INCIDENT WHILST AWAITING THE ARRIVAL OF THE EMERGENCY SERVICES.



Contact Details

Key Holders Contact

Dave Roberts

Telephone: 01865 303054

Sherri Haines: 01865 300866 / 07979 125651

Clare Priestly-Smith

Telephone: 01865 300073 / 07717 804448

Andrew Denham (Headteacher)

Telephone: 01865 241860 / 07968 167215

Governor Contact

Nichola Stretton

Chair of Governors

Telephone: 01993 883205

Visitors' Contact Details

Daily

School Lunch Company

Telephone: **07825 344437**

Cleaning (Sherri Haines)

TELEPHONE: 01865 300866 / 07979 125651

Specific Days

Club Energy (Tuesday/Wednesday pm)

Coach – Stewart Wells– 07763 736001

Jon Andrews – Breakfast Club 07917 444498

Utilities Contact Numbers

Oil

Sweetfuels 01367 710666

Electricity

N Power

Telephone: 0845 0709494

Loss of supply: 0800 072 7282

Account no: K9840651 contract No: 513810

Water Supply

Thames Water

Telephone: 0845 641 0002

Sewage

Thames Water

See 'Water Supply'

Telephone Lines

BT

Telephone: 0800 800 150 (customer services)
154 (for faults)

Fire Alarm System

Trinity Fire and Security Systems

Contract No: THM39174

Tel: 01235 862456

Darke & Taylor

01865 290000

Emergency Number 01865 290026

Security System (Intruder alarms: Two main buildings)

Isis Security Systems

Tel: 07860 804589

Utilities shut-off points**Main building****Water:**

Stop Cock in Main Kitchen for the Main Building and out in the road for main supply

Electricity:

Cupboard in Staff Room

Repair and Maintenance**Plumbing & Heating**

Barker & Evans

Telephone: 01295 251683

Electrical

Darke & Taylor Ltd

Telephone: 01865 290000

Drains

OPC 01235-83533

Ground Maintenance

Green Scythe Ltd

01295 730067