



## Health and Safety Policy

### Background

At Brookwood we commit to maintaining a safe and healthy environment for pupils, staff and visitors. This policy sets out the procedures necessary to ensure this. Throughout this policy, where reference is made to the school, pupils and staff, this includes Brookwood and Pirbright Children's Centre, its users and the staff who work there.

We adopt the general guidance laid down in the Surrey County Council Health and Safety Policy.

This policy includes:

- Responsibilities
- Maintenance of buildings and equipment
- Security measures
- School visits
- First aid and accidents
- Administration of medicines

### Responsibilities

#### All Staff and Governors

- To challenge or report any person on the premises not wearing lanyards.
- Take reasonable care of themselves and others affected by their work
- Understand procedure if a medical emergency arises

#### Governing Body

- To ensure that the Health and Safety Policy is implemented.

#### Headteacher

- To be responsible for day-to-day management of health and safety issues.
- To keep records of risk assessments.
- To take appropriate action when hazards/problems are reported by members of staff or governors.
- To take charge in an emergency until relieved by the emergency services.
- To act as principal contact with the emergency services.

#### Teaching Staff

- To ensure that all pupils, helpers and visitors are aware of relevant procedures.
- To supervise emergency evacuation of classroom and check that all children under their supervision are accounted for.
- To check that work areas, equipment and procedures are safe before starting an activity.
- To ensure adequate supervision of activities.
- To report problems/potential hazards to headteacher.
- To prepare risk assessments as required.
- To take appropriate actions as described by the school's standing risk assessments or those prepared for additional activities.
- To retain responsibility for the safety of pupils in their care when adults wearing red lanyards are working in the vicinity or alongside those pupils.

#### Administrative Staff

- To ensure that visitors are aware of security, fire, accident and emergency procedures.

- To be responsible for safe keeping of medicines.
- Maintain the school first aid kits.
- To be responsible for operating the school's signing-in policy.

#### Caretaker

- To ensure that any matter concerning health and safety is brought to the attention of the Head Teacher.

#### Specific to the Children's Centre:

##### Children's Centre Coordinator

- Identify hazards and risks to staff and visitors to the Centre and at all other venues
- Keep records of risk assessments for the Centre and its activities
- Ensure all staff have a current first aid certificate
- Ensure a first aid kit is available in all venues
- Ensure an Accident/Incident Book is taken to all venues
- Ensure that a first aid trained member of staff is always present at all Centre activities
- Ensure in the event of an emergency or injury requiring outside medical services they are contacted with the parents or carers consent
- Ensure the parent or carer signs a witnessed disclaimer form if they do not wish to use the outside medical service
- Ensure that fire evacuation procedures are clearly understood by all staff and explained to all visitors
- Ensure that the Centre is up to date in health and safety management procedures
- Seek advice and assistance from specialists where necessary.

##### Children Centre Staff

- Report hazards to their team leader or another person capable of initiating remedial action, particularly where the danger is serious and immediate.
- Check the safety of work areas, equipment and procedures before, during and after activities
- Report and record actions and problems relevant to this policy

#### **Maintenance of buildings and equipment**

- The Governors' Premises Committee oversee the premises maintenance checklist and receive a termly report from the Headteacher on the outcomes of the school's regular health and safety walks.
- Regular risk assessments, taking advice from appropriate outside agencies.
- A fire drill is carried out every term in accordance with the fire drill manual which is located in the school office.
- Fire extinguishers are checked annually (arranged by administration officer).
- Electrical equipment checks are undertaken in line with statutory guidance and recorded by the caretaker.
- Indoor and outdoor equipment is subjected to routine maintenance (annually by contract).

## Security Measures

- The school has a burglar/security alarm system. There are two panic buttons, one at the front door and one in the headteacher's room. The Children's Centre has three panic buttons: one behind the front desk, one in the Consultation Room and one in the Multi-purpose room. The CC alarms sound both in the Centre and in the school.
- All outside doors can only be opened from the inside, by electronic locks or by key from the outside for security reasons. The only exceptions to this are one outside door leading into the music room which is unlocked at lunchtime and the door in Class A which is opened for free-flow when the outside learning area is staffed. The CC multi-purpose room patio door is opened when the outside area is in use.
- All visitors must sign in at the school office and wear the appropriate lanyard.
- Every room has a red triangle with a white back on which is written the name of the room. In the event of an emergency/incident someone (ideally two) should be sent to the office with the triangle to summon help. There is a red triangle hanging on the radiator in the dining room for outside areas.

## School Visits

- A visits pro forma must be completed by anyone planning a school visit. Copies must be given to the administration officer and the deputy head.
- The visit leader for a residential visit will have been judged as being competent for the role by the Educational Visit Coordinator and the headteacher. (this replaces the statement: "One member of staff on the residential visit must be a trained Educational Visit Coordinator")
- Prior to residential visits taking place, a risk assessment must be completed on Surrey CC 'Evolve' website.
- Coaches used for school visits must be hired from a reputable organisation and must be fitted with suitable seat belts and fire-fighting equipment.
- Ideal child to adult ratios for school visits are four to one for reception classes, seven to one for key stage 1, and ten to one for key stage 2. Ideally no trip out of school should take place without at least two adults.
- A first aid kit must always be carried on trips outside school.
- The teacher responsible for a visit is also responsible for collection of inhalers from the school office.
- The organiser must leave a note in the school office with the following details: a list of all participating children and adults; time of departure, estimated time of arrival at venue and time expected back at school; venue details; and itinerary.
- The safest place to cross Connaught Road with a group of children is immediately outside the school using the pedestrian crossing.
- The Red Card with emergency contact information must be taken on all visits out of school.

## First Aid and Accidents

- All members of staff undergo regular first aid training.
- First aid boxes are kept in the medical room and checked termly by the senior school assistant/administration officer. (CC staff will make themselves aware of where the first aid kit is stored in any outreach locations)
- All injuries, including minor cuts and grazes, must be recorded in the first aid book which is kept in the medical room. (Carried by Children's Centre Manager)
- More serious accidents (those resulting in the attendance of ambulance paramedics or a visit to hospital) must be reported online at <https://surreycc-safety.net/scc>. This website is password

protected. The headteacher will review accidents and the lessons to be learned from them as appropriate.

- If a child has a head injury or one that requires more than basic first aid, the parents should be informed immediately by the office staff where possible, or by the teacher at the end of the day. It is ideally the responsibility of the parent to seek further medical help, although it may be necessary to summon an ambulance immediately in the event of a serious accident. Only in exceptional circumstances will it be possible for a member of staff to accompany a pupil. In no circumstances will a member of staff transport a child who is injured or unwell in their own car. The headteacher or deputy should be informed of any head injury or if an ambulance is required. Important first aid information relating to certain children with specific medical needs can be found in the front of the First Aid Record Book. These are also copied in the front of the class register.
- If a child becomes unwell at school he/she should be kept under supervision by the office staff or in class by the staff, until the/parent /carer can be contacted. Children who become ill should be taken home as soon as possible.

### **Administration of Medicines**

- Children who are unwell should not be in school or attending the Children's Centre and should not return until they are fit to participate fully in the curriculum or activities. In most cases, when a child is fit to return while still requiring prescribed medication, it should be possible to arrange the dosage so that administration is not required during school hours. However, it may be necessary for children with a chronic illness to take prescribed medicines during school hours.
- Reference is made to the Administration of Medicines Policy which is in line with the DfE's Guidance "Supporting Children with Medical Conditions".

### **General**

- Staff in playground must ensure that the pond gate is kept shut at all times. Children must be supervised when working in the pond area.
- Midday supervisors will wear a First Aid bumbag to deal with minor accidents at lunchtimes. These must be replenished after each session. A small record book will be carried within the bumbag to record dated details of the accidents.
- A First Aid kit will be available in all classrooms to deal with very minor problems.
- First Aid Kits must be taken on all out of school visits.
- First Aid Kits must be taken to all sporting events and be available for matches etc on site.

Approved at F&P Committee: March 2019

Date for next review: March 2021 or when guidance changes