



School Health and Safety Policy

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Health and Safety Policy

The school follows the Hamwic Education Trust Health & Safety Policy and reference should be made to the main policy.

The information below is school specific health & safety information and procedures. The school Leader is the overall responsible person within the school however they may delegate different duties to the Business Manager, Site Manager and Governors. See the main policy for roles and responsibilities

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom at 9:00am in Bursledon House and from 10:00am in G-Level and Piam Brown where they are then supervised by a member of staff.

At playtimes and lunchtimes children are returned to their nursing team who then take responsibility for supervising the children.

At the end of the school day or following after school activities, children are released in accordance with their parent's wishes. This may be returning to their bed/bay, collection by a parent, or returned to their nursing team. Each teacher is responsible for ensuring safe handover of pupils including checking that adequate supervision is available before leaving the child.

Any children not collected will be supervised in the reception area until the arrival of the responsible person.

Staff are responsible for the correct reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects.

Accidents in School

- If possible ensure the injured person is moved to a safe location indoors. If in doubt DO NOT MOVE, keep him/her warm and call a First Aider or member of the nursing team. Call 2222 for serious accidents to patients.
- First aid equipment is kept in each classroom & the school office.
- Serious accident to Child – either phone 999 for Ambulance if off UHS NHS site, or call 2222 if on site. If a member of the child's nursing team cannot be located then;
 - Contact Parent
 - Either
 - a) Wait for parent to come or
 - b) Arrange to meet parent at hospital, or
 - c) Take child to hospital and leave message for absent parent.

Take with you the child's address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?



The accident book must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All adult accidents should be completed on an online form. Contact the school office for assistance with completing the appropriate form.

Accident on a School Trip

See Off site visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents, however, a member of the child's nursing team will be present on all trips in accordance with school policy.

Accident or Illness of Staff - whilst on a school trip

As above but substituting parent for next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

Administration of Medicines

See Trust First Aid Policy.

Asbestos

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine.

Cooking Activities

Great care must be exercised when the oven and hob are in use. Cooking activities supervised by a parent are still the responsibility of the class teacher, who must ensure that new helpers are given information and support and a risk assessment is in place.

Contractors on Site/Deliveries of Stores

The Site Manager and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the School Leader to establish safe working procedures.

COSHH – Control of Substances Hazardous to Health

All COSHH Risk Assessments and Data Sheets are store in a folder and made available to all staff.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

Dogs

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes.



Electrical Equipment

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System. When purchasing new electrical items during the time between tests, the receipt should be retained and the item booked on the next annual test. All second hand or other electrical items being brought in to the school, must have an in-date PAT test before entering.

Emergency Evacuation Plan

EMERGENCY EVACUATION PROCEDURES SEE SCHOOLS BUSINESS CONTINUITY PLAN ALSO.

Action after evacuation of the building if the building cannot be re-entered and the playground is unsafe.

Head teacher or Senior manager takes decision to leave the premises.

- Bursledon; exit via the rear gate and walk along the path to the eye hospital. Staff to stand in road when children crossing (level crossing available – cars limited to 10mph).
- Children to line up under the external covered entrance of the eye hospital
- Lead staff arrange waiting indoors if required.
- Recheck Class Registers, Visitors' Signing in Book and Children Removed/Returned Register.
- Parents contacted & asked to cascade message to collect children.
- Class teachers present in charge of reuniting children with parents.
- Head teacher in charge of press liaison, missing children.
- All staff in charge of toileting, comforting, drinks etc.

Extended Schools

Other agencies using the school out of hours will follow the school's expectations regarding H&S. They will be first aid trained and also carry out their own risk assessments, copies provide to school and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported as soon as possible by the club leader with regards to a disclosure or CP issue.

Fire

The School follows procedures discussed at annual Fire Awareness Training for all staff.

- Ring nearest fire alarm bell/ break glass point.
- Call 2222 if on UHS NHS site
- Staff will supervise children by the quickest, safest route to assemble at the nearest assembly point. Children must walk quickly but quietly and leave without collecting belongings. Staff will close doors of empty rooms if possible.
- Staff to note that assembly points are different for different areas of the hospital, take time to know your exits and assembly point.
- Persons/children with a PEEP the procedure in place for them will be followed.
- Teachers check children against the register, reports to Head teacher (or next senior member of staff). In the event of any child missing, teacher informs Head teacher who decides how a search is to be made.
- Children must stand quietly and may only re-enter the building when given permission by the fire officer or Head teacher. Where safe to do so, children may shelter in the Bursledon Hut.
- School office to liaise with UHS NHS Fire Officer, to call Fire Brigade if deemed necessary or UHS NHS fire officer cannot be reached. Otherwise to follow the direction of the UHS NHS fire officer.
- School office to collect the visitors' signing in book and staff sign-in board, then check the school office area and toilets before leaving the building.



- Any ancillary staff, parents and students leave the school and will be directed to go to the assembly area to be accounted for.
- Fire practice to take place at least once a term.
- Fire equipment is tested at regular intervals and used by those trained to do so.

Records of fire procedures/training are kept on the school intranet.

Staff are requested to inform the School Office and use the signing in and out board, if they are leaving the building during office hours.

All non-staff in school should sign in and wear a badge.

A fire safety announcement will be given at the beginning of events on site, such as the school play.

FIRST AID PROVISION

It is the responsibility of the first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call for support, then they must do so and remain with the injured person until a complete handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an EpiPen;
- in the event of the person having difficulty breathing;
- severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury;
- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if there has been an injury to the head.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).



However, in the event of an accident on the hospital site, the first aider is always to defer to the NHS team, who will be immediately contacted to provide support. For all incidents involving pupils who are patients, the school first aider will be directed by and defer to the UHS NHS team.

The following are qualified first aiders:

- **Joanna Scorer**
- **Mike Mullen**
- **Douglas Hoffmann**
- **Rebecca Nicholas**
- **Claire Aston**
- **Chris Tait**

Legionella

A Risk Assessment will be carried out on the water system at the school and all remedial work will be addressed and completed. Statutory checks are carried out and records kept. This is managed and conducted by UHS NHS for all hospital buildings.

Nuts/Nut Products including Sesame Seeds

Southampton Hospital School has a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. This is in line with expectations in local schools and across the UHS NHS trust.

Physical Assault, Threatening Behaviour or Verbal Abuse at Work

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

What to do:

Immediately report **all** instances of assault, threatening behaviour or verbal abuse. This includes any "low-level" hitting or biting from any pupil as well as threatening behaviour face-to-face or by email/phone. Reports will be made to the Headteacher and Business Officer who will direct you to the appropriate online report form and complete with you if required. Where necessary, you will be informed of any follow up investigation or action. Incidents involving pupils will also be recorded on Bromcom.

Risk Assessments (RA)

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The School Leader and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the School Leader who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

Risk identification - All hazards will be identified and recorded unless eliminated completely



Responsibility for risk assessment – The RA will be signed by both the person responsible and School leader

Training requirements – RA training is offered at regular intervals for all staff to attend.

Risk rating – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

Control measures – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

Communication process – All Staff will be made aware of the RA applicable to them.

Review process - RA will be reviewed yearly or earlier if there are significant changes.

Slips and Trips

The areas of the hospital used by the school are inspected regularly for any slip and trip hazards by UHS NHS site staff.

However, all staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the School Office.

Smoking

In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds. Any reference to 'smoking' will also include the use of e-cigarettes.

Stress

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the Hamwic Education Trust Stress Policy.

Training

Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up-to-date register of courses attended by staff will be kept. New staff members and work place trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

Visitors

All visitors to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit. The school's fire and emergency evacuation procedures are on the reverse side of this badge.

