



Southampton Hospital School Health and Safety Policy



SHS School Specific Health & Safety Policy

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Lead officer	Joe Connelly	Review date	January 2021
Contact	info@southamptonhopsitalschool.co.uk	Effective date	September 2019

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 Headteacher 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.

General Staff 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 9:30am 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 School and 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 Headteacher 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. Prior to contractors working on site a meeting will be held with the Head teacher 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.

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 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

The following are qualified first aiders:

- **Hannah Peckham**
- **Alison MacCabe**
- **Chris Tait**
- **Victoria Gregory**
- **Claire Aston**
- **Jo Scorer**
- **Rebecca Nicholas**

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.

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.

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 Head teacher 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 Head teacher 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 school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager through the Helpdesk Support Ticket System.

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 visitor 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.