



'Where everybody is somebody'

Resilience Respect Diversity Compassion Innovation

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Hawthorn Tree Primary School Health and Safety Arrangements

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As Hawthorn Tree school is a maintained school we follow the Lincolnshire County Council Corporate Health and Safety policy, a copy of which is on our website and our health and safety notice board.

Arrangements

These arrangements are for achieving the intentions set out in the LCC Statement of Health and Safety Policy. These are basically the measures for controlling risks and complying with health and safety legislation. The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments must be recorded.

Class Registers

Class registers are official documents and must be marked up-to-date so that the whereabouts of all pupils is known. Any situation in which a child leaves school unexpectedly during the day, should be reported to the office. We run electronic registers.

Children found to be missing during the school day, must be reported immediately to the Head teacher or Deputy Head, who will take appropriate action to locate the child and inform necessary persons. Children, who are late arriving at school, must report to the office on arrival. All late arrivals are recorded.

Fire Drill

Termly fire drills are necessary to ensure that:

- All alarm systems are functioning properly and
- All occupants of the building become familiar with the fire drill procedure.
- External audio and visual warnings of fire alarm have been fitted to the front and rear of the school.

x3 evacuations take place each year a debrief is held after each one. Alarms are tested weekly. A full test is held each Wednesday at 09:05 by the Site Manager to ensure the alarms are working and all children and staff are fully aware of the sound made. A competent company is contracted to check and maintain the fire alarm system. A full Fire Risk Assessment is held biannually.

Any situation in which the bell is sounded should be treated as a genuine alert and all persons in the school building should evacuate it in an orderly fashion through the nearest exit. Notices describing the fire drill procedure are situated in every room near the fire exit door, and it is the responsibility of all staff to familiarise themselves with it. In the event of a fire alert, each class teacher must take a role call from the register, and all adults and children in school must be accounted for.

The school has fire extinguishers maintained annually by 'Chubb'. Annual training is held for the workforce in the use of extinguishers.

Under no circumstances should any person return to the school building until the Head teacher/ Deputy Head or designated teacher has given the all clear.

Fire extinguishers are checked annually. Fire-exits should remain clear at all times. Risk Assessments have identified the hazard of combustible materials placed on heaters. If at any time an extinguisher is found to be at fault or in need of repair, or dangerously positioned, it must be reported immediately to the Head teacher/ or Caretaker.

An outside school hours events have separate Risk Assessments (e.g. PFA Discos).

Lockdown Procedure (Amber and Red Lockdown)

A separate procedure applies if the school requires to close doors and all children and personnel remain inside the premises.

School Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all that work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Parents should not be allowed to enter the school building other than through the main reception area unless accompanied by a member of staff.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher/ Deputy Head or designated teacher immediately. The responsible adult will warn any intruder that they must leave the school site straight away. If the responsible adult has any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted. A higher security fence has been installed to the NE corner of the school field.

In the event of individuals behaving suspiciously or in an inappropriate manner immediately outside of the school premises e.g filming or threatening behaviour this must be reported to a member of the senior leadership team and appropriate measures will be taken to ensure the safety of the school community. Any incidents will be reported on the school's Safeguarding system Myconcern.

Accidents

First Aid Arrangements (we use an electronic recording system for injuries).

It is the policy of the school to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain compliance and competence. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. Early Year's staff are Paediatric first aid trained. A list of qualified First Aiders is displayed in the medical room. The cause of accidents are monitored/ analysed and remedial action taken.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non- significant head bumps which show no signs or only slight reddening. A standard letter to parents on the day is given for all head injuries.

Broken bones and fractures may sometimes not be obvious in children. A standard letter to parents/carers on the day is given for all joint (wrist, elbow, shoulder, ankle, knee, hip) injury so that parents/carers are aware and can monitor their child in order to determine if medical intervention is required after child has left school. Any injury which results in continued pain or changed mobility during the school day should be referred immediately for further medical attention.

Communication, for named injuries (above), will be sent to parents via message and letter via the electronic reporting system.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staffroom.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid on the computer based First Aid recording system (Medical Tracker) in the medical room.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available on 'Assimilate'), a copy being kept on file and a copy sent to the Health and Safety Team.

The Headteacher is responsible telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Major injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. 'Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the HSC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team (01522 836713) shall be contacted if in doubt about reporting procedures.

All accidents and treatment to both adults and children must be recorded in the electronic accident recording system. First Aid kits are located in the Medical Room.

Disposable gloves should be worn when dealing with any open injury. Any serious injuries or head injuries should be reported immediately to the Head teacher or Deputy Head. No child who is ill or injured should be left unattended. When a serious injury takes place, parents are

contacted immediately by telephone. Any injury, no matter how small, to the head, should be reported to Parents by telephone or letter ('Medical Tracker' prints these letters).

Any accident, which requires professional medical treatment, should be recorded on the official accident form as soon as possible. In the event of an accident which requires medical attention, every effort should be made to contact a parent or other adult named by the parent on the child's admission form. In the event that none of the named adults can be contacted, the child must be taken to the Casualty Department at the hospital by a member of staff, who should remain with the child until the parent or other responsible adult has been located. A qualified First Aider and the Headteacher or Deputy will decide if an ambulance is required and call for the emergency services if necessary. The First Aid points are located in the old kitchen and in the Medical Room opposite the front entrance to the school.

Pupils' Health – Medical Conditions

Full details of children's health problems will be recorded on their admission form, and staff should be made aware of these. Medical records are updated annually in September (updated on a daily basis for individuals as required). No member of staff should administer prescribed drugs or other medication. It is the responsibility of the parent or another appointed adult, to come into school to administer these if they feel it is necessary. The only member(s) of staff who may with written parental consent, administer medication is the Headteacher/ Deputy, SLT member or 'delegated person' (delegated by agreement with the Headteacher/ SLT) subject to the schools 'Administration of Medicines' Policy being followed. Any medicine administered must only be a GP individually prescribed medicine. The Headteacher reserves the right to refuse to administer medications when appropriate. The exception to this is any child who needs regular medication e.g. asthmatics, we have a school 'Asthma Policy' and require that Parents supply our school with their child's Asthma Management Plan. This medication must be kept in the classroom and should be readily available to the child and clearly labelled. Asthma medication must accompany the child on off-site visits. A child with ongoing medical needs will have an agreed Education Health and Care Plan (linked to Special Educational Needs). If a child has a temporary medical need, a risk assessment and agreed plan should be agreed with parents and professional medical advice. It is the responsibility of parents to inform school of any pre-existing or new medical conditions, without this knowledge the school cannot be held responsible for any connected decision making made in good faith. Failing to inform the school of any pre-existing or new medical condition is a sign of parental neglect.

Playground

Playground breaks must be supervised at all times. Three teachers are on duty during KS1 playtimes. Two adults with KS2 morning break. Midday meals supervisors and/or teaching assistants during the lunch break. Duty staff should ensure that they are in the playground promptly at breaktimes. Static built in play equipment has annual certified company safety inspections alongside weekly and daily safety checks. If there is no outside play due to bad weather, the duty teachers are responsible for supervising children in the classrooms. Children can play on the field when weather permits, remembering to show respect to neighbouring homeowners. Duty teachers will make the decision as to whether or not to allow this. The climbing of trees is forbidden. The playground duty rota is on the notice board in the staffroom. Parents should also be discouraged from driving their cars into the car park when dropping off or picking up children. This is reinforced by termly newsletter and the school travel plan. Our Site Manager (Mr Miller), is also on duty by the main gate at school opening and closing times.

PE and Games

Children should be appropriately dressed for the activity involved:

- Indoor PE – plimsolls, shorts, T-shirt or vest, leotard.
- Outdoor games – plimsolls or trainers and appropriate clothing depending on the weather

All jewellery must be removed before any physical activity. No jewellery can be worn for swimming and long hair must be tied back (parents may tape over a single ear stud, but still take responsibility for injury to their child).

It is the teacher's responsibility to check that all apparatus is safely assembled and positioned correctly before the children use it.

Children should have time to become familiar with the apparatus and should not be made to do anything which they feel unsure about.

Children should only help with taking out or putting away apparatus under supervision and within strict guidelines. Apparatus should always be put back in its proper place and secured to the wall wherever possible. There must always be two pupils to move a bench and in KS1 this may be four children.

PE equipment is checked annually.

Classrooms

Classroom furniture should be arranged to allow free movement around the room and all equipment should be easily accessible at an appropriate height. The storage and use of sharp tools, e.g. scissors, needles and technology tools such as hammers, saws, etc. must be carefully supervised and children need to be instructed in the proper handling of this type of equipment and reminded of the dangers of their misuse. There must be awareness at all times as to suitable storage of equipment and regular maintenance checks are essential.

Dustpan and brush, bucket and mop, must be accessible and everyone is responsible for mopping up spillages or sweeping up sand as well as removal of anything likely to cause an accident.

Foundation Stage Outdoor Play Area (refer to specific Risk Assessment)

This area is maintained daily by the staff of the Foundation Stage area as a curriculum resource. Daily, weekly and termly/ annual cleaning is through the cleaning and caretaking staff. Particular care should be taken to remove slip hazards especially sand particles on the floor. The top to the sandpit must be replaced daily. The Site Manager has an outdoor sweeping machine to assist with ensuring the area is clean and safe. Daily safety is checked by all members of the Early Years Workforce.

The Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Using computing we have a 'Safe-use' Policy to ensure E-safety (including cyber-bullying), children are regularly reminded about this policy. LCC Policy and guidance is adopted by the school.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

Electrical Equipment

All electrical equipment used in school must carry a current sticker indicating that it has been recently tested. PAT testing June annually by the Site manager who has received appropriate training in order to carry this out. Items failing are taken off the school inventory and disposed of. Staff should make themselves aware of the manufacturer's instructions for electrical equipment before using it.

Only one plug per socket is allowed and socket adapters must not be used (with the exception of approved 4-gang sockets used for computers). Any cable or plug showing signs of damage should be removed and reported to the Headteacher/ Site Manager. Kettles and freestanding heaters should only be used in areas to which children do not have access.

Children using the microwave cooker ***must be supervised*** (the microwave has annual radiation leak checks), by an adult standing next to them throughout the activity ditto the cooker in the 'new kitchen'. Children are not allowed to switch on/off at sockets.

Educational Visits

Staff should make themselves familiar with the LA's Guidelines on Educational Visits: 'Educational Visits *Lincolnshire* Employer Policy and Guidance'. All forms pertaining to the visit need to be completed at least 2 weeks before it takes place using the 'Evolve' electronic system. Parents need to be notified in writing and asked to complete a consent form. Children may not be taken out of school if the parent or guardian has not completed a consent form. LA guidance is given through Educational Visits policy which is suggested by Local Authority and implemented by the school.

The following items should be taken on visits:

- A first aid kit
- Paper tissues
- Spare clothes
- A bucket in case of travel sickness
- Bottled water
- Mobile phone
- Class list
- Contact details
- Emergency procedures – chain of command and relevant contact numbers including the LA emergency officers. Copies of the Educational Visit Risk Assessment.

During educational visits, children should not be left unsupervised at any time and all non-teaching adult helpers should be within easy reach of a member of staff. Children should know with which adult they should be. Refer to LA guidance (Educational Visits *Lincolnshire* Employer Policy and Guidance).

Caretaker's Room

All items, equipment and materials should be noted. This room to be kept locked at all times.

General Safety

Staff should always be aware of and immediately report:

- Damage to floor coverings such as loose or torn carpets, loose or missing floor tiles or paving slabs.
- Fire doors, which should be kept shut, and escape routes should be kept unobstructed during school hours.
- The front entrance to school inner door should be closed by incoming and outgoing staff to ensure no 'tailgating' into or out of the school by unauthorised adults or children.
- Corridors and walkways should be kept clear.
- Any damaged furniture with rough edges or protruding nails needs to be removed until repairs have been made.
- Heaters, sockets and light fittings should be kept clear of display material.
- Paper should never be stored in a place where it might come into contact with heat.
- Only proper stepladders should be used to reach above head height. Staff or children should never stand on furniture.
- Running is not permitted within the school building.
- Workmen must report to the office before commencing any maintenance/repair work.
- Damage caused by vandalism, e.g. broken glass, must be dealt with in the following way:
 - Cordon off area
 - Put up warning notices
 - Inform necessary persons, e.g. staff, parents, children of the danger
 - Instigate repairs. A file is kept in the staffroom for staff to enter identified hazards for the attention of the Caretaker.

A dedicated folder is kept in the Staffroom for staff to report H & S issues. Entries should be signed and dated.

Road Safety

Promote awareness of the dangers of road traffic.

Teach the children how to cross the road safely and where it is safe to cross. HTS School Travel Plan gives full detail of Road Safety issues for the school. Toot Lane has a pedestrian & cycle way and a school safety zone to the front of the school and a School Crossing Officer. Year 5 annually complete 'Bikewise' cycle training. The Police Community Best Team come into school annually to reinforce Road safety. Our school curriculum and PSHE themes ensure that Road Safety is visited annually. Accessing and egressing school at the beginning and end of the school day has

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distinct procedures to ensure safety and minimise risk. The school liaises proactively with the County Council Highways/ Boston Borough Council Highways/ Lincolnshire Road Safety Partnership/ the Police and other agencies to minimise risk to the community using Toot Lane.

Child Protection/Safeguarding

Please also see separate policy.

There are four named persons (DSL Designated Safeguarding Lead/ and Deputy Safeguarding Leads) responsible for Child Protection in the school. This is the Head teacher in our school, the Deputy Headteacher and Lead Children's Mentor.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

The school's DSO's work closely with Social Services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child. All staff, and Helpers are DSB checked as appropriate to their contact with children.

We require all adults employed in school to have their application vetted through police records (DSB) in order to ensure that there is no evidence of offences involving children or abuse.

Our Safeguarding policy and practices also include e-safety and anti-radicalisation (refer to Safeguarding Policy).

Monitoring and Review

The Governing Body has named governor (Mrs J. Walmsley and Mr. B Davies), with responsibility for health and safety matters. It is this governors' responsibility to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.

The Governing Body must ensure that **regular risk assessments** are carried out.

The Head teacher and Site Manager implement the school Health, Safety and Welfare Policy on a day-to-day basis, and ensure that all staff are aware of the details of the policy as it applies to them.

The Head teacher reports to governors regularly at Resources and Full Governor Body Meetings

AOB

Statutory Notices

The following statutory notices are displayed in the Staffroom;

'Health and Safety Law' poster.

Health and Safety Representatives and Consultation

The Headteacher has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that The Headteacher can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and full governors' meetings.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments will be reviewed regularly and when circumstances change.

These arrangements will be reviewed regularly and at any time at the request of the governors, or at least once every two years.