



BALFOUR JUNIOR ACADEMY

HEALTH & SAFETY POLICY

Date: 12.05.2015 – updated 04.07.2017



PART 1: HEALTH AND SAFETY POLICY STATEMENT

The governors regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Balfour Junior Academy. Balfour Junior Academy may be referred to as 'academy' or 'school' throughout this policy.

It is academy policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the academy whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of academy activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the academy/school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the academy have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the academy have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- reporting to the Business Manager any incident that has led, or could have led, to damage or injury.
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility.

From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

Kim Parnell
Headteacher

Date

Sean Hunt

Chair of Finance, Premises, Staffing and Health and Safety Committee

Date

PART 2: SAFETY ORGANISATION

OBJECTIVES

2.1 The objectives of Balfour Junior Academy Health and Safety Policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

RESPONSIBILITIES

Fort Pitt Thomas Aveling Trust (FPTA)

The CEO of the FPTA trust is ultimately responsible for the health & safety matters within the academy.

In addition, Medway Council could possibly provide a pivotal role with regard to any major incident and may need to be alerted should an incident occur, e.g. media support, educational psychologists, building advice and support, insurance as well as liaising with the police, rescue services etc.

2.2 RESPONSIBILITIES OF INDIVIDUALS WITHIN THE SCHOOL ARE AS FOLLOWS.

Governors. The primary responsibility for all aspects of health and safety at work within Balfour Junior Academy rests with governors through the safety organisation. That arrangement exists for the academy to comply with its Health & Safety (H & S) responsibilities AND Emergency Planning Procedures (EPP)

- ✦ That the Head Teacher (through the Senior Leadership Team) adopts and reviews periodically (and amends as appropriate) the School H & S Policy and EPP in line with the Children's Services and Corporate H & S Policy and Emergency Planning advice
- ✦ That adequate materials/resources required to meet all statutory and Council and academy H & S requirements are budgeted for

- ✦ That periodic monitoring inspections are carried out to maintain and enhance the academy's safety performance
- ✦ The effectiveness of the policy is periodically appraised and any necessary changes made
- ✦ They take a direct interest in the policy and publicly support all those carrying it out

Headteacher. The headteacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements by:

- ✦ Ensuring that responsibility is assigned and accepted at all subordinate levels
- ✦ Ensuring that pupils are aware of their responsibilities
- ✦ Taking responsibility for all H & S and EPP matters in the school
- ✦ Alerting the Council should a major incident occur and liaising with them thereafter
- ✦ Liaising with the governing body and Medway Council on policy issues
- ✦ Ensuring that staff have sufficient information, instruction, training and supervision to enable them to comply with safe systems of work, established rules and working practices
- ✦ Ensuring that the Senior Leadership Team co-ordinate H & S and EPP matters within their area of responsibility



FPTA Trust. The CEO of the FPTA trust is adviser to the head teacher on health, safety and welfare within Balfour Junior Academy. He or she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.

Senior Leadership Team. SLT members are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the safety adviser so that the associated risks are assessed and any precautions deemed necessary are implemented. Members of the Senior Leadership Team are accountable to the head teacher for implementing the academy's H & S policy and EPP, rules, procedures and working practices by:

- ✦ Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures to reduce or eliminate the hazards are introduced.
- ✦ Ensuring that safe systems of work are being adhered to with their operational areas
- ✦ Ensuring that temporary or new staff is fully instructed on all aspects of safe working within their areas of control.
- ✦ In conjunction with the Business Manager, ensuring that all accidents, incidents and near misses are recorded, fully investigated, and if appropriate reported under the RIDDOR regulations and that remedial action is implemented.
- ✦ Alerting the Head Teacher immediately should any major incident or potential incident occur. In his/her absence the senior manager.

Employees and pupils. Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the academy, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser, and to adhere to safety guidance given in

helping to maintain standards of health and safety within the academy. Staff are responsible and accountable for maintaining a safe area of work by:

- ✦ Ensuring that classrooms/work areas are safe
- ✦ Ensuring that all equipment and materials are safe before use
- ✦ Ensuring that safe procedures are followed
- ✦ Ensuring that protective equipment is used when required
- ✦ Complying with the academy's H & S and EPP policies and procedures
- ✦ For seeking advice or reporting to appropriate member of staff when unsure of a particular work requirement or when visiting unfamiliar work areas
- ✦ Making themselves aware of all emergency practices and protocols
- ✦ Bringing to the immediate attention of the Head Teacher, or Senior Leader, any major incident, actual or potential
- ✦ Reporting all H & S and hazards, incidents and/or suspicious persons, packages, potential threats/dangers etc. immediately to a senior member of staff

Safety representatives. It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area of responsibility.

Contractors. It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

2.3 RISK ASSESSMENTS

Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the safety adviser.

PART 3: SAFETY ARRANGEMENTS

INTRODUCTION

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Balfour Junior Academy.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act (1974) and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all heads of faculty or area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.

These can be summarised as:

- ✦ providing and maintaining safe equipment and safe systems of work
- ✦ making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- ✦ providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- ✦ providing safe places of work with safe access to and exit from them
- ✦ providing a safe and healthy working environment
- ✦ providing a system for rapidly identifying and remedying hazards
- ✦ where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 ACCIDENT REPORTING

Any accident or injury is to be reported to the school office by the person or persons involved in the accident, or by their manager, and entered in the accident report book. Accident books are held in the office. The headteacher is to ensure that the governors are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation. The school will comply with all requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 1985 by ensuring that all facilities and arrangements necessary are implemented as follows;

- ✦ All members of staff and employees shall be made aware of the legislation and its requirements
- ✦ Statutory and school accident reporting procedures and documents will be held centrally on the school premises
- ✦ A fatality, major injury or dangerous occurrence when identified must be reported by the quickest practicable means, and subsequently in writing to the enforcing authority (Medway) within seven days of the accident. A Form HS157 will be required for all accidents
- ✦ All diseases as identified by the regulations must be reported to the enforcing authority on a form F2508
- ✦ Records will be maintained of all reportable injuries and dangerous occurrences which must include: the date and time of the accident causing the injury; particulars of the injured person, full name, occupation, nature of the injury; place where the accident or dangerous occurrence happened; and brief description of the circumstances
- ✦ Investigation and risk assessment carried out and all necessary documentation completed with recommendations to be implemented

3.2 ACCIDENT INVESTIGATION

- ✦ All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the respective senior manager. They in turn are to report the incident to the safety adviser – LA on Management investigation record sheet available from the office.
- ✦ The manager is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- ✦ Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- ✦ The headteacher is responsible for the co-ordination of such investigations.
- ✦ All contractors must ensure that accidents involving their personnel are reported to the business manager or site manager of the school, as well as their own reporting chain.

3.4 OUT-OF-SCHOOL VISITS AND ACTIVITIES

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document held in each faculty or area entitled 'Procedure for school visits and out-of-school activities'.

3.5 SAFE WORKING PROCEDURES

Heads of faculty or area must ensure that safe working procedures are developed through:

- ✦ assessing the tasks
- ✦ identifying the hazards
- ✦ defining a safe method
- ✦ implementing the system
- ✦ monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

3.6 DEFECTIVE TOOLS AND EQUIPMENT

- ✦ All defects found in handtools, power tools or any other equipment must be reported immediately to the head of faculty or area, who in turn will appraise the safety adviser of the details.
- ✦ The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been effected.

3.7 MEANS OF ACCESS

- ✦ When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- ✦ Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

3.8 MACHINERY

Legislation lays down requirements for employers regarding the safety and safe use of all work equipment including machinery. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin.

The following safety checklist should be adhered to:

- ✦ Only trained and authorised users must be allowed to operate machines.
- ✦ Training checklists should be used to ensure all the relevant points are covered.
- ✦ Machines must never be used without all proper guards in place and working correctly. Posters and signs should be used to remind workers of the need to use guards.
- ✦ Operators should check that all necessary guards are in place before starting any machine.
- ✦ Areas around machines should be clean, tidy and free of obstructions.

- ✦ Sufficient clear space should be provided to allow easy movement and reduce the risk of accidental interference from other works.
- ✦ Appropriate safety clothing should be worn when operating machines.
- ✦ A sufficient standard of lighting must be provided around machines. In particular, 'flicker' must be prevented as this can cause problems when working with moving parts.
- ✦ A clear system of signing must be implemented for defective machines in order to prevent unauthorised use.
- ✦ Defects must be remedied promptly.

3.9 GOOD HOUSEKEEPING

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- ✦ Keep corridors and passageways unobstructed.
- ✦ Ensure shelves in storerooms are stacked neatly and not overloaded.
- ✦ Keep floors clean.
- ✦ Do not obstruct emergency exits.

3.10 ELECTRICAL EQUIPMENT

- ✦ Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- ✦ Where 13-amp sockets are in use, only one plug per socket is permitted.
- ✦ The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- ✦ Electrical equipment that is known to be, or suspected of being faulty must not be used.
- ✦ If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

3.11 USE OF HARMFUL SUBSTANCES

- ✦ When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- ✦ No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the safety adviser. The user department is to be in possession of a safety data sheet.
- ✦ Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety adviser.

3.12 SKIN INFECTIONS AND HAND CARE

- ✦ To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- ✦ Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.

- ✦ Do not put oily or chemically soiled rags in pockets.
- ✦ Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

3.13 SMOKING

Smoking is not permitted in the school.

3.14 CONSUMPTION OF FOOD

Food is only to be consumed in recognised rest rooms and dining areas.

3.15 EMERGENCY SERVICES

- ✦ Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.
- ✦ There is a first aider on call within the school administration during working hours.

3.16 NOISE

Where noise cannot be controlled at source, all personnel must be protected from high noise levels as required by the Noise at Work Regulations.

3.17 FIRE PREVENTION

- ✦ Fire orders are available for all personnel to read in their classrooms. They cover all aspects of fire prevention.
- ✦ A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- ✦ Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- ✦ The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- ✦ Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation

Fire drill:

- ✦ In the event of a fire (continuous tone) the whole school must be evacuated
- ✦ The Office staff will collect the registers and Visitors' Book and take these to the muster points
- ✦ Pupils must proceed to muster point and line up in register order
- ✦ The member of staff in charge of the class should be the last to leave, checking the room is empty and then accompany the class to the muster point. Under no circumstances should staff attempt to fight the fire unless it is extremely small
- ✦ The first priority is LEAVE THE BUILDING QUICKLY AND SAFELY WITHOUT PANIC. The Head Teacher is responsible for ensuring the school building is completely evacuated
- ✦ Class teacher should collect the register from the secretary at the muster point

- ✦ Teachers should call the registers and then return them to the secretary with the names of any missing pupil/s
- ✦ Pupils remain in their classes at the muster point until dismissed by the head teacher

Fire exits:

The Site Manager is responsible for unlocking all exits before school opens and securing them at the end of the day. He will make a daily check that all are clear of obstructions. All employees are responsible for maintaining clear access to all doorways at all times. The class teacher should ensure that the fire exit is unlocked before using any room.

Fire extinguishers:

The site manager and business manager will make arrangements for the fire extinguishers to be inspected annually and to ensure that any advice given by a fire inspector is put into action. All employees should familiarise themselves with the location of the fire extinguishers and how to use them. Details are held in the school office.

Fire alarms:

The headteacher will ensure that the fire alarm is inspected quarterly.

3.18 VISITORS

- ✦ It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- ✦ Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

3.19 CONTRACTORS

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the head of faculty or area and/or safety adviser.

3.20 USE OF VEHICLES

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

3.21 LEGIONELLOSIS

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

- ✦ All showers are to be turned on and left running for five minutes weekly.
- ✦ All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.

- 🛡️ The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- 🛡️ Records are to be maintained of all cleaning and temperature checks carried out.
- 🛡️ Water storage tanks are to be covered.
- 🛡️ Records are to be maintained of any maintenance, water treatments or disinfection.

3.22 MANUAL HANDLING OF LOADS

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice are available on all aspects of health, safety and welfare from the safety adviser.

3.23 BOMB ALERTS

If a bomb alert is received or a suspicious parcel/package found then head teacher or member of the senior management team must be advised immediately.

In the event of a suspicious package it **MUST NOT** be touched in any way but the area should be cleared of all people immediately. Staff should also ensure that adjacent classrooms are cleared. Staff and pupils should move to a part of the building (or playground) well away from the package).

The head teacher **MUST** call the police.

There will be situations when it is necessary to evacuate the building, however there will also be situations when this will not be appropriate and may result in exposing staff/pupils to the very hazard they are trying to avoid. The action needed will be dependent upon the situation and an assessment of the risks at the time will be necessary.

A full or partial evacuation may be called for (a partial may allow people to be protected by the building itself on the least dangerous side providing the building is not at significant risk of failure itself).

In most cases the evacuation instructions will be given by word of mouth advising:

- 🛡️ Which exit to use
- 🛡️ Where to muster
- 🛡️ Muster/registers etc. will be as per the fire drill although the muster point may be different

Should the whole site need to be evacuated then all pupils and staff will proceed to Balfour Infant School in an orderly fashion but only on the instruction of the head teacher.

3.24 MAIL PROCEDURE

Postal devices are not timed devices and only operate when being opened. Suspicious signs in a letter of parcel would be:

- ✦ Incorrectly addressed with no return address
- ✦ Come from an unknown source or have unusual postmarks
- ✦ Have irregular shapes
- ✦ Be unusually heavy for the size of envelope or package
- ✦ Be unusually heavy at one end
- ✦ Possibly have an unusual smell
- ✦ Be discoloured/stained or have an oily/greasy appearance
- ✦ Feel oily or greasy to the touch
- ✦ Possibly have an oily residue on the surface

If an item is discovered that is thought to be suspicious the following threat assessment should be made to avoid un-necessary calls to the emergency services:

- ✦ Check to whom the item is addressed. Is he/she high profile?
- ✦ Check with the addressee if they are expecting an item and where should it have come from
- ✦ If possible check the return address or company by telephone to check if the item originated from them
- ✦ If possible check with the senders what the item is and any associated hazards

If still suspicious then the police should be contacted and the Emergency Procedures followed.

If a letter/parcel is opened and any strange powder etc. found, the “opener” and others in the room should not leave the room but call for help on the telephone (or shout). This avoids the risk of others becoming contaminated.

The chance of receiving such a device at Balfour is minimal but we cannot overlook such things and must always be on our guard.

3.25 FIRST AID

- ✦ The school will provide all facilities necessary for the appointment and training of first aiders
- ✦ Numbers of first aiders will appointed from among the staff as determined by the numbers employed by the school and operational conditions at the site. First Air is administered in the school office to meet minimum requirements
- ✦ First Aid Boxes (or similar containers) and, if necessary, travelling first aid kits will be provided containing sufficient and appropriate materials as designated by regulations. First Aid Belts

have also been provided to lunch time supervisors for use on the play ground. Any accident at lunchtime MUST be reported in the Accident Book.

- ✦ Supplementary equipment and protective clothing shall be provided as appropriate to first aiders where there are additional risks for the persons appointed
- ✦ Where possible, basic first aid training will be made available to all employees in association with their employment and as part of their induction training

The advice of a qualified first aider should be sought whenever necessary.

- ✦ Only basic first aid should be carried out. For any serious injury, an ambulance should be called and the parents notified as soon as possible. Staff and children MUST NOT move a badly injured person or where serious injury could be suspected/possible – give reassurance and call for an ambulance.
- ✦ All serious injuries must be reported immediately to the head teacher
- ✦ Splinters and other items in the skin, eyes etc. must not be removed but the parents should be advised immediately
- ✦ The head teacher (or appointed person) will complete all official reports required in the case of serious injury/accident. An investigation/risk assessment will be carried out and all necessary documentation completed. Recommendations to be implemented.
- ✦ If parents cannot be contacted, photocopy the child's contact data sheet which must accompany him/her to the doctor/hospital. An unconscious child must have a label firmly attached to his/her person giving name/date of birth and school. A copy of any existing medical condition held on file should also be sent/attached.
- ✦ An adequate first aid kit and all emergency forms should be taken on all class visits

First Aid Boxes

A First Aid Box is located in each area. It is the responsibility of the first aiders in each area to ensure that this is kept stocked.

There is a list of all First Aiders in the school office.

Calling Outside Help

An ambulance should be called whenever appropriate. The head teacher would normally arrange this but no delay should occur if the head is not available. The office **must** be notified and a SIMS printout should be readily available for the paramedics, along with any relevant medical information and medication.

Reporting to Parents, Chair of Governors and Medway Council

The head teacher would normally arrange this but no delay should occur if the head is unavailable.

3.26 MEDICINES IN SCHOOL

From time to time we are asked to administer drugs to children who, although fit to attend school, need to complete a course of medication e.g. antibiotics. The academy would not normally administer any medication with the exception of medication that forms part of a care plan prior agreed by parent and the SENCO. In the event that the school needs to administer medicine the following procedure is followed:

- ✦ The parent not the child contacts the school office and puts the request in writing, filling in the school form and signing it.
- ✦ The parent, not the child, brings the medicine to school and hands it to the secretary to keep in the lockable First Aid Cabinet in the office. The parent also collects the medicine, not the child.
- ✦ The parent ensures that a label indicating the name, class and dosage is firmly fixed to the original bottle/packaging.
- ✦ Staff who administers any form of medication should fill in the appropriate form. The time and date should be recorded and signed by two members of staff
- ✦ With the exception of inhalers, epi-pens and piriton (see below) all drugs will be kept in the school office
- ✦ Asthma inhalers, epi-pens and piriton are kept in teacher's classroom medical box, the box is then stored in the classroom cupboard. These items are clearly labelled.

Anaphylaxis

Anaphylaxis (also known as anaphylactic shock) is a severe, potentially fatal, allergic reaction. It is the body's immune system over-reacting to the presence of a foreign object (such as food or a substance). The whole body is affected usually within minutes of contact with an allergen; however it may occur hours later. There is a sudden drop of blood pressure and narrowing of the airways.

Anaphylaxis can be triggered by a wide range of foods and other agents. The most common include peanuts, nuts, sesame seeds, fish, shellfish, dairy products, eggs, strawberries, wasp or bee stings, natural latex (rubber), and some drugs.

Symptoms can vary from a mild skin reaction to a life threatening condition, they include:

- ✦ Swollen face, lips, tongue and throat
- ✦ Itching or a strange metallic taste in the mouth
- ✦ Sore, red and itchy eyes
- ✦ Drop in blood pressure and narrowing of the airways
- ✦ Wheezing and difficulty with breathing and talking
- ✦ Changes in heart rate

- 🛡️ Sudden feeling of anxiety, apprehension or panic
- 🛡️ Itchy skin or nettle rash
- 🛡️ Faintness, collapse or unconsciousness due to very low blood pressure
- 🛡️ Abdominal cramps, nausea, vomiting or diarrhoea
- 🛡️ Swelling to a larger area than the sting site
- 🛡️ Fever

It is anticipated that we would have been informed by the parents should a child potentially be at risk and all appropriate staff been informed in the usual way. However, it is possible that an allergic reaction may occur to someone for the first time.

If someone becomes severely ill or collapses soon after an insect bite, eating or taking medication it should always be treated as a medical emergency. It can be fatal unless immediate treatment is available. **CALL AN AMBULANCE**

If a preventative injection is held by the school this should administered, as directed, as soon as a serious reaction is suspected and an ambulance should be called and the school first aider summoned.

If there is no improvement within 5 – 10 minutes a further injection may be administered.

If the casualty stops breathing or their heart stops cardiopulmonary resuscitation should be performed if possible.

The parents must be notified as soon as possible as, even where an immediate improvement occurs; hospitalisation may be still be required.

Epilepsy

It is anticipated that we would have been informed by the parents should a child potentially be at risk and all appropriate staff been informed in the usual way. Members of staff will be trained to administer appropriate medication for particular children.

Epilepsy takes several forms and ranges from the child entering a trance like state for a short time (a petite mal) to a complete seizure/fit (a grande mal).

Epileptic trances can occur at any time and usually take the form of the child's eyes having a faraway look and them not responding to their surroundings, voices etc. Where this happens they should be left alone (supervised) and a first aider called.

Where a full seizure/fit takes place the child should be laid down and made comfortable. All chairs, desks etc. should be moved away from them so they cannot hurt themselves and a check should be made to ensure that their airway is not obstructed by their tongue. Again a first aider should be called immediately.

In either case, the parents should be advised as soon as possible.

Blood spillage

In incidents where a child suffer an injury involving open wounds (including minor cuts/scratches etc.) protective gloves are available in first aid kits or from the office and these must be worn at all times when treating the wound.

Where blood needs to be cleaned off furniture, floors etc. then appropriate cleaners are available and must be used. Protective gloves should be worn as appropriate.

Should an individual come into direct contact with blood then this must be washed off thoroughly as soon as possible

Bites

If a child or adult is bitten by another person, they should ensure that they have had a recent tetanus injection.

3.27 GENERAL SAFETY

- ✦ Children should NEVER be left unsupervised in the classroom
- ✦ Children (and adults) should not stand on tables or chairs to reach objects that would otherwise be out of their reach. Step ladders are stored in the Site Manager's office if required
- ✦ There should be no running inside the school other than in the Hall for PE/games lessons which are properly supervised
- ✦ Children must not carry heavy equipment unless directly supervised and trained e.g. PE equipment
- ✦ All children and staff should be aware of the procedure for evacuating the building
- ✦ Pupils sent out of the lesson for any reason are still the responsibility of the teacher who sent them, though all teachers share responsibility for movement throughout the school
- ✦ Sharp bladed knives must be locked away when not in use and stored with the blade covered e.g. a cork. Children should never use knives
- ✦ Any potentially dangerous or poisonous materials must be locked away and only used by pupils when directly supervised
- ✦ Electrical equipment should only be used by pupils when directly supervised and should not be used near a source of water. Care must be taken to avoid anyone tripping over leads. Equipment should not be left on unless a teacher is present or if the equipment is designed for such use (e.g. a video)
- ✦ Children must not be allowed to tip chairs backwards whilst they are sitting on them
- ✦ Pupils must not be allowed out of school without the express permission of their parents, preferably in writing. He/she must be accompanied by an approved adult

- ✦ Staff should check their room regularly for potentially dangerous defects or hazards (e.g. loose plugs, damaged furniture, exposed nails, storage in high places, badly stacked boxes etc.) Defects should be reported immediately to the school office or reported in the Caretaker's book. The item should be withdrawn from use or children kept away from the hazard until rectified
- ✦ Children must not be let out of the classroom at the end of lessons until the bell sounds
- ✦ Internal fire doors are labelled and must be kept unlocked during school hours
- ✦ Glass doors should not have labels stuck on them which obscure vision
- ✦ Any repairs needing to be done or any faults in maintenance should be reported immediately to the school office
- ✦ Coats should be always be hung on pegs, not left on chairs or on the floor
- ✦ Bags must be allowed to block walkways or doors

2.28 PLAYGROUND AND PLAYING FIELD

- ✦ The playing field is out of bounds whenever it is being cut or sprayed by the grounds men and children may only use the field with the express permission of a member of staff
- ✦ Staff using the field who have dangerous objects pointed out to them (e.g. broken glass) must remove anything likely to cause an accident and safely dispose of it
- ✦ Children are not allowed to play in any of the areas used by cars
- ✦ No one should ride a bike on school premises without express permission
- ✦ No child is allowed on the roof of the school under any circumstances
- ✦ The throwing of sticks and stones is forbidden
- ✦ In cold weather children are not allowed to make slides in the school
- ✦ Roller skates, skateboards, scooters etc. are not to be used in the school grounds
- ✦ The responsibility for maintaining these rules rest with the whole staff, in particular those on duty

3.29 CONTROL OF CONTRACTORS/VISITORS

All school representatives responsible for employing contractors must ensure that a safe system of work will apply to the contractor. The school has clear responsibilities towards all contractors or visitors on, or passing through, their premises which also applies to sub-contractors.

- ✦ All contractors must be fully aware of all hazards they may encounter enabling contractors and sub-contractors to take appropriate safety measures. A full risk assessment prior to starting work must be undertaken

- ✦ Similarly, contractors must identify hazardous work situations they may produce and ensure that persons on the sites they visit are fully protected
- ✦ The academy has a duty to protect employees and others from the activities of contractors and must exercise control as necessary over contractors to maintain these responsibilities
- ✦ The academy must ensure that all contractors are competent, trained and fully equipped and the contractor may be required to provide safety equipment necessary for the protection of other persons

All contractors working on site must report to the school office prior to commencing work.

Any extensive work to be carried out on site shall be thoroughly discussed by the head teacher and contractor in order to ensure that appropriate health & safety regulations are implemented.

Any person not known at the school and arriving on site must report to the school office.

Anyone seen on site must be asked their business and if necessary directed to the school office.

3.30 PARENTS AND PUPILS

Parents must collect pupils from the school office during the school day for medical/personal appointments. The time pupils are collected must be entered into the 'Signing out' book by parents and signed appropriately. Pupils returning to school after an appointment will be signed in by the office staff.

3.31. ON SITE VEHICLE MOVEMENT

Vehicles are not permitted to drive on to the site between 8.35 and 9 a.m. and 3.15 – 3.45 p.m. During this time one school gate is shut. Speed bumps are on site to slow vehicles. Speed is limited to 10 mph.

3.32. THE WORKING ENVIRONMENT & SCHOOL SECURITY

The aim of the school is to maintain the buildings and outside area as a safe and friendly environment for all users, staff, pupils and parents. However, we all have a responsibility to ensure that this is the case.

- ✦ All areas should be kept clean and tidy
- ✦ Cupboards and unoccupied rooms should be locked
- ✦ Equipment and materials should be returned to storage after use
- ✦ Staff and visitors should not leave bags/packages unattended where they cannot be vouched for
- ✦ Do not wedge open external doors or windows
- ✦ Ensure all visitors wear badges and are escorted if appropriate

- ⚠ Door codes must not be divulged
- ⚠ Any person on the site or in school who is not known should be challenged and directed to the school office
- ⚠ Any defect/hazard should be reported as soon as this is noticed
- ⚠ The caretaker will make a weekly check around the grounds
- ⚠ The head teacher (or appointed person) will make a monthly visual check inside the premises
- ⚠ P.E. APPARATUS will be inspected bi-annually
- ⚠ ELECTRICAL EQUIPMENT will be tested annually and marked accordingly. Any item without a current “sticker” MUST NOT BE USED
- ⚠ No electrical equipment may be brought into the school without the head teacher’s agreement
- ⚠ An asbestos register will be maintained in the school office and periodical checks made to ensure continuing safety
- ⚠ Regular maintenance/inspection of major heating and electrical installation will be made
- ⚠ All cleaning materials and other hazardous substances must be kept in a locked cupboard which is relocked after access. Any such items must be maintained under the control of an adult whilst in use and returned to locked storage immediately after use
- ⚠ Lone Worker – if you are alone in the building, ensure that you call out on a regular basis and that someone knows of your whereabouts. If you are leaving your year group area and you are leaving one person alone, ensure that you tell them you are leaving the premises. Never work at a height when alone; never use a ladder when alone. Always ensure that there is someone with you when you are working at a height.
- ⚠ Manual Handling – trolleys are available for carrying large or heavy objects, and staff are encouraged to use these.
- ⚠ The boiler cupboard and caretaker’s room will be kept locked when not in use
- ⚠ Smoking is not permitted on site. Anyone smoking should be challenged and asked to leave the school site.
- ⚠ Dogs should not be allowed on site unless a guide dog.
- ⚠ Hot drinks should not be taken to the classroom areas unless they are in a sealed container.
- ⚠ Occupational Health and Stress – Staff should be aware of the ‘Care First’ service (advice, information and counselling service) which is recommended by Medway.

3.33. SCIENCE/TECHNOLOGY/COOKERY ETC

Science

Whilst all items used in science and scientific experiments must be used with extreme care, some guidelines are appropriate for certain items commonly used in primary schools:

- ✦ BATTERIES must not be opened to investigate insides and must be kept away from mouths. Any leaking batteries should be wrapped in newspaper and disposed of. Store live batteries in an upright position without terminals touching
- ✦ GLASS when broken should be disposed of as above
- ✦ THERMOMETERS no longer have their own safety casing so extreme care must be taken when using them. They must not be waved around or used as swords/batons. Any breakages must be dealt with by an adult. Do not let children touch glass or mercury (mercury is rare these days). Advisable to wear plastic gloves for protection against mercury poisoning. Wrap breakages in plenty of newspaper and dispose of in an outside bin (under advice to the caretaker)
- ✦ CANDLES (lit) warrant extreme care and matches must be kept by class teacher for duration of the experiment. This kind of activity should be done as a class lesson and is not suitable for a parent helper
- ✦ KETTLES AND HOT WATER should not be taken into the classroom until needed. How water is better in a safety flask and extreme caution taken when pouring hot water. This must be done by an adult. Emphasise to children they must not touch hot water, kettles etc. even when switched off. Position kettle away from children to cool. Hot water should not be carried around the classroom. Any accidentally scalded hands etc. should be run under cold water immediately and the help of the head teacher or first aider sought
- ✦ WASTE MATERIALS protective gloves should be worn when collecting/sorting waste
- ✦ FERTILISERS must be kept in a secure place. Handling may cause skin allergies so wear protective gloves
- ✦ SOIL/PLANTS should be handled wearing protective gloves
- ✦ CHEMICALS must be clearly labelled and kept out of the reach of children

Any child not able to work in a serious and sensible manner during a chemistry lesson involving experiments should be removed from the activity immediately.

Cookery

Children must be supervised at all times. They must not be allowed contact with the hot oven or hob and extreme caution must be taken when dealing with hot food. Emphasise to children they must not touch ovens of hobs even when switched off. Any accidentally burned hands etc. should be run under cold water immediately and the help of the head teacher or first aider sought

Any child not able to work in a serious and sensible manner during a cookery lesson should be removed from the activity immediately.

Technology etc.

Long hair must be tied back and loose clothing adjusted.

It is not envisaged that at primary level any dangerous implements would be used by children but if any are used by the teacher they must be careful to keep these away from children and the dangers of such implements clearly explained. Safety goggles should be worn if appropriate.

CRAFT KNIVES if a craft knife is being used then the child may draw the line but a teacher must use the knife to cut. SAFETY SCISSORS may be used by the children but they should be reminded regularly of the safe way to use such implements. Safety scissors should not be used as swords or batons.

Any child not able to work in a serious and sensible manner during a technology lesson involving equipment should be removed from the activity immediately.

3.34. PHYSICAL EDUCATION & GAMES

Detailed safety regulations regarding all aspects of PE (“Safety in Physical Education” issued by the British Association of Advisers & Lecturers) are kept in the head teacher’s office and must be read by all teachers of PE and games. The following notes give an indication of the main points of the safety policy:

Gymnasium

- ✦ No activity is permitted in the gym without the direct supervision by a teacher
- ✦ The floor is to be kept clean and dry at all times
- ✦ Only rubber soled footwear is allowed or bare feet
- ✦ Equipment must be regularly checked by staff and pupils must be taught how to use it safely, how to handle it and to be aware of spacing with other equipment in the gym
- ✦ Pupils must not wear any item that may harm themselves or others e.g. watches, earrings, jewellery etc.
- ✦ Under no circumstances will children be allowed to wear any jewellery for swimming. If any item of jewellery cannot be removed then child will not be allowed to take part in the swimming lesson

Clothing

- ✦ Children should have a complete change of clothing comprising shorts/skirt, T-shirt, socks, plimsolls and other athletic clothing which do not restrict movement or allow for excessive loss of heat. Unsuitable clothing must not be worn
- ✦ Long hair must be tied back to allow clear vision

- ✦ Children are not allowed to work in stocking feet. Where barefoot work is not possible children should wear plimsolls or other soft-soled footwear which will not damage the floor but provide adequate grip
- ✦ Jewellery must not be worn

General

- ✦ Teachers must ensure all children behave with regard to the safety of others
- ✦ Children should not be taken outside for games when conditions are in any way dangerous (e.g. too wet, very hard ground etc.)
- ✦ Teachers must be aware of any medical condition that may affect a child's safety
- ✦ Children must not wear any kind of hair spray or mousse or bring these into school

In the event of an accident occurring in a P.E. or games lesson, the teacher **MUST REMAIN WITH THE CLASS**. He/she must send, if possible, two children to contact the nearest appropriate adult who will render assistance. Accident guidelines should then be followed.

P.E. is an integral part of the National Curriculum. Unruly or rowdy behaviour are as out of place in a P.E. lesson as they would be, for instance, in a mathematics lesson. The atmosphere should be quiet, orderly and in every way conducive to good teaching and good safety standards.

3.36. SCHOOL TRIPS/EDUCATIONAL/OFFSITE ACTIVITIES

- ✦ All proposals for trips and visits must be cleared by the head teacher who will obtain Governing Body/Council approval if required
- ✦ No child will be allowed out of school on a visit without express permission of the parent or guardian
- ✦ All trips and visits must be adequately staffed and that staffing agreed with the head teacher – a minimum ratio of 1 adult to 10 children at KS2
- ✦ Before giving permission for a trip to take place the head teacher will ensure the trip is well planned (including where appropriate a visit by the teacher to ensure suitability) educationally justifiable, adequately staffed, suitably insured, financially sound and followed up. A proposal form, for trips is available in the office and must be completed before a trip is approved. At Balfour Junior Academy the Evolve approval procedure is used
- ✦ When trips continue after school hours, arrangements must be made whereby parents can be contacted in case of accident or delay
- ✦ Staff must take emergency contact forms for each pupil on the trip
- ✦ Pupils must be returned to school and not dropped off anywhere else
- ✦ Where more pupils wish to participate on a trip than are able to go, choice of pupil will be made by lot

- Appropriate risk assessments must be completed
- The member of staff in charge must ensure that all planning aspects are complete e.g. parents notified of arrival at destination, fan-outs arranged (if appropriate), adequate first aid available etc.

3.37. SCHOOL TRANSPORT

For organised trips the school will normally hire appropriate coaches, mini-busses etc. However, there may be occasions e.g. sports teams, choir etc. where a small number of children are involved which makes the cost of hiring a coach prohibitive in relation to the event. In these circumstances, parents/staff may use their own cars to transport children and/or adults. The school will ensure that appropriate insurance cover is held by the driver and that appropriate child seats are available.

3.38. VIOLENCE AND AGGRESSIVE BEHAVIOUR TOWARDS STAFF

The academy maintains an “open door” policy and encourages parents to see the class teacher or head whenever they feel necessary. However, it is expected that all visitors to the academy, whether child, parent, contractor etc. will behave in an orderly and polite manner.

Violence and aggressive behaviour towards staff will not be tolerated under any circumstances.

If a member of staff feels at all threatened then they should try to distance themselves from the individual. If the individual will not leave then the teacher should try to leave the room taking any children who are still there. If any member of staff feels another is in problems then they should send for help before making themselves known at the door. However, they should not put themselves into any danger.

Parents who are habitually aggressive will be barred from the academy premises (other than for open evenings etc.). There should be no hesitation in calling the police, if required.

The academy will support any teacher in taking appropriate action against any individual who threatens them.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Headteacher

Kim Parnell _____
 Date: _____

Chair of governors

Patricia Daniels _____
 Date _____

Review date _____

