

THE LIVITY SCHOOL

HEALTH & SAFETY POLICY

Rationale

The Livity School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Head Teacher of any health & safety issues and to remain vigilant while on the school premises.

Health & Safety standards should enhance the potential range of activities and not curtail them.

Purpose

The purpose of this policy is to provide all Governors, staff, and visitors with the necessary guidance to ensure that The Livity School remains a safe and healthy working & learning environment.

All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.

Health & Safety Law

In addition to common law and contractual duties discussed above, staff have responsibilities as **employees** under the Health & Safety at Work Act 1974.

The Livity School operates its Health and Safety Policy within the guidance and acknowledgement of the Local Authority's Health and Safety Document.

A School Governor and the Premises Officer, are Health and Safety trained and together with the Business Manager undertake Termly Health and Safety Inspections. Outcomes of these are reported both to staff and the Governing Body. Staff are regularly informed and trained in Health and Safety issues.

- Weekly whole school meetings provide a forum for discussion about Health and Safety issues with all school staff.
- Adequate signage and guidelines are provided around the school to advice staff about Health and Safety.
- There are **11** trained First Aiders in the school; their names are clearly visible in areas all around the school.
- First Aid boxes are accessible around schools and a named member of staff has been identified to check and keep this up to date.

- Key Staff are trained in the giving of prescription medications. Parents/Carers are asked to make sure that all prescribed medications that are sent into school are clearly labelled with the prescription label including the child's name, date, name, strength and dosage of the medication.
- The School Nurse is the only professional who can then transcribe from the prescription label onto the school's "Recording of Medication" sheets which are kept in a Medical Folder in the Medications Cabinet.
- Pupils with medical conditions all have a Health Care Plan which guide staff in the appropriate care of individuals.
- There is a separate procedure for administering rescue medications for children who have epilepsy and other conditions.
- First Aiders are regularly trained by the school nurse in their administration. Each child has a Care Plan which clearly states details of when and how medication should be given.
- School will also administer occasional non prescription medication but parents must sign a permission slip stating dosage and reason before this is done. Non prescription drugs must only be administered at the direction of the Headteacher, member of the Senior Leadership team or nurse.
- There is a Health and Safety information board in the staff room of the school for all staff.
- Class and Area Risk Assessments are reviewed annually to aid staff in making sure their environment is safe.
- The Premises Officer has a Communication folder at the front office for staff to report concerns to him.
- The Premises Officer regularly inspects both the inside and outside of the school and reports any issues to the Headteacher.
- The school undertakes rigorous risk assessments for all education visits; these are all checked, signed and dated by senior staff.
- Each classroom has a generic risk assessment, and all classes write a risk assessment for all children using the swimming pool which are again signed by senior staff.
- Any pregnant staff are expected to undergo a risk assessment which they are asked to share with their G.P. or Health Visitor.
- All accidents are reported on the "Lambeth Incident Reporting" form and sent termly to the LA and reported to the Governing Body
- Each class has an Incident Book in which minor incidents are reported. These are monitored on a weekly basis by the Headteacher / or other safeguarding lead.
- The school holds a record of physical interventions and parents are informed. Staff to record date, time, behaviour, reason for decision to use physical intervention, length of time required, hold used and who discussed with parents.
- The school holds Maintenance Contracts for all electrical goods and machinery within the building
- Chemicals are kept safely in an appropriate locked cabinet on site
- Medications are stored in locked medical cabinets.

- Appropriate protective gloves and aprons are kept around the school for use when changing pupils and dealing with bodily spills.
- Cleaning is carried out daily when pupils are attending the school.
- Training for staff in aspects of Health and Safety e.g. Manual Handling

Several documents relating to Health and Safety exist and are used in the school which cross reference this document, these include:

- Manual Handling Policy
- Hoisting Guidelines
- Supervision Policy
- Fire Evacuation Plan
- Accidents and Incidents
- Risk Assessments – for areas of the school/Classrooms/Educational Visits/Swimming
- Safeguarding and Child Protection Policy
- E-Safety Policy
- Swimming Regulations
- Behaviour Plans
- Positive Handling Plan
- Code of Practice
- Behaviour Policy
- Children's Charter
- Administration of Medicines
- Epilepsy and Rescue Medications

All relevant documents are held centrally in the school office and in a shared staff file on network

All policies are reviewed annually and shared with staff and Governors. Each committee of the Governing Body reviews a selection of policies. All policies are ratified at the termly whole Governing Body meetings.

LEGAL LIABILITY

All staff have both a legal duty and a contractual obligation to take care of pupils who are in their charge. When a pupil suffers injury or loss while in the care of school staff, then they may be held liable if **negligence can be proved**.

The Duty of Care

Any person working with children is 'in loco parentis' i.e. 'in the place of the parent'. This means that all staff must act as a reasonable parent would, towards the children in their charge, taking into account particular circumstances such as age, maturity, intelligence and physical competence, as well as the number of children in their charge and the nature of the activity being carried out. This duty has been redefined by the Children's Act 1989 which states that a person who has care of a child may do all that is reasonable under the circumstances to safeguard or promote the child's

welfare. Teachers should now, therefore, gear their actions to safeguarding and promoting the welfare of all children.

Teachers also have a **Contractual Duty**, as stated in the Schoolteachers' Pay and Conditions Document, to maintain 'good order and discipline' and to safeguard 'their health and safety both when they are engaged in authorised school activities in school or elsewhere'.

Breach of Duty

The duty owed is breached when any staff fails to comply with:

- a) School policies
- b) Statutory guidelines
- c) Contractual duties OR
- d) The reasonable direction of the Headteacher and a pupil suffers an injury.

Injury and Damage

Negligence will be proved only if the injury or damage suffered by pupils is as a direct result of the staff's failure to take reasonable duty of care and their Health & Safety.

Allegations of Negligence

In practice, if staff are carrying out normal duties as laid down in the school timetable and supervision rota or undertaking extra-curricular activities that have been risk assessed and authorised by the Headteacher and/or employer, an allegation of negligence is less likely to be validated.

However, if an allegation is made, any resulting claim will be normally made against the employer. Local Authorities take out public liability insurance against the risk that claims for compensation in respect of pupils will succeed and support to staff faced with legal action as a result of allegations.

Precautions


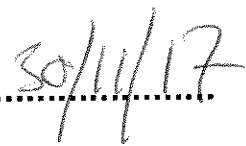
Staff should ensure that they know the following procedures:

- a. When they are on duty and what that duty entails when supervising children
- b. The school's procedure for dealing with pupils involved in accidents and incidents
- c. The name of First Aid persons
- d. That if they are involved in any activities outside of school hours, that there has been a relevant risk assessment undertaken which clearly outlines each person's role and responsibility and that relevant telephone numbers are known if assistance is required:

- e. To take out on all occasions, individual pupil addresses/telephone numbers/medical information
- f. Procedures for accidents/injury

N.B. Staff should be informed and know of pupils with medical conditions such as asthma, diabetes or epilepsy that may require special treatment. All these children should have a Care Plan which staff must take responsibility of and any medications that these children may require must always be available to them. The Headteacher should ensure, to the best of her ability that other staff that may come into contact with these pupils are also aware of their condition and any special treatment needed. It is important to remember that prescription medication will only be administered following school procedures and discussion with the school nurse.

To be Reviewed Summer 2018

Signed..........(Headteacher) Date..........

Signed..........(Chair of Governors) Date..........

APPENDIX 1

What to do if an Accident Occurs

any accident, even a minor one, should be dealt with effectively and as quickly as possible.

Call for assistance using the "Emergency Call" if required. Give immediate First Aid; normally this would be given by a qualified First Aider. Remember that First Aid procedures should only be given if they are correct. If necessary call for senior staff and an ambulance.

Stop other pupils under your care from pursuing any activity that could lead to further accidents because you are unable to continue supervising them. This will be essential in any practical lesson.

Ensure that the injured pupil receives any further medical attention that is appropriate and that his/her parents/carers are contacted.

If it is necessary for an injured child to be taken home or to hospital and neither parent/carer is able to come to school, an ambulance or a taxi should be used. A responsible adult should always accompany the child. It is strongly advised that staff do not use their cars save in exceptional circumstances.

In any event, it is crucial, if a teacher uses his/her car for this purpose, for the insurance to include 'business' use.

Report the incident to the Headteacher or Senior Leader.

At The Livity School all staff are required to record any incidents and accidents.

Below is the order in which incidents and accidents should be reported. The procedure should always start with No.1 staff completing the Class Incident Book if advised No.2 filling out the Livity School Incident Sheet. The other steps 3, 4, 5 should only be followed after discussion with the Headteacher or Deputy Headteacher if necessary after this meeting, staff should follow all the way through to No. 5.

1. The Class Incident Book – Always kept in classrooms
2. The Livity School Incident Sheet – Kept in school office area under "Accidents/Incidents Forms"
3. The Lambeth Accident/Incident Record Form
4. The Livity School Adults/Staff Accident Book - Kept in school office area under "Accidents/Incidents Forms"
5. The Health and Safety Executive F2508 "Report of an injury or dangerous occurrence" - Kept with Headteacher

1. The Class Incident Book

The reporting procedure of any incident/accident should always start with writing in the Class Incident Book. Class incident books are there to record The date, time, incident/accident, action taken, who was informed, and also for concerns regarding a pupils well being.

Any minor bumps, scratches, and falls where there is no real injury should be recorded in the Class Incident Book but Class staff must inform parents via the Home-School book. It is also important to record in the book any concerns staff have observed with children for example: clothes not being regularly washed or changed, unexplained reoccurring bruising or marks, any changes in children's "normal" behaviour. These books are handed in at the end of each week for the Headteacher, or Safeguarding Leads, to read and sign off. If the Headteacher is at all concerned about any issues she will immediately speak to the class staff so that further explanations can be sought. These books must be readily available in classrooms and up-to-date so that senior staff who talk to parents/carers or any other professional after 4:15pm can use them as a source of reference if there are any queries.

2. The Livity School Incident Sheet

Incidents and/or accidents where there is injury to pupils, staff, visitors, or damage to property must be recorded on a Livity School Incident Sheet. If a First Aider is called upon and action taken this must also be recorded by the teacher and/or class staff in the Class Incident Book and on The Livity School Incident Sheet.

Any First Aider who has been called to assess an incident/accident situation will record independently in The Livity School First Aid Book noting, Date, Time, Name of Person Receiving First Aid, Incident and Action taken. First Aiders will not be expected to record in a Class Incident Book or Incident Sheet unless directed by the Headteacher or Deputy.

The Livity School Incident sheet must be handed into the Headteacher or Deputy, soon after the incident so that they are able to decide if the accident or incident is of such a nature that a Lambeth Accident & Incident Record Form will also require completion. The Headteacher or Deputy will also decide how parents will be informed either through the Home-School book, phone call or letter.

3. The Lambeth Accident/Incident Record Form should also be filled out if the Headteacher or Deputy Headteacher requests that you do this after an interview or investigation of an accident/incident.

4. The Livity School Adults/Staff Accident Book - Kept in school office area under "Accidents/Incidents Forms" is also available for staff to fill in after discussion with the Headteacher/Deputy Headteacher.

5. The Health and Safety Executive F2508 "Report of an injury or dangerous occurrence"

Any serious incident or accident which can include injuries such as a broken bone, dislocated joint, or anything that involves more than 24 hrs hospitalisation also has to be reported on all of the above and also to the Health and Safety Executive on form F2508 (01/96). This form is filled out by the Headteacher/Deputy after investigation of the incident/accident which would require interviewing staff as well as reading all reports recorded in The

Class Incident Book, The Livity School Incident Sheet, The Lambeth Accident/Incident Record Form.

If the Accident/Incident should happen to a member of staff then they should follow the actions **1 – 2** when reporting and make sure that they have discussed the accident or incident before the reporting procedure moves into steps 3, 4, 5 with the Headteacher Deputy or Assistant Headteacher.

If a member of staff cannot continue to carry out their duties they should refrain from working with children and seek advice from the Headteacher, Deputy or Assistant Headteacher. In this way the Headteacher, Deputy or Assistant Headteacher will be able to ensure continuing cover for the class and attend to the injured member of staff and assess the circumstances and advise accordingly.

This could result in:

- A School First Aider attending to the member of staff
- An ambulance being called
- Advising the member of staff to seek further medical attention/treatment
- Enabling the member of staff to have a period of rest/recovery in school whilst still monitoring the situation
- Sending the member of staff home

The member of staff should still follow the procedures 1 – 5 of reporting accidents and incidents as close to the time of the incident as possible. If they are unable to work this will be done as part of the “Return to Work” Meeting.

After a staff accident/incident an interview with the Headteacher/Deputy Headteacher will be arranged giving the staff member and Headteacher/Deputy Headteacher an opportunity to reflect upon the situation and make adjustments if required. The “**Staff Accident & Incident Interview Form**” will be used to assist this process and establish if further action or investigations need to take place.

FIRST AID

Employers are responsible for ensuring that First Aid equipment is available in strategic areas throughout the building. This equipment should be checked regularly by the named staff responsible for first aid equipment.

The Code of Practice to the Health & Safety (First Aid) Regulations 1981 requires that there be a qualified First Aider on the premises only if there are fifty or more employees. The regulations do not take into account pupils or visitors, schools are required to have staff trained in Paediatric First Aid .