

ELMHURST SCHOOL **POLICY FOR HEALTH AND SAFETY**

Aim

Our aim at Elmhurst School is to create an atmosphere of carefulness both in and out of school, this is for all users of the school, boys, school staff, parents, siblings and wider community users.

This carefulness includes:

- The ability of each individual to protect himself/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For our pupils, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health related topic such as smoking.

At Elmhurst, boys are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime.

We believe that boys learn best through practical experiences and active involvement in all areas of the curriculum. Boys are taught to have care and consideration for themselves and others:

- In the classroom
- When using specialized equipment eg scissors, tools, glue guns, PE apparatus
- When moving around school
- When carrying out investigations eg a pond, pollution, soil studies
- When on educational visits

For any physical activity, boys change into shorts and tee shirts or their tracksuit. It is part of our school policy that boys do not wear any form of jewellery, for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible (See Educational Visits Policy). Details are sent to parents. Boys are asked to wear appropriate clothing for the activity planned. The correct adult boy ratio is always followed, and a first aid kit and list of emergency phone numbers taken. Risk assessments are prepared and checked by the Principal.

Elmhurst has set procedures in case of an emergency in school, such as a fire alarm when the building needs to be evacuated. These drills are carried out at least once a term. All staff and boys are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All pupils are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. Parents are always informed of any accident that is deemed to be more serious, for instance any head injuries. A fully equipped first aid box is kept in the medical room and the school's accident register, accident forms and a list of any allergies boys may have are kept in the office. Medical lists are also available in each classroom. If the accident is more serious, the aim of the school is to get the boy qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

Caretakers, under the direction of the Chief Executive and Principal, are responsible for ensuring that the building provides a safe and healthy environment for the boyren. They maintain clean and tidy buildings and grounds. Any minor repairs or maintenance are completed by the caretakers, or through the use of authorized contractors. Any equipment/hazardous substances are kept locked away from the boys. All equipment is to British Standards and is maintained regularly. Electrical equipment is checked by one caretaker (a qualified electrician) on an annual basis.

Fire Drill

As soon as the fire alarm sounds all boys and adults must stop what they are doing and walk out of the building through the nearest exit.

Exit routes are detailed in the Staff Organizational Handbook and are displayed in all classrooms.

The register will be brought to each class at each designated point.

The register is taken to check that all the boys are present; the register is then sent back with the secretary.

Nobody is to go back into school. If a boy is missing it must be reported.

Classes may return into school, once it has been confirmed it is safe to do so.

It is important to make sure boys walk in and out of school silently, sensibly, and line up in complete silence.

If a normal exit is blocked for any reason then the nearest available exit is used.

Lunchtime Fire Procedure

- All on duty in the playground shall on hearing the fire alarm gather all boys together away from the building and ensure no boy re-enters the building
- Staff members on duty in the dining area shall evacuate all boys from the building and ensure on the way out that any toilets are vacated
- The Chief Executive will check as far as it is reasonably practicable, that the rest of the building is vacated
- The Principal and/or Deputy Head and Heads of Upper and Lower School will ensure boys and staff are correctly assembled

Car Parking

Car parking is a concern at Elmhurst as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Parents driving in or near school grounds, dropping or collecting boys, should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc.

There is regular contact with traffic police and the road safety officer who will talk to parents and boyren and provide leaflets and posters to display and send out.

Regular letters to parents emphasize the following:

- Care of our neighbours
- Use of the crossing patrol instead of driving right up to school
- Not parking on yellow lines
- Dropping boys off at their gates then driving on to keep the traffic flow moving, rather than parking and waiting
- Any sporting events – boys and staff to leave at <time>
- Trips – try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am

Personal contact with any adult who continually parks in an obstructive way will be made by the Chief Executive, Principal or Deputy Head. All comments made by parents or neighbours will be followed up.

Policy on Boys Moving Equipment

In the normal day to day running of the school, there are certain situations where boys will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Boys must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Boys need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

PE and Sports Equipment

When using large apparatus, boys must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many boys are needed for moving each piece of equipment (this should include how to bend), for example football posts – one boy at each end.

Furniture

Chairs should be moved one at a time, and boys must be shown how to carry them correctly. They may carry single chairs on their own. Boys in Years 5 and 6 may carry two chairs at a time at the discretion of the member of staff in charge.

Tables need one boy at each end, a boy must not attempt to lift a table on his own.

Staging blocks should be moved by caretakers.

The PA system must only be moved and set up under adult supervision.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the boys.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is at least one other boy available to open and close doors.

Items Boys Should Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade although on wheels, can tip

Class teachers

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Caretakers

It is the responsibility of the caretakers to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

Principal/Chief Executive/Deputy Head

It is the responsibility of the Principal/Chief Executive/Deputy Head to perform the above functions in the absence of the caretakers.

In addition, the Principal/Chief Executive/Deputy Head is responsible for the security of the premises during the school day.

All visitors are required to report to the Main School Office.

All parents and other adults are requested, when bringing boys to school, or collecting them afterwards, to walk round the outside of the premises so that the boys are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open door policy of the school.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Chief Executive/Principal or School Office.
- All contractors must report to the School Office.
- Contractors will work under close supervision of the caretakers so as not to endanger the health and safety of boys or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or boys
- No repairs or maintenance can be carried out in areas which boys or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the boy's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

All work will be monitored by the caretakers and any concerns reported to the Chief Executive/Principal.

NB See sheet below to be given to contractors.

Guidance for Contractors on Site

We have been recommended by the Health and Safety Inspectors to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the boys (our boys are asked not to talk to strangers)
- Moving vehicles when boys are at play
- Working on or near the playgrounds when the boys are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Chief Executive/Principal.

Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Principal, Chief Executive or Deputy Head of any difficulties

Policy on the Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to boys.

These requests fall into two categories:

- Boys who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Boys who are suffering from casual ailments (coughs, colds etc)

Generally, teachers will not administer medicine to pupils.

Parents are responsible for the administration of medicine to their boys. However, if a boy needs a dose of medicine at lunchtime or during the school day, a letter should be sent to the School Office requesting and giving authority for the School Secretaries administer the medicine.

If it is unavoidable that a boy has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that staff are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their sons. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states:
(a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult.
Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their boy's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Policy on First Aid in school

(See First Aid Policy)

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any boy's clothes should be placed in a plastic bag and fastened securely ready to take home.

Recording Accidents

All accidents must be recorded in a Record of First Aid Treatment book. All details need to be filled in, including any treatment given.

Contents

- Scissors
- Antiseptic cream
- Bandages
- Plasters, single and strip
- Antiseptic wipes
- Cotton wool
- Sterile gauze
- Disposable gloves

Allergies/Long Term Illness

A record is kept in the General Office of any boy's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any boy whose health might give cause for concern.

Procedure for accidents

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes).
- If a boy has a bump on the head you must send a letter home and/or contact the parent/guardian.

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

See *Accident Documentation* for further details.

Accident Documentation

The following documentation is attached:

- Reporting of school accidents to the Health and Safety Executive
- Guidance notes on completing Form F2508
- Form F2508
- Accident to LEA employees
- Accidents to school children

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

Pupil Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

Reviewed March 2011
Claudia Lazell

Health and Safety Executive

Health & Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

**REPORT OF AN INJURY OR DANGEROUS OCCURRENCE -
GUIDANCE NOTES ON COMPLETING FORM F2508 (rev 1/86)**

1. GENERAL

Please use this form for making reports to the enforcing authority about events covered by Regulation 3 or 6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

If you do not know who the appropriate enforcing authority is, then send the form to the nearest office of the Health and Safety Executive (HSE). They will pass it on if necessary.

If you are unsure of the address of the nearest HSE office and it is not listed in the local telephone directory, you may find out by telephoning the HSE enquiry point on 0151 951 4381.

2. SUBJECT OF REPORT

The tick boxes in Section A cover the different kinds of event which must be reported under Regulations 3 and 6.

BOX 1

Tick this box if someone has died as a result of an accident arising out of or in connection with work.

BOX 2

Tick this box if someone has suffered one of the following major injuries or conditions as a result of an accident arising out of or in connection with work:

- fracture of the skull, spine or pelvis;
- fracture of any bone:
 - in the arm or wrist, but not a bone in the hand;
 - or in the leg or ankle, but not a bone in the foot;
- amputation of:
 - a hand or foot; or
 - a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
- either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- loss of consciousness resulting from lack of oxygen;
- decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment;
- either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;

- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material;
- any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

BOX 3

Tick this box if an employee of yours, a person to whom you are providing training for employment, or a self-employed person working in premises under your control (or you, if you are a self-employed person in your own premises) received an 'over-3-day' injury at work, ie an injury which was not one of those listed above, but resulted in incapacity for work for more than 3 days.

BOX 4

Tick this box if there has been one of the dangerous occurrences listed overleaf. If a reportable injury was caused you should also tick box 1, 2 or 3, whichever is appropriate

BOX 5

Tick this box if you are a supplier of flammable gas through a fixed pipe system or a filler, importer or supplier of LPG in a refillable container and you are reporting a fatal injury or one of those listed above, which arose from an incident involving that gas (but not if the incident was connected with a work activity).

BOX 6

Tick this box if you are a supplier of flammable gas through a fixed pipe system and you have found out that a connected gas fitting in a user's premises is or has been faulty and dangerous in one of the ways specified by the Regulations.

3. PERSON OR ORGANISATION MAKING THE REPORT

Just who must report the events covered by boxes 1-4 in Section A depends upon the circumstances and upon who, if anyone, is killed or injured. The onus to report might be placed on, for example: the employer of an injured person; a self-employed person; someone in control of premises where work is carried on; or someone who provides training for employment. Detailed guidance on this can be found in HSE booklet HS(R)23.

4. DATE, TIME AND PLACE

In addition to entering the date, time and address where the reportable event happened (if different from that of the person making the report), you are asked to state:

- precisely where on the premises or site the event happened, for example foundry, storeroom, canteen, hospital laundry, grain store, etc and
- what type of work activity is normally carried out there (or was being carried out at the time) as part of your business or undertaking, if not already clear from your description of the place.

5. THE INJURED PERSON

A few examples may help to show what is needed in the 'employment status' and 'trade, occupation or job title' parts of this section, if the injured person was:

- (a) a plumber employed by you: then you would tick box 10 and write 'plumber' in the space provided for trade, occupation etc;
- (b) a self-employed plumber: then you would tick box 11 and write 'plumber';
- (c) an employee of yours receiving formal training in plumbing either as a YTS trainee or as an apprentice: then you would tick box 10 and either box 12 or 13 as appropriate and write 'plumber';
- (d) a YTS trainee in joinery: then you would tick box 13 and write 'joinery'
- (e) a school pupil, college student, patient in hospital or customer in a shop: then you would tick box 14 and write 'pupil', 'student', 'patient' or 'customer' in the space provided for trade, occupation etc.

6. KIND OF ACCIDENT

If the accident involved a sequence of two or more of the events listed here, then tick the box for the one which happened first (only one box should be ticked in this action).

If the accident did not involve any of these as the primary event, then tick box 15 and give as much detail about the accident as you can in section H of the form, after you have completed Section F.

7. AGENT(S) INVOLVED

Having classified the kind of accident in Section E of the form, you are asked here to describe just what thing or hazard was actually involved – the principal agent or factor.

You should do this firstly by indicating which of the listed broad categories the agent fits into and secondly, by describing it more precisely in writing – giving its name, type and/or purpose.

You can tick more than one box if more than one of the listed agents was involved – a written description of each should be given. Tick box 17 if none of the other boxes cover the accident which you are reporting.

Example: If the reported injury is a burn arising from an accident involving the ignition of a flammable liquid escaping from a fractured pipe in a chemical plant, then you should tick box 11 in Section E and boxes 5 and 6 in Section F and your written description in Section F should refer to the pipe and its use and to the flammable substance involved.

Health and Safety Executive

Health and Safety at Work etc Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

Report of an injury or dangerous occurrence

- Full notes to help you complete this form are attached.
 - This form is to be used to make a report to the enforcing authority under the requirements of Regulations 3 or 6.
 - Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.
 - If more than one person was injured as a result of an accident, please complete a separate form for each person.
-

A Subject of report (tick appropriate box or boxes) – see note 2

Fatality 1 Specified major injury or condition 2 'Over three day' injury 3 Dangerous occurrence 4

Flammable gas incident (fatality or major injury or condition) 5

Dangerous gas fitting 6

B Person or organization making report (ie person obliged to report under the Regulations) – see note 3

Name and address undertaking

Nature of trade, business or

If in construction industry, state the total number of your employees

on site Post code

and indicate the role of your company
(tick box)

Name and telephone no. of person to contact

contractor Other

Main site contractor

7

Sub

8

9

member

Yes No

If in farming, are you reporting an injury to a of your family? (tick box)

C Date, time and place of accident, dangerous occurrence or flammable gas incident – see note 4

Date

Time

Give the name and address if different from above

where on the premises or site

and normal activity carried on there

Complete the following sections D, E, F, & H if you have ticked boxes 1, 2, 3 or 5 in Section A.
Otherwise go straight to Sections G and H.

D The injured person – *see note 5*

Full name and address

Age 11 Sex Status (*tick box*) Employee 10 Self employed
Traineer (YTS) 12 Traineer(other) 13 Any
other person 14

Trade, occupation or job title

Nature of injury or condition and the part of the body affected

To be forwarded to the HEALTH AND SAFETY GROUP, County Hall
 via the Area Education Office
 <your Local Authority>

ACCIDENTS TO SCHOOL CHILDREN

District No..... School No..... Name of
 School.....

1. Name of pupil	
2. Age (Yrs, Mths) and Date of Birth	Yrs Mths Date of Birth
3. Date of accident	
4. Did the accident occur during school hours? (lunch hour included)	
5. State how the accident occurred; what was its cause; what was the nature of injuries.	
6. Give the name(s) of any person(s) including boyren who saw, or were present at the time of the accident.	
7. Was the pupil under the supervision of a teacher? If so, state the nature and extent of the supervision	
8. Was the pupil acting under the instructions of a teacher at the time of the accident?	
9. Was the pupil acting against express orders of rules at the time of the accident?	
10. Have there been any previous accidents at the school which might have been due to the same cause?	
11. Was the accident caused or contributed to by any defect in the playground or premises or the condition of the school furniture?	

<your LA> **ACCIDENT REPORT FORM** (To be completed in the case of all accidents to employees)

Department

Section

Note: This form should be forwarded through the Area Education Office to the Health and Safety Group, County Hall

Full Name

Date of Birth

Address

Sex M F

Occupation

CURRENT GRADE/SCALE

Place of Work

How long with the Authority?

Date and time of accident State nature and extent of injuries sustained	Where did the accident occur? State how accident occurred and what equipment was being used
----------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Was the employee carrying out his/her duties as authorized? Yes No

If 'No' give details

Names and addresses of witnesses (if more than two attach details separately)	
-------------------------------------------------------------------------------------	--

Name and address of employee's general practitioner

If absent from work state a) Date and time ceased work

b) Date returned

Signature and designation of Reporting Officer Date

.....

Name

Date ceased work

.....