



# BENTILEE NURSERY SCHOOL

## Health and Safety Policy

Reviewed annually

written- Autumn 2<sup>nd</sup> half term 2020

Last Reviewed-Summer 2<sup>nd</sup> half term 2024

Next review date -Summer 2<sup>nd</sup> half term 2025

### Health and Safety Policy Statement

The Head teacher - has overall responsibility for **Health and Safety in the school, including the Health and Safety checklist**, which will be completed in consultation with the staff, governors, and centre manager.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Board of Governors and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.

In compliance with the Health and Safety at Work etc. Act, the school's Board of Governors will ensure so far as is reasonably practicable that: -

- All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- All equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities. In addition to the above, the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
- Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.

- All staff (including students and volunteers) have a duty to be aware of, and comply with, the Health and Safety Policy
- Health and Safety issues must be referred immediately to the Head teacher or in her absence to Mrs. Susan Ridgway.

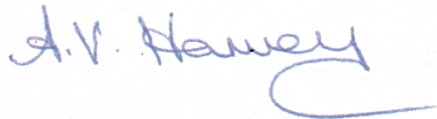
This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signed:



Head Teacher

Date: June 24



Chair of Governors

Date: June 24

ORGANISATION- Bentilee Nursery school

### **Employer Responsibilities**

Stoke on Trent City Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe. The responsibility is devolved to the Head Teacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises. The Headteacher will ensure the overall implementation of the policy.

### **Headteacher Responsibilities**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
  - To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
  - To include health and safety issues in the school improvement plan, if necessary;
  - To carry out regular health and safety inspections and take remedial action as appropriate;
    - To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
    - To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;

- To liaise with LA property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
  - To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
  - To ensure that emergency evacuation procedures are in place and tested;
  - To ensure that adequate first aid provision is available and kept up to date;
  - To report health and safety issues to the governing body on a regular basis;
  - To monitor and review all health and safety policies and procedures.
- NB: Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.*

### **Governors' Responsibilities**

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
  - The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.

**Miss Saffron Duffield is the school appointed health and safety governor**

### **Staff Responsibilities**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.

- Will not interfere with anything provided to safeguard their health and safety or that of others
  - Have a duty to report all health and safety concerns to the Head Teacher or their line manager.
  - Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
  - Staff will use the correct equipment and tools for the job and any protective clothing supplied
  - All staff members will ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
  - Staff will exercise good standards of housekeeping and cleanliness

#### **Headteacher with support from the office manager responsibilities:**

- Ensuring that other site staff are adequately supervised when undertaking work
  - Identifying any particular Health and Safety training requirement for themselves and others Ensuring that they or other staff are not involved in activities outside their limitation
  - Ensuring that any personal protective equipment issued is suitable for the task and used also that training is provided in the correct use of equipment
  - Ensuring that all staff work in accordance with safe working practices issued by the school, and Stoke-on-Trent City Council etc.

#### **Children** (with support from staff)

All pupils must be encouraged to follow all safe-working practices and observe all school safety rules.

All pupils will:

- Follow all instructions issued by any member of staff in the case of an emergency
  - Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
  - Inform any member of staff of any situation that may affect their safety

#### **Information, Instruction and Supervision under Health and Safety law**

It is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster

- ***A copy of the Health and Safety Law Poster can be found:  
In the staff kitchen***

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Head Teacher or other delegated key members of staff.
- The Head Teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their Health and Safety.

### **Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the Head Teacher.
- Training will be identified, arranged and monitored by the Head Teacher and the governing body.
- Staff are also responsible for drawing to the attention of the Head Teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding records is Mrs. Sue Ridgway**

### **Monitoring**

- The Head Teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds.
- The Head Teacher is responsible for investigating accidents
- The Head Teacher is responsible for investigating work-related causes of sickness and absences,
- The Head Teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.
  - Governors with the Head teacher do monthly health and safety walks which are recorded and actions specified.

## **ARRANGEMENTS**

### **Accident Reporting/Recording**

- The Headteacher is responsible for reporting accidents and dangerous incidents to the L.A. Copies of these are located in the Health and Safety file.
- All staff are responsible for recording accidents to children in their own key person accident books, located in their personal drawers in the key person area. The school rings or texts parents to inform them that their child has had a bump to the head. Parents are asked to sign the accident book upon collection of their child.

- Any staff injuries should be reported immediately and logged in the appropriate section in the Health and Safety file.

### **Children's Safety Procedures**

The school considers the safety of its pupils of paramount importance. The following procedures have been agreed to ensure the children's safety

- Grounds to be checked for litter or harmful objects by staff on outdoor duty.
- A member of staff supervises access from the lobby into the school by parents/carers on arrival each morning.
- Parents/carers are to formally acknowledge the arrival of their child to the main entrance
- Staff member to confirm gate secured prior to children accessing grounds for the initial child initiated session.
- Children are only allowed to leave with a known responsible adult, unless by prior authorisation from the parent/carer. Young children are not allowed to take pupils home without us being informed by the parent/ carer / or they use the password created by the parent / carer).
- Children are to be supervised by qualified adult during food technology, wood work activities, etc. Children are not allowed to enter the staff kitchen area. There is a bolt behind the gate that only adults can access.
- Electrical apparatus will only be used by adults, or children with adult supervision. Electrical equipment will be visually checked regularly and any faults or repairs detected to be reported immediately and that equipment removed from use. Children are to be taught the dangers of misuse of electrical appliances, sockets and switches.

### **Staff Safety Procedures**

- Staff are to conduct Home Visits ideally in pairs. The Family Support worker (FSW) is the only person to conduct home visits alone after a verbal risk assessment. For visit :-Mobile phone, password, office made aware of time FSW left and is due to return.
- If staff are delayed whilst on duty off school premises they should report in to the Office Manager/Headteacher.

- Any distraught/distressed/abusive parent or member of the public should be referred to the Nursery School office to be attended by the Headteacher/Senior Staff.
- In the event of abusive/violent behaviour towards staff, it will be the responsibility of the Headteacher to report it to governors.

**Off-Site Supervision arrangements (also refer to operational procedures for off-site visits in local community- see risk assessments e.g library, church etc)**

- Lead teacher to conduct risk assessment prior to any off-site visit. Apprise staff of outcomes.
- Coaches must have seat belts for use on all seats.
- Coach companies approved by LA.
- A suggested ratio of 1:4
- At least one member of staff to have a mobile phone with them, first Aid box, asthma inhalers, sun cream (factor 50) in hot weather, and a mobile phone to access Teacher2parents (parents contact telephone numbers). At least one member of staff to have a mobile phone with them.
- Notification letters/consent forms to all parents at least 1 week in advance of visit.
- Students to have permission of their school/college to attend visit.

**Medication in School**

All medicines may be harmful to anyone for whom they are not appropriate. Therefore, the following guidelines have been agreed for the use of medicines in the nursery school.

Children who have been prescribed antibiotics can come into school as long as the medical form is completed for staff to administer it in the day. (see appendix 1 Form 2).

Parents are the best people to administer medicine wherever possible (outside school hours) during short term medication. However, in cases of long term medication needs, school and home can negotiate a Health Care Plan. This will include a written request from the parent detailing authorisation for the school staff to administer medicine, the name of the medication and directions for use (see appendix 1 Form 2).

Non-prescription medicines will be administered if the child is fit for school as long as an administering medicines form is filled in parent/carer. Children are not allowed to carry or take any medicines themselves. All authorised medications are to be stored in the fridge in

the school kitchen - unless it states otherwise. There is also a clear plastic box in the kitchen with medicine labels in, where medicine may be stored if it cannot be stored in the fridge. Anyone caring for children have a common law duty of care to act like any reasonably prudent parent.

- Staff receive regular training re First Aid and administering medicines.
- Children with asthma who need inhalers of any type are accommodated within our policy. Parents and school negotiate an individual Health & Care Plan (appendix 2 Form 1). All inhalers are stored in the 2 year old and 3 / 4 year old bathrooms, in a bag hooked on the wall.
- A record is kept of medication given to pupils.
- Any unused or date expired medicines are returned to parents. The school does not dispose of medicines.
- Confidentiality is observed as with other individual personal details.
- A member of staff accompanies children taken to hospital and stays until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Staff should never take children to hospital in their own car; it is safer to call an ambulance.
- Staff will stay at the hospital with children until parents arrive

### **Allergies or food intolerances**

Children's names are recorded and details. This is shared with all staff. These are stored on the back of the cupboard in the 2s bathroom and 3s kitchen. Sabrina's café is made aware and she records meals of different dietary requirement daily in a note book that accompanies the dinner cart.

Treats for certain children or cereals are stored on top of the cupboard with their names on.

Students are supervised to ensure no mistakes are made.

### **Risk assessments**

The school completes a number of these. We look at each area in the school indoors and out, and consider what risks there are for children, staff, visitors and what we can do to minimise the risk or prevent it. These are reviewed annually. Staff working in different parts of the school do these annually with the Head teacher or teacher leading the room to oversee / monitor.



Risk assessments include, bathrooms, manual handling, fire, store room climbing frame visits to the library, changing a child, working at heights, staff kitchen, slips and trips, computers, playgrounds, Corona Virus, cutting activities, students, maths room, literacy room, 2 year old room, Play space in the Bentilee Family Hub, breakfast, arrival and departure of children, coach travel, pregnant staff, home visits and the office.

### **Site defect/ hazards**

There is a health and safety concerns book in the staff kitchen for reporting and issues, which is then brought into the office to deal with.

Health and safety is always on the staff weekly staff meeting agenda.

### **Contractors and Construction work**

- All contractors must report to the School office and sign in. The Site Team will provide additional information relating to the requirements of adhering to the standards of the School, i.e. observing and signing the Asbestos Policy.
- Work arrangements will be organised to fit in with the school routines of pupils and to minimise any potential risk.
  - Where there is a potential danger to children and staff working in the school, they will be moved or the work rescheduled
- Contractors on the school site are provided with health and safety arrangements and relevant information. For all projects instructed by the School the relevant paperwork e.g. risk assessments, hazard identification checklist, method statements, hot work permits etc. must be completed prior to the project commencing

### **Visitors to the school**

- All visitors must sign in to reception
- Once signed in, visitors will be escorted to the area of the school concerned
  - Visitors and contractors will wear a visitor's badge at all times
  - Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log
    - Staff members who encounter an unidentifiable visitor will enquire as to who they are visiting on site and direct them to reception or off the site

- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

### **School Activities**

- The Head Teacher will ensure that risk assessments are undertaken.
    - The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
  - Any actions that are required to remove or control risks will be approved by the Head Teacher or their delegated responsible person
    - The Head Teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
      - All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.
- Fire and Emergency Procedures**
- The Head Teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually
    - Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

### **Names of fire wardens: Juliet Levingstone**

All rooms have clearly identified safety signs and notices

A record will be kept by: the school office

Regular testing of fire alarms occurs weekly by Unitas

The fire log book is kept upstairs in Bentilee Family Hub reception

### **Fire and / or Emergency**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire. All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH)-  
**compiled by Mrs. Sue Ridgway- Office manager**

- List of hazardous substances will be provided to fire officer in the event of a fire. Maintenance of Fire Precautions: The Head Teacher will ensure regular maintenance of:
  - Fire extinguishers
  - Fire alarms
  - Fire doors

- Fire safety signs and identification of escape routes
- Emergency lighting and other emergency equipment

### **Smoking**

Bentilee Nursery School is strictly a no smoking site. This includes the use of electronic cigarettes.

### **Bomb Alerts**

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements

- The Head Teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

### **First Aid Arrangements**

- The Head Teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

**List of first aiders is in the office and in each room,**

The Head Teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

**First aid boxes are located in the children's bathroom in the cupboard**

### ***First Aid Procedures***

Personnel:

#### **Paediatric First Aiders- date taken**

**Di Sharp- May 2024**  
**Joanne Smith-March 2022**  
**Louise Foden-March 2023**  
**Jayne Grindey- April 2024**  
**Sarah Yildiz- Feb 2024**  
**Philippa Dix -Jan 2023**  
**Janice Bourne- Sept 2023**

#### **First aid at work- date taken**

**Megan Machin-Nov 2022**

The school will follow the procedure for completion of incident / accident records.

- The school will follow the LA procedures for reporting of injuries as stated in the LA accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

### **Information Technology**

- The Head Teacher will ensure that suitable arrangements are in place for the use of information technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and to hazards such as asbestos and working at height.
- Where laptops and i-pads are used, safe systems of work are to be implemented and supervised by staff
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The LA guidance on interactive whiteboards will be followed

### **Legal Requirements for Premises**

- The School will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The School will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures. Safe Handling and Use of Substances
- The Head Teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Head Teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head Teacher will be responsible for checking that all new substances can be used safely before they are purchased.

- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **Inspection of Premises and Equipment**

The Head Teacher will arrange for formal inspections of the premises and equipment and draw up an effective maintenance programme.

- All identified maintenance will be implemented
- Routine checks may be undertaken by a combination of class teachers, governors, staff and the Head Teacher.
- Access to store rooms; boiler rooms; tank and plant rooms are arranged checked by the Bentlee Family Hub site manager, including checking for inappropriate storage of ladders and other equipment.

### **Asbestos management**

There is none in this building as it is a relatively new build. The Headteacher undertakes training on this bi-annually

**Control of chemicals hazardous to health (COSHH)** Any chemicals in the school environment (e.g. cleaning products, printer and photocopier chemicals) come under the Control of Substances Hazardous to Health Regulations 2002 (COSHH Regs). Their use and storage must be controlled so that the chances of ill-health are minimised. For further guidance: <http://www.hse.gov.uk/coshh/>

**Mrs.** Sue Ridgway monitors the COSHH register. Staff undertake bi-annual training on COSHH

**Display Screen Equipment (DSE)** Information technology and the use of computers is now a major part of many people's lives, both at work and at home.

The communication, manipulation and storage of information has become much more efficient, but work with display screen equipment also presents certain hazards.

The "Display Screen Equipment" regulations recognise these hazards and give guidance and legal requirements to be complied with. It will help Managers/ Head Teachers to set standards for use, and can be used to educate both staff and pupils / service users on the most ergonomically sound and comfortable ways to use display screen equipment. For further guidance: <http://www.hse.gov.uk/msd/dse/>

### **Electricity at work including portable appliance testing**

The main hazards are:

Contact with live parts causing shock and burns - Faults which could cause fire; and fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere.

Your health and safety risk assessment should take into account the risks associated with electricity. It will help you decide what action you need to take to use and maintain your electrical installations and equipment and also how often maintenance is needed.

For further guidance <http://www.hse.gov.uk/pubns/indg231.pdf>

### **Business Continuity Plan / Emergency Planning**

The School's Business Continuity Plan refers to the system of procedures to restore critical business functions in the event of unplanned disaster. These disasters could include natural disasters, security breaches, service outages, or other potential threats. A copy of the Business Continuity Plan is available from the office Manager.

### **Fire - including responsibilities of the Fire Wardens**

Fire is a potentially major hazard in any workplace, and many lives are lost each year through carelessness and lack of respect for the threat of fire. All staff must be familiar with the fire and emergency evacuation procedure.

For further guidance: <http://www.hse.gov.uk/toolbox/fire.htm>

Fire wardens are:-

- Nicola Hill- May 2024- date taken valid for 1 year
- Juliet Levingstone-Sept 2023- date taken valid for 1 year

### **Fire Safety Procedures**

- Fire equipment tests carried out annually - stickers are on fire extinguishers to say when tested and date of next test date.
- Fire evacuation procedures are located in every room in the Nursery school.
- Fire evacuation procedures routinely practiced by the whole of the Bentilee Family Hub at least twice a year. The school does their own termly. These practices are timed and recorded in the termly Governor's report.

Responsibilities of individual staff in the fire evacuation procedures can be seen in the [Fire Safety Policy](#) (Policy file).

### **First aid requirements**

All establishments must have an appropriate number of first aid boxes in easily accessible places. **Mrs Hill** looks after the boxes and keeps them topped up. Signs should be posted indicating the location of the nearest first aid box and the name of the first aid and/or emergency aid trained persons in the building. For further guidance:

<http://www.hse.gov.uk/pubns/books/l74.htm>

### **Legionella / Water Management**

Regular checks are made by Engie. All information, reports, etc. are contained in the Water Hygiene Manual which is kept in the Bentilee Family Hub reception office.

- The school maintains a Water Hygiene log in accordance with the City policy.
- Hot and cold water temperatures are tested on a weekly by the Senior Site Supervisor on basis to reduce legionella
- The school has regular monthly water monitoring visits from the City Council contractors - Engie for water safety.
- Temperature controls are in place to protect vulnerable users

Therefore all identified remedial works will be incorporated into the school's maintenance programme. Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken.

List of Risk Assessments, Policies and Procedures to complement this Policy

For further guidance: <https://www.hse.gov.uk/pubns/books/l8.htm>

The Headteacher undertakes training on this bi-annually.

### **Lone working**

Bentilee Nursery School does not encourage lone working. If staff (e.g. Cleaner, Head Teacher, teaching staff) have to visit or work in school during closure periods they are required to advise the Head Teacher, or Office Manager that they are on site. A copy of the Lone Workers Policy is available from the office Manager, but staff will also have a copy that has been emailed to them.

- Lone working in school is not encouraged; however, there is a need for the site team to be on site throughout periods of closure.
- Staff working alone should adhere to the Lone Workers Policy. Ensure that the main doors are locked and that they have a Mobile Phone available. Staff working alone in school should inform the Head Teacher.

### **Manual handling**

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries.

The moving and handling of people presents additional risks to those of manual handling of objects. There is a risk of injury to the person being moved, but an even bigger risk for the person doing the moving/handling. The Regulations require employers to:

**Avoid** the need for hazardous manual handling, so far as is reasonably practicable; **Assess** the risk of injury from any hazardous manual handling that can't be avoided; **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

For further guidance: <http://www.hse.gov.uk/msd/manualhandling.htm>

### **Educational Trips and Visits**

All educational visits are planned and organised in advance and risk assessments and appropriate school journey forms are completed.

- The school registers all educational trips on the EVOLVE system
- Visit application forms and risk assessments must be completed prior to an educational visit via the EVOLVE system
- The Visit Leader is responsible for obtaining parental permission
- Specific medical requirements must be obtained and considered prior to the visit
- A First Aid box must be taken on all school visits
- Staff are responsible for keeping the school informed of any changes in plans/circumstances

See Educational Trips risk assessments

### **School facilities**

A clean and tidy workplace is an efficient workplace, and says much about the character of staff who work there.

Waste should never be allowed to accumulate. Discarded paper and boxes can increase the fire risk and should be removed as soon as possible.

Waste bins should only be used for paper and similar materials

### **Slips, trips and falls**

Avoid hurrying up or down the stairs and carrying awkward or heavy loads. Always make use of the handrail, and never attempt to read while walking, especially on stairs. No one should ever run inside the building.



Always wear sensible shoes at work. Shoes designed mainly for fashion and not for work (particularly high heels) are a very common cause of falls.

Never stand on chairs, boxes, or other objects. If you need to reach higher, always use proper steps/ladders with a colleague to steady them. Kick-stools are often the best equipment for use in offices.

Where anything is spilled on the floor, others should be warned preferably by a notice and it should be wiped up without delay. Avoid unnecessary wet mopping, especially during the day when people are liable to be using the area.

For further guidance: <http://www.hse.gov.uk/pUbns/priced/l24.pdf>

### **Violence and aggression**

It is the responsibility of management to identify situations where they may be a risk of violence to staff. A risk assessment must be carried out with a view to reducing the risk to the lowest reasonably practicable level.

This should involve the nominated Trade Union Health and Safety Representative.

The key stages are to:

- Find out what the issues are and where they may occur
- Who they affect, how bad the problems are,
- Decide what to do about it (both preventatively and reactively),

Take action.

For further guidance <http://www.hse.gov.uk/violence/>

### **Working at heights**

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

Work must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. You must use the right type of equipment for working at heights.

Take a sensible approach when considering precautions.

For Further Guidance: <http://www.hse.gov.uk/toolbox/height.htm>

### **Well-being of staff**

See separate policy on staff well being

- Nicola Hill is the lead practitioner for this

### **Display Screen Equipment**

Display Screen Equipment (DSE) assessments are undertaken by each employee on an annual basis that uses a visual display unit (VDU) for more than one hour a day, continuously. Managers must review the assessments and provide additional equipment where necessary. (see health and safety file)

The authority shall, where requested by the employee, provide the DSE user with an eye care voucher which entitles them to a free eye sight test and VDU spectacles.

Appendix 1 - form 2



The School will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that School staff can administer the medication.

**DETAILS OF PUPIL**

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_ M/F  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Class \_\_\_\_\_  
Condition or Illness \_\_\_\_\_  
Other known Medical Conditions \_\_\_\_\_

**MEDICATION**

Name/Type of Medicine \_\_\_\_\_  
Strength of Medicine \_\_\_\_\_ (as described on the container)  
How long will your child take this medication  
\_\_\_\_\_  
Date Dispensed \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Who prescribed (eg Doctor) \_\_\_\_\_ Storage \_\_\_\_\_  
Any known side effects \_\_\_\_\_  
Special Precautions \_\_\_\_\_

**Please note all medicines must be in the original container as dispensed by the Pharmacy.**

**FULL DIRECTIONS FOR USE**

Dosage and method \_\_\_\_\_  
Timing \_\_\_\_\_  
\_\_\_\_\_  
Can self administer Y/N \_\_\_\_\_  
Procedure to take in an emergency \_\_\_\_\_  
Medication review date \_\_\_\_\_

**CONTACT DETAILS**

Name \_\_\_\_\_ Daytime Tel no \_\_\_\_\_  
Relationship to Pupil \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_

I understand that I must deliver the medication personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake. Staff cannot take responsibility for forgetting at busy times.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian



Appendix 1 - form 1

**Individual Health and Care Plan**

Date of birth:

Name:

Review:

<u>Need</u>	<u>Action</u>	<u>Person Responsible</u>

Signature: Parents- \_\_\_\_\_  
 School Nurse/Health Visitor.....

Contact Number- Mum.....

School: .....

GP Contact: .....

What constitutes an emergency?.

What action to take in an emergency? What not to do in an emergency?

Who to contact in an emergency?



**Parental Request for the administration of medicines in school**

To be completed by the parents/guardian of any child requesting drugs to be administered under the supervision of school staff or where a child is bringing medicine into school which they will self administer.

If you need help to complete this form, please contact the school. Please complete in BLOCK letters.

**Name of child:**..... **Date of birth:**

**Address:** .....  
 .....

**School:** .....

**Doctors Name:** .....

**Prescribed Medicines**

Name of drug or Medicine to be given and any special storage instructions	When?	How much? Dosage?	Route (e.g by mouth, tube etc)



**My child requires assistance in administering his/medicine.**

- I request that the treatment be given in accordance with the above information by a named member of the school staff who has received necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.
- I undertake to supply the school with the drugs and medicines in the original duplicate labelled containers, provided by the Dispensing Chemist.
- I accept whilst my child is in the care of the school, the school staff stand in the position of the parents and that the school may, therefore, need to arrange any medical aid considered necessary in an emergency, I but I will be told of any such action as soon as possible.
- I can be contacted at the following address/telephone during school hours

**Name:** .....

**Signed:** .....

**Address:** .....

**Contact:** .....

**Date:** .....

.....

		<b>Medication Log</b>			



