

PAGE SCHOOLS HEALTH AND SAFETY POLICY

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1. INTRODUCTION

This policy is written within the framework of the Health and Safety at Work.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be available to all employees. The phrase “employee” includes all paid staff whatever their management function.

The success of this policy depends on the active support of all employees to achieve its objectives.

1.1 The Policy Statement

The Head of school will be responsible for the implementation, management and monitoring of the Policies and Procedures.

As Site Manager, the Head of school recognises and accepts responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.

In discharging responsibilities, the Head of school will pay due regard to relevant Regulations, Codes of Practice, Guidance Notes and professional advice.

The Head of school similarly requires all employees to recognise their responsibilities to take care for the safety of themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to cooperate fully with the Head of school and the employer in achieving this policy.

The Head of school as Site Manager accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Head of school similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their employees, school staff pupils, visitors and others who may be affected by their work.

1.2 General Responsibilities

The Head of school will be responsible to the Director of Education for the implementation, management and monitoring of the relevant policies and procedures.

The Head of school will co-operate with and maintain appropriate levels of communication with the Ministry of Education and council services.

The Head of school will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements he/she may make. Line managers will take all reasonable measures to assist the Head of school in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under

their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care for their own health and safety and of others who may be affected by their actions and/or omissions: they are to co-operate with the Local Government Authorities, Head of school and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

The Head of School will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so with the LGA's safety policies.

1.3 Advice and Training

The Head of school notes that the LGA provides a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

2. DEFINITION OF THE SCHOOL SITE

The area of the school site is that defined by the walls and fences marking the boundary of Page Schools, Plot 234 Cadastral zone B14, Dutse District, Apo

The site includes;

- The school building
- The school hall(Marshal hall)
- The parking lot
- Playgrounds
- All external sheds and stores
- School field

3. ORGANISATION OF HEALTH AND SAFETY

3.1 Children in Premises

- No child, especially in the nursery section must be left unattended.
- No child should be allowed to walk or run around the parking Lot .
- Every child should be guided to safely disembark or enter the car during drop -off and pick- up respectively.
- When children need to use the toilets, a Help must always be there
- Teachers must never leave their class unless there is an adult with the children
- Children are not allowed in the school kitchen
- Children must be left with a school staff and never a carer
- When there is a need to go in the school bus, please note that all must be seated. No child should be standing nor should they lap one another.

- A teacher must sit by the bus door and ensure that the safety key is locked.

4. ARRANGEMENTS AND PROCEDURES

4.1 Reporting Accidents

All staff must ensure that accidents or near misses are reported immediately to the Head teacher.

It is the responsibility of the Head teacher to investigate incidents to discover how a repetition can be avoided.

In the event of an accident or major injury it is the responsibility of the Head teacher to inform the parent of the child and Education Ministry where necessary

All staff must ensure that accidents are recorded appropriately using the following procedures:-

a) Accident book - Daily First Aid/Minor Injuries Book/s – kept in the Sick Bay/Medical Room. All first aid/minor injuries occurring to children of statutory school age must be entered into the book kept in the Sick Bay/Medical Room. A separate book is kept in the nursery and primary section. Any minor injuries occurring to pupils/staff requiring First Aid or referred to First Aid, must be entered into this book by the person who administered the treatment.

b) School Incident Form

- Report of injury or dangerous occurrences caused by, or contributed to a fault on site (e.g. hole in the playground, broken furniture etc.)

- Accidents causing injury to an employee or pupils of the School may require medical attention beyond normal first aid on site.

A School Incident form must be completed by the appointed officer at the Sick Bay/Medical Room.

The class teacher must sign off and a copy sent home while a copy is kept in the school's file

4.2 First Aid

It is the duty of all staff to care for others, especially pupils, to the best of their capability.

In an emergency, First Aid support and advice can be obtained from staff who have received training.

Staff trained as follows:-

Paediatric First Aid at Work Epilepsy

Team Teach Emergency First Aid Response

First Aid supplies are available in the following places:

a) Minor First Aid Box is kept in the Medical Room by the Welfare Assistant and in the Nursery and primary section by the first aid trainer, who is responsible for checking and replenishing the contents when used. Minor first Aid bag is taken out at lunch times for any minor first aid requirements.

b) Small Portable First Aid Bags are available for use on Educational Visits from the Medical Room. Teachers needing these bags should inform the First Aider at least 2 days before the visit is to take place.

4.3 Medication in School

Parents are advised to, whenever possible to make arrangements for children to take medicines at home rather than in school. Where necessary the parent or nominated adult can come into school and administer the medication except for ones who are covered by a care plan eg. Asthma pump.

Where it is not possible for an adult from home to come and administer the drugs, the class teacher should ensure that the parent fills a 'Medication Form' and sign to show that they asked the school to administer the medication(s) – showing time, quantity.

All medicines must be securely stored in the Medical Room by the school Nurse/Welfare Assistant. Medicines in school are usually self-administered under the supervision of an adult (usually the School Nurse/Welfare Assistant). Any variation of these arrangements must be discussed with the Head of School.

A record of administrations for medicines is made in the 'Medicine file' kept by the school Nurse/Welfare Assistant.

When school administers Calpol or any medication, School Incident Form must be filled, a copy sent home and the other in file.

4.4 Pupil Information

Emergency contact information is kept for each pupil in class order in the School office filing cabinets and on the School Management System (LMS). The School administrator is responsible for collating this information and ensuring that it is updated weekly in a folder in the Admin office. The school Nurse/Welfare Assistant is also responsible for providing the class teachers with information on pupils in regard to specific medical conditions by placing a relevant notes and care plans in the class SEN folder.

4.5 Contacting Parents

The SLT team will be informed if a Parent needs to be contacted immediately if:

- The child is unwell or upset and unable to continue with the normal activities of the school day.
- Requires further medical attention beyond simple first aid administered in school

The Welfare Assistant/Nurse must inform the class teacher when a child is sent home.

If a child is injured or ill during the day, yet able to continue in school, the class teacher should inform the parent or carer collecting the child at the end of the day.

In the case of any child receiving a blow to the head, yet able to continue in school, the Welfare Assistant/Nurse or teacher must inform the parent/carers of the injury. The Welfare Assistant/Nurse will provide a note giving brief details of the injury and advice about the possibility of serious symptoms showing some hours after the event. If the child normally goes home on their own the Welfare Assistant/Nurse or teacher must seek to contact a responsible adult and inform them.

4.6 Fire Safety

Fire alarm points and extinguishers are located throughout the building at or near the entrance/exit of each area.

All staff should note the position of alarm points and fire-fighting equipment in the areas in which they normally work.

Each room has a Fire Notice beside the door. This notice details the nearest evacuation route. All staff should note the instructions given in regard to the areas in which they work

The evacuation procedure will be practised at regular intervals during the school year and reported at staff meeting, briefings and meetings.

The Fire Alarm system is tested each week by the site supervisor, who will also regularly check other fire-fighting equipment and will record in the fire book by the fire alarm system. All Fire Alarm equipment and Fire Fighting equipment is fully inspected annually by the LGA/contractor. Any defects must be reported to the Head of School immediately.

All staff must ensure that doors and corridors are not obstructed and that fire doors are kept closed when not in use.

Class teachers must ensure that the view into and out of the classroom is not blocked by displays on classroom doors or windows.

A log book of incidents relating to the Fire Alarm system is kept near the alarm panel. The Site Supervisor is responsible for ensuring that entries are kept up to date.

4.7 Emergency Evacuation

In the event of a need to evacuate the school in any emergency the alarm will be raised by the Head of School Teacher or senior leader by activating the fire alarm. Upon hearing the alarm/bell all activities will immediately cease. Staff will ensure that all children will line up in an orderly manner and leave the building by the nearest available exit. All children and staff must assemble in the designated assembly area. Office staff will bring the registers out to the designated area to give to teacher. Teachers must ensure that pupils line up quietly and that class registers are used to check that all are present. Once teachers have taken the register they will hold the register above their heads to state it is completed and all children are accounted for. The registers will be collected by 2 senior staff (usually the Head of School and the Deputy Head of School). Teacher Assistant must quickly check to ensure that there is no child in the bathrooms. Fire Marshals must check the toilets and each class/floor to ensure all children and staff have been evacuated.

In the event of an emergency evacuation at lunch time, the time supervisors will blow the whistle for the children to stop and line up. The office staff will bring the registers out to the designated area. The Fire Marshalls must check the toilets and each floor to ensure all children and staff have been evacuated.

It will be the responsibility of all staff on site to ensure that:

- All pupils and visitors on site assemble in the designated area.
- Assist with the checking of names against the registers.
- On hearing the alarm in the annexe building staff must follow the same procedure.

4.8 Maintenance of Buildings and Equipment

Staff must carry out a simple visual check before using equipment or letting pupils use equipment. Likewise all staff should routinely carry out a simple visual check of the furniture and fixtures in their work areas for possible defects which may cause injury.

The stability and safety of P.E. apparatus must be checked by the teacher in charge before children start an activity.

The site supervisor must routinely inspect all outside areas of the school, including fences, walls and gates, for defects and hazards.

Any defect to the building, site, furniture or equipment must be reported to the School Office as quickly as possible and any defect which presents an immediate hazard must also be reported immediately to the Head of School/ Deputy Head of School. The Senior Leader Team/PHE Teacher or School Nurse/Welfare Assistant must ensure that any hazard is clearly marked as unsafe and cordoned off this will be checked by the Administrative staff. Details of the defect should be written into the "Health & Safety and Premises Workbook" (Site Supervisor log book) by the office staff. The book will be inspected by the Admin Staff each week. The Admin staff must ensure repairs are carried out within 7 days except in an emergency which should be done on the same day. The Admin Staff in conjunction with the Head of School is responsible for ensuring the completion of repairs to the building, site and equipment.

Some equipment are inspected annually by a specialist contractor. This includes:

- P.E. apparatus
- Portable Electric Appliances
- Air conditioners
- Fire Alarm System
- Fire Fighting Equipment
- Water Safety

Damaged or faulty equipment must be clearly labelled and, wherever possible, removed from classrooms and work areas to await repair.

4.9 Safety in the Classroom

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider:

- The proper supervision of the children in their care.
- Equipment: Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses, tools etc.
- Storage: Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible. Coats and bags should be hung on hooks provided so as not to present a trip hazard.
- Behaviour: When discussing the behaviour of pupils considerations of personal safety and the safety of others must be paramount.

Advice in regard to specific curriculum activities is available for the relevant subject co-ordinators.

4.10 Personal Safety of Pupils

Safety Education is an important element of the curriculum and forms part of the school programme for Personal and Social Education.

Child Protection. All staff must act on any suspicion that a child may have been, or may be in danger of harm, abuse or neglect. In the event of any concern the member of staff must inform the Child Protection Officer or The Head of School of the evidence/incident. The member of staff should make a written record of the evidence/incident on a Record of Concern form as soon as after the incident as is practical.

The Child Protection Officer will follow the procedures as set out in the Child Safety Policy

Physical Restrain of Pupils. The physical restraint of pupils must be avoided whenever possible. Any incident in which a member of staff has occasion to physically restrain a child must be reported to the Head of School as soon as is practical. All such incidents must be detailed in individual children behavioural log for that purpose.

Please avoid any form of physical abuse of any child.

4.11 Playground Safety

Staff supervising children at play must ensure that they can observe all the children in the area. In the event of any one supervisor being fully engaged in another activity he/she must inform other supervising colleagues.

All staff must take responsibility to ensure that gates to the playground remain closed and children do not leave the site during school sessions.

The PHE Teacher must make advance inspection of the play ground to ensure it is safe from all hazardous material before use by the children.

Any individuals entering the site should be directed to the School Office. Any individuals acting in a suspicious or unusual manner outside the school site must be reported to the Head or Deputy Head of School.

Staff must never have their phone with them on the playground.

4.12 School Visits and Journeys

All teachers planning any school trip or journey must:

- Consult with the Head of School in regard to the timing, arrangements, activities and level of adult/children supervision.
- Parents must complete Educational Visit Approval form.
- No child will be allowed to go on any visit without parents' signed approval
- Approval must not be given over the phone
- If the visit is to an unfamiliar site, make a preliminary visit and assess the risks and requirements.
- The teacher in charge of the visit must leave a copy of the completed "Risk Assessment School Visit" form with the Head of School a minimum of 2 weeks before the visit.
- A letter giving guidance to parent helpers is also available.
- First Aid kits are available from the school Nurse/Welfare Assistant.
- Call out the children's name from the register to ensure you have all the children meant to go.
- Before leaving the visit site do another register call to ensure you have all children returning with you.

4.13 Use of the School Grounds or Visits to Fields/Farms/Forests

Staff working with pupils must ensure that children are given clear instructions on how to handle tools/equipment safely. Teachers must consider the safety implications of collecting and handling plants and creatures. Disposable plastic gloves are available and should be used when handling items which may irritate the skin.

Teachers must check that pupils do not have open cuts or wounds to their hands before they handle water or products from ponds. Cuts must be covered with a waterproof plaster or plastic gloves used. Teachers must ensure that pupils wash their hands thoroughly after finishing.

4.14 Use of Private Cars to Transport Pupils

Members of staff must ensure that before they take pupils in their cars on any school business, e.g. sports activities, they are properly insured to do this and have correct booster seats.

4.15 Storage, Use and Control of Hazardous Substances

Any person bringing hazardous substances on to the school site must gain permission from the Health & Safety Team.

All hazardous substances must be securely stored. The arrangements for the storage of such materials will be inspected by Site Supervisor.

Staff intending to handle and/or use hazardous substances must consult with the Health & Safety Team to clarify procedures for safe working practice.

4.16 Hazardous Spillage and/or Breakage

(Chemicals/body fluids/glass/crockery etc.)

Incidents causing such a hazard must be reported to the School Office immediately so that the School Nurse/Welfare Assistant can be summoned to deal with the incident.

Staff must ensure that pupils and others are kept away from the area of spillage/breakage. Staff must take due care when dealing with spillage/breakage and not put themselves at risk.

Glass should not be handled directly. Staff should use disposable gloves when clearing up body fluids.

All staff must consider the safety and comfort of children and others and act appropriately if the School Nurse/Welfare Assistant is not immediately available to deal with the incident.

4.17 Cleaning (Refer to Cleaning Policy Document)

Internal

The cleaning staff work under the supervision of the Admin Supervisor to whom any defects should be reported.

It is important to note that if you are working in school after 2:30 pm certain areas of the floor may be wet. Staff should take extra care at these times. "Caution – Wet Floor" signs will be used to notify major areas that are wet.

External

The external areas of the school are cleaned by the Gardener's. Litter is cleared and litter bins emptied each day. The playground is swept and cleaned each day.

Drains and gullies should be inspected for clearing each half term by the Site Supervisor.

4.18 Contractors on Site

Minor works and repairs. All contractors working on site must report to the school office. The Head of School, Admin staff and Health and Safety co-ordinator must be made aware that work is to start. They are to check that the timing and nature of the work will not endanger the safety of pupils, visitors and staff.

Major works: Prior to any major works commencing on site they are to hold a site meeting with the contractors to ensure that terms are agreed.

4.19 Vehicle Movement

All vehicles driving into the school compound should undergo security checks at the gate and directed to park at the designated general car parking lot. Vehicles are not allowed to park indiscriminately within the school premises.

No vehicle is allowed to park at the pick up/drop off area of the school block. In the event of vehicles needing to pick up or drop-off children around the site every precaution must be taken to ensure that pupils and others are safe. Speed limit of 15km/hr is enforced within the school premises.

4.20 Visitors to the School

All visitors, contractors and volunteer helpers will be required to:

- Report to the school office on arrival and to show Identification
- Sign a visitors' book in and out
- Must wear visitors' badge (as provided) and return it when they leave
- Be made aware of emergency evacuation and health and safety regulations (on visitors badge)

4.21 Work Experience Students and Volunteers

All students will be informed by the Work Experience Co-ordinator as to who is in charge of them whilst they are on site. This will normally be the member of staff whose classroom they are working in. If the student is working in more than one class, then it will be the senior of the members of staff. In the absence of that person the student(s) will refer to the Work Experience Coordinator.

4.22 Lettings

The Site Supervisor must inform the hirer of:

- The procedure in the event of a fire or need to evacuate the building in an emergency
- Available exits.

- The Admin Supervisor must ensure that an adequate number of exits are unlocked to enable safe evacuation of the building. Persons attending any function are restricted to the areas of the school hired and do not gain access to other parts of the building.

4.23 Personal Safety of Staff

All employees should be aware of the policy for personal safety.

Any employee who is threatened or assaulted physically, verbally, or in any other way (including those relating to race, ethnic origin, sex religious belief or disabilities) must report the incident to the Head of School and the police immediately.

In situations where an employee feels their personal safety is at SERIOUS and IMMINENT risk they should contact the Head teacher and the police immediately.

Incidents of aggression/verbal abuse must be detailed on a "School Incident Form" and given to the Head teacher.

4.24 Consultation with Staff

A copy of this document will be made available to all members of the school staff.

Any alterations made to the document will be notified to all staff for inclusion in the document.

Major changes to procedures affecting the work of individuals or a specific group of staff will be discussed with those concerned prior to implementation.

A review of Health & Safety procedures will be discussed at least once each term within the teacher/support staff meetings.

4.25 Safety Training and Resources

Appropriate training for all staff in matters related to Health and Safety will be a high priority within the staff development training programme.

It is the responsibility of the Induction Co-ordinator to ensure that new members of staff receive an induction in regard to Health and Safety procedures.