

# St Faith's

Church of England  
Infant and Nursery School



## Health and Safety Policy

"Our inclusive St Faith's family strives to enable all to achieve their full potential and inspire a community of hope and friendship. We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all."

*Oscar Romero .... "Aspire not to have more, but to be more."*

As a Church School, the distinctive Christian values of respect, compassion, trust, justice, friendship and community are promoted through the experiences we offer to all our pupils, to give pupils the knowledge, skills and understanding that they require to lead confident, healthy and independent lives. We promote the teaching and understanding of fundamental British values in order to prepare pupils for life in modern Britain. We positively teach the values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. Teaching the fundamental British values helps the children to become informed, active and responsible citizens.

This policy outlines the purpose, nature and management of **Health and Safety** in our school. This is based upon the Lincolnshire County Council policy and guidance. It reflects the consensus of opinion of all members of staff. It is based on current practice and has the full agreement of the governing body. The implementation of this policy is the responsibility of the Head teacher, teaching staff and support staff. It is our collective responsibility to raise awareness and that all policies are known, understood and used in an appropriate way.

### **Guidance for producing a school Health and Safety Policy**

The Health and Safety at Work etc Act 1974 requires employers with five or more staff to have a written statement of health and safety policy. The Policy must be prepared and brought to the attention of staff and be reviewed and revised as is appropriate to ensure it remains valid. Health and safety policies are not 'tablets of stone'; they must be modified to suit the changing circumstances of the school and developments in health and safety legislation. An annual review is recommended.

A model has been produced to give schools a basic framework on which to construct their own personalised policy. The responsibilities and arrangements detailed must be amended, deleted or supplemented in order to fit the requirements of individual schools.

Health and Safety Policies have 3 main parts:

#### **1. Statement of Intent of Health and Safety Policy**

Successful health and safety management starts with sustained commitment and interest from the top of the school. This commitment is the basis of the Statement of Health and Safety Policy.

This statement should set or confirm the health and safety 'culture' of school. It is an opportunity for the Governing Body and the Head Teacher to influence the attitudes and behaviour of staff and pupils and create a positive health and safety 'culture'. This statement can be any set of words that suits, an example is shown in Section 1.

#### **2. Organisation and Responsibilities**

The organisation part of the policy is basically the existing personnel structure. Health and safety is a management function and the responsibilities go hand in hand with other management functions. The school's actual organisation should be detailed; some responsibilities of Head Teachers may be delegated to teachers or other specialists. What should be made clear is what is expected of staff and what they should do if they cannot fulfil these expectations, i.e.

to whom to report the problem. If something is identified as not being satisfactory, it is dealt with or passed up the organisation for a decision to be made, with specialist help being obtained if necessary.

### **3. Procedures and Arrangements**

This final part of the Policy are the arrangements for achieving the intentions set out in the Statement of Health and Safety Policy. These are basically the measures for controlling risks and complying with health and safety legislation. The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments must be recorded.

These three aspects are now explained in detail:

#### **1. Statement of Intent of Health and Safety Policy**

The Governing Body is committed to:

- the provision of safe and healthy working and learning conditions for pupils, staff, visitors and contractors;
- compliance with all relevant health and safety legislation;
- Seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.
- Preventing accidents and work related ill health.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Reviewing and monitoring systems to make sure they are effective.
- Providing effective information, instruction and training.

The risk control arrangements are set out in the risk assessments which are recorded separately. These can be found in the Risk Assessment File in the Head teacher's office.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified, and appropriate arrangements implemented to control the risks. This is done by the caretaker primarily but is also a responsibility of the Headteacher and all staff.

If in doubt about anything to do with health and safety, stop and ask, where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Approved by the governing body on:	March 2023
Signed (Chair of Governors)	Robert Parker
Signed (Headteacher)	Amanda Konrath
Review Date	March 2024

## **2. Organisation and Responsibilities**

Overall and final responsibility for health and safety is that of the Governing Body. Day to day responsibility for health and safety is delegated to the Head Teacher.

### **Governing Body**

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings, through the Headteacher's Report;
- a Governor is given specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

### **Head Teacher**

The Head Teacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day-to-day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

### **All Staff**

Are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

### **Parents and Carers**

Parents and Carers are expected:

- to ensure that their children do not play on the outdoor equipment before or after school, both in the EYFS and KS1 playgrounds;
- to ensure that the children walk with their bikes and scooters as they travel up or down the school path on the way to and from school.

### **Pupils**

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of others;

- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school, by being Ready, Respectful and Safe;
- to observe and follow the instructions of staff.

### **Health and Safety Assistance**

Mouchel Health and Safety Team are available to provide health and safety assistance. The Team can be contacted on 01522 554917 [corporatehealth&safety@lincolnshire.gov.uk](mailto:corporatehealth&safety@lincolnshire.gov.uk)

### **Procedures and Arrangements**

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. These can be found in the Risk Assessment File in the Head teacher's office and cover a wide range of activities including:

**Areas of the school building:** school corridors and thoroughfares, classrooms and library, hall, Computer areas, offices, playground areas, staffroom and kitchens, toilet areas, school security and vehicle hazards

**Curriculum Activities:** PE Activities, Design Technology, Science Activities, Clay work, After School Clubs, School Productions and Events, educational visits, swimming, Computing, Forest school

**Caretaking activities:** caretaker activities, Legionella Bacteria, Asbestos, hazardous substances

**Other health and safety:** Fire Risk Assessment, hot meal provision, Work Experience and Students under 18, work related stress, violence at work, contractors activities, working alone, moving and handling, expectant mothers, critical incidents.

Other arrangements are below:

### **First Aid Arrangements**

It is the policy of the school to train as many staff as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. Our last training was September 2022. New staff are trained as soon as possible when they start at school. All new staff for this academic year have been first aid trained. In addition to general first aid, we have 4 Early Years staff trained in paediatric first aid. Our forest school leaders are also trained in outdoor first aid. First aid boxes stocked with the recommended contents are located at appropriate points and a person (Nicola Hall) has been made responsible for checking the contents on a termly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. We have a nominated first aider, who is Jenny Jones.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt. The first aid book, that contains a form for parents and a duplicate for school, should be completed as soon as possible after the incident has taken place, outlining the details, including any treatment given.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via Scholarpack of any non-significant head bumps which show no signs or only slight reddening. Report to the Head teacher any accidents to the head or face of pupils and other than minor injuries to the body. If the Head teacher is not immediately available, then contact the teacher in charge. The class teacher should always personally 'hand over' the child to the parent at home time, if the child still has a mark, scratch or bruise visible, or there has been any kind of head injury, or ensure they contact the parent by telephone.

There is a sign on the office door with the names of the children who have had a head injury or bump each day, so that all staff are aware. We have a document detailing procedure for head injuries. (Appendix A) If a child comes into school with an injury, the parents and carers are requested to fill in a form detailing the injury. (Appendix A)

Ring parents for any injuries to head or to any other area of body if causing concern.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the first aid area and a paper copy is displayed in the Staffroom.

### **Injury Reporting**

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the classroom, forest school site or first aid area, and the parents' copy of the form sent home.

All LCC-maintained schools are required to report accidents, incidents and near misses via EvoSafe, LCC's electronic accident-reporting system. LCC's [G4 Accident Reporting policy page](#) provides information and guidance on accident reporting as a legal requirement and includes an employee user guide for EvoSafe.

The EvoSafe system captures relevant detail that can later be available to LCC's Insurance and Legal teams in the event of a civil claim. It also provides the school with assurance that accident records will be securely retained in line with relevant legal retention periods. It eliminates the requirement for schools to retain large quantities of paper-based records on site, and enables (for example) any witness statements, photographs and manager investigation documentation to be uploaded to a single secure location.

In terms of whether an accident is reportable under RIDDOR, the first question to ask is, is it 'work-related' i.e. did it occur because of poor site condition, equipment failure or failure to properly run/manage/supervise a work-related activity? By including several accident reporting scenarios, which may or may not be reportable under RIDDOR, we prompted schools to reflect on the nuances of each scenario. In this way, we aimed to encourage schools' exploration and understanding of RIDDOR-reporting criteria, including how to confidently access information in the future.

LCC policy and guidance (including the User Guide for EvoSafe): [Accident reporting – Professional resources \(lincolnshire.gov.uk\)](#)

HSE RIDDOR guidance for schools; [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](#)

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence are injuries to staff. These do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 554917) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self-employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team (01522 554917) shall be contacted if in doubt about reporting procedures.

### **Medications**

Procedures are described in the school prospectus and below. Inhalers are kept in a special place by the teacher in the classroom and out of reach of children. The name of the child must be clearly written on each inhaler. Breaches of these regulations must be notified to the Head teacher or teacher in charge. For forest school sessions, inhalers are taken to the forest school site where they are stored out of reach until the end of the session before being returned to the classroom.

A confidential list of pupils' current health problems is kept by the class teachers. For forest school sessions, teachers will share information about pupil's health conditions with forest school leaders prior to forest school sessions commencing. A whole school list is found in the school office and in the file in the first aid area. This is routinely updated by the Office staff.

There is also a confidential list of staff medications and/or conditions, in the event of an emergency. This is kept in the Head teacher's office and is easily accessible, as required.

### **Administration of Medication**

As a school we have decided that we will administer any medication is necessary to treat minor ailments e.g. Calpol. The medication must be in the original bottle/packaging. The parents will fill in the form required to give permission for the medication to be administered. The date, child's name and required dose will be clearly stated on the form. The medicine will be kept in the school office during the day.

Children taking prescribed medication must be well enough to attend school. However, staff will administer medication that has been prescribed by the doctor, e.g. antibiotics, if a dose is required during the school day. The medication must be in the original bottle/packaging and have the date, child's name and required dose clearly stated. The parents will fill in the form required to give permission for the medication to be administered. The medicine will be kept in the school office during the day.

The only time when staff will supervise a child self-administering medication, aside from their inhaler, is on a school visit when travel sickness tablets are required for a return journey. If parents request this, they must complete and sign a permission form before the visit AND the Head teacher, or Senior Leader must also sign the form.

### **Management of Long-term Medical Conditions**

We aim to support children with long term medical conditions so that they may access the curriculum as fully as possible. Where appropriate we will develop a health care plan for a child, which clearly outlines details of the child's medical conditions, special care requirements, what constitutes an emergency for that child and the action to take in such a situation. This plan is drawn up with the child's parents, with guidance from the child's GP or hospital consultant where appropriate. The plan is reviewed as necessary and relevant training provided for staff if required. A separate policy exists to outline procedures for these pupils in more detail, called 'Supporting Pupils at school with Medical Conditions.' If pupils with long term medical conditions need to take medication, Mrs Hayley Palmer, the SEND Co-ordinator, manages this. Staff training is given as required for pupils with epilepsy, epipens or other such conditions.

### **Management of Asthma**

The school has a separate asthma policy and all staff have attended online training for asthma in Spring 2023.

### **Arrival and Departure Procedures**

Access to the school grounds is via a side gate, situated near the Nursery classroom. The gate is opened in the morning and all children are supervised by their parents/carers until they enter the classroom at 08.50am onwards and are handed over to an adult. The gates are locked at 09.05am. Between 8.50am and the gate being locked, a member of

staff stands at the classroom door and at the school gate to ensure no pupils leave their classroom or the school grounds whilst the gate is open.

Children who arrive late must enter the school through the main office and are signed into the register as arriving late. Any child who needs to leave school early for any reason must be collected from the office where the office staff will need to sign the record sheet. They must also be signed back into school on the same sheet if returning before the end of the school day. Should there be an evacuation of any kind this file is taken outside with the class registers, along with the staff signing out booklet.

The gate is opened at the end of the day for parents to collect children from the classroom door. Children are handed over to parents and carers by staff.

Parents and carers are asked to inform school if anyone different will be collecting their child. If this is not the case, a child **SHOULD NOT** leave school until the arrangement has been clarified with the parent.

Children attending The Fireflies Wraparound Care or an after-school club are escorted into the hall by a member of staff, who ensures that the children are supervised by the relevant person before they leave them.

### **Statutory Notices**

The following statutory notices are displayed in the Staffroom and in the School Office;

'Health and Safety Law' poster.

### **Health and Safety Representatives and Consultation**

Juliet Cox has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that Juliet Cox can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of full governors' meetings and of staff meetings, as applicable.

### **Employee Induction Procedures**

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Students and volunteer helpers are given a copy of the Induction Pack and are under the supervision of the teacher in that classroom and should be briefed on the fire procedures and safety points appropriate to the task when supervising pupils e.g. swimming, outings, cookery, sewing, etc. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

### **Risk Assessment Procedures**

Risk assessments shall be recorded on the standard form.

RISK ASSESSMENTS WILL BE REVIEWED EVERY YEAR OR WHEN CIRCUMSTANCES CHANGE.

### **GRIEVANCE AND DISCIPLINARY PROCEDURES**

**All health and safety matters will be dealt with under procedures as laid down in the appropriate terms and conditions of employment.**

### **Safeguarding procedures**

At St Faith's we have a positive culture of safeguarding, with effective policies and procedures in place. Our safeguarding procedures are outlined in our Child Protection and Safeguarding Policy, which can be found on our website <https://stfaithscofe.secure-primariesite.net/safeguarding-information-and-policies/>.





### Head and Facial Injury Procedures

If a child has a visible facial mark or injury on entering school, a member of staff will ask the parent or carer to fill in our Facial Injury Notification form (appendix A). Once this has been filled in, it will remain in the classroom for the day and then be passed onto the headteacher at the end of the day. All class staff and relevant school staff e.g. lunch staff, will be informed of the injury.

### Head and facial bumps during the school day and at Fireflies

#### **Inform office staff of any head/facial bumps (however minor) straight away.**

Office staff or a member of the class team will email or call home to inform parents that this has happened. This DOES NOT replace filling in the accident book for the duplicate form to go home, but is an additional measure to ensure parents are aware that a bump to the head/facial bump has taken place, in case for some reason, they do not see the letter in the book bag, or it gets left in the child's tray. The phone call will explain what has happened and reassure the parent that the child is fine but we will be in touch if anything changes. Of course, if the child appears at all unwell or we have any concerns, this will be conveyed in the phone message and a parent may be asked to pop to school to take a look themselves. Office staff or a member of the class team will note down on the accident form to go home when he/she has made contact with the parent. The designated First Aider will also be informed.

**If staff are concerned, they will strongly recommend that the parents come to school to check on their child. For facial injuries, if teeth have become wobbly, ask parents to come to school to check their child.**

If the head injury is very minor and we are sure that no further action is needed, other than the parents being informed, a ScholarPack message will be sent.

**If the accident happened at break or lunch time, the class teacher/TA will be informed of what has happened so that they are aware and know to be vigilant. Likewise, information will be passed to lunch staff or any other adult who might be supervising that child during the day, so that they can be vigilant.**

PLEASE BE AWARE THAT QUIET/LESS CONFIDENT CHILDREN MAY NOT TELL YOU THAT THEY FEEL UNWELL, SO PLEASE BE **ESPECIALLY VIGILANT** IN ANY CASES OF BUMPED HEADS OR FACES.

In all cases, the names of the children who have had a head bump are written on a board outside of the school office. This alerts all staff who has had a bump and all are extra vigilant around that child.

If a child experiences a knock, bump or blow to the head, sit them down, comfort them, and make sure they rest. You can hold a cold compress to their head. If they have a mouth injury, you may wish to administer an iced lolly, if appropriate. This will sooth the area and sooth the child.

The symptoms of a minor head injury are usually mild and shortlived. They may include:

- a mild headache
- nausea (feeling sick)
- mild dizziness
- mild blurred vision



If a child's symptoms get significantly worse, take them straight to the accident and emergency (A&E) department of your nearest hospital or call 999 for an ambulance.

Symptoms of a **severe head injury** can include:

- **unconsciousness** – where a person has collapsed and is unresponsive, even for a brief period of time
- **concussion** – a sudden but short-lived loss of mental function that occurs after a blow or other injury to the head; a person with concussion may have a glazed look or appear confused, but won't necessarily be unconscious
- **fits or seizures**
- **difficulty speaking or staying awake**
- **problems with the senses** –such as hearing loss or double vision
- **repeated episodes of vomiting**
- **blood or clear fluid coming from the ears or nose**
- **memory loss (amnesia)**
- **sudden swelling or bruising around both eyes or behind the ear**
- **difficulty with walking or co-ordination**

Dial 999 immediately to request an ambulance if you're with someone who experiences any of these symptoms after sustaining a head injury. Alternatively, take them immediately to your nearest accident and emergency (A&E) department.

You should also go to hospital if someone has injured their head and:

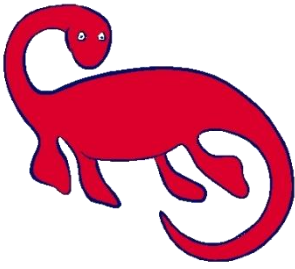
- the injury was caused by a forceful blow to the head at speed, such as being hit by a car or falling one metre or more
- the person has had previous brain surgery
- the person has had previous problems with uncontrollable bleeding or a blood clotting disorder, or is taking medication that may cause bleeding problems, such as warfarin
- the person has been drinking alcohol or has taken drugs
- the injury wasn't accidental – for example, you deliberately hurt yourself or someone else hurt you on purpose

**In summary:**

- Treat the pupil(s)
- Complete the accident book and duplicate form for home
- Inform the office staff as soon as possible
- Contact parents immediately, via ParentMail or phone call, as applicable
- If you are extremely concerned at the severity of the injury, dial 999, then call parents
- Inform teacher/TA/lunch staff/other supervising adults
- Be vigilant for **any signs** outlined above

First Aid boxes are routinely checked to ensure that they are fully stocked. Cold packs are kept in all fridges around the school for use for head bumps. Emergency disposable cold packs are also available at all times.

Reviewed and read by all staff:	December 2022
Signed (Designated First Aider)	Jenny Jones
Signed (Headteacher)	Amanda Konrath
Review Date	September 2023



# St Faith's

Church of England  
Infant and Nursery School

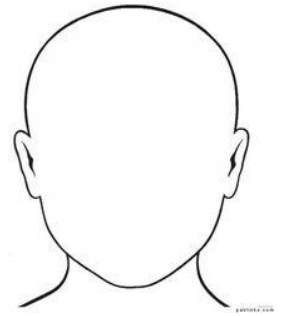


## Appendix A Facial Injury Notification

This note is to inform the staff in school that your child has suffered a facial injury out of school. Please fill in the information below. Thank you.

Name of child: \_\_\_\_\_

Description of the injury:



Cause of the injury:

Any follow up care required (by school or medical treatment):

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/carer)