

LANGLEY SCHOOL **HEALTH AND SAFETY POLICY**

General

1. The school has a named Health and Safety Officer – Ian Bailey.
2. Every member of staff is responsible for ensuring a healthy and safe environment. This includes the following areas – classroom/stockroom, corridors and library.
3. Teachers will undertake a health and safety audit, checking all working areas termly.
4. Regular Risk Assessments are made by the Site Manager and SLT.
5. A member of the Governing Body will oversee the implementation of this policy and will be kept informed by the Health and Safety Officer.
6. All employees will be kept informed of new information/guidelines and training will be provided as necessary.
7. The Educational Visits Co-ordinator will oversee out of school risk assessments.

Obligations of employees

1. Every employee has the responsibility to inform a senior member of staff or the bursar of any hazards
2. The Governing Body is aware of the detrimental consequences of work related stress to all staff. It is the responsibility of the employee to bring a problem related to workload to a manager's attention if the problem is not reasonably foreseeable by management.
3. Section 7 of the Health and Safety at Work Act 1974 imposes a duty on all persons at work to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.

We understand that reasonable care includes the following:-

- a) Employees must use a step ladder to gain access to heights out of their reach, following the Working at Heights Policy.
- b) Employees must remove all staples from displays using an approved tool.
- c) Employees must ensure that no electrical leads are allowed to trail across passageways – all leads should be secured and covered.
- d) Approved items of First Aid are made available and should be properly maintained. All employees should be made aware of their location.
- e) Floor spillages should be cleared up immediately and a sign or cone placed adjacent (see Appendix D regarding the safe procedure for cleaning up blood and body spillages).
- f) No glass containers should be used in classrooms.
- g) The school building and site is a designated “no smoking area”. Employees and visitors to refrain from smoking on site.
- h) Lifting and handling are activities which involve movement of the spine. Staff should be aware that damage/injury can be prevented by observing basic principles in back care:
 - a) Good posture.
 - b) Correct lifting and handling habits.
 - c) Safe working conditions.
- i) Staff are advised to consult with their GP regarding Hepatitis B and possible vaccination.

- j) Staff who work on VDU equipment should take regular breaks from using the equipment and should have regular eyesight checks.
- k) Obligation of Employers
The Workplace (Health, Safety and Welfare) Regulations 1992 requires employers from 1 January 1996 to maintain the workplace and equipment in an efficient state. They must be kept in good repair and in efficient working order. Regulations cover among others, “ventilation, lighting, temperature and cleanliness as well as the organisation of traffic routes for pedestrians, sanitary conveniences and facilities for rest.”

Fire Safety

1. All employees should be aware of the fire evacuation procedure and the position of fire alarms and equipment. Procedures are displayed in each classroom along with staff responsibilities in the case of the fire alarm sounding.
2. It is the class teacher’s responsibility to ensure that any student on placement in his/her class, or any voluntary helper is made aware of these procedures.
3. Passageways and particularly fire exit routes, should be kept clear and unobstructed. Fire exits must be unlocked during the working day. Emergency exit signs should be checked regularly.
4. A fire practice is held each term and should involve all users of the site when the alarm sounds.
5. All fire extinguishers and the fire alarm system should be checked annually by the fire service.
6. The fire alarm bells are checked weekly by the Site Manager
7. All fire extinguishers are visually checked for damage by the Site Manager on a weekly basis.
8. All staff must be familiar with the Fire Evacuation Plan (Appendix F)

Electrical Safety

1. Staff must not introduce personal electrical property into LA premises without the specific authority of the Head Teacher. Any personal property must be PAT tested.
2. Detachable leads should be plugged into the equipment prior to connecting to the mains supply.
3. A visual inspection of the plug and lead must be carried out immediately before use.

Premises/Building Issues

1. Contractors and their employees working on the premises must report to the office before any work commences. They should comply with the Health and Safety at Work Act and sign the “Notice to Contractors” form.
2. Outside contractors working on the school premises shall be expected to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act.
3. The manager of contractors should meet with school staff prior to commencing work to discuss safety provision, e.g. fencing off the work area.
4. The main entrance and side gate are accessed via a fob security system. Visitors and students on placement have to use the entry system, which is controlled by the office staff.

School Security

1. The exterior doors are protected by security locks.
2. The main reception entrance is accessed by automatic doors. After speaking to the office staff the secondary door is electronically released.
3. There are panic alarms in the school building.
4. The boundary of the school is clearly identified by fencing.
5. Exterior lighting to the front car park is light sensitive, coming on at dusk.

Inspection of Equipment and Appliances

1. Annual checks are made on the following equipment
 - a) All fire safety equipment – fire alarm, emergency lighting and fire extinguishers
 - b) Electrical appliances
 - c) PE apparatus
2. There is an annual contract for the maintenance of hygiene bins.
3. The outdoor play equipment is subject to regular checks under EEC Health and Safety Guidelines. A contract for this work has been agreed between Groundcare and the LA.

Issues relating to Pupils

1. LA policies on returns to school after infectious illnesses should be adhered to.
2. Children returning to school after absence for illness should bring a note from home explaining the nature of the illness. Notes should be kept with the register for recent illness and all others kept in the classroom for the remainder of the academic year.
3. Teachers should report to the Head Teacher any concerns about children's general state of health – including indications of abuse. The Head Teacher may, if necessary, follow procedures for notifying Children's Social Care in such cases.
4. As a general rule if a child needs medicine during the day, this should not be given in school (most antibiotics requiring three doses can be given at 8.00 a.m., 4.00 p.m. and 10.00 p.m. – child woken at night). Exceptions to the rule are inhalers for asthmatics, insulin for diabetics, emergency medication for epilepsy and Ritalin for ADHD. If medication needs to be administered in school a letter should be provided from the child's G.P. detailing dosage instructions, and a letter from parents giving permission for school staff to administer the medication. Please refer to the Medicine Policy
5. Pupils should not carry hot drinks to staff in the playground.
6. Pupils should never be on PE apparatus unsupervised.
7. Specific safety issues related to work in subject areas are covered in the individual subject policies.
8. Hygiene issues should be the responsibility of all staff and are an integral part of the PSHE Policy guidelines.
9. The Policy for Educational Visits provides guidelines for the safety of pupils on a day or residential visit.
10. During hot weather parents will be advised to provide their child with a sun hat/sun cream for protection against the sun. Whenever possible use will be made of shaded areas during lunch and break periods and if necessary children will be brought indoors to avoid burning. See Sun Cream letter Appendix G.

Issues relating to staff

1. Occupational Health Services are provided through Birmingham City Council in their role of employer.
2. Work related stress – stress may be defined as a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual's ability to cope.
 - a) If an employee feels that their work situation is becoming a cause of their ill health they should confide in a senior member of staff or a friend, who may report on their behalf to a senior member of staff.
 - b) Stress related ill health will be treated in the same way as ill health due to physical causes and the employee will be supported through their illness by a senior member of staff.

Strategies may include:

- Re-examination of the workload with a view to making beneficial changes.
- Recommending a period of paid absence from work.
- Suggesting support from an appropriate counsellor.
- Recommending consultations with their GP.
- Directing the employee to the Occupational Health Physician.

The Governors and staff of Langley School acknowledge that this policy will need to be reviewed at twelve monthly intervals as EEC Health and Safety Guidelines are introduced.

Reviewed May 2017

1. Introduction

- 1.1 Birmingham City Council recognises its responsibility for the provision and maintenance of a safe and healthy working environment and for taking all steps that are reasonably practical to achieve this objective.
- 1.2 Each Chief Officer is directly responsible for health, safety and welfare arrangements within her/his own Directorate and will be accountable to the Chief Executive for the satisfactory performance of this duty.
- 1.3 Birmingham City Council is committed to implementing the Working at Height Regulations and to help prevent the likelihood of accidents caused by working at heights.

2. Definitions

- 2.1 **“Fall”** the act of dropping from one position to a lower position, by force of gravity.
- 2.2 **“Trip”** a stumble or mis-step caused by striking one’s foot against an object, so as to lose one’s balance.
- 2.3 **“Working at height”** work in any place (including a place at ground level, or below ground level) from which a person could fall. This includes accessing or leaving a place of work, except by using a permanent stairway
- 2.4 The definition of “working at height” is wide-reaching, but action is only necessary where the risk of injury is significant. The nature and extent of the action required increases, as the significance of the level of risk and/or the significance of the possible injury increases.
- 2.5 The main difference between tripping (governed by the Workplace (Health Safety and Welfare) Regulations 1992) and falling (governed by the Work at Height Regulations 2005) is the distance which the employee is likely to travel downwards after (s)he falls over.

3. Key Principles

- 3.1 The key principles of this policy are to prevent, so far as is reasonably practicable, the likelihood of any person falling a distance likely to cause personal injury.
- 3.2 The hierarchy for safe working at height is as follows:
 - **Avoid** the risk by working at height. Where it is reasonably practicable to carry out the work safely other than at height, do so.
 - **Prevent** falls – where it is not reasonably practicable to avoid work at height, the level of risk should be assessed and measures introduced to allow the work to be done whilst preventing people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing the right equipment to prevent falls.
 - **Mitigate** the consequences of a fall – where the risk of people or objects falling remains, steps should be taken to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.

4. The Role of the Head teacher

- 4.1 Managers are responsible for the implementation of this policy and must
- Ensure so far as is reasonably practicable that any activities that could result in a fall are identified and ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.
 - Make a suitable and sufficient assessment of the risk of employees **before** working at height, and record this process. Consideration should be given to an individual's capabilities when working at height. The risk associated with the activity must be reduced to the lowest level reasonably practicable (seek advice from your directorate safety section).
 - Ensure, so far as is reasonably practicable, that work at height is properly planned and organised, including planning for emergencies and rescue.
 - Select work equipment that is suitable for the task it has been selected for. If in doubt, consult with your directorate safety section.
 - Ensure, so far as is reasonably practicable, the place where the task is to be undertaken is safe. This should include the provision of features to prevent a fall, unless this would mean that it is not reasonably practicable for the work to be done.
 - Ensure, so far as is reasonably practicable, that suitable and sufficient steps are taken to prevent the fall of any material or object from a height.
 - Not permit anyone to work at height if there is suspicion of them being intoxicated or that their work may be influenced by alcohol or drugs (either prescribed or illegal).
 - When contractors are carrying out work at height ensure that they are aware of this policy and its contents, if there is a significant risk of injury to themselves and others.

5. The Role of the Employee

- 5.1 Employees whilst at work must:
- Take reasonable care for the health and safety at work of themselves and other persons affected by their actions.
 - Comply with the requirements of Working at Heights legislation and subsequently this policy.
 - Report any activity or defect relating to work at height, which they believe is likely to endanger the safety of themselves or others.
 - Use any work equipment or safety device provided to them in accordance with any instructions or training they have received in the use of that equipment or device.

6. The Role of the Contractor

- 6.1 Contractors must:
- Comply with the Work at Height Regulations and subsequently, this policy.
 - Before work commences contractors must supply copies of the following documents:
 - Risk assessments
 - Method statements
 - Safe systems of work

Health and Safety Policy

APPENDIX A

The current named first aider is Jean Sandbrook. If the named first aider is off site Carol Arkell is the relief first aider. In their absence the Head Teacher or Deputy Head Teacher should be consulted.

There are Paediatric First Aid trained staff throughout school, including Foundation. There are also a number of First Aid Trained staff; a list can be found in school.

First Aid Policy

- i) First Aid boxes are sited in each classroom and in the medical room. Each box has a supply of medipreps, plasters, bandages, micropore in the event of very minor injuries, such as paper cuts, bitten finger nails, small scrapes etc.
- ii) Wash hands before and after applying first aid.
- iii) Cover own cuts with a waterproof "island" plaster before treating the patient.
- iv) Anyone administering first aid which entails coming into contact with body fluids must wear protective disposable gloves.
- v) The ordering and inventory of first aid equipment should be undertaken by the member of staff with responsibility for first aid.
- vi) Injuries which are more severe than in (i) and require an adult to administer first aid should be referred to the member of staff with responsibility for first aid.
- vii) Injuries sustained at dinner time are to be dealt with by dinner supervisors (The member of staff with responsibility for first aid should be contacted if necessary).
- viii) ON NO ACCOUNT SHOULD CHILDREN ATTEND TO THE CUTS OR GRAZES OF OTHERS.**
- ix) The recommended first aid procedures set out in "First Aid Procedures" will be followed.

Health and Safety/First Aid Policy
First Aid Procedures

A. Suggestions for Handling Bodily Fluids

- a) HIV and Aids are not notifiable diseases, so HIV –positive people are not always identifiable. Therefore, treat all blood spillages as potentially infectious.
- b) Use basic hygiene and common-sense procedures. These are sufficient to prevent transmission of HIV.
- c) A bleeding wound should be washed under running water.
- d) A suitable waterproof dressing should be applied.
- e) Splashes of blood from one person to another should be washed off skin with soap and warm water. Any blood splashes into eyes or mouth should be washed out under running tap.
- f) Spillages on floors or other surfaces are to be cleaned in accordance with the safe procedure detailed in Appendix D.
- g) Sharp objects are to be carefully contained and disposed of safely.
- h) Soiled clothing must be sent home and not washed in school.
- i) Any items used for cleaning bodily fluids should be wrapped in a yellow plastic bag and placed in the nearest convenient nappy bin.

B. Cuts and Grazes

- a) Minor wounds are to be cleaned under running water.
- b) Plastic gloves should be used to deal with any body fluid spillage.
- c) Cuts which bleed too heavily for mediprep cleaning should be cleaned and a non-adherent dressing applied, if necessary this should be fixed in place with micropore.
- d) If stitching is thought necessary or if there is foreign matter in the wounds, parents should be contacted prior to arrangements being made to take the child to hospital.

NB. Soiled dressings should be placed in a yellow plastic bag. The First Aider has responsibility for removing bags from the classrooms on a weekly basis.

C. Nosebleeds

- a) The child should be encouraged to sit still, pinching the nose tightly at the end of the cartilage.
- b) Do not tilt the head back as this causes bleeding into the stomach.
- c) Parents should be notified either by a telephone call or a written note (Appendix 2E).

D. Head Injuries

Any fall or bang resulting in a bump, bruise or mark on the head or face should be reported to the class teacher, so that observations for signs of concussion can be made. If the teacher is concerned it should be reported to the Head or Deputy. Signs of concussion include drowsiness, vomiting inability to focus eyes, confusion, giddiness or bleeding from the ears.

A letter should be sent home to parents/carers informing them of a head injury (Appendix E) and a photocopy kept in the pupil's file. Pupil's will also be given a 'bump' sticker to wear to identify their injury to adults.

E. Suspected Fractures of Limbs

The Head or Deputy will determine the appropriate course of action. The injured limb should not be moved or stressed unnecessarily.

F Spinal/Neck Injuries

The child should **NOT** be moved.

Medical help should be sought (999) immediately. Cover with a blanket and reassure the child. Do not leave the child unattended.

NB. ANY INJURY MAY NECESSITATE AN ANAESTHETIC – THE CHILD SHOULD NOT BE GIVEN ANYTHING TO EAT OR DRINK.

G Fainting

Sit child and bend him/her forward with head between knees or lie him/her down with legs raised. Faints should be reported to parents.

H Seizures

- a) Stay with the child until the seizure is over. Prevent him/her injuring him/herself, by clearing the area of possible dangers.
- b) Don't try to restrain the child but try to turn him/her onto his/her side or front with head turned to side so that choking will not occur.
- c) If the child has epilepsy, and has come round fully by home time a letter should be sent home to notify parents, if telephone contact cannot be made.
- d) If this is a first time seizure parents should be contacted and consulted.
- e) It may be necessary to send for an ambulance if the child is unconscious for longer than 5 minutes.
- f) Some children may require emergency medication. A member of staff administering Rectal Diazepam should preferably be of the same gender as the child and trained in the administration of the drug. A second member of staff should be present during administration.
- g) If a Care Plan is in place, the advice on this should be followed in the first instance.

I Choking

- a) Tip the child forward over your knee so that head and chest are lower than hips. Slap smartly on back between shoulder blades. (An older child should be asked to bend forward so that their head is lower than their chest).
- b) If (a) does not work try to hook obstruction from back of throat with forefinger.
- c) If choking persists call 999.

J Burns and Scalds

- a) Cool the whole area as quickly as possible by drenching with cold water for at least ten minutes or until pain stops and seek medical help.
- b) Remove any constrictions – e.g. rings, bracelets, belts or shoes before swelling starts.
- c) **NB CLOTHING COVERING SCALDS MUST BE REMOVED**
CLOTHING COVERING BURNS MUST NOT BE REMOVED.
- d) Parents must be notified at once
- e) Electrical burns – cold water treatment – medical help must be sought.

K Foreign Bodies in Ears and Noses

- a) Do not poke into ears or noses.
- b) NOSES: Ask the child to blow gently into a handkerchief, but not to sniff. If this does not dislodge objects contact parents, take child to hospital and arrange to meet parents there.

c) EARS: Contact parents. Take the child to hospital and arrange to meet parents there.

L Headlice

- a) Information for parents should be sent to the child who is infected with a covering letter (Appendix F).
- b) If there is a recurrent infection advice should be sought from the school nurse.

M Asthmatics

- a) Children should always have their inhaler in school, which should be stored safely but still be available to the asthmatic. The child should always take the inhaler with them when off school premises during the school day. Guides will carry inhalers on the school transport. All inhalers should be clearly named.
- b) Should a child be unable to bring the attack under control, reassurance should be given and medical help (999) sought immediately.

N Acute Allergy to Bee Stings and Nuts

- a) Reassure the child, telephone the ambulance (999), contact parents and arrange to meet them at the hospital.

NB. All children at risk have a care plan drawn up by home/school which is displayed in the classroom and is available to all staff. A copy of the plan is provided for the pupil escort.

PLEASE REFER TO POLICY FOR ADMINISTRATION OF MEDICINES

Health and Safety Policy
APPENDIX B

Accidents Reporting Procedure

1. All accidents to school staff should be reported immediately to the Head Teacher or such persons as he may have nominated to act on his behalf in this matter. This applies to all persons employed by the Local Authority in any capacity in the school including teachers, support, caretaking and maintenance staff, school meals service staff etc.
2. A Birmingham LA Accident Report form must be completed by the line manager of an employee or in the case of a pupil, the person supervising the child at the time of the accident. If the student or volunteer is injured, the class teacher should complete the form. All forms must be signed by the Head Teacher and sent to Education Safety Services.
3. Any accident that results in death, major injury, or a child or member of the public being taken to hospital must be reported immediately to Education Safety Services.

Health and Safety Policy
APPENDIX C

Protection against Violence

Acts of violence are few, but there are occasions when physical injury can result from a child or adult who may react to authority in a violent way. Serious physical injury is rare, but staff can suffer threats and abuse.

There is a School Policy for the use of restrictive physical interventions.
If a member of staff has been subjected to an act of verbal or physical assault or harassment, they are expected to follow the procedure laid down in the School's Behaviour Policy. An assault/incident report form must be completed (available from the office).

There are guidelines and risk assessments for staff who make home visits. Staff are expected to inform the office of the times and location of their visit. Evening visits should be avoided where possible.

Health and Safety Policy
APPENDIX D

Cleaning Operation: Body Spillages (Blood and other Bodily Fluids)

Location: Educational Establishments

Equipment

1. Warning Signs
2. Disposable Protective Gloves
3. Disposable Aprons
4. Absorbent Cleaning Wipes
5. Disposable Plastic Bags
6. Hand Tool (to scoop up mass)
7. Hand Brush
8. Sanitation Chemical
9. Spill pack

Task Sequence – Safe System of Work

1. Put out warning sign. Ventilate area, if possible
2. Put on protective items – gloves, apron
3. Cover spillage with emergency spillage compound
4. Scoop up mass
5. Place into plastic bag
6. Wash area using a yellow mop and bucket (available on each floor)
7. Dry off with towelling
8. Place used towelling into plastic bag
9. Put plastic bags into any nappy bin
10. Decontaminate area. Spray with sanitisation agent. Leave to dry
11. Clean and store away equipment
12. Wash hands
13. Remove warning sign when area is dry
14. Close vent

Health and Safety Policy
APPENDIX E

BIRMINGHAM CITY COUNCIL EDUCATION DEPARTMENT



Langley School
Trinity Road
Sutton Coldfield
West Midlands, B75 6TJ

Head Teacher:
Fiona Woolford B.Sc., P.G.C.E., M.Phil

Deputy Head Teacher:
Deb Steggall

Tel No: 0121 675 2929
Fax No: 0121 464 2180
e-mail: enquiry@langley.bham.sch.uk

Date:

Dear Parent

Today, unfortunately accidentally received a bump to his/her head. The incident was fully dealt with by and he/she seems perfectly healthy.

Should seem unusually drowsy, complain of headache or commence vomiting, please take him/her to your own GP or the Accident Department of your local hospital.

Please do not worry, but we know you would wish to be advised of the situation.

Yours sincerely

Fiona Woolford

Health and Safety Policy
Appendix 2E

BIRMINGHAM CITY COUNCIL EDUCATION DEPARTMENT



Langley School
Trinity Road
Sutton Coldfield
West Midlands, B75 6TJ

Head Teacher:
Fiona Woolford B.Sc., P.G.C.E., M.Phil

Deputy Head Teacher:
Deb Syegall

Tel No: 0121 675 2929
Fax No: 0121 464 2180
e-mail: enquiry@langley.bham.sch.uk

Date:

Dear Parent

Today

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.....

The incident was dealt with by
one of our accredited first aiders. We are sure there is no need for
concern, but know you would wish to be informed.

Yours sincerely

Fiona Woolford

<p style="text-align: center;">LANGLEY SCHOOL FIRE POLICY/FIRE EVACUATION PLAN</p>
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1. All staff should be familiar with the position of all fire alarm call points in the workplace.
2. All staff should be familiar with the fire exits and evacuation routes. It is the responsibility of classroom staff to inform visitors and students to their room, on their initial visit, of the fire evacuation procedure.
3. Teaching teams should consider alternative routes from their classrooms in case the evacuation route is not safe.
4. If a fire is discovered the alarm should be raised immediately by activating the nearest fire alarm call point (the alarm is a loud bell with voice advising exit).
5. The fire brigade is automatically informed.
6. Office staff will collect registers and the visitors' book from outside the main office and take them immediately to the assembly point in the lower playground.
7. If the alarm sounds before registration each Class Teacher should take their registers to the assembly point. Office staff will take the escort books to the assembly point.
8. All adults and children should close the classroom door if this is possible.
9. Toilets in all areas of the school should be checked by the nominated member of staff.
10. If an evacuation route is blocked by fire/smoke the adult should lead the children to the assembly point by an alternative route.
11. A senior manager should wait at the front of the school for the fire office to inform them of the location of the fire.
12. At the assembly point children should line up in class groups and the Class Teacher should take the register. Visitors should also line up and the office staff should check their names against the book.
13. As each register, visitors' book and area within school are checked and pupils and staff accounted for a runner should be sent to the manager waiting at the front of the school to advise them of this information.

14. Once absences have been identified this information should also be relayed to the manager waiting at the front of the school.
15. The senior manager will report any concerns to the fire officer.
16. **On no account should staff or pupils return to the building until they are given the all clear.**

APPENDIX G

13 June 2011

Dear Parents/Carers

Although it is lovely to see the sun, the recent hot weather has taken us all by surprise!

It is very important that children are protected against the sun as they can get sunburnt very easily. It can be very uncomfortable to have sunburnt arms, neck and legs. Please help us to protect your children.

All of the children have a hat in school which they can wear at playtimes and for trips out.

How you can help:

1. Send your child in a long sleeve t-shirt (in school colours please, plain white or light blue) – these are good for keeping arms covered;
2. Put long-lasting, high factor sunscreen on your child before they leave home;
3. Send sunscreen into school, clearly labelled with your child's name, together with the signed permission slip below.

We cannot apply sunscreen without permission – this is advice from professional associations in view of possible allergies and child protection issues.

Thank you for your help in this matter.

Fiona Woolford

Child's name: _____ class: _____

Please apply the sunscreen I have provided to my child as required.

Signed: _____ date: _____