



# Health & Safety Policy

William Reynolds Primary School and Nursery

Reviewed June 2015

## **Information Page**

**These policies are referred to in the document**

*Telford & Wrekin guidance kept in the staff room*

- Health and Safety Manual
- Pregnancy and New Mothers

*School policies and documents*

Educational Visits Policy

Risk Assessment Folder

Pupils' Medical Needs Document

School Emergency Plan

Safeguarding Policy

Annual Health and safety Audit and Action Plan

School Development Plan

Fire Risk Assessment

Fire Policy

Accident books

Asbestos folder containing Asbestos Report and Asbestos Plan

ROSPA report

School Asthma Policy

**Other policies related to health and safety**

Behaviour Policy

Anti-bullying Policy

E-Awareness Policy

Social Networking Policy

Attendance Policy

Managing Staff Absence

Stress Management Policy

## Definition

Health and Safety is a situation free from risk of injury or threat to our health and well being.

It is an objective to be achieved, not a natural state of affairs

## The Law

The Health and Safety at Work Act 1974 requires all employers of 5 or more persons to prepare a written Health and Safety Policy. This must contain three parts;

- ♦ A statement of intent and commitment
- ♦ The organisation to translate the intent into action (i.e. allocation of functions to key people).
- ♦ The arrangements (i.e. what needs to be done and how)

## Health and Safety Policy

Telford & Wrekin Council has a clearly documented Health and Safety Policy. This is contained in the Health and Safety Manual that is kept in the staffroom along with other documents relating to health and safety issues.

Health and safety is integral to the Council's vision to have

**"A successful, prosperous and healthy community, which offers a good quality of life for all people of Telford & Wrekin"**

Telford & Wrekin Council is the employer and the Governing body adopts this policy.

As a school we need to review the arrangements set out in Telford & Wrekin's policy and ensure that they are appropriate to our school. The arrangements for our school are contained in this document and run alongside Telford & Wrekin Council's policy.

## Why do we need a policy?

The overriding reason is to ensure that children, staff and visitors are safe.

### 1. *To comply with the law*

(Health and Safety at work Act 1974)

- ♦ State a binding commitment to maintaining H&S standards
- ♦ State who is responsible for what
- ♦ Describe arrangements for getting things done
- ♦ Make sure that procedures are regularly reviewed
- ♦ Consult with any Trade Unions

2. *For humanitarian reasons*

No one wants to cause suffering to anyone through negligence or through lack of information and training

3. *It makes economic sense*

An employee absent from work through injury or occupational ill health is a wasted asset

**To whom does this policy apply?**

To the whole school community whether we are an adults or a child, whether we work full time, or part time, as a casual employee on a temporary basis, work for someone else on Council premises, or visiting as a member of the public.

**Roles and Responsibilities**

***School organisation***

**The Governing Body**

- ◆ Oversee the development and implementation of Telford & Wrekin Council's Policy for Health and Safety
- ◆ Agree in conjunction with the Head the detailed organisation and arrangements that need to be made to put the policy into effect including the health and safety functions of individual members of staff.
- ◆ Develop unique policies and procedures where necessary.
- ◆ Monitor and review the health and safety policy, organisation and arrangements and make recommendations for amendment as appropriate.
- ◆ In conjunction with the Head make sure that buildings equipment and materials are safe and without risks to health.
- ◆ Ensure that Health and Safety is put on the agenda of every Full Governor's meeting.
- ◆ In conjunction with the Head ensure that staff are competent to carry out their specific health and safety functions.
- ◆ Make adequate financial provision for putting health and safety policy into effect.
- ◆ Promote interest in and enthusiasm for health and safety throughout the school.

(Appendix A.Terms of reference for Health & Safety and School Security as part of the Personnel and Finance Committee)

## **The Head**

To ensure that;

- ◆ Regular Fire Alarm drills and testing are undertaken and recorded.
- ◆ All employees have access to the Health and Safety Policy and understand their responsibilities set out in the organisation section of the policy
- ◆ All employees have information, instruction, training and supervision to enable them to work safely minimising risks to themselves or others.
- ◆ Adequate communication systems exist for health and safety issues to be resolved and information disseminated to staff
- ◆ Regular meetings of the establishment's Health and Safety Committee at which health and safety issues can be discussed and policy acted upon.
- ◆ Risk assessments of the establishment's activities are carried out, recorded and measures put in place and maintained to control the risks identified.
- ◆ Emergency evacuation procedures are devised and implemented.
- ◆ All accidents and violent incidents are reported in accordance with guidance given.
- ◆ All contractors working on the premises do so without risks to themselves and others.
- ◆ Problems in implementing the Health and Safety Policy are reported to the appropriate officer at Telford & Wrekin Council.
- ◆ An annual audit of health and safety is carried out to ensure that control measures are effective.
- ◆ All problems or defects affecting health and safety of staff, pupils or others are dealt with.
- ◆ All steps are taken to improve health and safety performance
- ◆ There is clear co-operation with officers of the Health and Safety Executive

## **The Deputy Head**

The Deputy Head will represent the Head on all safety duties and arrangements in times of absence

## **The Health and safety advisor for the LA will work with the head teacher to**

**Will;**

- ◆ Create a positive approach to accident prevention and the Health and Safety of staff, pupils and others on the school premises.

- ◆ Carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of Health, Safety and Welfare, which it is reasonably practicable to attain, are being achieved.
- ◆ Liaise with the Governors' Health and Safety committee.
- ◆ Initiate and maintain positive measures to raise the level of safety performance.
- ◆ Ensure that everyone understands the law affecting the Health, Safety and Welfare of staff, pupils and others.
- ◆ Advise the Head of all matters requiring attention.
- ◆ Liaise with the Health and Safety Executive, Environmental Health Officers, the Fire Prevention Officer etc.
- ◆ Liaise with union safety representatives.

### **All staff**

All staff have a duty to take care of themselves and those affected by their activities including other employees, parents, pupils, contractors and visitors. All staff sign to say that they are aware of a range of Health and Safety Documents and know where to find them.

In particular this means:

- ◆ Co-operating with the Council and the school management and working in accordance with Telford & Wrekin's policies and procedures.
- ◆ Using approved equipment and work methods in accordance with training.
- ◆ Reporting accidents, violent incidents and anything that is seen as a danger and any shortfall in health and safety provision to the school management or safety advisor as appropriate.
- ◆ Carry out effectively any health and safety duties they are responsible for.
- ◆ Not interfere with or misuse anything provided in the interest of health and safety.
- ◆ Reporting any defective equipment to the caretaker (a book is kept by the main office).

### **Caretaker**

In addition to the duties of all employees the Caretaker will:

- ◆ Ensure that he is familiar with those parts of the Health & Safety Policy, which affect him or the activities in which he is engaged.
- ◆ Identify health and safety repairs and put into operation as necessary emergency work required ensuring the Health and Safety of staff, pupils and others.

- ♦ Maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues.
- ♦ Liaise with outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- ♦ Promote an interest in, and enthusiasm for Health and Safety throughout the school.

**Names, positions and duties for people responsible for the following:**

**Governing Body**

The Governors' committee has responsibility for Health & Safety (including Buildings and Environment)

They are - John James, Hilary Baxter, Irene Baxter, Nicola Thornton and Eileen Copeland

**Health Safety and Welfare Advice and Training**

Nominated Schools Safety Liaison Officer - Irene Baxter

Staff Safety Representative - Nikki Tuffnell

**Fire Control/Emergency Evacuation**

Nominated Premises Fire/Emergency Co-ordinator - Irene Baxter

Deputy Fire/Emergency Co-ordinator - Julie Marriott

**Reporting and Recording of Accidents etc**

Persons nominated for the documentation and Reporting of Accidents, Diseases, Dangerous Occurrences, and Incidents of Violence:

Irene Baxter

Kimberley Ray

**Health and Safety (first aid) Regulations 1981**

First aiders with certificates:

The list of these staff is available in each class base and certificates are on display by the main office.

**Field Trips, Expeditions and Visits**

Safety on Educational Visits Co-ordinator - Julie Marriott

**Portable Electrical Testing**

Co-ordinator for the arrangements - Irene Baxter - this is carried out by LA staff

## **Control of Substances Hazardous to Health**

Assessment Co-ordinator - Irene Baxter

Deputy Assessment Co-ordinator - Julie Marriott

## **Risk Assessment**

Health and Safety Co-ordinator - Irene Baxter

Display screen workstation assessor - Irene Baxter

Risk Assessment assessor - Irene Baxter and Julie Marriott

## **Safety Audit and Equipment Safety**

Safety Audit Co-ordinators - Hilary Baxter and John James

Science and Design Technology,(including Food technology) - Richard Wood

Art - Ruth Blud

PE - James Tagg

*In the event of a named person being unable to fulfil their duties another identified person will replace them.*

## **Accidents and incidents**

All incidents occurring in school and as a result of school activities are recorded. Accident books for pupils are kept in key locations around the school. Accident forms for adults are kept in the main office.

Accidents where a significant injury occurs in line with LA guidance are reported to the Health and Safety Advisor for Education. All accidents that occur in school are investigated, not only to find out what happened, but why, with a view to preventing a recurrence (samples of all the appropriate forms can be found in the Health and Safety Manual in the staffroom)

A range of incidents are logged in different formats - forms are kept in the staffroom

- Racial incidents are logged and reported to the LA
- Issues related to Safeguarding are reported to Irene Baxter or Julie Marriott as the designated persons for Child Protection.

## **Risk Assessments**

We see risk assessments as an ongoing occurrence within school. Risk assessment is a systematic way of anticipating what can go wrong and ensuring it is prevented.



The process consists of several stages:

- ◆ Identify the hazards
- ◆ Assess the risks
- ◆ Decide what additional controls are needed to implement these
- ◆ Record the assessment
- ◆ Inform the people who need to know
- ◆ Monitor the controls
- ◆ Review the assessment

Risk assessments are carried out some form of risk has been identified. The process is then to reduce any risk. Risk assessments are carried out for;

- School events e.g school discos
- Visits out of school
- Curriculum activities or equipment e.g PE and Science.
- Individual children to support with health issues or behaviour
- Pregnancy and new mothers( see Telford & Wrekin guidance)
- Areas within school e.g pond areas
- Educational visits

### *Educational Visits*

Staff are asked to complete risk assessment and complete a risk assessment form before visits are undertaken (see Appendix B) The Head or Educational Visits Co-ordinator approves these and copies are kept in the Risk Assessments Folder in the School Business Manager's Office and in the electronic risk assessment folder in the "workgroup".

The teacher who will lead the group will ascertain the following:

- ◆ suitability for children
- ◆ transport arrangements
- ◆ adults to support the visit from school and contact details
- ◆ children's medical issues that adults need to be aware of

A member of staff will have made an exploratory visit to assess the suitability of the location for facilities such as toilets, eating arrangements, First Aid etc

Details of dates, risk assessment, emergency procedures, transport, staffing and the nature of the activities need to be noted.

Adequate information needs to be sent to the parents, including the purpose of the visit, the venue, the names of staff supervising the visit, arrangements for eating, times for the departure and arrival back to school and to seek permission to take their child.

Other factors to consider are the children's sex, age, special needs and special medical requirements.

It is important to ensure a suitable ratio of adult supervisors to pupils for any visit. (see Educational Visits Policy)

All teachers supervising visits are kept informed of children with medical needs (Children with medical issues list). The group leader may need to discuss medical needs with the parents of a child.

Whenever possible we check that a first aider assists with any school outing. When there is no first aider an adult is identified as being the person in charge of organising first aid.

An appropriately stocked first aid kit is taken on all school outings and the person in charge of first aid is advised before the visit of any special medical requirements.

Once the activity or event has happened the leader will complete the final section of the risk assessment documenting any issues that took place and place this in the Risk Assessment Folder.

### **Electrical Safety**

Before using any electrical equipment staff need to carry out a visual check for any defects.

The school ensures that all portable electrical items are inspected on an annual basis. Guidelines for this are included in the Health and Safety Manual. The Head Teacher monitors the registration, inspection and testing of the equipment. Records are kept as part of a whole school inventory. A copy of this inventory is kept electronically.

Trained staff from the LA carries out the inspection of portable equipment.

On no occasion should equipment or appliances be used that have not been tested (if they are over one year old), when the safe use date label has expired, or when there is a red default label attached.

Electrical items must not be brought onto the premises by pupils, staff or visitors unless there is certified proof from a competent person that the item is safe to be used.

Under no circumstances are children allowed or instructed to plug in electrical appliances to the mains electricity supply.

### **Fire and Emergency Evacuation Procedures**

**(see School Emergency Plan and Fire Policy)**

A competent person carries out the Fire Risk Assessment. This can be reviewed on an annual basis by the Health and safety committee in order to address any issues identified. This is reviewed during the Spring term

and is sent to the Health and Safety Advisor for Education at Telford & Wrekin Council and any identified issues form part of the Health and safety action plan..

Fire warning systems are checked on a weekly basis and the caretaker and business manager keep records.

A green Emergency Box is kept in the main office. This is taken out in the event of fire or fire drill. It contains:

- Contact numbers for parents
- Emergency contact numbers
- Pen and Paper
- Spare Key to security fencing
- Foil blankets
- Key for the side gate

Notices are on display in each classroom or working area, outlining what people should do in case of a fire. An adequate supply of appropriate extinguishers is situated around school. Fire Awareness training is planned in line with recommendations and all staff and appropriate governors are invited. A smaller group of staff have received fire extinguisher training.

### Fire Extinguisher Types

Type	Colour	When to use
Water	Red with red label	Fires involving paper, wood, or furniture. <b>DO NOT</b> use on flammable liquids incl. chip pan fires <b>DO NOT</b> use on live electrical equipment
Dry powder	Red with blue label	Electrical equipment and flammable liquids
Carbon Dioxide (CO <sub>2</sub> )	Red with black label	Electrical equipment and flammable liquids
Foam	Red with cream label	Flammable liquids
AFFF (Aqueous film-forming foam)	Red with cream label	Multi-purpose wood, cloth, paper, plastics, coals etc. Liquids such as grease fats, oils, paint, petrol

A series of Fire evacuation practice drills are planned throughout the year at various times of the day and records are kept.

The LA checks all fire fighting equipment on a regular basis and records are kept in the main office.

(Appendix C - A plan of the school to show fire extinguishers and control points)

### **Health and Safety Audit**

A systematic health and safety audit of the school premises is carried out by the Head and Governors, with responsibility for health and safety, during the spring term.

Priorities are identified and an action plan devised for the year ahead. A copy of the audit is sent to the Health and Safety Adviser for Education at Telford & Wrekin Council. This is usually followed up with a visit from the adviser to discuss any identified issues.

The action plan forms part of the School Development Plan. The health and safety committee monitor this action plan on a regular basis. (see School Development Plan)

A folder containing each annual audit will be kept with Governors documentation by the main office.

Health and safety is part of every Full Governor Meeting agenda. Governors with responsibility for Health and Safety attend regular training. The impact of this training is recorded.

### **Asbestos**

It is the policy of Telford & Wrekin Council to prevent as far as is reasonably practicable, the exposure of the school community and contractors to all types of asbestos in a form that can be breathed in. Before carrying out any work on the building that could disturb asbestos all contractors and staff are asked to look through the Asbestos survey. This is kept at the main desk. The School Asbestos Plan is reviewed on an annual basis.

### **ROSPA**

The outdoor wooden play equipment is regularly maintained and repaired as necessary. Weekly inspections are recorded by school staff linked to a clear risk assessment, termly inspections are carried by Telford & Wrekin officers and an annual ROSPA inspection is carried out. The school receives a full report with recommendations about the condition of the play equipment. Any defects are reported immediately and repairs are made.

## **First Aid**

All first aiders in school have completed a training course approved by the Health and Safety Executive (HSE). Certificates are displayed in the corridor by the main office.

The duties of first aiders are to:

- ◆ Give immediate first aid treatment to casualties with injuries or illnesses
- ◆ Ensure that an ambulance or other professional medical help is called, if appropriate
- ◆ Look after first aid equipment, restocking as necessary
- ◆ Ensure that the necessary accident reporting is carried out
- ◆ Inform parents or carers and to alert them if more attention is needed at/after an accident. Parents contact details are reviewed at the beginning of each academic year. Parent/carers are advised to inform school of any changes to their contact details.
- ◆ Next of kin details are kept for each member of staff in case of any accident or illness occurring in school. These are kept in staff personnel folders.

Green signs located around school inform both staff and children who the first aiders are and the position of first aid boxes.

Each base has a Health and safety Folder. This contains information about the first aiders.

There is a system for updating all the first aid boxes on a rolling programme.

Kimberley Ray, school administrator oversees this system.

## **Medicines and Medical Needs**

Each member of staff is given a list of children who have medical issues in school. A record of staff with medical issues is kept in the Head teacher's office. This information is updated on a regular basis. The information is taken from the admission form parents are asked to complete when a child starts school. Letters from parents or information shared at parents' consultation meetings may update information.

Only medication prescribed by the doctor can be administered at school. A trained first aider should only administer medication. Some staff have now received additional training for the safe administration of medicines. (Safe Administration of Medicines Certificates for trained staff are on display in the corridor by the main office).

A small fridge is available in the main office for any medicines that need to be stored in a fridge. Medicines can only be administered when the

parents have completed a Parental Request Form. Forms are kept in the main office (See Appendix D - Parental Consent Form).

Pupils with asthma wear an inhaler pouch and carry their inhalers at all times - (for more detailed advice - see the Asthma Policy).

### **Children who leave school without permission**

Where children leave the classroom or leave school grounds without permission, we will try to establish where the child has gone. When this happens staff will send a message to the office for adult support to initiate a search of the school site. Staff will to keep a watchful eye on any child who has taken him or herself out of the school building and possibly out of the school grounds, unless this provokes the child to run further. If a child is no longer on school premises, parents will be contacted in the first instance. If they have not returned home or we are unable to contact parents, the police will be informed.

Contact with the parents and police should be maintained at regular intervals until the child is found.

### **Infection Control**

(see "infectious disease" section in the School Emergency Plan)

The Health and Safety Manual sets out the procedures for the management of Infection control.

Plastic aprons and gloves are available in every classroom.

Staff can consult the Health and Safety Manual in the staffroom if they need clarification on any infection, which either they have noticed or a parent has made an enquiry about. If there are any concerns parents will be notified.

### **Checking for Head Lice**

Parents and carers have the responsibility for detecting infections and should be checking for headlice at least once a week.

- Leaflets giving advice to parents are available in school.
- Parents can make school aware that their child has head lice.
- School is no longer encouraged to send out letters to parents informing them that head lice are present in a particular base. This will only encourage parents to check at certain rather than regular times

Where the existence of head lice has been confirmed the child should not be excluded, but school will need to inform the child's parents.

The school may wish to contact the school nurse to ask for additional advice e.g. the school nurse may be asked to talk to parents to give general advice. The school nurse may also provide a health promotion session for parents if requested. The Head Teacher is responsible for facilitating these sessions.

### **Ladders**

Staff who have attended the appropriate ladder training course organised by the LA are authorised to use ladders in school. Safety stools are available for staff to use and these are situated in the stock cupboards.

### **Manual Handling**

The Manual Handling Operations Regulations 1992 require that hazardous manual handling must be avoided wherever possible (see Health and Safety Manual). Knowledge and training for staff in how to lift loads or use special handling equipment will help safeguard the individual against handling injury.

### **The wearing of jewellery**

The wearing of jewellery in school time is limited

#### ***Earrings***

Small studs can be worn. **No other body piercing is allowed.** Parents will be advised that if they wish their child to have their ears pierced, that it is best to do so at the beginning of the school summer holiday. In the interim period, if a child does have their ears pierced and the studs have to remain in situ for a length of time, an agreed is reached between the parents and Headteacher for the parents to supply plasters to cover the earrings. The children are responsible for removing and storing their own jewellery.

#### **Watches**

Watches are acceptable, as this becomes part of children's independence and time management. Watches are to be removed for all Physical Education activities and active drama lessons/activities.

The school will not be held responsible for the actions of third parties, or for loss, theft or damage.

### **Visitors**

All visitors are asked to sign in using the photographic entry system. Visitors are asked to wear a identification badge.

All staff and governors have identification badges at all times when they are in school.

### **Smoking**

Everyone's health is important no smoking is allowed during the working hours or on the school premises. This is in line with legal documentation.

### **Personal Safety**

#### *People arriving in school*

- Consider the reception facilities from the visitor's point of view and ensure that the overall impression is of a place where they are welcome and will be helped. All visitors must come in through main entrance.
- There is a window area to the main office use this in the first instance if you do not know who the visitor is. This should remain locked when not in use.
- The only way in for visitors is through the main entrance. There is a button where staff can allow entrance to visitors.
- Visitors should not be able to gain access to other areas of school unless accompanied by a member of staff.
- Visitors should sign in and wear a visitor identity badge.
- Remember to ask for proof of identification.
- No matter how good the facilities, people can become agitated if they are left waiting. If there is to be a delay they must be told why and for how long.

If an interview is likely to be controversial, arrange to have assistance at hand: a nominated member of staff should be responsible for remaining available until the interview has ended.

#### *Home visits*

Two members of staff should attend a home visit. Some visits are planned e.g in Foundation stage - nursery visits while others may not be.

Members of staff making the visit need to inform a Senior leader and office staff of where they are going and what time they are expected back. Staff need to take a phone so that contact can be maintained. Leaders and office staff need to have a copy of these numbers. Contact needs to be made to assess the situation if staff have not returned at the expected time



**Accessibility**

Information and guidance can be seen on the school website as part of the SEN school offer.

**Training**

Courses are identified to support staff and governors to improve their health and safety skills. A record is kept of all training attended with clear impact statements.

**Health & Safety Policy - Appendices**

Appendix A Terms of Reference for Governors' Health & Safety Committee

Appendix B Risk Assessment

Appendix C Plan of the school

Appendix D Medicines in School, Parental Request Form

Terms of Reference for Governors' Health & Safety Committee

**Terms of Reference**

**Premises**

1. To monitor the state of repair of the school buildings, including the effective management of asbestos (if any) on the premises, furniture and equipment both in doors and outdoors.
2. To monitor the efficiency of the building through completing an energy audit and action plan.
3. Through the head, to liaise with the school's building surveyor or other adviser over repairs and maintenance work to be undertaken each year.
4. Through the head, to take any action required to carry out repairs in an emergency.
5. To consider and recommend to the governing body any proposed improvement projects for which resources might be sought from the LA or from school funds.
6. To be responsible for the safe management, co-ordination, progress and successful completion of any self-help projects approved by the governing body.
7. To recommend to the governing body a lettings policy for the school, including lettings charges and any proposals or requirements for insurance cover.
8. To keep under review the lettings policy and charges and to recommend any changes to the governing body.

## **Schedule 2**

### **Terms of Reference**

#### **Health and Safety**

1. To prepare a Health and Safety policy, to recommend such a policy to the governing body, to keep it under review and to recommend to the governing body such amendments as may be necessary. In the case of Community and Voluntary Controlled Schools the Telford & Wrekin Council Health and Safety Policy applies, but the school's own arrangements to implement the policy still need to be drawn up and approved by the Governing Body.
2. To monitor the application of the Health and Safety Policy adopted by the Governing Body including the monitoring of any reported accidents.
3. To monitor the effectiveness of the Behaviour Policy and Anti -Bullying Policy
4. To recommend to the governing body procedures for implementing the health and safety policy and thereafter to ensure, by means of periodic checks and reports, that those procedures are followed. Procedures for dealing with a wide variety of health and safety issues have already been provided by Telford & Wrekin Council, including those for Educational Visits and Journeys and these should be adopted and monitored.
5. To recommend to the Governing Body a School Emergency Plan for the safety of pupils and staff as well as the protection of buildings and property.
6. To arrange for security measures to be reviewed regularly and to report to the governing body with recommendations where appropriate.

- 7 To make arrangements and establish any necessary procedures to ensure the school site is kept free of litter and refuse.
8. Through the head, to undertake the annual health and safety audit and to report to the governing body including recommended priorities for action.
- 9 To consider and recommend to the governing body suitable arrangements to ensure safeguarding and the promotion of the health, welfare and inclusion of pupils.

### **Schedule 3**

#### **Terms of Reference**

##### **Safeguarding**

- 1 To recommend to the Governing Body a school Safeguarding Policy that addresses the safeguarding pupils and staff. This would include the Social Networking policy and E-awareness Policy.
- 2 To monitor the application of the safeguarding policy adopted by the Governing Body.
- 3 To recommend to the Governing Body procedures for implementing the safeguarding policy and thereafter to ensure that those procedures are followed.
- 4 To arrange for safeguarding measures to be reviewed regularly and report to the Governing Body with recommendations where appropriate.
- 5 To monitor safeguarding training for staff and governors and report to the Governing Body with recommendations where appropriate

## Appendix B

Type of Activity:

Date of Assessment:

Date of Review:

Location:

Children's Medical Needs (high profile)

Adults other than teacher with CRB check

Copy of RA given

Mobile phone nos.

School: 01952 388280

**Severity:**

Fatality = 5    Damage to Property = 4

Major injury = 3    Serious injury = 2    Minor injury = 1

**Likelihood:**

Probable = 3

Occasional = 2

Improbable = 1

**Risk rating =**

Severity X Likelihood

Hazards	Potential Severity	Working Procedures Risk Control	Likelihood of Occurrence	Risk Rating	Action Required	Adult Responsible



## Emergency Procedure framework during a visit

If an emergency occurs the main factors to consider include:

- Establish the nature and extent of the emergency ASAP.
- Ensure all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised.
- Notify the police if necessary.
- Inform the School Home Base contact:
- Pass details on regarding the incident, names of casualties, time of incident, location of incident, location of injured, names of any others involved so that parents can be reassured, action taken so far, action yet to be taken, details of any assistance required.
- Write down accurately all relevant facts and witnesses and preserve any evidence.
- Keep a written account of events, times and contacts, even if it is just notes.
- Complete an accident form as soon as possible.
- Do not speak to the media.
- Do not discuss legal liability.
- Contact parents as appropriate in consultation with School Base.

## Emergency plan Appendix C





## Medicines in School, Parental request Form

## Parental Request Form



**Telford & Wrekin**  
C O U N C I L

## Form MED1

School:

Address:

## REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

DETAILS OF PUPIL (*Capitals please*)

Name		<i>M/ F</i>	Date of Birth	/ /	class/ form:	
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Condition or illness (*eg Asthma; Diabetes; Epilepsy, Cystic Fibrosis, Anaphylaxis, Recovery from? Illness, etc*):

## DOCTOR'S DETAILS

Doctor's Name		Medical Practice		Telephone Number	
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## MEDICATION AND ADMINISTRATION

Name of medication (*give full details given on the container label issued by the pharmacist*)Type of Medication (*eg tablets, mixture, inhaler, Epipen, other (please specify)*)

Date Dispensed:	<b>Dosage and method :</b>
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<i>Times to be Taken in School:</i>	Is precise timing critical? Yes/ No
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For how long will your child need to take this medication?

For medication that need not be administered at pre-set times please indicate when it should be given: (*eg before exercise, onset of asthma attack, onset of migraine etc*)

The medication needs to be administered by a member of staff	Yes	No
My child is capable of administering the medication him/herself under the supervision of a member of staff	Yes	No
I would like my child to keep his/her medication on him/ her for use as necessary	Yes	No
The medication needs to be readily accessible in case of emergency	Yes	No

## ADDITIONAL INFORMATION

Precautions or Side Effects:

What to do in an emergency:

*(Please read the notes on the reverse of this form carefully If you are in doubt about how the medicine is to be given you must seek the advice of your child's doctor before completing this form.)*

The doctor named above has advised that it is necessary for my child to receive his/her medication during school time. I understand that teachers have no *obligation* to give or supervise the administration of medicines at school. However, I request that the medication named above be administered by/taken under supervision of a member staff, who may not have had any first aid or medical training. The school, the Head teacher and staff accept no responsibility for any injury, death or damage suffered by a pupil as a result of the administration of medicine mentioned in this form, other than any injury, death or damage which arises because the school or any members of its staff have been negligent. I shall arrange to collect and dispose of any unused, expired medicine at the end of each term.

Signed: Parent/Carer

Date: