
*The Olive
Tree
Primary
School
Bolton*

*Health & Safety Policy
inc Educational Visits
& Asthma*

December 2017



Policy Statement

The health, safety and welfare of children, staff and visitors to The Olive Tree Primary School is a priority of the Governing Body of the School.

The Governing Body recognises its responsibility to maintain high standards of health and safety and will take all reasonable steps to fulfil this responsibility.

The Governing Body will pay particular attention to meeting the requirements of the Health & Safety at Work Act 1974 and all the relevant statutory requirements.

In order to achieve these objectives the Governing Body will:

- Determine the management arrangements for implementing the policy
- Set out the arrangements for ensuring policy requirements are achieved; and
- Review the policy on a regular basis and make revisions as appropriate

Management Arrangements

Governing Body

The Governing Body is responsible for ensuring the appropriate management procedures and systems of work are developed, agreed, implemented and reviewed to ensure the effectiveness of this policy.

The Principal

The Principal is responsible for the day to day implementation of the policy, for ensuring that staff are aware of their responsibilities and for bringing issues to the attention of the Governing Body.

The School's Arrangements

Accidents and dangerous occurrences



- Ensuring adequate assessment of significant risks, which may form hazards in educational activities, is made and appropriate measures are in place to ensure safe practice;
- Making arrangements to deal with premises management issues, eg. Repair and maintenance of buildings, control of contractors and implementation of emergency procedures.
- Ensuring that accidents and hazards are recorded and reported as appropriate and that appropriate remedial action is taken.
- Maintenance of the Accident Books held by the School Bursar in the office (major) and outside the staffroom (minor).
- All accidents and dangerous occurrences will be investigated and the Principal is responsible for ensuring any necessary remedial action is implemented.

Fire Safety

All staff will receive training in fire safety arrangements at the start of the academic year or when they commence employment.



Emergency exit routes will be clearly marked and kept free from obstruction, emergency exit doors must be kept unlocked while the school is occupied.

Fire alarm checks will take place once a month by the Site Supervisor. These are manual alarms and are located at the front and rear entrances, the Master alarm also has a Fire alarm facility and this is also tested at the same

time. Fire extinguishers are inspected once a year by local Fire Prevention Officers and the school is advised of additional safety measures which need to be addressed.

Escape routes are checked once a month and any defaults recorded and rectified. All main classrooms, office, kitchen, staffroom and hall have Fire Evacuation procedures displayed. Full emergency evacuation of the school will be carried out twice a term, once notified and one with no prior warning. Times taken should be within two minutes.

Fire Procedures

In the event of a fire staff must...

1. Operate the nearest fire alarm to signal the evacuation of the building.
2. Lead children quietly and in an orderly manner to their assembly point in front.
3. The Principal or Secretary will bring all registers to the assembly point to enable a count of pupils to take place.
4. Follow the fire route exit guides displayed in all classrooms, administration and activity rooms in use.
5. Know that fire extinguishers are located in classrooms, staffroom and kitchen.

A regular check is made by the Head of fire evacuation procedures and that escape routes are clearly visible in all areas of the school.

Hazards

The 1974 Health and Safety at Work Act states"It shall be the duty of every employee while at work:

1. to take reasonable care for the health and safety of themselves and of any other person who may be affected by his/her acts or omissions at work, and
2. or under any of the relevant statutory provision, to co-operate with him/her so far as it is necessary to enable that duty to be performed or complied with"

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

Therefore all employees are expected

1. To know the safety arrangements relevant to their area of the school and ensure they are adhered to.
2. To carry out safety checks of the activities for which they are responsible and advise the Principal of any areas of concern requiring action. This should be recorded in writing in the School Premises File.

3. Wherever possible staff will remove hazards as soon as practicable. The Principal is responsible for ensuring that remedial action is taken in respect of hazards which are notified.
4. To observe good standards of dress appropriate to safety and/ or hygiene.
5. To observe good standards of tidiness and cleanliness in their work areas.
6. To know and be able to apply the fire procedures.
7. To know and be able to apply initial first aid.
8. To use, not neglect or refuse to use things provided for their safety and of others.
9. To co-operate in the promoting of safety arrangements of the school.
- 10.** To co-operate with the school safety representative.

11. Information

The Principal is responsible for implementing a system through which information about health and safety can be communicated throughout the school. Health and Safety will be included on the agenda of staff meetings as necessary.



First Aid

First aid facilities are located in the school office along with the accident book. Additional medical boxes are located in the medical room and these will be taken out for trips or swimming lessons when appropriate. In the event of an emergency a leader will be responsible for ensuring facilities are maintained. There should be no delay in contacting the emergency services if they are required. A responsible adult will be designated to accompany any children who require treatment off-site. Parents or next emergency contact person will be contacted.

Staff will receive training and advice on administering first aid. All teaching staff have basic first aid training and in addition to this each department in the school, including the office, will have a designated first aider. All staff will have the opportunity to attend first aid training as available.

Inspections A full health and safety inspection will be organised by the governing Body and inspected on a termly basis by a member of the Buildings Committee.

The results of the inspection will be reported to the Principal who will arrange for any remedial work which is tenants responsibility to be carried out as soon as possible. Work which is the responsibility of the landlord will be reported as soon as possible.



Substances

All substances used in school, eg. Cleaning materials, chemicals etc. must be approved by the Principal. All such materials must be kept in their original containers together with appropriate safety instructions. No other materials may be brought on to school premises without authority from the Principal. All dangerous substances and chemicals must be kept locked away in a safe place which is inaccessible to pupils and visitors.



Electrical Safety

All electrical equipment and appliances over a year old are electronically tested annually. Every item is labelled and dated and items failing the test are repaired or disposed of. Children should not bring in electrical items from home.

Any faults or defects in electrical equipment should be reported and recorded in the repairs book. Staff must ensure that there are no trailing wires in classrooms or in activity areas.

See also HSE Guidance Note GS23 – “Electrical Safety in School” -- [HSE Website](#)

Infectious Disease

The Principal shall take appropriate action, regarding any instances of infectious disease which require special precautions. These will be reported to the appropriate body as required. They will also need reporting in some cases.

Security

Visitors

All contractors and visitors must report to the school office to sign the visitor's books stating time of arrival and business. (Restricted access by electronically controlled door locks is in place)

Pupils

Pupils are not expected to be on the school site before 8.45 am. The bell is rung at 8:50am.

If it is wet pupils may come into the school hall where they are supervised.

Pupils are supervised at morning and afternoon playtime by a member of staff and a Teaching Assistant.

Children will stay in their classrooms during wet playtimes.

At lunch time Midday Meals Supervisors are responsible for the well-being of the children and have corporate responsibility for the health and safety of all children whilst they are in the dining hall, playground and school.

The Principal and other senior leaders will be on duty during the lunch period. The MMS will refer matters of health and safety to the Class Teacher/ Team

Leaders or Principal, depending on the seriousness of the incident. Any bangs to the head must be recorded, parents are contacted if further treatment is required or there is cause for concern. Otherwise pupils are kept under observation and parents notified at the end of school through the use of a standard form/ and or verbally.

Anti-biotics may be administered in school only with parents written permission and provided the child is well enough to be in school. (SEE appendices) This is at the principal's discretion. Paracetamol liquid may be given to pupils providing parental consent has been obtained in writing, the forms are in the school medical file and are updated annually or when pupils join the school.

Asthma inhalers kept in school must be clearly labelled with the child's name. Advice for dealing with a child having an attack is as follows:

- Staff should try and ensure that known asthmatics have their inhalers with them. However, each child should be responsible for their own inhalers.
- A child having an attack should never be left unattended.
- Attacks of asthma often cause panic – staff should stay calm and reassure the child.
- Try to encourage the child to breathe slowly and deeply and to relax.
- If the child does not respond to the inhaler. Contact the office as soon as possible for assistance.

Teaching staff will enable the child to use the inhaler as required during lesson time, lunch time needs will be supervised by the MMS.

If a child is unwell at school, we will make every effort to contact the parents / guardians. Until we have contacted the child's parents, we will take any action needed in the interests of the child.

MONITORING AND REVIEW

The Principal will present a report to each meeting of the Buildings Committee on Health and Safety which should contain the following information.

- Reports of any accidents or dangerous occurrences from the Accident Book.
- Outcomes of any Health and Safety inspections.
- Any other matters the Principal wishes to bring to the attention of the Committee.

The minutes of this committee will be reported to the full Governing Body who will undertake a review of the Health & Safety Policy.

This policy will be reviewed biennially, as part of the school development plan. It will be amended as and when necessary. All amendments will be discussed with the Governing Body's Health and Safety representative prior to implementation.

Policy for Non-Residential Educational Visits

Objective

This school believes that pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills. This policy is to ensure that pupils, staff and other helpers stay safe and healthy on school visits.

The person organising the trip should be clear as to the educational value of the trip. This should be communicated to the Principal for approval to go ahead with planning. The Principal may delegate approval for the visit to the school's Educational Visits Coordinator. The Principal or the Educational Visits Coordinator must also approve the detailed plan and risk assessment.

Exploratory Visit;

An exploratory visit should be made by the group leader, wherever that is possible, to

- ensure at first hand that the venue is suitable to meet the aims of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff, helpers and pupils in the group;
- become familiar with the area before taking a group there;
- obtain advice from staff at the venue.

Forms to Parents;

An initial form will be sent to parents giving some details of the proposed trip and to gauge the level of parental financial support. If the trip is decided to be viable, a further form will be sent to parents giving more details of the trip and asking for parental permission for their child to go on the trip and for any appropriate medical treatment to be administered.

Risk Assessment;

A risk assessment for a visit need not be complex, but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise.

Transport

The hire of coaches and minibuses and the bookings for any other form of transport will be arranged by the office staff. The form headed "Organising a School Outing" should be completed and given to the school office. Professional operators of buses and operators have the appropriate public service operator's licence. Seat belts must be fitted on coaches and the

group leader should ensure that all participants on the trip have them fastened and properly adjusted before the coach starts. Buses, where seat belts are not fitted, are not normally appropriate for visits involving long journeys. It is not allowed to have three pupils using a seat designed for two.

Supervision

Although a common sense approach should be used with regards to ratios, the following can be used as guidance:

- 1 adult for every 6 pupils in years 1 to 3
- 1 adult for every 10-15 pupils in years 4 to 6.
- At least 1 adult for every 4 pupils in the reception year.

Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had a DBS check should never be left in sole charge of pupils.

Where there is more than one teacher a group leader should be appointed who has authority over the whole group.

Regular head counting of pupils should take place, particularly before leaving any venue. The group leader should carry a list of all pupils and adults involved in the visit as well as the permission forms signed by parents. A similar list should also be left in the school office, together with details of emergency contacts for all on the trip. The school office and the group leader should be able to contact each other by a mobile telephone. If the group leader prefers to use a personal mobile phone, the number must be left at the office. Any other relevant phone numbers e.g. the visit venue should be left at the office. The office must also be notified of any changes to the planned routine, should this become necessary.

First Aid

- The minimum first aid provision for a visit should be;
 - A suitably stocked first-aid kit.
 - Emergency treatments for known conditions, e.g. asthma inhalers, allergy treatments
 - A person appointed to be in charge of first aid arrangements.
- All relevant forms and a blank risk assessment will be available in the school office.

Reviewed and Approved by Board of Governors 17/12/17