A Christian Family where all are valued, children achieve and the future begins

Our mission is to serve the community through serving our children. Every child is welcomed regardless of need, for 'who so ever welcomes one such child in my name welcomes me' (Matthew 18.5). Everyone is valued; everyone has worth. We ensure that every child develops within God's love.

Leyland St. James' CE (Aided) Primary School – Health and Safety/First Aid Policy

Introduction

The Governors acknowledge their responsibility for Health and Safety within the school, not only as a legal requirement but accept the responsibilities laid upon them as employers in Section 2 of the Health and Safety at Work (1974) Act; and also for the promotion of a better environment for the staff and pupils. The recommendations and procedures outlined by the Children's Services Authority are followed as closely as possible.

Roles and Responsibilities

The governing Body is responsible for:-

- Ensuring that the appropriate documentation is in place
- Monitoring its implementation
- Reviewing it on an annual basis
- Carrying out risk assessment

The Headteacher will present termly reports to the full Governors' Meeting on any Health and Safety issues.

The general daily management of Health and Safety is delegated by the Governors to the Headteacher who may, in turn, delegate specific areas of responsibility to individual members of staff.

The Headteacher will be responsible for:-

- The day to day management of Health and Safety (including risk assessment)
- The implementation of this policy
- Ensuring that staff are aware of the information contained in this document
- Ensuring compliance with procedures laid down in the document
- Reporting to the Health and Safety Committee as appropriate
- Liaising with contractors to ensure adequate exchange of Health and Safety information
- Ensuring that all defects in the building and grounds are dealt with promptly

All Staff should be familiar with the Health and Safety arrangements in place and should comply with them. All staff have the authority to temporarily disable or forbid the use of facilities they consider to be unsafe prior to consultation with the Headteacher and her decision.

All staff have a responsibility towards themselves and others for Health and Safety and should report any problems promptly. Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment and materials.

All staff will be involved in carrying out risk assessments in their classrooms and in communal areas such as Church House, cloakrooms or yard on a daily basis and report any concerns to the Headteacher. Training will be delivered and paid for within the school's training and CPD programme.

PRACTICAL ARRANGEMENTS

First Aid

There should always be at least one member of staff who is a trained first aider although first aid training is offered to all staff on a regular basis or when certificates are up for renewal. Each adult needs to be able to deal with minor injuries but if in doubt about the seriousness of an accident, additional adult assistance should be requested and the incident reported to a senior member of staff.

Bumps to the head, however slight, will always be reported to parents via a 'head letter'. Parents will be informed of a bump to the head that causes concern. Whenever possible parents must be contacted before a hospital consultation is sought, but where a parent cannot be contacted, the 'in loco parentis' rule must be adopted and a decision made by the Headteacher, deputy or senior teacher if a child is in pain or danger.

Contact details for parents are updated on an annual basis. First aid boxes are kept in Y3 and Y2 (for playground use). There is a first box in the KS1 area and in the junior corridor. First aid kits are taken on every trip and residential. The guidance set out in the LCC manual is followed for the contents of these boxes.

Accident Recording, Reporting and Investigation Accidents must be reported and recorded in the school accident book and, if appropriate, fill in a LCC accident form and form F2508 (HSE). Welfare staff record accidents that occur at dinner times and inform the Headteacher where they feel the accident should be recorded on an LCC HS1 form.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence. In the event of an accident to staff, only the HT or a member of the SLT can record the accident.

Issuing Medicines Medicines may be administered to children by individual members of staff and at the discretion of the Headteacher. A medical form must be completed by parents/guardians that states the amount and frequency of dosage. Staff should check with the Headteacher if in any doubt.

Children with allergies In consultation with parents, children with allergies will be monitored and precautions taken to ensure they do not access food items / materials which will cause them to have an allergic reaction. Any Epipen, inhalers, nebulisers etc, will be kept with the child at all times i.e. in class, out on trips (teachers will look after if necessary). A back up will be kept in the staffroom (fridge if needed) and in all cases of Epipen in a clearly marked box together with the child's photograph and details etc. NB – It is then parents responsibility to ensure that Epipen and inhalers etc. are within their usable date and that school is resupplied as and when necessary.

Fire Safety Precautions A fire drill will take place every term. Fire risk assessments are carried out annually by TPM/DBE Control of Substances Hazardous to Health (COSHH) The responsibility for carrying out COSHH assessments will rest with the Headteacher, the Site Supervisor and Ridge Crest cleaning contractors, depending on the substance concerned. COSHH data sheets are kept in the site supervisor's room.

Smoking No smoking is allowed on the school premises whether inside or outside the building – it is against the law! This regulation extends to the hiring and use of the school after school hours as well as during the school day. The Use Of Equipment Staff should, at all times be familiar with the workings of large pieces of equipment e.g. large PE apparatus. The boilers, major electrical

installations and portable electrical equipment are checked and serviced regularly in line with LCC and nationally laid down regulations.

Small items of equipment which carry inherent dangers when in use are dealt with under the relevant curriculum policies, as are regulations concerning appropriate dress. Supervision of children on the yard There are always staff members covering morning play time Infectious Diseases The guidance set out by LCC will be followed on discovery of a communicable disease. Parents will be informed by the Headteacher and the school nurse contacted if necessary.

Emergencies / Disasters Unavoidable School Closure (i.e. power cuts, water cuts, adverse weather etc.) In the event of an unavoidable school closure, the guidance set out by LCC will be adhered to. This guidance is on LCC's portal. If this occurs during the course of the day then it is the responsibility of the Headteacher, deputy (or Senior teacher) to ensure that the procedures are put in place.

The Headteacher will remain at school until all the children have left. If it is more reasonable for another teacher to remain at school (particularly in adverse weather), then this responsibility will be delegated. The Critical Incident Response Team may be contacted to deal with any such or similar incident. Contacts are available on the school portal.