



**Reflect  
Education**



# **Health and Safety Policy**

**Date written: May 2015**

**Review: December 2018**

**Next review date: December 2019**

## **Introduction**

### **Statement of Intent**

Health and safety is an important consideration for our organisation. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Your Health and Safety Officer is – Rebecca Hipkiss.

### **Responsibilities**

Reflect Education is responsible for health and safety and will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Health and Safety Officer will:

- Develop a health and safety culture throughout the organisation
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the centre office so they can be recorded

### **General Health and Safety Arrangements**

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Head teacher or Admin Officer will liaise with contractors as appropriate.

A yearly check will be carried out by senior staff to monitor the upkeep of buildings and grounds.

Reflect Education agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

### **Monitoring and Review of Health and Safety Arrangements**

The yearly check will be used to prioritise need and to inform planning.

Maintenance will be discussed with the Head Teacher and site Manager on a regular basis regarding schedules of work to be carried out on the school site. Immediate works required are addressed as a priority utilising external contractors as necessary.

All staff will carry out monitoring on a day to day basis.

The Manager/ Head Teacher will be responsible for the Centre grounds and premises daily.

The policy will be reviewed annually.

### **Equipment**

Any equipment in the centre should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head Teacher.

Electrical equipment will be tested regularly. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Firefighting equipment and alarm systems are maintained via annual contract.

Hazardous substances, such as cleaning materials, etc., are kept locked in appropriate storage areas. Anti-bacterial spray to be kept in personal care room, to be stored on a high shelf out of reach of pupils, for the cleaning of the changing bed after every nappy change.

### **Curriculum - Use of Resources**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers and support staff take opportunities to educate children in this regard in the normal school curriculum. For example, in the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSE lessons and we reinforce these points in design technology. We also show them how to move and play safely in PE lessons.

Clear guidelines are adhered to when students and staff access the Internet. These are included in the ICT internet safety policy.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers may use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

### **School Uniform**

We encourage all children to wear our school polo shirt/hoodie when attending school, or when participating in a school-organised event outside normal school hours. The Gwennlian Education Centre provides these to our families.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have approached the policy of school uniform with due regard to issues of equal opportunity and sex discrimination.

### **PE- Clothing**

All children will change into suitable clothing for the activity in which they will participate.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### **Jewellery**

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn. A watch may be worn if it is named and not of any great value but must be removed for PE.

It is advisable to collect all such items prior to the lesson and store safely.

### **Lifting and Moving**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

### **General Safety**

#### **School Building Access**

The main entrance is locked, allowing access on request from the school office. Class 2 entrance is also locked allowing access on request from members of staff.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher will inform any intruder that they must leave the school site. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, she or he will contact the police.

#### **Safety in classrooms/corridors**

Classrooms should be set out with students/young person's safety in mind. Walkways should be clear of clutter. No heavy objects should be stored on window ledges or on top of cupboards where they are likely to fall and cause injury.

#### **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

## **Supervision of Children**

### **Safeguarding**

The Head Teacher is the named person Safeguarding Officer in the school. He may well delegate this responsibility in some circumstances to the Deputy Safeguarding Officer, Rhian Hughes.

If any member of staff suspects that a child in their class may be a victim of abuse, they should immediately inform the Safeguarding Officer. If the Safeguarding Officer is unavailable then they should inform the Deputy Safeguarding Officer.

If concerns arise about the Safeguarding Officer then staff need to speak to the Deputy Safeguarding Officer. If concerns arise about the Safeguarding Officer and the Deputy Safeguarding Officer then the Local Authority Designated Officer (LADO) in Carmarthenshire needs to be contacted.

### **First Aid**

Staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain. If necessary, staff are to request support from a school first aider until the child can receive professional medical treatment.

If an accident does happen, resulting in an injury to a child, the staff will do all s/he can to aid the child concerned. We keep first aid boxes in the medical room. If necessary a member of staff will telephone for emergency assistance.

Disposable gloves should always be used when dealing with blood and then be placed in the bodily waste bin in the personal care room.

First aid kits are stored in the medical room, in class 'going out' bags for educational visits and on school vehicles.

If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

Staff should complete an Accident Form and include details of all actions taken. Serious accidents will also require an accident form to be completed from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported on an Accident Form and returned to the school office.

For further information please refer to the First Aid Policy.

### **Medication Policy**

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge in or in the medical room. If inhalers are kept in classrooms for quick access then the class teacher must ensure they are kept in a secure place.

It is the responsibility of the class teachers to ensure children have access to inhalers/medicines on any off-site visits.

### **Allergies**

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

### **Head Lice**

All parents of children in a class, where an outbreak of head lice has occurred, will be informed via letter.

### **Staff Health and Welfare**

#### **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Head Teacher, senior staff or the school's health and safety representative as soon as possible. The Head Teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

#### **Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables.

#### **Theft**

The Head Teacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the head teacher will inform the police and record the incident in the incident book.

#### **Violence**

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

#### **Off Site Activities (see also Educational Visits policy)**

Any visit off site must be approved by the Head teacher.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance of the school. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

The staffing ratios determined by the child's statement of special educational needs, must be met.

Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that vehicle registration.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

NB: The class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

### **Dealing with risk of cross contamination at Gwenllian Education Centre**

Gwenllian Education Centre give careful consideration to minimising any risk through the cross contamination of bodily fluids. We ensure that Hygienic practice and effective decontamination of equipment and the environment is vital to reduce the risks of transmitting infection to pupils and staff. We therefore take the following measures to minimise the risk.

### **Staff or pupils exhibiting symptoms of illness that includes diarrhoea and/or vomiting**

Any staff member or pupil with diarrhoea and/or vomiting symptoms should be excluded until they have been free of all symptoms for 48 hours (the "48 hour rule") and feel well. Children who become unwell in school should be isolated from others until collected by parents/guardians, child's taxi or transported home by the school staff.

## **DISPOSAL OF BODILY WASTE**

To minimise the risk of infection Gwenllian Education Centre has clear procedures for staff to use when cleaning and disposing of bodily fluids i.e. urine, excrement, vomit and blood.

We ensure that:

- Single use plastic gloves and a plastic apron are worn.
- Children are removed from the area if necessary.
- Affected child is cleaned and comforted first.
- Child's clothes are double bagged and sealed separately in a clear plastic bag until laundered at school or sent home with the pupil at the end of the day.
- Fluids wiped with disposable paper rolls and placed in disposal bag.
- Floor sprayed with anti-bacterial spray with disposable paper and placed in disposable bag.
- Used gloves and aprons are added to disposable bag, which is placed in yellow clinical waste bin.
- Hands are washed thoroughly.
- The yellow foot operated waste bin in personal care room is emptied at the end of the school day and placed in the outside bin and collected weekly by a licensed waste carrier.

In addition, when staff are changing nappies the following procedures is followed:

- All staff wear disposable aprons and gloves.
- All staff follow individual pupil's personal care plan.
- Wet nappies are bagged and placed in the yellow foot operated waste bin in personal care room.
- Soiled nappies, wet wipes, etc. are double bagged and disposed of in the yellow foot operated waste bin in personal care room.
- Bodily fluid e.g. vomit, blood etc. is cleaned according to the procedure outlined above.
- Changing bed is cleaned after every use with anti-bacterial spray and paper roll.
- Any soiled clothes are placed in a double bag.
- Aprons and gloves are placed in disposable bags which are placed in the yellow foot operated waste bin in personal care room.
- Wash hands thoroughly.
- The yellow foot operated waste bin in personal care room is emptied at the end of the school day and placed in the outside bin and collected weekly by a licensed waste carrier.



## Details of injured person:

Name :	D.O.B:
Address: (if needed)	
Post code:	Job title:

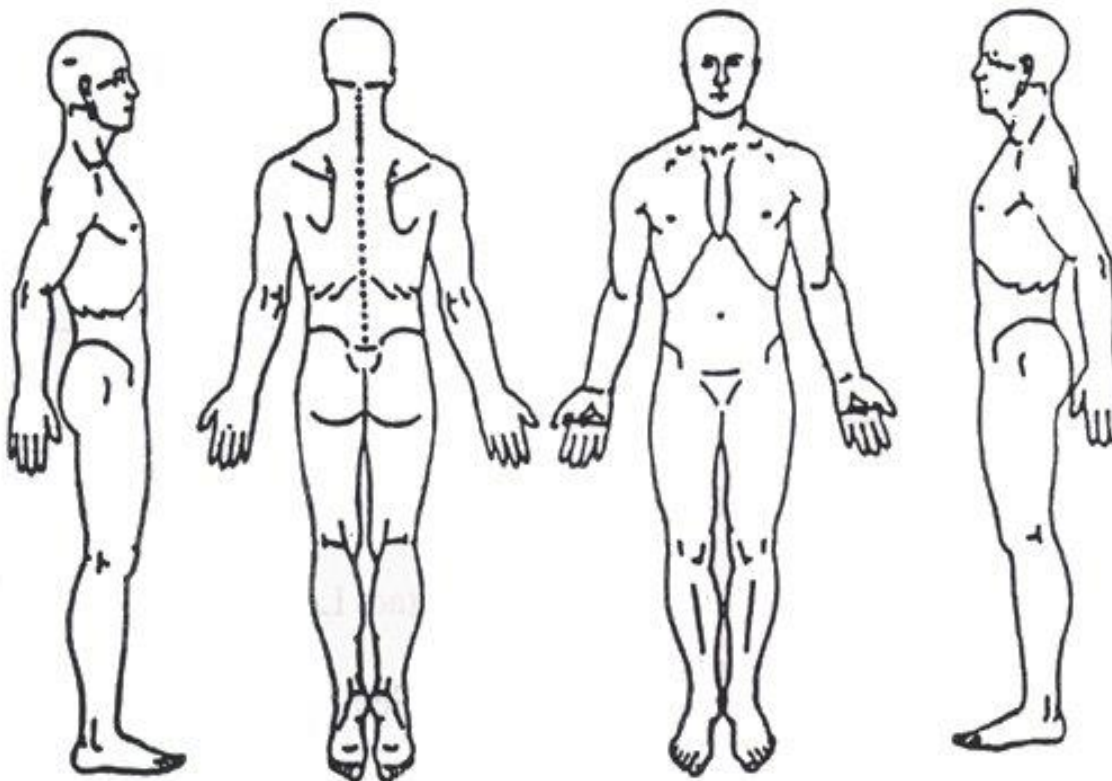
## Details of Accident:

Date:	Time:
Location:	

Please make a detailed account of what happened in the box below:

<p><u>Description:</u>(what happened during the accident)</p>
<p><u>Injury:</u> (if someone was injured, what exactly was the injury, be as specific as possible)</p>
<p><u>Action:</u> (what did you do as a result, was there first aid given/visit to hospital or Dr)</p>

Please mark on diagram where your injury is located:



First Aid required:

Yes

No

(If yes please fill in First Aid Record)

Person Reporting:

Name :	D.O.B:
Address: (if needed)	
Post code:	Job title:
Signed:	Date:

For Employers use only:

How was it Reported:	
Date Reported:	Signed

Student Name:  D.O.B:  Class: 

 Address: 

 Condition or Illness: 
**MEDICATION:**

Name/Type of Medication (as described on the container)		
Date dispensed:		
Length of treatment:		
Dose Required:		
Method:		
Times to be given/frequency:		
Special Precautions:		
Side Effects:		
Self-Administration (Y/N):		
Any other instructions:  Does medication require refrigeration?		

**PERMISSION:**

	YES	NO
Permission to administer first aid?		
Permission to administer paracetamol (Calpol)?		

**EMERGENCY CONTACT DETAILS:**

Name:		Telephone Number:	
Relationship to pupil:			
Address:			

As the parent/guardian of \_\_\_\_\_ I give permission for a school member of staff to administer prescribed/preferred medication as instructed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

## PARENT/CARER CONSENT

**School/centre:** \_\_\_\_\_

**Your child's name:** \_\_\_\_\_

I hereby agree to my child participating in standard visits off the school/centre site, but within the County or neighbouring area. These visits might include the following, or similar, activities:

These visits will normally take place at the following, or similar, locations:

**I understand that:**

- such visits will normally take place within the school/centre normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys or times, expense or adventure activities;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/centre discipline procedures during the visit;
- I must inform the school/centre of any medical or psychological condition or physical disabilities that may affect them during the visit;
- all young people are covered by the Reflect Education's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Company or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover.

**Full name of parent/carer:** \_\_\_\_\_

**Signature of parent/carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel:** \_\_\_\_\_