



# STOCKSBRIDGE HIGH SCHOOL

— This is Just the Start —

## School Health & Safety Policy

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## Changes to this edition

<b>Date</b>	<b>Reference</b>	<b>Detail of Change</b>
23.05.23	4.34	Work experience responsibility included
23.05.23	Front page	Trust requested to change review from 1 to 3 years
23.05.23	Appendix A	Updated details of first aiders
01.09.23	Appendix A	Updated details of first aiders
13.02.24	Appendix A	Updated details of first aiders

## **1.0 Statement of Intent**

The Governing Body of Stocksbridge High School will meet its responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as students, staff, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school activities.

The school is committed to continually improving its health and safety performance.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

## **2.0 Aims**

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health.
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third-party users to avoid hazards and contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from advisory bodies to the correct user(s).
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

## **3.0 Organisation**

### **3.1 Responsibilities of the Buildings Supervisor**

- Ensure the premises and facilities are managed and maintained in line with current legislation.
- Ensure the health and safety matters which are logged on Every are dealt with in a prompt manner.
- Ensure the health and safety management of contractors to the site.
- Ensure appropriate health and safety systems and procedures are in place to effectively manage the site.
- Ensure that any health and safety concern which may affect the operational activities of the school are promptly notified to the Headteacher/Business Support Manager.

### **3.2 Responsibilities of the Governing Body**

- Ensure that funding allocated for the safe running and health and safety matters is monitored to ensure its effectiveness and value for money.
- Ensure health and safety issues are reported to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Trust Estates Management Policy and School Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Review School level Health and Safety Policy and its implementation and monitoring to protect the safety of persons on site.
- Comply with statutory policies and procedures and monitor health and safety management within school.
- Ensure that appropriate risk assessments have been carried out.
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance.
- Ensure adequate consultation takes place to allow everyone to contribute to safe working.

### **3.3 Responsibilities of the Headteacher**

- Take overall responsibility for day to day management of health and safety issues.
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, students and other visitors and users of the school are carried out further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Ensure staff have an appropriate workload in support of a reasonable work/life balance.
- Ensure the reporting and investigation of any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working.

### **3.4 Responsibilities of the Health and Safety Co-ordinator (Business Support Manager)**

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses to enable the discharge of their duties effectively.
- Ensuring routine liaison with the Trust Estates, Health and Safety lead to ensure continuous compliance and identification of significant risk.
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the Trust Estates Policy and School's Health and Safety Procedures.
- Ensuring that Health and Safety documentation and records (e.g. fire, asbestos, legionella etc.) are kept up to date.
- Ensuring that the Health and Safety Notice Board is kept up to date.
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated.
- Liaise with the Trust Estates, Health and Safety lead to perform and report on termly health and safety inspections and ensuring follow up action is complete.
- Ensuring appropriate procedures for authorisation of school visits is followed.
- Participating in any Health and Safety Audits with inspection and advisory bodies.
- Providing health and safety induction training for all staff.
- Keeping staff health and safety training records up to date.
- Ensuring that all statutory inspections are completed, and records kept.
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Where applicable, monitoring contractors on site in liaison with the Buildings Supervisor, inducting them in the schools site health & safety.

### **3.5 Responsibilities of Heads of Departments**

Heads of Department are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy.
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually).
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate.
- Ensuring follow up and remedial action is taken following health and safety inspections.
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department.
- Passing on health and safety information received to the appropriate people.
- Acting on health and safety reports from above and below in the hierarchy.

### **3.6 Responsibilities of all staff**

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school policies and procedures and follow any guidance, policies and procedures issued by the school and/or other associated advisory bodies.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training and participate as member of the health and safety committee as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees should co-operate with the health and safety policy of their employer.

## 4. Roles and Responsibilities

### 4.1 Co-ordination and Communication

System	Responsibility
<b>Health and Safety Co-ordinator</b> The person who has responsibility for operational Health and Safety	Business Support Manager
<b>Safety Representatives and Safety Committees</b> Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required	The Headteacher
<b>Health and Safety Committee</b> The constitution, membership and the minutes of the School Safety Committee. The School Safety Committee to meet termly.	Business Support Manager

### 4.2 Emergencies (Fire etc.)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Document Location(s)
Fire Evacuation Procedure	Every and T Drive
Bomb Alert	Every and T Drive
Gas Leak	Building Supervisor's Office
Electrical Fault	Building Supervisor's Office
Water	Building Supervisor's Office
Storm or Flood Damage	Building Supervisor's Office
Persons Threatening Violence on Site	Critical Incident Policy
Other	Critical Incident Policy

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible person for ensuring and supervising (where appropriate)	Person	Deputy
The controlled evacuation of people from the building or on the site to a place of safety	Headteacher	Designated Deputy in Charge
Instruction regarding summoning of the emergency services	Buildings Supervisor	Caretaker
Roll call taken and reported to at the assembly point	Headteacher	Business Support Manager
That no person attempts to re-enter the building until the all clear is given by the emergency services	Buildings Supervisor	Designated administrator

**Note: The priorities are as follows:**

- 1. to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- 2. to call the emergency services when appropriate;**
- 3. to safeguard the premises and equipment, if this is possible without putting persons at risk.**

<b>System</b>	<b>Person Responsible</b>
The person responsible for arranging, recording and monitoring fire drills at least once per term.	Business Support Manager Buildings Supervisor
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Business Support Manager - Copy 1
	Buildings Supervisor – Copy 2
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Walker Fire (competent person) Business Support Manager / Buildings Supervisor

### **4.3 Fire Prevention and Detection Equipment Arrangements**

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<b>System</b>	<b>Location of test records</b>	<b>Person responsible</b>
Fire Alarm	Premises Office	Buildings Supervisor
Emergency lighting system	Premises Office	Buildings Supervisor
Smoke detection system	Premises Office	Buildings Supervisor

<b>System</b>	<b>Person responsible</b>
The person responsible for carrying out termly visual inspections of all emergency fire-fighting equipment (for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately report	Buildings Supervisor
The contractor (if applicable) responsible for conducting the annual test of fire equipment inspection and maintenance	Walker Fire

#### 4.4 Locations of main service isolation points

Service	Location of isolation point
Water	Tank room (North Block)
Electricity – main isolation points	Caretaker Store and sub-station
Gas	Top store (outside of school) Sports Hall boiler room Gym boiler room

#### 4.5 Severe Weather

System	Person responsible
During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g clearing snow and ice) will be determined by	Buildings Supervisor

#### 4.6 Accident, dangerous occurrence, violent incident and near miss reporting and investigation

All accidents are to be logged by the first aider on the school's Medical Tracker system. Any accident where further medical treatment (i.e. hospital or doctors) has been received will also be logged onto the OSHENS system by the appropriate witness. The accident will then be investigated by the Business Support Manager.

Any employee who witnesses a dangerous occurrence, near miss, verbal abuse or actual or threatened violence by an adult is to log the event onto the OSHENS system which will then be investigated by the Business Support Manager.

All verbal abuse or actual or threatened violence by a student should be reported and investigated by the relevant Pastoral Manager and logged on CPOMS.

All RIDDOR reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy before being forwarded to reporting body.

System	Person responsible
The person responsible for monitoring accidents and incidents to and identify trends and patterns is:	Business Support Manager

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

## 4.7 First Aid

Please refer to Appendix A – the school’s first aid policy.

## 4.8 Administration of Medicines

Please refer to the school’s separate policy – supporting students with medical conditions.

## 4.9 Hazard Control

<b>Task</b>	<b>Person Responsible</b>
<b>Risk Assessment</b> The person responsible for carrying out a general survey of the school's work activities including work carried out by contractors, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Buildings Supervisor
The person responsible for carrying out a general survey of the school's work activities involving staff and students including extra-curricular activities, ensuring risk assessments are produced and appropriately communicated is:	Business Support Manager
<b>Hazard Reporting and Follow up</b> All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by verbal reports and then logged onto Every.	Verbal reports to premises team and then logged onto Every and logged under Health and Safety.
<b>Initiating Risk Assessments of Hazard</b> Identified any remedial action decided	Business Support Manager Buildings Supervisor

## 4.10 Repairs and Maintenance

<b>Task</b>	<b>Person Responsible</b>
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it by logging the issue onto Every under the Health & Safety category.	Business Support Manager and Buildings Supervisor
Defective furniture should be taken out of use immediately and reported to: (who will arrange for its replacement or repair)	Buildings Supervisor
The person responsible for ordering repairs.	Buildings Supervisor

## 4.11 Security

### Premises Security

<b>Task</b>	<b>Person Responsible</b>
The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc	Buildings Supervisor
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Buildings Supervisor

### Visitors

<b>Task</b>	<b>Person Responsible</b>
On arrival all visitors should report to Reception, where they will: <ul style="list-style-type: none"><li>• Sign in using the electronic system</li><li>• Be issued with an identification badge in line with the school policy</li><li>• Receive relevant health and safety information (copy of emergency procedures should be printed on the reverse of the visitor badge)</li></ul>	Business Support Manager

### Lone Working

<b>Task</b>	<b>Person Responsible</b>
The person responsible for ensuring risk assessments are prepared and implemented for lone work activities	Business Support Manager Buildings Supervisor

## 4.12 Information, Instruction and Training

### Provision of Information

<b>Task</b>	<b>Person Responsible</b>
The person responsible for distributing all health and safety information received from external bodies	Trust / Head Teacher
New employees will be informed for all relevant health and safety information as part of the induction process	Business Support Manager
Health and safety documentation will be kept in the Health and Safety manual. The documentation will be maintained.	Buildings Supervisor
The person responsible for deciding on the appropriate circulation of each item of documentation	Head Teacher / Business Support Manager

The Health and Safety notice board is located	On corridor near meeting room 2
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## Health and Safety Training

Task	Person Responsible
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is	Business Support Manager or Head of Department
The person responsible for coordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and employees concerned	Business Support Manager
The person responsible for coordinating the provision of the health and safety training needs of support staff in consultation with their line managers	Business Support Manager
The person responsible for compiling and implementing the school's annual health and safety training plan is	Business Support Manager
The person responsible for reviewing the effectiveness of health and safety training is	Business Support Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc. is	Head of Department
Employees who feel that they have need for health and safety training of any kind should notify the contact person who is:	Business Support Manager

### This will include:

- Health and Safety Policies
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

## 4.13 Manual Handling of People

### Manual Handling of Objects

Task	Person Responsible
The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Heads of Department
The person responsible for the monitoring of the safety of manual handling activities is:	Heads of Department

### Manual Handling of People

Task	Person Responsible
The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment	Heads of Department

## 4.14 Premises

Task	Person Responsible
<b>Asbestos and legionella</b> controls are the responsibilities of:	Buildings Supervisor

## 4.15 Work Equipment

### Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.

### Powered access equipment, mobile access platforms and tower scaffold

Task	Person Responsible
Person responsible for selection, inspection maintenance, training, supervision, safe use and risk assessment is	Buildings Supervisor
Person(s) authorised to operate and use is/are:	Buildings Supervisor / Caretakers
Training must be received from the following person/s:	Buildings Supervisor – under no circumstance should equipment be used without required training

## 4.16 Ladders

The use of ladders/step ladders and working at heights is not permitted for staff other than site staff who have trained in their use for the purpose of performing estates planned and preventative maintenance. Any such ladders should have routine inspection with the inspection being recorded and being available for quality assurance checks.

## 4.17 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

<b>Task</b>	<b>Person Responsible</b>
The person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in a safe condition	Buildings Supervisor

## 4.18 Equipment Provided for Students with Special Education Needs

<b>Task</b>	<b>Person Responsible</b>
The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is:	Business Support Manager / Buildings Supervisor

## 4.19 Lifts

<b>Task</b>	<b>Person Responsible</b>
The person responsible for ensuring the passenger lifts are inspected and served every six months	Buildings Supervisor

## 4.20 Caretaking, Cleaning and Grounds Maintenance

<b>Task</b>	<b>Person Responsible</b>
General caretaking	Buildings Supervisor
Grounds maintenance	Buildings Supervisor
Cleaning equipment maintenance and inspection	Buildings Supervisor

## 4.21 Science, Laboratory Apparatus Equipment

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Head of Department
Person(s) authorised to operate and use is/are	All science department staff

## 4.22 Radioactive Sources

<b>Task</b>	<b>Person Responsible</b>
The Radiation Protection Supervisor	Sam Gray
The location of the following records:	
DFE Permission to purchase letter	Science Prep Room
History of the sources	Science Prep Room
Use log	Science Prep Room
Monitoring/Test records	Science Prep Room
Risk assessments for use	Science Prep Room
CLEAPSS Science Code of Practice	Science Prep Room

## 4.23 Design and Technology Equipment (Resistant and Compliant Materials)

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Head of Department
Person(s) responsible for instructing Students in the safe use of equipment before they use it and checking they use it correctly	Technology Teacher
The person responsible for ensuring that all machinery is adequately guarded and that guards are in position when the equipment is in use	Technology Teacher/ Technology Technician
The person responsible for taking out of use any equipment which is inadequately guarded	Technology Teacher/ Technology Technician Competent contractor

#### 4.24 Design and Technology Equipment (Food Technology)

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Head of Department
Person(s) responsible for instructing Students in the safe use of equipment before they use it and checking they use it correctly	Technology Teacher
The person responsible for ensuring that temperatures of the refrigerator and freezer are monitored and logged	Head of Department Technology Technician
The person responsible any deep cleaning is carried out in the food technology area	Buildings Supervisor Technology Technician
The person responsible for ensuring that hot water supply is sufficient to allow equipment within Food Technology to be cleaned thoroughly, eliminating risk of bacteria.	Buildings Supervisor

#### 4.25 Art and Design Equipment (Fine Arts/Ceramics)

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Head of Department All trained teaching and support staff

#### 4.26 PE Equipment

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Head of Department
Person(s) responsible for regular (daily) visual inspection	All PE teaching and support staff
Contractor responsible for annual full inspection and report	Contractor Continental Sports

#### 4.27 Stage Lighting, Mobile staging and seating

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Buildings Supervisor
Person(s) authorised to operate and use	Head of Department Buildings Supervisor
Mobile staging and seating	Buildings Supervisor

#### 4.28 Pianos, organs and other musical instruments

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Head of Department
Person(s) authorised to operate and use	Department staff Supervised students and any other persons authorised by the department

#### 4.29 Portable Electrical Appliances and Hard Wiring

<b>Task</b>	<b>Person Responsible</b>
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded	Buildings Supervisor
Contractor responsible for carrying out formal visual inspection and testing	Buildings Supervisor / Caretakers
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. This includes such items as mobile phone chargers, laptops or other tablets and associated chargers. The person responsible for authorising their use on the premises	Buildings Supervisor
The person responsible for ensuring that the premises hard wiring is periodically checked (5 years)	Buildings Supervisor

### 4.30 Display Screen Equipment

A Display Screen User is any member of staff who habitually uses display screen equipment as a significant part of their normal working day.

The following roles are classified as users of display screen equipment and should request the completion of a display-screen equipment DSE checklist with their line manager.

Business Support Manager
PA to the Head Teacher / Deputy Head Teacher
Cover Officer & Administrator
Administrator
Exams, Data & Timetabling Officer
Attendance & Pastoral Officer
Pastoral Manager

<b>Task</b>	<b>Person Responsible</b>
The competent (trained) person responsible for carrying out display screen equipment risk assessments	Business Support Manager Trust Estates, Health and Safety Lead
The person responsible for implementing the requirements of the risk assessment	Business Support Manager

### 4.31 Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher or Business Support Manager.

<b>Task</b>	<b>Person Responsible</b>
Person responsible for ensuring the driver has a valid driving license and appropriate insurance (B1) and the vehicle is roadworthy (current MOT) and fitted with suitable seat belts for each passenger.	Business Support Manager
The person responsible for arranging insurance and maintenance	Business Support Manager Insurance through Trust policy
The person responsible for authorising the use of the school mini bus, ensuring risk assessments are completed, drivers have passed the MIDAS minibus test	Business Support Manager

## 4.32 Substances and Personal Protective Equipment

### *Hazardous Substances*

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

<b>Department</b>	<b>Person responsible/ location</b>
Science	Senior Science Technician – Prep Room
Design and Technology (materials)	DT Technician – DT prep rooms
Design and Technology (food and textiles)	DT Technician – Food Tech room
Art and Design	Head of Department
Caretaking and Cleaning	Buildings Supervisor
Catering	Catering Contractor – Taylor Shaw
Grounds maintenance	Buildings Supervisor
Copies of all hazardous substances are held centrally	Business Support Manager / Buildings Supervisor
Undertaking and updating of COSHH assessment	Department Technician Buildings Supervisor
Local exhaust ventilation (fume cupboard, dust extraction)	Department Technicians – science / DT Overseen by Business Support Manager

### *Personal Protective Equipment (PPE)*

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The following staff will be responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out as follows:

<b>Task</b>	<b>Person responsible</b>
Science	Senior Science Technician
Design and Technology	DT Technician
Art and Design	Head of Department
Caretaking and Cleaning	Buildings Supervisor
Catering	Contractor – Taylor Shaw
Grounds Maintenance	Buildings Supervisor
Laundrying of soiled PPE equipment (overall, aprons etc)	Department technician

## ***Respiratory Protective Equipment***

<b>Task</b>	<b>Person responsible</b>
The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment	<ul style="list-style-type: none"> <li>• Head of Department (RA, provision, ensure use, report and replacement)</li> <li>• Technician (support, maintain, store and notify, repair and inspect)</li> </ul>

## **4.33 Housekeeping and Waste**

### ***Cleaning Arrangements***

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Premises Team who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the Trust Estates Health & Safety Lead.

<b>Task</b>	<b>Person responsible</b>
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter immediately.	Buildings Supervisor

### ***Waste Management and Disposal***

<b>Task</b>	<b>Person responsible</b>
Waste will be collected daily	Cleaning/premises staff
Waste will be stored safely in appropriate sited secure containers and containers are securely locked after emptying to prevent them being moved or set on fire	Buildings Supervisor
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention.	All staff to report to Buildings Supervisor via Every.
If rubbish or waste is causing an obstruction staff should inform	Premises team via Every.
When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Premises team via Every.
The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special waste</i></b>	Senior science Technician D&T Technician
The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b>	Buildings Supervisor

All staff are responsible for ensuring the good house-keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

## 4.34 Students Outside School

### *Educational Visits and Journeys*

<b>Task</b>	<b>Person responsible</b>
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom (this includes all routine visits, overnight stay and Residential visits. This is to be submitted to the EVC/Headteacher via the Evolve system.	Trip Lead

### *Work Experience*

<b>Task</b>	<b>Person responsible</b>
The person responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners.	Careers Coordinator

## 4.35 Use of Premises Outside School Hours

<b>Task</b>	<b>Person responsible</b>
Coordinating lettings of the premises in accordance with the letting procedure	Buildings Supervisor
Informing other users of the building of the presence of any hazards which have not been rectified	Buildings Supervisor
Checking that the letting organisation has risk assessments and appropriate insurance	Buildings Supervisor
Checking that the premises are left in reasonable order by other users before locking up	Caretaker

## 4.36 Premises Alterations, Contractor and Deliveries

### *Adaptations or Improvements to Premises (Buildings and Grounds)*

<b>Task</b>	<b>Person responsible</b>
The person responsible for submitting proposals and ensuring that the relevant Asbestos protocols are completed	Buildings Supervisor

## ***Contractors***

<b>Task</b>	<b>Person responsible</b>
Selecting contractors and vetting contractor health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance	Buildings Supervisor and Business Support Manager for contractors employed directly by the school in liaison with Trust Procurement Lead.

### **4.37 Supplies (Purchasing, Procurement and Deliveries)**

The Trust will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards (e.g. PUWER and COSHH regulations). Staff responsible for procurement will work with subject staff and technical support in the school to establish requirements and appropriate suppliers of such equipment and materials. In doing so, reassurances that suppliers can provide any relevant supporting documentation in relation to hazardous substances and materials, must be obtained by the procuring member of staff. Deliveries of goods will be reported to the premises team who will arrange for them to be taken to the appropriate location.

### **4.38 Welfare**

#### ***Bullying/Harassment***

<b>Task</b>	<b>Role/Location</b>
The school's policy on behaviour (including bullying)	On school network – T Drive
Records of bullying incidents and action taken	Via Pastoral Managers

#### ***Stress***

<b>Task</b>	<b>Role/Location</b>
The person responsible for monitoring absence owing to stress related illness	Business Support Manager

#### ***Noise***

<b>Task</b>	<b>Role/Location</b>
Any employee who has concerns regarding the level of noise should report the matter	Business Support Manager Trust Estates and Health & Safety Lead

## 4.39 Smoking

Smoking in public buildings is prohibited since the implementation of the Health Act 2005. All staff will be made aware of the law as part of their induction. The Trust also prohibits smoking on any part of its premises including outside areas right up to the boundary of the property. Please see the Trusts' No Smoking Policy.

The policy applies equally to all people who have business in the premises including contractors, employees, students, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed on the premises at access and egress points.

## 4.40 Inspections (External and Internal)

***Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), Environmental Health Officer***

<b>Task</b>	<b>Role/Location</b>
The person responsible for organising and carrying out termly safety inspections, including planning, inspection and reporting	Business Support Manager Buildings Supervisor
The person responsible for ensuring follow up action on the report	Business Support Manager Buildings Supervisor

Where possible Health and Safety Inspections will be carried out with the Trust Estates Health and Safety Lead. Members of the Governing Body will participate with safety inspections where practicable.

### ***Management Review***

### **Audit, Review, Performance Measurement and Action Plan**

<b>Task</b>	<b>Role/Location</b>
The person responsible to ensure any remedial actions from the annual health & safety audit undertaken by Notts County Council are reviewed and completed. Ensuring copy sent to Trust Estates Health & Safety Lead.	Business Support Manager
The person(s) responsible for carrying out an annual review of the audit and its implementation in the school.	Business Support Manager
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement	Business Support Manager/HTs PA.

## 4.41 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

<b>Task</b>	<b>Role/Location</b>
Inventory of portable appliances	Buildings Supervisor and ICT Technician
PAT testing Certificates	Buildings Supervisor
Fixed installation test certificate	Buildings Supervisor
Visually checking portable electrical appliances	All staff before use
Arranging the testing of portable appliances	Buildings Supervisor
Ensuring the five yearly checks are carried out on the fixed installation	Buildings Supervisor
Arranging repairs / remedial work	Buildings Supervisor
Showing key members of staff how to isolate the electrical supply in an emergency situation	Buildings Supervisor

#### 4.42 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc.) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

<b>Task</b>	<b>Role/Location</b>
Gas Servicing Certificates	Buildings Supervisor
Arranging the testing and maintenance of gas appliances	Buildings Supervisor
Arranging repairs / remedial work	Buildings Supervisor
Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation	Buildings Supervisor

#### 4.43 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

<b>Task</b>	<b>Role/Location</b>
Hazardous substances inventory (cleaning/janitorial substances, science chemicals, glues and paints for art etc)	<ul style="list-style-type: none"> <li>• Science prep room</li> <li>• Technology prep room</li> <li>• Premises Office</li> <li>• Cleaning Cupboards</li> <li>• Art Department</li> <li>• Kitchen contractor</li> </ul>
Hazard Data Sheets	As above
Documented risk assessments	As above

The following members of staff have responsibility for:

<b>Task</b>	<b>Role/Location</b>
Keeping an inventory up to date	Head of Department Department Technician Buildings Supervisor
Ensuring hazardous data sheets are available	Head of Department Department Technician Buildings Supervisor
Making sure that risk assessments are documented	Head of Department
Making sure PPE (where necessary) is provided and worn	Head of Department
Training staff in the safe use and handling of substances	Head of Department
Disposing of surplus substances safely	Head of Department, may delegate to Senior Science Technician.

Building Supervisor has the responsibility in relation to all items listed above for the purposes of operations and management of contractors on the site.

#### **4.44 Educational Visits and Off-site Activities**

The School complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. We currently use the EVOLVE online approval system which includes the external scrutiny of risk assessments; especially for overnight and overseas trips.

The School has a named Educational Visits Co-ordinator who has received the appropriate training and is responsible for:

- Supporting the Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visits
- Ensuring that all members of staff receive induction training in the school process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

The following people have responsibilities for:

<b>Task</b>	<b>Role/Location</b>
Educational visits documentation and risk assessment on Evolve.	Trip Leaders Business Support Manager
Ensuring staff receive induction training in educational visits	Business Support Manager

The following people have received training and also have received Evolve Training.

<b>Name</b>	<b>Date</b>	<b>Type of Training</b>
Lisa Parkin	July 19	Evolve

#### 4.45 Medical Conditions

This school recognises that children with medical needs have the same right of admission to a school setting as other children. Please refer to the school's separate policy – Supporting Students with Medical Conditions.

#### 4.46 Loaning of PE Footwear to Students

All staff **must** check footwear prior to issuing and on return by Students that there is no damage or excess wear that may cause injury.

#### 4.47 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate. Available documents related to safety in departments.

Document	Location
CLEAPSS	Science/Technology
AfPE	PE

#### 4.48 Staff Wellbeing Charter

The health and well-being of all staff is of paramount importance. All members of staff have the opportunity to contribute to the school well-being programme led by the Deputy Head. This involves feeding into the established well-being group and an annual well-being survey.

#### 4.49 Monitor and Review

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

#### Useful Websites

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.cleapps.org.uk](http://www.cleapps.org.uk)



# STOCKSBRIDGE HIGH SCHOOL

— This is Just the Start —

## Appendix A – First Aid Policy

<b>Date First Published</b>	1 September 2021
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<b>Date Last Approved</b>	10 July 2023
<b>Review Cycle</b>	3 years
<b>Review Date</b>	10 July 2026



## **Appendix A - First aid policy**

This policy should be read in conjunction with the policy for supporting students with medical conditions.

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, students and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting students at their school with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported and that no student will be excluded from full access to education, including school trips and physical education on the grounds of their medical condition.

The Headteacher and governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and school staff.

**Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

## **1. Roles and responsibility**

The Trust Board holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel and equipment in place.

The Headteacher and governing body should ensure that arrangements are in place to support students with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

### **The Headteacher**

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Headteacher, Assistant Head – Pastoral and SENDCO will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The Headteacher is responsible for ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition.

They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Headteacher is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately.

## First aiders

The names (and extension numbers if appropriate) of the current first aiders and appointed person emergency aiders are displayed at the following points in the school:

<b>Display Points</b>
• Health & Safety Board
• Outside reception
• Sports Hall
• Gym

The current school first aiders are:

<b>Name</b>	<b>Where they can be found</b>	<b>Expires</b>	<b>Telephone Extension</b>	<b>Type of First Aid Qualification</b>
Ruth Allen	Cover Office	Feb 2027	2101	Full 3 days
Holly Jones	Attendance Office	Jan 2026	2163	Full 3 days
Michael Glover	DT	Jul 2025	2119	Full 3 days
Hayley Simpson	PE	Jun 2025	2136	Full 3 days
Michelle Goddard	Premises Team	Apr 2025	-	Full 3 days
Katy Baker	Reception/PA Office	Aug 2026	2116	Full 3 days
Phil Banton	PE	Jan 2026	2135	Emergency
Roger Beresford	Premises Team	Aug 2025	2151	Emergency
Bronwen Bradshaw	DT	Aug 2025	-	Emergency
Danielle Briggs	Paragon	Jul 2026	2134	Emergency
Lynn Burgess	Science	Jan 2026		
Zena Clarke	Premises Team	Jan 2026	-	Emergency
Sarah Drayson	PE	Jan 2026	2126	Emergency
Dario Eaton	Cover Office	Jan 2026	2162	Emergency
Matthew Fawcett	Food Technology	Jun 2025	-	Emergency
Kate Franklin	MFL	Jan 2026	-	Emergency
Sam Gray	Science	Jan 2026	-	Emergency
Mike Griffin	Science	Jan 2026	-	Emergency
Emily Grindle	Reception	Jul 2026		Emergency
Gary Hall	Premises Team	Aug 2025	-	Emergency
Anna Halmay	Science	Jan 2026	-	Emergency
Kirsty Hicks	Reception	Jan 2024	2137	Emergency
Keith Howson	Premises Team	Feb 2025	2130	Emergency
Claire Jackson	H&SC/Careers	Jul 2025	2107	Emergency
Lisa Luttrell	TA	Mar 2025	2134	Emergency
Daniel Moss	Exams/Data	Jan 2026	2115	Emergency
Lisa Parkin	Business Office	Feb 2027	2157	Emergency
Sam Pawson	TA	Feb 2027	2134	Emergency
Paul Schuller	Science	Jan 2026	-	Emergency
Laura Short	History	Mar 2025	-	Emergency
Martin Staunton	History	Mar 2026	-	Emergency
Samantha Waite	Food Technology	Oct 2024	2147	Emergency

There will be at least one first aider on the school site when children are present. Students will be made aware of which members of staff are designated first aiders and, will be notified of any changes to who holds these positions when they occur.

## **School staff**

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- Ensure that they are familiar and up to date with the school's first aid policy and standard procedures.
- Keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred.
- Ensure that all the correct provisions are assessed and in place before the start of any activity.
- Ensure that activities in school that they are supervising, or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury.
- Cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance.
- Ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- Be aware of the needs of students with medical conditions that they teach.
- Know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- Where appropriate to the needs of the student, teachers and other school staff may be asked to provide support, including the administering of medicines for students with individual healthcare plans where medicines are applicable. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions.
- Staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The school recognises that a first aid certificate is not appropriate training in this instance.
- The Attendance & Pastoral Officer is responsible for ensuring sims is updated with the relevant healthcare/medical conditions for each student where applicable. In each case, the following should be added to the quick note section "important information – see medical note". All staff will then be able to access this information for the students that they come into contact with on a daily basis.
- staff members are fully briefed as to the needs of any student with individual healthcare plans which they are likely to encounter.

Volunteers at the school have the same responsibilities for health and safety as any other staff and, will be expected to be familiar with the school's health and safety policy and procedures.

## Students

Students at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Students can help the school ensure first aid provision is effectively put into practice by:

- Reporting any medical emergencies or incidents to a member of staff immediately.
- Reporting anything that they feel to be a hazard to health and safety on or near the school premises. Taking care for their own safety and the safety of others. Students that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's behaviour policy.
- Make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where students will be travelling off the school premises, for example for a sports match or a school trip.
- Where a student has a health condition which requires an individual healthcare plan the student will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan.
- All students are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow student is unwell.

## Parents

Parents can help the school maintain effective first aid provision by:

- Alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision which is to be administered in school, the school must be notified and a medicines care plan completed and signed off by the parent. This medicine will be kept in the back-reception office unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff.
- Where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, eg provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times.
- Working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home.
- Making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises.
- Familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

## Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **health and safety policy**.

## 2. First aid boxes

First aid boxes are situated:

Location of First Aid Box(es)	First Aid Record Book(s)
Reception Design & Technology Science Sports Hall	Log onto Medical Tracker and OSHENS if further medical treatment received.

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for the school nurse or emergency services to arrive.

**For off-site activities**, first aid boxes should be taken from reception and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from reception. An audit of content to be undertaken to check full contents.

**Where the school has a minibuses**, there will be first aid boxes permanently kept on board. These must be maintained by Business Support Manager and should be kept in good condition, ready for use at all times.

System	Person responsible
A termly check on the location and contents of all first aid boxes	Trained First Aiders: - Administrators - Reception Senior Science Technician D&T Technician
Use of the first aid material and deficiencies should be reported	Trained First Aid Administrators - reception
The address and telephone number of the nearest medical centre/NHS GP	Valley Medical Centre, Johnson Street, Stocksbridge, S36 1BX
The address and telephone number of the nearest hospital with accident and emergency	Northern General Hospital Herries Rd, Sheffield, South Yorkshire, S5 7AU Telephone 0114 243 43 43

### **3. Information on Students**

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes student privacy and confidentiality very seriously. The Attendance & Pastoral Officer will be responsible for sharing healthcare / medical information to relevant staff on a need-to-know basis by updating sims accordingly. Student medical records will be kept locked in the reception back office and will only be accessed by authorised staff.

All staff will have access to sims where the information regarding students who have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created will be logged.

### **4. Supporting Students with Medical Conditions**

Please refer to the school's separate policy.

### **5. Procedure in the event of an accident or injury**

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. A first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

#### **Emergency services**

#### **An ambulance should always be called by staff in the following circumstances:**

- A significant head injury
- Fitting, unconsciousness, or concussion
- Difficulty in breathing and/or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- The possibility of a serious fracture
- In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the student can be easily accessed by emergency services when they arrive.

Students who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents/injuries must be logged onto the school's Medical Tracker system and onto OSHENS if further medical treatment (i.e. hospital or doctors) is required.

## **7. Procedure in the event of contact with blood or other bodily fluid**

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other Students and staff:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- Report the incident to a first aider and take medical advice if appropriate. The first aider will then arrange for the proper containment, clear-up and cleansing of the spillage site.

## **8. First aid in the physical education department and off-site provision**

The risk of injury is increased during increased physical activity. It is the responsibility of the head of the physical education department to ensure that first aid boxes in this department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and appropriate use.

**Signs alerting all members of staff to where these first aid boxes are kept should be displayed within the Sports Hall and on a notice board at the entrance to the Sports Hall / PE department.**

**For off-site activities and away fixtures**, a separate supply of first aid boxes will be kept in the PE Department and returned back to the same place and checked.

These will be taken on all off-site activity. The first aid box within the school's physical education department is for use in school only and should be kept separate to the first aid boxes taken to off site activities. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the student must be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported on return to the school.

Where students have individual healthcare plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Students will be encouraged to participate according to their own abilities and reasonable adjustments will be made to ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (students, parents, health specialists) during this process.

## **9. Reporting accidents, emergencies, and first aid administration**

Any first aider who has administered first aid or medication should complete an entry on the school's Medical Tracker system. If an accident or injury requires further medical treatment (i.e. hospital or doctor) then this should also be logged on OSHENS by the teacher in charge/witness. In the event of a major injury, immediately send a written statement of events to the Business Support Manager. Written statements including photographs are to be attached to the OSHENS log and stored in a separate individual folder centrally as per Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **health and safety policy**.

### **Serious incidents**

Serious incidents will also be recorded and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

## **Reporting to HSE**

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported through the OSHENS system.

It is the responsibility of the Headteacher and/or Business Support Manager to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

### **Involving staff**

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- Cases of work-related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health)

### **Involving Students, parents, or school visitors**

- Accidents which result in the death of a person that arose out of or in connection with the school's activities
- Accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital

### **Incident investigations**

- An investigation may be launched by the relevant external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.
- Senior leaders and Minerva Learning central staff may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.