

All members of staff are expected to follow the school's Codes of Practice. These have been ratified by the Governors. The Health and Safety Codes of Practice are reviewed each autumn term. However, if anyone has a concern regarding a matter relating to health and safety they must inform the Headteacher or Deputy Head using the Health and Safety pro forma, copies of which are available in the staff room and main office.

## 1 STUDENT SAFETY - LOCKING THE FRONT OF THE SCHOOL

- Students must not leave the school site unless adequately supervised.
- Everyone must ensure that all exit doors and fence gates are locked during the school day, with the exception of the two main drive gates and the pedestrian entrance.

## 2 SUPERVISION AND ORGANISATION OF OFF-SITE ACTIVITIES (IN CONJUNCTION WITH OFF SITE VISITS PROTOCOL

- Teachers are responsible for ensuring that the Headteacher or Deputy Head is informed of and agree staffing ratios for all groups participating in off-site activities. Teachers must inform the Headteacher or Deputy Head before they embark on any off-site activity which is not included in the normal timetable.
- Teachers are responsible for the care and well being of students at all times. Teachers must ensure that they make satisfactory arrangements to ensure that students are not lost or separated from the group. Teachers must conduct regular counts of students. Teachers must allocate students to named members of staff. Teachers must conduct a count of students each time they enter/leave the minibus.
- Teachers must ensure that every student is carrying some form of school identification, eg badge, card or key ring.
- Teachers must fill in a risk assessment form and have it signed by a member of the SLT for each off-site activity, in line with the guidance accompanying all pro forma. Pro forma OF1: 48 hours for local off site visits, one month for non-local requiring EVOLVE authorisation.
- Teachers must take information cards ('Going out' cards) for each student.
- Teachers are responsible for ensuring that they take the correct medication for the students they are taking off site. This must include all emergency medication.
- Teachers must ensure that they have arranged satisfactory procedures to request assistance in the event of an emergency. This is included in the risk assessment pro forma. Mobile telephones are available and fully charged. They should be taken on every off-site activity.
- Daily checks are made of each minibus, in line with the Local Authority Code of Practice. However, it is the driver's responsibility to ensure that such checks have been made and that the vehicle is fully roadworthy.

- Teachers planning an educational outing, which is not timetabled, should consult with the Headteacher or Deputy Head about the proposed venue and objectives before making any arrangements. Before the outing, teachers must notify parents of any change to the timetable.
- Volunteers may take a student out of school unless accompanied by a member of staff.

### 3 USE OF THE SCHOOL MINIBUSES

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- All drivers must have successfully completed the Local Authority test.
- Teachers must ensure that minibuses are never overloaded.
- Staff must not take any student(s) in the minibus unless accompanied by another adult.
- Often additional adults will be required in order to ensure the students' safety.
- Staff must be properly positioned to supervise students traveling in the minibus.
- The back and side doors of the minibus must be unlocked when in use. Students must not sit at the back of the bus unless supervised.
- If staff have any doubt about the adequacy of staffing - DO NOT USE THE BUS -consult with the Headteacher or Deputy Head.
- The driver assumes full responsibility for the vehicle and for the safety of the passengers. The log book has to be filled in correctly.
- Travel details must be completed on the risk assessment.
- Any fault or concern regarding the bus must be reported in writing to the Head or Deputy using the Health and Safety pro forma.

### 4 USE OF TAIL-LIFT MINIBUSES

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- Students can only travel in a wheelchair that has been crash tested. If in doubt, please consult with the Headteacher or Deputy Head.
- Wheelchair anchorage must be checked by two members of staff.
- Staff must seek guidance before attempting to secure a wheelchair in the bus.
- There are strict rules regarding the use of the tail-lift - only the driver or escort is allowed to operate the tail-lift for which they are responsible. The driver or member of staff must first have been shown the correct way of operating the tail-lift. The driver or escort is responsible for ensuring that students do not touch or operate the tail-lift.

### 5 USE OF PRIVATE CARS

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- Staff should only use their own private cars in exceptional circumstances and then only if, they have received permission from the Headteacher or Deputy Head, they have written authorisation to do so from their insurance company and there is at least one other adult accompanying the driver. See Use of private car policy

## 6 SWIMMING/USE OF PUBLIC POOLS

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- The Headteacher or Deputy Head must be notified of any plans to use a public swimming pool. When using public swimming pools, the senior member of staff is responsible for ensuring that the lifeguard is informed of those students who are epileptic. Care plans must be in the going out bags.
- A full risk assessment should be completed in line with guidance.
- Students can only enter the water if a fully qualified lifesaver is present on the side of the pool.

## 7 DOOR TO SCHOOL POOL AND POOL COVER

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- Teachers are responsible for ensuring that all the doors to the pool are LOCKED whenever the pool is not in use (see Operating Plan/Emergency Action Plan) and that the floor is raised to ground level. This must only be done by qualified staff.

## 8 USE OF KETTLES

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- Particular care must be taken when using boiling or hot water as part of teaching activities. All students must be supervised by a member of staff at all times when using kettles. The member of staff must ensure that the kettle is emptied as soon as water has been used to prepare hot drinks.
- Kettles not in use should be stored empty in a closed cupboard.
- An internal risk assessment must be carried out if kettles are taken into the classroom.
- All kettles must conform to annual PAT testing.

## 9 HOT DRINKS

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- Members of staff must not take hot drinks into corridors.
- Hot drinks can only be prepared in the classroom under close adult supervision with an internal risk assessment in place
- Staff should not consume drinks/food during lesson time, unless part of the learning activity.

## 10 DEALING WITH AND THE DISPOSAL OF HUMAN WASTE (IN CONJUNCTION WITH HEALTH, HYGIENE AND PERSONAL CARE POLICY)

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- Dealing with and the disposal of human waste is of particular concern.
- Staff must use disposable gloves when dealing with blood, urine or faeces.
- Staff must use disposable aprons when dealing with body fluids. All soiled wipes, pads, gloves, aprons, etc must be disposed of in one of the clinical bins. These are replaced twice a week. They contain a chemical to treat the waste. In order for this to be effective, staff must ensure that the bins are not more than three quarters full.
- Staff must ensure that students are not allowed to touch clinical waste bins.
- Staff are strongly advised to ensure that they have a current vaccination for Hepatitis B. The Governors of the school have agreed to meet any costs of the vaccinations.

## 11 CLEANING AND STORAGE OF TEACHING MATERIALS/EQUIPMENT

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- Regular cleaning of classroom equipment is important, teachers must ensure that the equipment in their classroom is kept clean and is stored safely.
- Frequent handling and mouthing of apparatus by students is a potential means of transmitting infection. Such equipment must be wiped clean after use.
- All wind musical instruments must be wiped clean after use.
- All I pads and other 'swipe' surface devices must be wiped clean.
- Every member of staff must be alert to the safe use and storage of items such as deodorants, disinfectants, scissors, knives, sterilising fluid, etc, which must be locked away from students. Secure cupboards are located in each classroom.

## 12 USE OF SPECIFIC MATERIALS/EQUIPMENT

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- Pens without safety tops must not be used.
- "Superglue" and "solvent" glues must not be used.
- Tippex in fluid form must be kept under lock and key.
- Teachers are responsible for ensuring careful supervision of students when handling sharp and pointed equipment, or beads and other small objects that might be swallowed.
- Students must not use electrical equipment without supervision.

## 13 USE OF GLUE GUN

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- Only low temperature glue guns may be used in school.
- Glue guns can only be used with the teacher working on a one-to-one basis with a student. When using the glue gun the teacher must ensure the safe supervision of other students.
- Teachers are responsible for ensuring that glue guns are kept locked away from students in the central resource area when not in use away from students.

## 14 STACKING OF TABLES AND CHAIRS

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- Chairs must not be stacked more than eight high.
- Tables should not be stacked more than six high.

## 15 LADDERS

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- Only aluminium ladders may be used in school. They must be locked away at all times when not in use.
- The caretaker has completed a training course on the correct use of ladders and staff must request assistance from him regarding the use of ladders.
- No one is allowed to climb up on chairs and tables.

## 16 USE OF SHARP KNIVES

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- All sharp knives can only be used with a member of staff working on a one-to-one basis with a student. When using sharp knives, the teacher must ensure the safe supervision of other students.
- Teachers are responsible for ensuring that all sharp knives are kept away from students. Craft knives must be kept in the central resource area when not in use.

## 17 INSPECTION OF ELECTRICAL EQUIPMENT

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- The Headteacher is responsible for ensuring that annual safety checks are conducted by a qualified engineer.
- Teachers are responsible for visually checking all electrical equipment before it is used by students.

## 18 USE OF SENSORY DARK ROOM/MULTI-SENSORY EQUIPMENT

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- Students are not allowed in the sensory room unless supervised by a member of staff.
- Staff are responsible for ensuring that students do not put the ends of the fibre optic spray into their mouths. (If this is difficult to ensure, the spray should not be used, it should be removed and stored away from where students are working.)
- Staff are responsible for ensuring that students do not touch the water in the bubble tube.
- The top of the bubble tube must not be removed when in use. The water in the bubble tubes must be regularly changed.
- Ensure the dark room is left in a tidy condition.
- Ensure all equipment is switched off.
- Should anyone notice damage or aspects of the school buildings or facilities, which could be hazardous, they should report these to the Headteacher or Deputy Head as soon as possible.

## 19 FIRE EXITS

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- Teachers must ensure that Fire Exits are unlocked and free from obstruction during the school day.

## 20 FIRE DRILLS (IN CONJUNCTION WITH FIRE EMERGENCY PLAN)

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- Each class must clearly display the printed procedure to follow in the case of fire.
- When the fire alarm sounds continuously - EVACUATE the building - students, staff and visitors should assemble in their registration groups. They must wait until their names have been checked on the register and for further instructions. It is the responsibility of every member of staff to ensure that full attention is given to the health, safety and well being of the students, staff and visitors to the school.

## 21 SMOKING

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- No smoking is permitted in any area where students are receiving their education (including the minibus). Should staff wish to smoke when out on an educational visit, they should only do so

when on an official break and they must be away from the group - other members of staff must cover for the smoker's absence.

## 22 ACCIDENTS AND ILLNESS

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- Minor first aid may be administered by the first aiders
- Should a student require to be admitted to hospital, it is possible to call for an ambulance from every classroom by dialing - 999. The student should be accompanied in the ambulance by a person who is known to them. A letter should also be taken giving full name and address, date of birth, any known drugs and the school's emergency contact number for the parent/carer.
- Assistance can be called from every class. To sound the alarm, lift the handset, press both red buttons (1 then 2). Wait until your call has been answered.

## 23 REPORTING ACCIDENTS AND ILLNESS

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- The Headteacher or Deputy Head must be informed of any accident or illness concerning any member of staff, visitor or student.
- Teachers are responsible for ensuring that all accidents are recorded using the appropriate form, located in the main office. (Form 'A' for detailed analysis of the accident).
- The Headteacher will ensure that the Health and Safety Executive are informed of any accident, which results in someone requiring more than three days absence from school.

## 24 REPORTING CONCERNS REGARDING HEALTH AND SAFETY MATTERS

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- Everyone must report any concern regarding matters relating to the health and safety of students or adults to the Headteacher or Deputy Head. A pro forma is available in the main office and staffroom.

## 25 MEDICINES/DRUGS

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- Medicines must be kept locked in the school's drug cupboard (located in the medical room). However, inhalers should be kept in the locked cupboard in the classroom and administered as directed by class staff.
- At no time is any kind of medication allowed to be kept 'loose' in the classrooms.
- In school, drugs are administered by the School Nurse or specially trained staff.
- Any drug administered must be recorded in the school's drug book and signed by 2 people.
- Medicines cannot be given to students without the consent of their parent/guardian/carer.
- Teachers planning any educational visits must ensure that they take any medicines/drugs that their students require and that suitable arrangements are made to ensure the safe keeping and administration of these.

## 26 LIFTING

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- Every member of staff must take care when lifting equipment or furniture; students should be hoisted at all times.

- Every member of staff must undertake a certified training course in moving and repositioning. This is arranged by the Headteacher.
- A range of specialist equipment is available to assist staff to lift students. Teachers are responsible for ensuring that the correct equipment is used. Advice can be gained from the Occupational Therapist. Consult also, the LA Code of Practice.
- Any member of staff who is concerned regarding any aspect of their work involving lifting should contact the Deputy Head who will arrange a risk assessment.
- Teachers are responsible for ensuring that students and volunteers do not undertake hazardous lifts.

## 27 HEALTH AND SAFETY CO-ORDINATOR/REPRESENTATIVES

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- Each professional association and union is entitled to elect or appoint a Health and Safety representative to liaise with the Headteacher.
- The Health and Safety Coordinator is Natalie Cattle and she will liaise with all staff regarding any matter relating to Health and Safety. The Health and Safety Coordinator must manage an annual health and safety audit. A report of which is submitted to the Chair of Governors and is available to all members of staff.

## 28 EPILEPSY (IN CONJUNCTION WITH COPING WITH EPILEPSY AND THE ADMINISTRATION OF EMERGENCY EPILEPSY MEDICATION)

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- The school has prepared guidelines for "Coping with Epilepsy". It is important that everyone is familiar with this advice.
- The number and duration of all fits must be recorded and parents/carers informed that their son/daughter has had a fit that day.
- Fits last 5 minutes will require 999 to be called (if no emergency medication is usually used).
- Emergency medication must be administered in line with the care plan.
- It is the teacher's responsibility to ensure that in every class/teaching base there is a list of all those students who are known to have epileptic fits. It is important that this information is shared appropriately..
- It is the teacher's responsibility to ensure that staffing levels for the supervision of groups of students swimming are decided in consultation with the Headteacher or Deputy Head. Particular consideration must be given to the supervision of students who have epilepsy when in the swimming pool. When using public swimming pools, teachers must ensure that the lifeguard is informed of those students who are epileptic.

## 29 MANAGEMENT OF EPILEPTIC FITS

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- 1) Never restrain the person.
- 2) Make sure that they cannot hurt themselves. Remove any obstacles near them, or, if that is not possible, gently remove the person from the obstacle.
- 3) Loosen any tight clothing around neck or waist. This is only to relieve any feelings of discomfort and restriction on the part of the person, so, if they resist your efforts, leave the clothing along because they might feel you are strangling them.
- 4) If the person's face is jerking on an abrasive surface (grass, carpet, asphalt, etc) gently support head off surface or place protective cover under head.



- 5) Never put anything in a person's mouth to keep a clear airway. While the fit is on, breathing is suspended, so the person cannot inhale any fluid. When the fit dies down and breathing recommences, then roll patient on to side in recovery position.
- 6) There is no point in trying to prevent the person from biting their tongue or the inside of the mouth, because this happens very early on in a fit and you would always be too late to prevent it happening.
- 7) Wipe away excess saliva to prevent inhalation of it.
- 8) After a fit, do not try to help the person to sit or stand up - wait until they decide to.

## "COPING WITH EPILEPSY"

A simple definition of an epileptic fit is a burst of uncontrolled energy coming from the brain. It is better not to describe fits as petit mal or grand mal; it is more accurate to describe them as partial (or focal) or generalised. This is because the terms petit mal and grand mal may mislead, as people tend to assume that petit mal (being less serious) are always partial and grand mal (being more serious) are generalised and this is not always the case.

Partial or focal fits may be: "Simple" -just like an aura - an unpleasant taste in the mouth; a tingling feeling or similar, or "Complex" - complicated patterns and rhythmic movements of the limbs; agitated unnatural behaviour.

Generalised fits may be "Absences" - lack of attention for brief moments, "Tonic" -stiffness of muscle tone, "Atonic" - relaxation of muscle tone, "Myoclonic" -muscle jerking, "Tonic/Clonic" - alternating or a mixture of stiffness and jerking.

Diagnosis is made from the history of the fits either from the patient or someone who has seen the fits. Therefore to be able to describe the type, timing and duration of a fit is very important in diagnosing epilepsy.

Epilepsy is not diagnosed from an EEG (electroencephalogram). A normal EEG does not exclude epilepsy and an abnormal EEG does not necessarily indicate epilepsy.

In partial epilepsy, abnormality of the brain is confined to a local area, whereas generalised epilepsy is caused by abnormality on both sides of the brain.

In 50% of cases the cause of epilepsy can be traced to a specific reason; in 50% of cases no cause can be found.



**LANCASTER SCHOOL HEALTH AND SAFETY REPORT FORM**

**PART ONE (TO BE COMPLETED BY MEMBER OF STAFF REPORTING CONCERN)**

*Date*  
*Name of member of staff*  
*Explanation of concern*

*Signed*.....

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**PART TWO (TO BE COMPLETED BY THE HEADTEACHER OR DEPUTY HEAD)**

*Action Taken*

*Date*  
*Name of member of staff*  
*Signed*.....

## DIAGRAM OF HEALTH AND SAFETY ORGANISATION

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<b>Person Responsible for Health and Safety</b>	-	Headteacher
<b>Health and Safety Coordinator</b>	-	Natalie Cantle School Manager
<b>Union Representative - NUT</b>	-	Vacancy
<b>Union representative - Unison -</b>	-	Vacancy
<b>First Aiders</b>	-	Dawn Corallini
	-	Emma Cowcher (including first aid kits)
	-	Darren Feagan
	-	Jill Thorn
	-	Gill Wall

Health and Safety walks are conducted termly by Health and Safety Governor, Health and Safety Coordinator and the Headteacher

<b>Name of School Nurse</b>	-	Matthew Hayward
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- The main First Aid Box is located in the Medical Room.
- The main Health and Safety File is located in the Administration Office.
- Copies of the Local Authority Health and Safety Policy are available in the Staff Handbook/CD Rom and on the Staffroom Notice Board.
- All accidents must be recorded in the appropriate Accident Book, located in the administration office.
- The Headteacher or Deputy Head must be informed of any accident, illness or incident.
- Health and Safety Executive must be informed of any major accidents.
- All external doors leading on to Prittlewell Chase must be locked during the normal school day.
- Fire Exits must be left clear.
- The swimming pool "Normal Operating Plan" and "Emergency Action Plan" must be followed.
- Annual safety checks are carried out for electrical equipment, large PE apparatus and outside play equipment. Staff should check these items prior to use.
- Any concerns regarding Health and Safety should be reported to the Headteacher.

## REVIEW

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### Review details for Health and Safety Codes of Practice

Last Review date	Spring 2018
Next Review date	Spring 2019