

# THE QUEENSWELL FEDERATION

## HEALTH & SAFETY POLICY

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### RATIONALE

The Queenswell Federation believes that the health and safety of children and staff is of paramount importance. The staff will take all reasonably practical steps to provide a safe and healthy environment for all children and staff and protect all persons using and visiting the Federation from unacceptable risks.

All staff have a responsibility for the health and safety of themselves, the children in their care and others who may be affected by their actions. All staff are responsible for complying with the safety instructions and directions as detailed in this policy.

### AIMS AND OBJECTIVES

- To establish and maintain a safe and secure school environment, inside and out, for all users and visitors of the site, where effective learning can take place and where children can develop independence, self-discipline and responsibility.
- To ensure fulfilment of all health and safety legislative requirements.
- To ensure effective procedures in the event of an incident.
- To ensure that potential risks are assessed and made safe.
- To expect and create a clean, tidy, safe environment and encourage children to take a pride in the appearance of the School.
- To ensure children are supervised at all times and have an awareness of children's actions in all parts of the room or playground.
- To make all users of the building and its grounds aware of health and safety issues to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

### EQUALITIES

The Queenswell Federation believes it is the right of all children, staff and visitors to the school, regardless of their gender, gender reassignment, ethnicity, belief, physical disability, ability, linguistic, cultural or home background, to work and have access to a safe and secure school environment. We recognise that certain groups and individuals may be discriminated against and therefore are strongly committed to positive action to ensure the building and grounds are fully accessible to all. This policy will be available in other formats for those who request it.

### ROLES AND RESPONSIBILITIES

The member of staff ultimately responsible for health and safety is the Executive Headteacher.

#### ***The Governing Body***

- To develop the Health & Safety policy in accordance with legislative and local requirements.
- To ensure the policy is maintained and reviewed. This will be delegated to the Premises Committee.
- To delegate the day-to-day management of the health and safety policy to the Executive Headteacher and Head of School.

#### ***The Executive Headteacher/Head of School***

- To ensure that health and safety procedures are followed in accordance with policy.
- To communicate the policy to children, staff, parents and carers and visitors.
- To provide advice for colleagues as to the implementation of the Health & Safety Policy and procedures.

- To update knowledge and understanding of health and safety matters.

### **Staff**

- To maintain a safe and secure environment by following the policy and procedural guidance.
- To take all reasonable steps for the safety and security of self, belongings and others in accordance with the policy and guidelines.
- To keep up to date with all health and safety procedures and documents provided.
- To report any potential hazards and near misses immediately.

### **Site Manager/Caretaker**

- To bring health and safety issues to the attention of the Executive Headteacher/ Head Of School as soon as possible.
- To deal with health and safety issues promptly.
- To be responsible for general upkeep of the grounds.
- To participate in health and safety walks.

### **Visitors**

- To maintain a safe and secure environment by following the policy and procedural guidance.
- To take all reasonable steps for the safety and security of self, belongings and others in accordance with the policy and guidelines.
- To keep up to date with all health and safety procedures and documents provided.
- To report any potential hazards and near misses immediately.

## **IMPLEMENTATION**

- The health and safety guidelines and procedures will form part of induction for all new members of staff.
- All staff members will review the health and safety guidelines and procedures at the beginning of the academic year.
- Visitors to the site will be required to familiarise themselves with emergency evacuation procedures.
- Health and safety procedures will be explained to any organisation or individual who lets the building.

## **RISK ASSESSMENT**

Our risk assessment process that covers adults and children includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Keeping records of health and safety issues and risk assessments.
- Carrying out risk assessments for all activities that take place off school premises and retaining records for future reference.

## **INSURANCE COVER**

We have public liability insurance and employers' liability insurance. The certificates for each of these insurances are available from the Insurance Department at the London Borough of Barnet and on display in the school office. Any external users of the building are expected to have their own public liability insurance or must purchase that of the school.

## **MONITORING AND EVALUATION**

The Premises Committee will monitor and evaluate the Health & Safety policy by:

- examining reports of accidents and near misses as reported in the Executive Headteacher's reports to the Governing Body;
- discussing issues at committee meetings;

- regularly visiting the school including health & safety walks;
- attending relevant training;

### **INSET, STAFF DEVELOPMENT AND RAISING AWARENESS**

- This health and safety policy is available to all staff.
- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Updates of this policy are shared with staff and volunteers.
- As necessary, health and safety training is included in the annual training plans where appropriate. Health and safety is discussed as and when at staff meetings and inset.
- The school is a non-smoking premises and no smoking (including e-cigarettes) will be permitted on the grounds except in designated areas.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

# **Health and Safety Procedures**

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## 1. Children's Safety

- No children will be left unsupervised at any time. During lesson time, the supervision of the children is the responsibility of the timetabled member of staff.
- An appropriate child/adult ratio should be maintained at all times, i.e. 1:30 in the classrooms and during curriculum lessons, 1:50 at playtimes, 1:13 in the Nursery, 1:10 on off-site visits (Key Stage 2) 1:5 on off-site visits (Key Stage 1), 1:5 (EYFS Reception) and 1:2 Nursery or Pre-School.
- Staff should ensure good order and behaviour rules as described in our behaviour policy that should be followed at all times.
- Children may not leave the School for any reason without permission from the Head of School, or delegated SLT.
- Children in the Infant & Nursery School should go in pairs if sent anywhere with a message.
- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service. A record is kept of each disclosure number and updated as and when necessary.
- Whenever children are on the premises at least two adults must be present.

## 2. Beginning and end of sessions

### JUNIORS

- Morning Session 8.45 am. – 12pm
- Morning Break – normally varies between 10.45am & 11am
- Afternoon Session 1pm. - 3.10 pm.
- Children should not arrive at school before 8.30 am
- After 8.30 a.m. children are allowed into the building as part of a soft start

### KEY STAGE 1

- Morning Session 9am – 12pm
- Morning Break – 10:25am – 10:40am
- Afternoon Session 1pm – 3pm
- After 8.50 a.m. children are allowed into the building as part of a soft start

### ARP

- Morning Session 8.55am - 11.30am
- Morning Break 10.15am - 10.30am
- Afternoon Session 12.30pm - 3,25pm (includes an afternoon break)

### EARLY YEARS

#### NURSERY

- Morning Session 9am – 11:30am
- Afternoon Session 12:30pm – 3pm
- Systems are in place for the safe arrival and departure of children. Children should be taken directly to the classroom at the start of the morning session. The register must be taken at 8.50am (Jnrs) 9.00 am (Infants), The total number of children present must be recorded in the appropriate space. Registers are taken on Integris directly
- Late children should report immediately to the office, where they can be entered as present in the register and the time of their arrival recorded.
- The register must be taken at the beginning of the afternoon session and the total number of children recorded

- Children should be collected by their parent/carer from the classroom at the end of the afternoon session. Children should not be released to an unknown adult unless prior authorisation is given by the parent or carer responsible for the child. The person collecting the child should be deemed competent and should be known to the child.
- Children in years 5 & 6 are able to come to school or go home themselves only if prior parental consent has been given
- Children should not be released to any person under the age of 14.
- Any child not collected at the end of the school day should be taken to the school office and recorded in the late book.

### 3. **Children taken out of school before the end of the school day**

Should a child need to be released before the end of the school day, their parent/carer must sign them out, with the reason recorded by a member of staff on the signing-out sheet in the school office. Under no circumstances should a child be released without the consent of the parent/carer.

### 4. **Visitors to the school**

- Our systems prevent unauthorised access to our premises.
- All visitors who are in the school for a prolonged (half hour plus) period of time or first time visitors should be asked to read the safeguarding, emergency evacuation, health & safety leaflet. They should sign in and out on the appropriate form, detailing times of departure and arrival, the organisation they represent and where appropriate, their vehicle registration number.
- All visitors should wear a visitor's badge, which must be returned to the office when signing out before leaving the school.
- Visitors must not be left in charge of children at any time.
- Any unexpected visitor to the School, or unknown person on the site, should be taken to the main school office and the Site Manager/ Caretaker or Head Of School contacted.
- Any unknown persons must be challenged and taken to the main school office. If necessary, unauthorised visitors should be referred to the School Safe Team (see Critical Incidents Plan).
- No child's or member of staff's name, address or telephone number may be given to anyone unless prior permission has been given.

### **VEHICLES**

- Parents are not to bring their cars onto the school site.
- Staff and visitors' cars should be parked in the marked bays. Other areas should remain clear. Especially yellow lines
- Delivery vehicles are expected to use the delivery area.
- Wherever possible deliveries should be made once the children are safely in the building.
- Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### 5. **Missing Child**

If a child goes missing from the school, adults should take on the following responsibilities with a sensible and quick response:

- The person in charge will carry out a thorough search of the building and grounds.
- If the child is not found within the first 5 minutes, the parent is contacted and the missing child is reported to the police.
- The register is checked to ensure no other child/ren have gone astray.
- Doors, gates and CCTV are checked to see if there has been a breach of security whereby a child could wander out.

- The person in charge will talk to staff to establish what has happened.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures that the following procedures are followed:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One member of staff searches the immediate vicinity but does not search beyond that.
- A member of staff should contact the police using their mobile phone to report the child as missing and inform the Head Of School at the school. It is the responsibility of the Head Of School to inform the parent or carer of the child.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- Staff take the remaining children back to the school. An adult from the school who is not responsible for any group of children should remain at the venue. The group leader is the point of contact for the police and the other staff.

### ***Investigating an incident when a child has gone missing***

The Executive Headteacher or Chair of Governors carries out a full investigation, taking written statements from all the staff present at the time, or who were on the outing.

The group leader writes an incident report detailing:

- the date and time of the report
- the names of staff/children who were in the group/on the outing
- when the child was last seen in the group/on the outing
- the estimated time that the child went missing

A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation all staff must co-operate fully. In this case the police will handle all aspects of the investigation, including interviewing staff. Social Services may become involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) arrangements.

## **6. Windows**

- Low level windows are made from materials that are made safe.
- All windows have locks that ensure safety when the building is closed.
- All windows are at a low level to avoid injury if children climb through them.

## **7. Doors**

- We use 'finger guards' to prevent children's fingers being trapped in doors.
- Under no circumstances should fire doors be propped open with any implement including door stops.
- Fire doors must remain closed and identified.

## **8. Floors**

- All surfaces are checked daily by the Site Manager/ Caretaker to ensure they are clean and not uneven or damaged.
- Spilt liquid and other substances should be mopped up at once.

- Spilt sand should be swept up and thrown away.

## 9. **Corridors**

- Children must not run indoors at any time.
- Coats, bags etc should be hung on pegs and not left on the floor.
- Corridors should be kept clear to ensure that no exit is blocked.
- Gates to the Site are opened at 7am and closed at 6:30am.

## 10. **Kitchen (Nursery)**

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials are stored out of children's reach. COSHH (Control of substances hazardous to health) substances are stored in a locked cupboard.
- When children take part in cooking activities they are:
  - supervised at all times
  - kept away from hot surfaces and hot water
  - not permitted to have unsupervised access to electrical equipment.

## 11. **Electrical and gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboards are not accessible to the children.
- Heaters, electric sockets, wire and leads should be properly guarded in the Infant & Nursery School and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas.
- Nothing should be put on top of, or immediately in front of heaters.
- Nothing should be hung on or near light or alarm fittings.
- Care should be taken when using or removing staples so that none are left protruding.

## 12. **VDU Operators - Practical tips**

- Chair and VDU should be adjusted to find the most comfortable position for working. As a broad guide, forearms should be approximately horizontal and eyes the same height as the top of the VDU.
- There should be enough work space to take whatever documents or other equipment needed.
- Desk and VDU should be arranged to avoid glare, or bright reflections on the screen.
- There should be space under the desk to move legs freely.
- Excess pressure from the edge of your seat on the backs of legs and knees should be avoided.
- Adjust keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Keep wrists straight when keying. Keep a soft touch on the keys and don't overstretch fingers.
- The mouse should be positioned within easy reach, so it can be used with the wrist straight.
- Sit upright and close to the desk.
- Move the keyboard out of the way if it is not being used.
- Support forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- The screen surface should be clean.
- In setting up software, choose options giving text & colours that are large enough to read easily sitting in a normal, comfortable working position. Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.
- Do not sit in the same position for long periods. Some movements are desirable, but avoid repeated stretching to reach things.
- Make use of opportunities for breaks away from the VDU. Frequent short breaks are better than fewer long ones.
- It is recommended that children and staff should not remain static at a computer for more than 20 minutes.
- VDUs risk assessments are completed annually by the designated person.
- Staff who regularly sit in front of VDUs are entitled to an annual eye test paid for by the school.

### 13. Classrooms

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the school.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials including paint and glue are non-toxic. Only school-supplied adhesives should be used; not 'Polycel' which may contain fungicides.
- Sand is clean and suitable for children's play.
- Physical play and education are constantly supervised.
- Children learn about health, safety and personal hygiene through the activities we provided and the routines we follow.
- Clay is to be kept in suitable containers and returned to them after use. Children with cuts or other skin problems should not use clay. **Plaster of Paris must not be used under any circumstances.**
- Guillotines, laminators and card cutters should be kept secure.
- Scissors should be stored safely and only used when a teacher is in the room. Children should be taught and regularly reminded how to carry scissors safely.
- Instructions should be given before tools are used. Tools should be cleaned and stored in a safe place after use.
- Protective aprons should be worn and sleeves rolled up when children are using paint, water, clay and glue etc.
- Children should be shown how to carry furniture and equipment safely.
- Children must not plug in or switch on or off electrical equipment, but may operate computers and other computing equipment.
- All portable electrical equipment should be put away when not in use. When equipment is in use it must be placed safely with no trailing flexes.
- Sockets are to be turned off when not in use. Instructions can be given to children in Year 2 and above so that they may remove laptops from the laptop trolley and take them to their classrooms. They are also permitted to return the laptops to the trolley. Children in Reception and Year 1 must not remove or replace the laptops.
- Only qualified persons are to replace plugs, fuses etc.
- Children should drink from designated fresh water taps only.
- Glass containers should not be used by children who may not carry anything breakable in School.
- Damaged or broken furniture should be removed to a safe place and reported to the Site Manager/ Caretaker.
- Cushions and soft furnishings should be covered in washable fabrics and regularly washed.
- Exits from classrooms must be kept clear.

## **14. Physical Education (PE)**

### **AREA**

Prior to the lesson, the session leader should check make a check for health & safety risks. Unnecessary or equipment should be stored away and there should be no trip hazards. Damaged equipment should be removed from use and sent to the School Office for repair or disposal.

### **CLOTHING**

All children will change into suitable clothing for the activity in which they will participate. Teachers should change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### **JEWELLERY**

No jewellery is to be worn by any child unless there are religious reasons – staff need to seek clarification from parents/carers. This will include such items as watches, rings and necklaces. It is advisable to collect all such items prior to the lesson, perhaps in a special 'valuables' box, and leave them locked in the classroom filing cabinet or in the school office when you are at PE or swimming.

### **LIFTING AND MOVING**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment. Children must not move computing trolleys.

### **WET WEATHER**

During winter months, children may have PE lessons outside – children should be advised to dress appropriately. The session leader should ascertain the conditions prior to the lesson – if it is very wet, very cold or icy, the lesson should be taken in the hall or dining hall (if available).

## **15. Equipment & Building**

- Any equipment in school should be used safely and for its intended purpose only.
- Any health & safety concerns regarding fixtures and fittings on and around the school site must be reported to the Head of School/ Site Manager/ Caretaker immediately. There is a WhatsApp group to identify any urgent concerns.
- Any structural damage to walls etc., especially where asbestos has been identified, must be reported to the Head of School / Site Manager / Caretaker immediately
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. The Site Manager/ Caretaker should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second-hand equipment must be introduced to school without the agreement of the Head of School.
- Electrical equipment will be tested on an annual basis. Plugs and leads will be visually checked regularly.
- Any electrical equipment used outside must be attached to the electric supply through an RCD (residual current device) or equivalent, and any lead should be covered by mats to allow safe passage over the wire. Both schools have integrated RCD circuits.
- Electrical sockets should be switched off before a plug is removed.
- Firefighting equipment and alarm systems are maintained via annual contract.
- PE & playground equipment is maintained via an annual contract.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

## 16. Animals

- Parents/carers must give their permission before their child is allowed to handle any animal.
- If any living creatures are kept in a classroom, tanks, cages etc. should be kept clean and in a state of good repair, with food and bedding stored in closed plastic or metal containers. Children **must wash** their hands after handling any creatures.
- Animals visiting the school should be free from disease and safe to be with children. They should not pose any kind of health risk. Permission to bring animals into the setting should be gained first from the Head of School.
- Outdoor footwear worn to visit farms must be cleaned and should not be worn indoors.
- Children must always be supervised washing their hands after handling any animals.

## 17. Outside and Playtime

### JUNIORS

- The staff on duty needs to be around the playground area to supervise children arriving for school.
- The school operates a soft start and children are allowed into the building at 8.30am.
- The bell should be rung promptly at 8.45 am.
- 3.10 pm - 3.30 pm: the person on duty needs to supervise the children leaving school.
- Morning break: at least 4 members of staff on duty outside & 1 inside
- Outdoor Duty: the staff on duty covers the playground around the school. The bell should be rung promptly at the end of break.
- Indoor Duty: the person on duty is responsible for supervising and the use of the children's toilets in the Y3/4 area.
- All members of staff are responsible for making sure that their classroom is clear of children.
- All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.
- The rota for duties is on the staff room notice board.

### INFANTS

- The Senior Mealtime Supervisor is responsible for the organisation and management of lunch times, and works with a team of mealtime supervisors.
- The SLT also provide support at lunchtime
- All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.
- Any children working in classrooms or activity areas must be supervised by school staff.
- Class teachers should take their classes into the playground at playtimes and ensure that duty staff are present before leaving classes. All outdoor activities must be supervised at all times.
- Duty staff should ensure that toys and equipment are used sensibly. Children may use the various areas and apparatus according to the rota.
- Walls, benches and trees should not be climbed on or jumped off.
- The field and apparatus may only be used in when it is dry.
- The use of balls is restricted to designated ball areas at playtimes, and the field in summer.
- The outdoor area is securely fenced.
- The outdoor areas should be checked daily by the caretaker to ensure that they are free from rubbish and safe for use before children access the area, including sweeping/emptying collected rain water.
- The playground does not have any poisonous plants, herbicides or pesticides.
- The outdoor sandpits should be covered when not in use and cleaned regularly.

### ARP

- The staff on duty needs to be around the playground area to supervise children arriving for school.
- Children are allowed into the building at 8.50am.

- All available ARP to supervise the children leaving school.
- Breaks: at least 3 members of staff on duty outside & 1 inside
- Outdoor Duty: the staff on duty covers the playground around the school.
- Indoor Duty: the person on duty is responsible for supervising and the use of the children's toilets
- All members of staff are responsible for making sure that their classroom is clear of children.
- All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from break and after lunch.
- The rota for duties is in the ARP office.

## **FOREST SCHOOLS**

- Forest School offers opportunities that includes the development of a child's ability to manage their own risk.
- At the beginning of each Forest School session, all children and adults will be reminded of the rules and how the area should be used to ensure safe play.
- During Forest School sessions (for children aged 3 and above) the adult to child ratio will be a minimum of 1 adult to 6 children, however all efforts will be made to have an ideal ratio of 1 adult to 4 children.
- For Pre-School sessions (children age 2) the adult to child ratio will be a minimum of 1 adult to 4 children, however in most cases will be 1 adult to 3 children.
- When a child is using tools or fire-lighting, the ratio will be 1 adult to 1 child. The Forest School Leader will always be present when using tools or fire-lighting and is responsible for ensuring that all participants are following procedures in regards to health and safety.

## **JUNIOR PLAYGROUND**

Gates should be closed at 9.10am. They should be opened again at 2.55pm. & closed again at 3.30pm

## **INFANT PLAYGROUND**

Gates should be opened at 8.45am and closed at 9.15am. They should be opened again at 2.55pm and closed at 3.10pm - 3.25pm.

## **18. Hygiene**

Our daily routines encourage the children to learn about personal hygiene.

There are routines and schedules in place for the cleaning of areas and materials.

We implement good hygiene practices by:

- cleaning tables between activities
- checking toilets regularly
- wearing protective clothing – such as aprons and disposable gloves as appropriate
- providing sets of clean clothes
- providing tissues and wipes
- using hand towels and hand dryers

Additional cleaning and embellished routines have been put in place as a response to COVID-19.

## **19. Nappy Changing Procedures**

Children in the ARP and Nursery may be at the stage of development where they are required to wear nappies. When starting in the pARP I or nursery, if a child still wears nappies, a toilet training plan is discussed with the parents/carers and implemented as agreed with parents/carers. If a child requires nappy changing facilities while at school, a nappy changing permission form is signed by parents/carers.

If nappy rash cream is required, a permission form for administering is signed by the parent/carer.

When changing nappies, we implement good hygiene practices by:

- cleaning the changing mat between changes;
- using new paper lining over changing mat for each change;
- wearing protective clothing – such as aprons and disposable gloves as appropriate;
- disposing of nappies in designated nappy bin which is emptied regularly.

All nappy changes are recorded on paper and communicated back to parent/carers at collection time. Parent/carers are required to provide nappies and wipes for their child.

## **20. Storage Areas**

- Caretaker's and cleaners' cupboards should be kept locked.
- All substances subject to COSHH (Control of Substances Hazardous to Health) regulations should be stored out of children's reach or in locked cupboards.
- All resources from which children select should be stored safely.
- All equipment and resources should be stored or stacked safely to prevent them accidentally falling or collapsing.
- The Head Of School will ensure that the school has the appropriate insurance for the school while oxygen is on the premises.
- Oil or grease around the connections of a compressed oxygen container should never be used.

## **21. Oxygen**

- Oxygen cylinders should be kept secure in an upright position away from heat.
- Care should be taken with electrical appliances around oxygen because of the potential risk of 'sparking'.
- All oxygen cylinders should be black in colour and should have a white shoulder with a label that says 'oxygen' or 'O2'.
- Oxygen cylinders will be stored in a secure cupboard in the medical room.
- The gauge of an oxygen cylinder should be checked daily to ensure the cylinder is still full.
- The required compressed gas stickers will be clearly displayed on the school windows.
- In the case of emergency, the Head Of School will ensure that the fire service is aware of the presence of compressed oxygen on the premises.

## **22. Sickness**

- Our policy for the non-attendance of infectious children is discussed with parents or carers. This includes procedures for contacting parents or other authorised adults if a child becomes ill whilst at school.
- Children who are unwell, have a temperature, sickness or diarrhoea, or who have an infectious disease will not be cared for in school. There is additional guidance as a result of COVID-19.
- Children with head lice are not excluded or identified, but must be treated at home to remedy the condition.
- Parents/carers are notified if there is a case of head lice in their child's class.
- Parents/carers (and pregnant staff) are notified if there is an infectious communicable disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Parents are not required to inform the school if the child has HIV, it is at their discretion.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Children who require nappy changing facilities will require written consent for changing from the parents or carers. Only named individuals on the consent form can change children.

- Staff or children suffering from vomiting and/ or diarrhoea should not return to school until 48 hours after the last bout.
- Further information regarding particular illnesses can be found in the Administration Of Medication Policy.

### **23. Reporting Injuries, diseases, and dangerous occurrences**

- We meet our legal requirements for the safety of our employees by complying with [RIDDOR](#). We report to the [Health and Safety Executive](#).
- Any accident to a member of staff requiring treatment by a general practitioner or hospital or any dangerous occurrences resulting in an injury lasting over seven days are reported as a [RIDDOR](#) within 15 days of the incident. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident file.

### **24. Safety of adults**

- Adults are not to lift or move heavy equipment without seeking advice from the Head Of School. Please refer to the Manual Handling Policy.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

### **25. Records**

#### **ADULTS**

- Names and addresses of all staff on the premises, including temporary staff who work with children or who have substantial access to children are kept safely and confidentially at the school.
- All records relating to staff employment within the setting, including application forms, references, results of checks undertaken and kept in the locked personnel file in the School Business Manager's Office.

#### **CHILDREN**

- Names, addresses and telephone numbers of parents and adults authorised to collect children from the school are kept in the school office and on the school's management information system.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accidents are kept in the school office and on the school's management information system.
- Allergies, dietary requirements and illnesses of individual children are kept in children's files and in the medical room.
- The attendance of staff, visitors, volunteers and children is recorded.
- Accident and incident forms are kept in the Welfare Room.
- Consents for outings are kept in the school office. Consents for administration of medication, records of emergency treatment and incidents are kept in the Welfare room.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessments
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings
- Vehicle records including insurance
- List of named drivers.



**The following policies related to Health & Safety go into more detail regarding specific concerns:**

Health & Safety Policy: Oakleigh

Administration Of Medication Policy

Anaphylaxis & Allergens Policy

Asbestos Management Policy

Asthma Policy

Behaviour Management Policy

Critical Incidents Plan & Policy

Educational Visits Policy

Forest School Handbook

Financial Management & Lettings Policy

Fire Safety Policy

Fire & Other Evacuation Plans

First Aid Policy

Food & Food Hygiene Policy

Lone Working Policy

Safeguarding & Child Protection Policy

Security Policy

Manual Handling Policy

Online Safety Policy

Working At Height Policy