



Health and Safety Policy

Approved By:	Full Governing Body
Date:	October 2023
Review Date:	October 2025

1. Introduction

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.

The arrangements outlined in this policy and various other safety provisions made by the Headteacher alone cannot prevent accidents or ensure safe and healthy working conditions. The Headteacher believes that only the adoption of safe methods of work and good practice by all individuals can ensure everyone's personal health and safety. The Headteacher will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others depends on their individual conduct and vigilance while on the school premises or while taking part in school activities.

The Headteacher notes the provisions of the **Health and Safety at Work Act 1974**. (S. 3(1)) as applied to the Isle of Man stated that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment, but who may be affected by it, are not exposed to risks to their health and safety, and accepts that it has responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school activities.

Responsibilities

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Consult with the school's site manager on matters of health and safety
- Ensure staff are aware of their responsibilities and receive appropriate training as required
- Report significant incidents to governors
- Ensure that appropriate Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported
- Draw up health and safety procedures
- Monitor effectiveness of procedures and this policy

All staff will:

- Support the implementation of health and safety arrangements and follow this policy and those related to it.
- Take reasonable care of themselves and others.

- Ensure as far as is reasonably practicable that their classroom or work area is safe.
- Follow guidelines for reporting and recording accidents, injuries and medication.
- Be vigilant and report any shortcomings or potential hazards to the Headteacher or Site Manager so they can be addressed.

Class teachers are responsible for making pupils aware of fire evacuation procedures.

Governors will ensure that policies relating to health and safety are in place and are reviewed and updated regularly. As part of their monitoring role, the governors will carry out a yearly health and safety walk with the Headteacher and Site Manager.

The Site Manager and Department of Infrastructure have responsibility for the maintenance of the school building as detailed in the Service Level Agreement. The Headteacher and Site Manager consult regularly on any matters to ensure the health and safety of staff, pupils and visitors.

General Health and Safety Arrangements

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Site Manager or Headteacher will liaise with contractors as appropriate.

All new staff and visiting staff, as part of their induction, will be advised on health and safety procedures and associated contingency plans. The adult helpers policy provides guidance for visitors in the form of a leaflet.

2. Equipment

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

- Equipment identified as defective should be taken out of use immediately and labelled accordingly. No second-hand equipment must be introduced to school without the agreement of the Headteacher or Site Manager.
- Electrical equipment will be tested in accordance with Department of Education and Children policy. Plugs and leads will be visually checked regularly.
- Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- Electrical sockets should be switched off before a plug is removed.
- PE equipment is maintained via an annual contract.

Arrangements for monitoring of the outdoor play equipment can be found in the Outdoor learning arrangements policy.

3. Curriculum - Use of Resources

We follow the National guidelines with regard to science (Be Safe), ICT, technology, art and PE.

PE Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

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

Jewellery

The wearing of jewellery by children is not permitted, but watches may be worn. If ears are pierced, studs only may be worn but must be removed or taped over for P.E.

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 and staff should not lift any equipment that is heavy or could cause injury.

4. General Safety

School Building Access

In order to ensure safety for everyone in school, measures have been taken to restrict access into the school building. External doors are closed at 9 a.m. and after this time visitors or late arrivals must enter via the main entrance. Only staff members with the relevant door access pass will be able to enter or exit the building. All visitors must report to the school office and sign the visitor's book. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not known, must be reported to the school office, or stopped and challenged - eg; asked if they need help.

Vehicles

There is a drop off zone at the front of the school for parents to use and there is a separate secure car park at the rear of the school for staff only. Parents are encouraged to use the drop off area responsibly with consideration for others.

Wherever possible deliveries should be made once the children are safely in the building.

Lone Working

The Lone Working Policy must be adhered to by all those working alone in the school building.

Leaving an empty building

Locking up and security checks should be carried out from inside the building where possible. The process of locking up should be started whilst there is still staff inside the building if possible. The alarm must be set whenever leaving the building empty. Always be alert when leaving the building in case someone is waiting for you to do so.

Fire Safety

Details of evacuation procedures appear in the Fire Evacuation Procedures displayed in all rooms. Fire evacuation practices are carried out at least termly. Fire alarm tests are carried out by the Site Manager weekly on a Friday afternoon out of school hours and these are recorded in the Fire log book.

Fire fighting equipment and alarm systems are maintained via annual contract. Visual monthly checks are carried out by the Site Manager and recorded.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances, such as glazes, cleaning materials, etc, are kept locked in the COSHH store. All substances should be clearly labelled and kept out of reach of pupils.

Photographs and Videos

In line with the school's E-safety policy and Child Protection policy, it is the intention of the school to protect children from the misuse of photographic images or moving images. Each year parents/carers complete a consent form which outlines different levels of consent for photographs

and for videos. The responses of these are collated on arbor and shared with class teachers who are responsible for ensuring that parent's/carer's consent wishes are followed. The Headteacher (or nominated person in charge) will ensure that a reminder is given at the beginning of school events/assemblies stating that photographs or video clips may be taken but should remain private and not be published by any parent on any social networking sites.

5. Supervision of Children

Children should not arrive at school before 8.40 a.m. or after 9.00 a.m.

Office Hours

The school office is open during school hours.

Duties

Outdoor Duty: the staff on duty cover the playground and the play equipment. All members of staff are responsible for making sure that their classroom is clear of children during these times.

Indoor Duty: If it is a wet playtime staff must arrange for comfort breaks between themselves, whilst ensuring their children are supervised.

All staff (teaching and support) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch, and afternoon break. Teaching staff should see their classes out at the end of the day so that they can ensure that children are safely with a parent/carer. (Key Stage 2 pupils may walk home if their parents/carers feel this is appropriate.) It is a parents'/carer's responsibility to inform the school if someone different is collecting their child.

Lunchtime Supervision

The Headteacher / Deputy Headteacher are responsible for the organisation and management of lunch times, and work with a team of Ancillaries.

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 a member of staff. Children must not work on laptops unsupervised in line with our e-safety policy.

Children who go missing

The electronic register is taken each morning and afternoon, if this is not possible for any reason (e.g. Supply staff) then a paper emergency register is completed and sent to the school office.

Parents/carers are expected to inform the school if their child is absent. The school administrators will try to contact parents/carers if a child is absent without explanation.

If a child is identified as missing:

1. Teacher alerts the office that a child is missing. The office staff will alert senior staff as appropriate.
2. The local area is checked thoroughly by available staff, particularly toilets, store areas, the outdoor play areas.
3. Ask other children/adults.
4. If a child cannot be located then the Headteacher must be informed immediately.
5. The Headteacher will inform:
 - The police.
 - The parents/carers of the child
 - Appropriate DESC officer.
 -

Pupil suspected of carrying a weapon

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with by staff.

The DESC policy on the Use of Physical Contact, Control or Force on pupils and the school behaviour policy also applies.

6. First Aid and medical

Accidents to Children or Staff

Although we try our best to ensure that the school environment is as safe as possible, children do have accidents from time to time. At school these tend to be minor bumps, bruises and scratches which staff will help children to clean up and provide basic first aid treatment. School staff are expected to take reasonable action to deal with injuries that children sustain until the child can, if necessary, receive professional medical treatment. Where staff feel that an injury is of a more serious nature, they will contact parents/carers directly.

First aid and medical treatment is available in all classrooms and at the first aid station. Class teachers are responsible for replenishing the first aid supplies in the kits in their classrooms.

Disposable gloves should always be used when dealing with blood and be disposed of in a medical waste bag along with any other blood stained items.

First aid kits for school journeys are stored in the staffroom as well as first aid packs which can be used by lunchtime ancillaries. Ancillaries have the responsibility for dealing with minor accidents at lunchtime and for replenishing the packs. Defib equipment is kept in the Site Managers office.

Head Bumps

All head bumps will be recorded in the accident book and children will be given a head bump letter and sticker.

If a child receives a bump to the head which causes concern, parents/carers will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class. A head bump sticker and letter must be given to each child with a head bump. The letter informs parents to keep an eye on their child and to look out for the following symptoms:

- Nausea and vomiting
- Severe persistent headache
- Blurred vision
- Dizziness and / or drowsiness
- Confusion and / or slurred speech
- Bleeding or discharge from the ears or nose
- Difficulty waking from sleep

Accident Recording

All accidents must be recorded in the accident book. There accident book is kept at the first aid station. All entries must be made in pen and should be completed by the person who deals with the accident/injury whether they witnessed it or not. Serious injuries will also require an accident form to be completed. (Serious injuries are judged as: head injuries, suspected fractures, muscle damage, deep cuts or injuries which require medical attention). Guidance for completing accident forms is displayed in the school office and is included in the appendices of this policy. Completed accident forms are shared with the Headteacher and sent to DESC by the school administrator, copies are retained in school.

RIDDOR forms must be completed for accidents that result in:

- A broken bone
- An injury that is likely to last beyond three days
- A fatality

RIDDOR forms are given to the Headteacher and are then sent to the DESC by the school administrator, a copy is retained in school.

Any child that goes home should be recorded as having done so and the class teacher informed. Accidents to staff must also be reported and a record kept in the Accident Book.

Medical/ First Aid supplies & the Medical Co-ordinator

The medical co-ordinator is **Sheena Dunbar** and she is responsible for the ordering of first aid equipment and supplies. She will ensure that the first aid stations are stocked. Class teachers are responsible for replenishing the first aid supplies in the kits in their classrooms.

The medical co-ordinator is available to provide guidance to class teachers with drawing up care plans and any matter involving first aid or medication.

Sick children

If a child is injured or becomes unwell at school, staff will make them comfortable and will call parents/carers immediately. If a parent or carer cannot be contacted then the school will attempt to contact emergency contacts as provided to the school by parents/carers. It is a parents'/carer's responsibility to inform the school of any changes to emergency contact details and these are updated annually by the school administrators.

Medication

The school does not administer medication to pupils and use the Guidance for Schools on the Administration of Medication and Medical Care from DESC. If a child requires prescribed medicines whilst in school, the parent/carers should attend to administer this to their child. Often it is possible for parents/carers to give prescribed medication outside of the school day. In exceptional circumstances parents/carers may ask the Headteacher (or other senior member of staff) to supervise their child taking medication, the decision regarding this is made by the Headteacher.

For pupils who have long-term health needs that require regular medication during the school day, a care plan will be drawn up and agreed by parents/carers and the school. This must be signed by the Headteacher and parents/carers. Parents/ carers of children who have an asthma inhaler must complete an asthma card, these are available from the school office or the Medical co-ordinator . Non-prescribed medicines should never be given to a child by a member of staff. Parents/carers are requested not to allow their child to bring any non-prescribed medication into school. Any non-prescribed medication will be confiscated from a pupil. All medication should be stored safely in the staffroom, or in the case of controlled drugs, in the secure medication box in the school safe which is situated in the school office.

Asthma inhalers are kept in the staff room and should be made readily available to the child.

All medication, including inhalers, must be labelled with the child's name. It must be recorded when taken on the appropriate Administration of Medication Form. It is the responsibility of teaching staff to ensure children have access to inhalers/ medicines on any off-site visits.

It is the responsibility of parents/carers to ensure that their child's medication in school is within the expiry date. The school will endeavour to remind parents/ carers.

Allergies

Information about children who suffer from an allergy will be kept in the red medical folder located in the staff room. All staff will be informed of the individuals involved. All medical conditions, including allergies are recorded on the school's information database. The school has identified

those able to administer adrenaline via an Epi-Pen when necessary, and staff have received training. The school follows the DESC's 'Anaphylaxis Management policy and procedures' and all pupils with an allergy have a care plan/protocol which is agreed with parents.

Contagious Diseases

Outbreaks of notifiable diseases will be shared with parents and staff in accordance with the IOM guidance on infections booklet Apr 2019. If in doubt we contact the school nurse or Public Health. The Headteacher and school administrators will ensure that pregnant staff are informed. We follow IOM guidance on infections booklet Apr 2019. If in doubt we contact the school nurse or Public Health.

Headlice

Please see the school's policy for Headlice.

Changing of children

Please see guidance policy for nappies and changing children.

Confidentiality

All medical information held by the school is confidential. It should be agreed between the Headteacher and parents/carers who should have access to information or records about individual pupils with specific health needs. It should be noted that basic awareness of any health needs for all staff is best to consistently ensure that these needs are met.

Training

Staff complete first aid training which is updated every three years, this includes training on the use of a Defib and auto-injector (Epi-pen).

Training can be arranged via the school nursing team for any specific health conditions that a pupil may have on a case-by-case basis.

7. Staff Health and Welfare

Stress

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

To try to prevent stress in the workplace:

- The SLT will give consideration to time scales in order to enable a reasonable amount of time to be given for tasks to be completed before a deadline.
- Key deadlines will be agreed where possible and communicated at the earliest opportunity.
- Deadlines may be negotiated in extenuating circumstances.
- Meetings are limited in length
- Consideration will be given to workload so that no individual, regardless of their position in school, is expected to complete an unreasonable amount in a limited time.
- PPA time will be provided regularly and reliably
- The Headteacher may agree to working at home for the completion of specific tasks.

Emergency contacts

A list of emergency contact names and phone numbers for all staff is held in the school office. Information for staff welfare is available via an itslearning course.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the caretakers' room.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

Violence/Abuse

Staff should always take steps to minimise the possibility of violence/abuse in school.

Parents/carers who are known to be violent, abusive or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Admin staff using VDUs should vary their work routines and follow guidance on regular eye tests.

Pregnancy

When a staff member becomes aware that they are pregnant, it is recommended that they inform the Headteacher as soon as possible in order that appropriate safeguards can be put in place and an individualised risk assessment can be drawn up for that member of staff.

8. Off Site Activities

The school follows the Department of Education, Sport and Culture Off Site Activities Policy.

Any visit off site must be approved by the Headteacher / EVC using the Evolve system.

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

The pupil: adult ratio recommended by the DESC for the activity must be met. Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used. Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves, first aid kit, drinking water, sick bags, paper towels/tissues. NB: Class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

9. Critical Incidents

The school has in place contingency measures for critical incidents - these are all included in the Emergency Plan.

10. Monitoring and Review of Health and Safety Arrangements

A termly check will be used to prioritise need and to inform planning. All staff will carry out monitoring on a day-to-day basis.

The Site Manager will monitor school grounds and premises daily and will complete weekly checks which are recorded in the Log Book. Monitoring by governors will be via the Headteacher's report and an annual H & S walk.

The Headteacher will review this policy annually and update, modify or amend it as necessary to ensure the health, safety and welfare of staff, pupils and visitors.

Appendices:

- Emergency services call script
- Guidance for completing accident book and forms
- Head bump letter
- Record for medication

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information.

1. Your telephone number. **School is 822208.**
2. Give your location as follows. **Victoria Road School, School Lane, Victoria Road, Castletown.**
3. State that the postcode is. **IM9 1BA**
4. Give exact location in the school & which entrance to come to.
5. Give your name.
6. Give name of child and a brief description of child's symptoms.
7. Inform ambulance control of the best entrance and state that the crew will be met.

Victoria Road School Accident Book

Name of pupil	year	date	time	location	Description of incident	accident form completed Y/N	Form F2508 completed Y/N	Signature
Joe Bloggs	3	5 ³ / ₁₆	12:20	Playground - under arches	Caught on R side of head with a pipe by another child - marked above Reye	Y	N	IP csit wai e hte
Joanne Bloggs	R	10 ³ / ₁₆	10:00	Corridor by Ocean display	Banged her knee on cupboard door whilst opening it. No mark.	N	N	DCurry

Please be clear exactly where the accident / injury occurred.

Keep it brief but ensure it is clear what happened and the extent of the injury.

If completing an Accident Form then put a 'Y', if not then enter an 'N'

If completing a RIDDOR Form then put a 'Y', if not then enter an 'N'



Filling in the Accident Book correctly - Guidance

GUIDANCE

DEPARTMENT OF EDUCATION AND CHILDREN ACCIDENT REPORT FORM - PART 1

Report Number:
(For official use)



**Isle of Man
Government**
Reiljys Eilan Vannin

To be completed in the event of:
All employee/trainee accidents resulting in absence from work
All accidents to members of the public, contractors etc
All accidents to pupils/students

Injured Person

Full name: _____ Male/Female
Occupation: _____ Age:
Private Address: _____

Employee _____ Trainee _____
Contractor _____ Member of Public _____
Pupil _____ Resident/Care _____

*Office will
complete*

Damage to property

Damage to property or equipment Yes/No

Briefly detail:

Estimated cost of repair £

INJURY OR ILLNESS

NATURE OF ACCIDENT Fatality *Yes Major Injury *Yes Over 3-day Injury *Yes Minor Injury

Part of Body Affected _____ Left/Right

Nature & extent of injury or illness _____

First Aid treatment given _____

If sent to hospital, name of hospital _____



FRONT



BACK

NAME AND ADDRESSES OF ANY WITNESSES

may be you or another pupil.

Date and time of accident or dangerous occurrence _____

Name and address of normal place of employment Victoria Road School.

Exact location of accident be specific - eg where in the yard.

Name of person in charge Usually Head teacher

DISPOSAL OF INJURED PERSONS (EMPLOYEES ONLY)

On the day of the accident what was the persons normal hours of work?

From _____ To _____

What hours did he/she actually work?

From _____ To _____

Was the injured person engaged on normal duties? Yes No Were those duties authorised by the supervisor? Yes No

ACCIDENT PROCEDURES

HAS AN ENTRY BEEN MADE IN THE ACCIDENT BOOK? Yes No

All accidents must be in the book

IS THE ACCIDENT REPORTABLE TO THE HEALTH AND SAFETY AT WORK INSPECTORATE (Under Riddor) *Yes No

(* IF YES ATTACH COPY OF F2508 TO THIS ACCIDENT FORM

only yes if a major injury ie broken bones.

**DEPARTMENT OF EDUCATION AND CHILDREN
ACCIDENT REPORT FORM – PART 2**

TYPE OF ACCIDENT

circle

Injured whilst handling, lifting or carrying object	Slip, trip or fall on same level	Trapped by something collapsing or overturning	Exposure to an explosion
Injured whilst lifting a person	Contact with moving machinery or material being machined	Drowning or asphyxiation	Contact with electricity or an electrical discharge
Needle stick injury	Struck by moving vehicle	Exposure to or contact with a harmful substance	Injured by an animal
Struck by moving, including flying or falling object	Fall from a height	Exposure to fire	Other type of accident (give details in description box)
Struck against something fixed or stationary	Distance through which persons fell		

AGENTS INVOLVED PLEASE INDICATE IF ANY OF THESE FACTORS BELOW WERE INVOLVED

circle.

Machinery/equipment for lifting and conveying	Process plant, pipework bulk storage	Live animal	Ladder or scaffolding
Portable power or hand tools	Any material substance or product being handled, used	Moveable container or package of any kind	Construction formwork shuttering and falsework
Ant vehicle or associated equipment/machinery	Gas, vapour, dust, fume or oxygen deficient atmosphere	Floor, ground stairs or any working surface	Electricity supply cable, wiring, apparatus or equipment
Other machinery	Pathogen or effected material	Building engineering structure or excavation/underground	Entertainment or sporting facilities or equipment
Needle or other			Any other agent

DESCRIPTION OF ACCIDENT (Describe what happened and how)

Someone else must be able to understand what happend from your description.

Notifying Officer *You* Position *Your role* Signature _____
 Department *DEC* Contact (Telephone) *822208* Date _____



Victoria Road Primary School

Victoria Road, Castletown

Isle of Man,

IM9 1BA

Head teacher: Mrs N Johnstone

Deputy Head teacher: Miss C Hastings

Tel: 01624 822208

E-mail VictoriaRdEnquiries@sch.im



HEAD INJURY

Date:

Approx. time:

Dear Parent / Carer

Your child _____ bumped his / her head today.

Should any of the following signs or symptoms occur, you ought to seek medical advice.

- (a) Nausea or vomiting
- (b) Blood, or clear fluid, leaking from the nose or ear
- (c) Worsening headache
- (d) Any visual problems
- (e) Increasing drowsiness
- (f) Confusion/strange behaviour or loss of memory
- (g) Weakness in an arm or leg or speech difficulties
- (h) Unusual breathing problems

These rarely happen, but if they do you should take action immediately.

Yours sincerely

VICTORIA ROAD SCHOOL

Mrs N Johnstone

Head teacher