



Phoenix School Sylhet

Health and Safety policy

Agreed:

Written May 2019

APPROVED

Signature: _____

Name: _____

Capacity: _____

Date: _____

HEALTH AND SAFETY POLICY

Phoenix School Sylhet

PART 1. STATEMENT OF INTENT

The Governing Body of Phoenix School Sylhet will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities.

This statement sets out how these duties will be conducted and 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.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept on the shared area.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements

Signature: _____

Signature: _____

Stewart Harris

Date: _____

Date: _____

PART 2. ORGANISATION

The employer Phoenix School Sylhet and APASEN International to be known as the responsible body.

At school level duties and responsibilities have been assigned to staff and the responsible as laid out below.

Responsibilities of the responsible Body

The responsible Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the responsible body or other nominated member of staff reports on health and safety matters and reporting to the responsible body or senior manager on site any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of local policy and procedures.

Responsibilities of the senior member of staff:

Overall responsibility for the day to day management of health and safety in accordance with the health and safety policy and procedures rests with the senior member of staff.

As manager of the establishment and of all the activities carried on within it, the senior member of staff will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The senior member of staff has responsibility for:

- Co-operating with the governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to governing body any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with local policy.

The senior member of staff may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the senior member of staff from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing day to day health and safety on the site can be delegated by the senior member of staff to the Premises manager.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the senior member of staff for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the head any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees

and pupils to avoid hazards and contribute positively to their own health and safety;

- Ensure that all accidents (and near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

Detailed information on Arrangements can be found on the intranet under Tower Hamlets Corporate Health and Safety and from stuart.mcgregor@towerhamlets.gov.uk

- Appendix 1 - Risk Assessments**
- Appendix 2 - Offsite visits**
- Appendix 3 - Health and Safety Monitoring and Inspections**
- Appendix 4 - Fire Evacuation and other Emergency Arrangements**
- Appendix 5 - First Aid and Medication**
- Appendix 6 - Accident Reporting Procedures**
- Appendix 7 - Health and Safety Information and Training**
- Appendix 8 - Lone Working**
- Appendix 9 - Premises Work Equipment**
- Appendix 10 - Moving and Handling**
- Appendix 11 - Contractors**
- Appendix 12 - Display Screen Equipment**
- Appendix 13 - Vehicles**
- Appendix 14 - Lettings**
- Appendix 15 - Minibuses**
- Appendix 16 - Stress**
- Appendix 17 - Water Therapy pool**
- Appendix 18 - Work Experience**

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated and approved by the senior member.

These risk assessments are available for all staff to view and are held centrally in the shared area of the school ICT network and hard copies are filed in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the class teacher.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the class teacher using the relevant codes of practice and model risk assessments developed by national bodies.

Guidelines for Risk Assessment

The Risk Assessment process should be discussed fully at Key Stage meetings and made clear to all team members.

Risk assessments focus on significant risks which could cause major injury or an injury that could result in being absent from school for over three days, as opposed to trivial risks.

At Phoenix risk assessments are written for

- Activities out of school
- Named areas of the school
- Individual pupils

Risk assessments should be written by teachers or activity leaders and shared with all members of the team during a liaison meeting and recorded in the minutes by the class teacher. A risk assessment written by a Teaching Assistant must be agreed by the class teacher before being handed to the Headteacher.

An ongoing activity only needs one risk assessment that has been signed

Risk assessments should be reviewed regularly or re written when circumstances change e.g. Pupil behaviour, alterations to method of travel, changes to procedures at a site visited.

Any additional and relevant information must be written on a risk assessment for example if a pupil has previously run away or previously eaten a specific substance etc.

If a pupil is given 1:1 support, then the member of staff must be named on the risk assessment and if the staff member is absent on the day this MUST be changed on the risk assessment.

All risk assessments must be followed without any allowances for changes unless these have been discussed and changed on the filed risk assessment.

Guidelines on carrying out risk assessments must be discussed at regular key stage meetings and annual refresher provided to all staff but specifically for teachers and group leaders.

Information to be included on a Risk Assessment:

1. Hazards and outcomes

A hazard is something that can cause harm such as crossing a busy road. An outcome is the effect of a hazard.

E.g., "Boiling water spilling from saucepan causing scalding"

"Road traffic accident crossing busy road causing injury/ death"

2. Who is at risk?

This should include everybody involved in an activity.

E.g. Pupils, Phoenix staff, visitors, general public, staff at public facility.

3. Hazard severity:

It is important that everybody involved in making risk assessments understands the agreed school system for interpreting risk.

At Phoenix hazards are graded A, B, or C depending on the severity.

- A Death, major injury, severe damage to property
- B Over 3-day injury, moderate damage to property,
- C Minor injury, minimal damage to property

When making decisions on hazard severity you should consider what would be a predictable and realistic outcome with the measures to reduce risk in place. This decision should also be based on your normal experience and not the worst case scenario. It is not necessary to get it 100% right every time, but if there is an accident the risk assessment should be reviewed.

4. Risk factors –

These are the conditions or things that make a hazard more or less likely to occur. E.g. Pupils behaviours, staff numbers, traffic speed.

These need to be discussed or observed and will help you to make an overall assessment.

5. Measures taken to reduce risk

These are the things that are in place to make an activity safer and reduce risks. These need to be considered and discussed in order to decide the likelihood of an accident happening.

6. Likelihood of harm

Based on the risk factors and taken to reduce risk the likelihood of harm should be assessed as follows:

1. Extremely likely to occur
2. Likely to occur
3. Slight chance of occurring

7. Priority

This is made by putting together the severity and likelihood scores and will give an overall assessment of risk, which will help you to decide whether further controls need to be considered. It will also alert you to the more hazardous aspects of an activity.

For example:

A1 – This risk is unacceptable and further controls need to be in place before that activity takes place. It may be that the activity is considered unsuitable.

A3 – This is a low rating, but staff should be aware of the possible severity of outcomes.

B2 – This means that an accident causing a 3-day injury is likely and is unacceptable before that activity takes place.

8. Further controls to be taken

No activity should take place or area be used where the likelihood of an accident occurring is 1 or 2. If this is the case further controls should be identified eg increase pupil staff ratio, use different method of transport which will bring the likelihood of an accident occurring to 3.

This section only needs to be completed when the likelihood of an accident occurring was identified as 1 or 2

9. Final risk assessment

This is made by putting together the severity and the likelihood score after further controls have been put in place. It will give a final overall assessment of risk. Once again the likelihood of accident should be graded at 3 for the activity to take place or area to be used.

10. Medical issues

This should identify pupils where there are medical issues and say what measures are in place along with the procedure in the event of an emergency

11. Behaviour issues

This should identify those pupils who have individual risk assessments and behaviour support plans or who have specific behaviours that could be challenging when out.

12. Signing and storage of forms

Once completed the risk assessment should be signed by the senior member of staff or in his absence a deputy, the day before an activity takes place and handed to the office. It will be filed in the class folder in the office. A copy of the signed risk assessment will be handed back to the person completing the risk assessment. Without the signed copy the trip cannot go ahead.

Risk assessments must be written and stored on the shared area as follows

- School documents
- Health and Safety
- Risk Assessments
- Then follow links to your class or area of the school.

Individual risk assessments should also be stored in the class area and as part of the PEP.

Before leaving school

1. It is essential that the risk assessment is valid and it has been shared with **all** staff accompanying the group.
2. Staff have a mobile phone with them and the number is on the off-site register
3. All staff know the behaviour risks of all of the pupils in their care
4. All pupils are easily identifiable with school uniform.
5. All staff know the procedures if a pupil is to go missing while out on a trip

Procedures to follow if a pupil is to go missing when out of school

1. Check the immediate area
2. Check the wider area
3. Within 3 minutes contact the school and the police
4. School will coordinate according to the procedures in school
5. During the incident staff must ensure that children are safe at all times.

APPENDIX 2

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| OFFSITE VISITS |
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All offsite visits will be planned and will follow school guidance.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator or to the senior member of staff who will check the documentation and planning of the trip.

APPENDIX 2

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Premises Manager and the senior member of staff.

A governor will be involved in termly meetings of the Health and Safety Committee and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 3

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Fire and Evacuation

Specific instructions on what to do in the event of a fire have been drawn up for, and are displayed in, individual rooms/areas of the school.

Emergency contact is the senior member of staff and premises manager.

Specific instructions on what to do in the event of a fire have been drawn up for, and are displayed in, individual rooms/areas of the school. These instructions are also to be issued to all members of staff (permanent, temporary, support, premises, cleaning, catering etc.) and contractors working within the school grounds. All visitors to the school must be briefed on what to do in the event of the fire alarm sounding.

The following points are to be used as guidance (this list is not exhaustive): -

Fire resistant doors must not be held/wedged open at any time (unless the doors are fitted with the approved Fire Guard stops).

- Emergency exits must be kept available at all times (e.g. kept unobstructed).
- Vision panels if in place in all doors must be kept unobstructed.
- Corridors are to be kept free of combustible materials and obstructions.
- Portable firefighting equipment (e.g. extinguishers) must be kept available at all times.

- Any defective doors (e.g. self-closing devices not working) and defective/missing portable fire equipment must be reported immediately.
- Ensure that Evacuation Procedures (and plan of escape routes) are displayed in each room/area.
- In the event of the fire alarm sounding, it must be endeavoured to keep the pupils calm in order to effect a swift & safe evacuation of the premises.

Do not stop to collect personal belongings.

The last adult leaving a room must ensure that the door(s) are closed.

The Teacher/adult leading the pupils is to ensure, as far as possible, that the route is safe (free from smoke/fire) by checking visually (via vision panels, windows etc.) before passing from one part of the building to another.

There is one Assembly Point (main playground).

It is the Deputy Fire Marshals who will report to the Senior Fire Marshal that all persons are accounted for or the names & last known location of those who are not.

The Senior Fire Marshal will pass this information (and any information known on the emergency itself) onto the Sylhet Fire Brigade Officer-in-Charge.

All communication between the School and the Emergency Services will be conducted through the Senior Fire Marshal. Any changes to this protocol must be agreed by the Senior Fire Marshal and the on-site senior officers of the emergency services.

No persons must re-enter the building until told it is safe to do so by the Sylhet Fire Brigade Officer-in-Charge (or in the case of a practice, the Senior Fire Marshall).

If it is decided by the School's Management (e.g. due to adverse weather conditions), or instructed by the Emergency Services, to move the pupils to a more suitable location.

Any person requiring special evacuation will wait in the refuge point and use the intercom to alert the person managing the fire alarm panel as to their whereabouts. Advice will be given to by the person on the control panel over the telephone.

Senior Fire Marshall – senior member of staff

Deputy Senior Fire Marshalls – teachers

Registers – admin

Deputy Fire Marshall's

School Premises Manager to fill in any gaps and investigate fire alarm as necessary.

If not on site, this task will be delegated to School Business Manager

Main Gate – teacher

Fire Alarm – if appropriate senior member of staff

Fire Alarm Procedures

The school will take responsibility for raising the alarm with the fire brigade during all school working days. This will cover the period from 7.00am – 6.00pm during weekdays only.

The following actions will be taken upon the fire alarm being sounded 7.00am – 6.00pm during school working days.

- Office to be alerted by staff evacuating Phoenix School Sylhet Senior Fire Marshall to be called or available SMT member.
- Premises manager to be called by the school office in order to secure the premises and provide support.
- **Stephen Henshall, Miriam Brady** to check Alarm Panel and liaise with senior Fire Marshall or available SMT member.
- Senior Fire Marshall or available SMT member to investigate cause of fire alarm but not to enter premises unless safe to do so.
- On arrival at location staff member to call office immediately to let them know if it is a false alarm or if the Fire Brigade needs to be alerted.
- Fire: Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address, contact number and details of fire.
- False Alarm: Notify Senior Fire Marshall immediately with location.
- Reset Glass Panel (Screwdrivers and reset key located in main office).
- Silence Alarm/Reset Alarm (see Fire Panel Instructions)

Children who refuse to evacuate the building and cannot be assisted. -

In this event the adult(s) should make every effort to take the child to a place of safety using Team Teach procedures. The Senior Fire Marshall should be informed either by staff working with that child or by the class team when the register is taken. A member of staff would then be sent to investigate and report to the Fire Marshall who will take any necessary action.

Appendix to Fire Alarm Policy PROCEDURES FOR START AND END OF DAY

In the event that the 'fire alarm' should sound at the beginning of the day or at the end of the day when children and staff are either on their way out of the building or on the way in, please ensure these procedures are followed:

BEGINNING OF DAY

- **On hearing the fire alarm, if in school make your way calmly to the Fire Evacuation Point in the main playground.**
- If you have children on the school bus, the children are to remain on the bus with attendants and a register taken of children on the bus at that time.
- If children from the bus are about to enter the school building return the pupils to the bus, stay with the children and take a register of children on the bus at that time.
- All adults outside the building must NOT enter but stay in the car park and help supervise children on buses.
- **Daily Fire Register Packs to be taken out with class.**
The fire registers will be taken to the evacuation point and these will be used for marking pupils 'present'. This register will then be taken to the car park and used to mark the children that have been boarded or remain on the school bus.
- Everyone in the school car park or on the buses should remain there until advised by head teacher or Fire Marshall that it is safe to enter building.

END OF DAY

- **On hearing the fire alarm, if in school make your way calmly to the Fire Evacuation Point in the main playground.**
- If you have already boarded children on the bus, remain on the bus with the children. A register of the pupils on the bus at that time is to be taken.
- Pupils should be taken to the bus only if very close to a school exit and on their way to a bus.
- One attendant and driver to stay with the children on the bus, as usual.
- **Daily Fire Register Packs to be taken out with class.**
The fire registers will be taken to the evacuation point and these will be used for marking pupils 'present'. This register will then be taken to the car park and used to mark the children that have been boarded or remain on the school bus.
- Everyone in the school car park or on the buses should remain there until advised by head teacher or Fire Marshall that it is safe to enter building.
- Everyone at the evacuation point should remain there until advised by head teacher or Fire Marshall that it is safe to enter building.

APPENDIX 5

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Classrooms

The school office is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The senior member of staff will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

The minibus driver will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the first aider or senior member of staff considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with local guidance.

Administration of medicines

The only medication kept and administered within school are those prescribed specifically, for a pupil at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by Medical Links Officer

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in the senior member of staff's office

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in a designated locked cupboard under the control of the class teacher, and clearly labelled.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy,

anaphylaxis etc.)

These plans are reviewed annually by the school nurse and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Definition

Pupils' medical needs may be broadly summarised as being of two types:

(a) Short-term, affecting their participation in school activities which they are on a course of medication.

(b) Long-term, potentially limiting their access to education and requiring extra care and support

School Ethos

Schools have a responsibility for the health and safety of pupils in their care. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Phoenix School Sylhet is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

It is the duty of the school to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits

- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Not to penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Entitlement

Phoenix School Sylhet provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible

Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual

Phoenix School Sylhet will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)

School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil

Transitional arrangements between schools will be completed in such a way that Phoenix School Sylhet will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare

Individual Healthcare plans will be written, monitored and reviewed regularly as part of the Annual review of EHCPs and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

Procedure

The Governing Body of Phoenix School Sylhet ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. (policy held by School Business Manager)

Information

Students who require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's records and this information will be provided to class teachers annually. In addition, all staff with specific medical training will be posted in the staff room for emergency access and updated termly

In an emergency

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

Outline the full condition and how it occurred

Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day

must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child and is in date, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office Meds cupboard).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the office fridge. Some medicines (inhalers, etc.) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Business Manager's office. Access to these medicines is restricted to the named persons. Epi-pens are kept in locked cupboards in relevant children's teaching areas. In the case of Epi-Pens all staff have access to the key which is clearly labelled and accessible.

Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Epi-pen – Any member of staff can administer an epi-pen in an emergency.

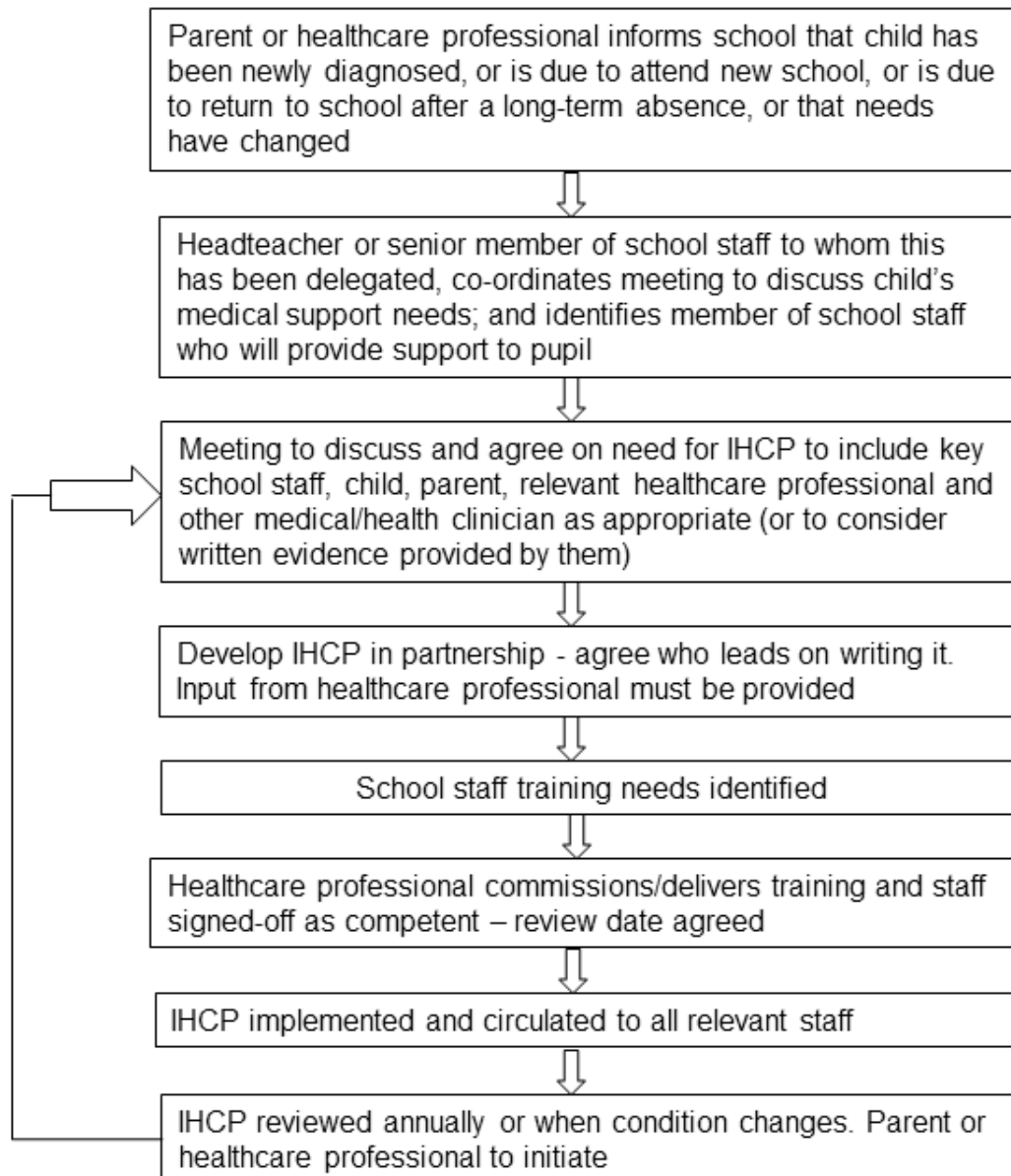
The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Cetrizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

Complaints

Should parents be unhappy with any aspect of their child's care at Phoenix School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the

parents must make a formal complaint using the Phoenix School Sylhet Complaints Procedure.

Appendix 1



ACCIDENT REPORTING PROCEDURES

In accordance with the school's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms. (Incident Report forms)

Copies of these forms are available from the school office.

- A local accident book located in the school office is used to record all minor incidents to pupils.
- School accident reports will be monitored and a report made to the Governors, if necessary.
- The senior member of staff, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.
- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc.;
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

APPENDIX 2

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Health and Safety Committee meet every term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Members of the committee are:

- senior members of staff
- Gov representative
- teacher representative
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Communication of Information

Communication with the school governing body on matters related to health and safety must be completed on a timely basis.

Health and Safety Training

Health and safety induction training will be arranged and documented for all new employees by the staff training coordinator. The senior member of staff is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by School Business Manager who is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The senior member of staff will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the senior member of staff/ line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 3

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

Phoenix School Sylhet Lone Working Policy

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Categories of lone workers

A lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied building
- Those who work in an isolated part of a building/school grounds
- Those responding to an alarm call out after normal school hours

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Risk Assessment

It is the responsibility of the senior member of staff to ensure that all members of staff have read and understood the Lone Working Risk Assessment. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

Staff should seek the permission of the senior member of staff to work alone in the buildings outside normal school hours. Apart from the senior member of staff, only the Premises Manager has keys.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the senior member of staff. Whenever possible it is recommended that staff work with a partner.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (senior member of staff's or Premises Manager's) to call if the lone worker fails to return home at the expected time.

Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which is potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the senior member of staff. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of senior member of staff any aspect of work related risks.

The senior member of staff and/or Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

APPENDIX 4

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| PREMISES AND WORK EQUIPMENT |
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Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to set timescales

The premises manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is located in the office and only refers to the garden shredder.

All staff are required to report to the premises manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum areas

teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be regularly checked.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, the teacher responsible will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection.

APPENDIX 4

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the senior member of staff and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

APPENDIX 5

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office / reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The premises manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all

APPENDIX 6

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. should have an assessment.

APPENDIX 7

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

Management of the arrival and departure of school buses and the safety of children and Phoenix Staff

Arrival and departure of buses is a potential hazardous operation and staff must be vigilant at all times and follow the school code of practice.

1. Children must never be allowed to walk through the school car park unsupervised, (unless they are on the list of independent travellers)
2. The driver and escorts must not allow children to leave the buses until all vehicles are stopped and the main gates are shut. Doors to the school must be kept closed while buses are moving.
3. If a vehicle begins to move within the car park, the movement of pupils must cease immediately and appropriate action taken by the member of staff.
4. A member of staff is on duty when buses arrive/leave and will supervise pupils leaving/boarding the bus and the main gates.
5. If a vehicle arrives late, it must wait outside the gate until the member of staff on duty is satisfied that no pupil(s) are moving in the car park. Doors to the school will remain closed while the vehicle manoeuvres into place.
6. Vehicles can only leave the site if the member of Phoenix staff on duty is satisfied that it is safe to do so.
7. Once on the bus, it is the responsibility of the bus attendants to make sure that all children are calm and safe at all times. Sometimes pupils need to be protected from each other and attendants must ensure that children are seated appropriately and are safely placed.
8. Pupils should be assisted getting on and off the bus where necessary.
9. Staff should be vigilant at all times and be alert to unpredictable pupil behaviour, which can cause injury.
10. If buses arrive early, pupils will need to remain on the bus until 8.50am.
11. Each bus must display its number on the side and front window. Buses are allocated parking up places in the school and should ensure that they are in place in order that pupils arrive and leave in a settled calm manner.
12. All visitors and supply staff should wear an identity badge. If staff have any concerns about adults in the school or car park they should challenge them to show identity.
13. All bus drivers/escorts must wear identity badges when on the school premises. Any new personnel should introduce themselves to the head teacher or to another member of senior staff. Agencies and transport department should inform the school if there is a change of personnel as this could cause disruption or upset to pupils.

USE OF CARS

There will be some cases where a staff member will use their own car to transport additional children/smaller groups of children to and from a venue using their private vehicle. In such circumstances, all of the above still applies plus:

- Staff must produce insurance detailing 'Business Use'.
- Booster seats are used where possible.

APPENDIX 8

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

STRESS POLICY

Introduction

At Phoenix school Sylhet we are committed to making the work place one that maintains and promotes the health and wellbeing of employees. We recognise that the workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing stress here. Each individual however retains primary responsibility for his or her own health and wellbeing. It is therefore up to us to take reasonable care of ourselves and to draw to the attention of management any aspect of our work which is potentially damaging, whilst sharing responsibility for maintaining a healthy environment.

Stress is defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. Whilst some degree of pressure can actually improve performance, each of us has a different ability to cope with it and this can fluctuate depending on our personal situation. Some pressure is inherent in the very nature of the work we do and the size of our organisation. Each job within the organisation carries with it a performance level that the employee is expected to meet. When staff take up posts with additional responsibility they must expect that with them comes extra pressure. It is important that individuals attempt to pre-empt pressure and take steps themselves to avoid or reduce it before it becomes a problem. If however pressures increase beyond an individual’s ability to cope, it can then become stress which can be detrimental to health.

What to do about it

If you feel the pressure of work is beginning to affect your health or performance it is important to take action early, especially if you cannot see things improving in the near future. Whilst the school will try to be sensitive when external pressures are affecting a member of staff, it cannot usually play a role in dealing with those pressures. It is however committed to trying to eliminate or reduce the factors within the institution that may affect the health of its employees and makes available a confidential help line for your use.

If you identify any aspect of your working environment that is adding to your feeling of pressure, e.g. lack of or inappropriate resources, poor lighting, badly sited workstation, gossip about or from colleagues, these can usually be addressed fairly quickly. If the pressure is caused by the nature of your work, or the organisational style, first try to think of a solution to the problem yourself then discuss it with your line manager. It may be possible to make adjustments in the short or long term to ease the pressure. Some pressures are caused by being inadequately trained to do a job, or having insufficient knowledge. The school has a well-developed training department to support you if you feel this is the case.

Some positions are however just more pressured at some times than at others and it may not be possible to change working practices. At these times, it is important to ensure that you are as prepared as possible to cope with the pressure.

Preventative/supportive measures

The school will:

- Promote a culture of consultation, participation and open communication
- Provide induction for all new staff
- Ensure staff are fully trained and supported to carry out their duties
- Ensure staff are provided with meaningful developmental opportunities
- Ensure bullying and harassment is not tolerated in the work place
- Provide all new employees with a named buddy within same KS
- Provide a confidential help line
- Take account of the recommendations of the Well-Being group
- Provide Benenden health care for all permanent members of staff
- Provide space where an employee can have some 'time out' if distressed
- Provide tea and coffee in the staff room without charge
- Implement initiatives designed to encourage staff to achieve a balance between their work and home lives, e.g. part time/job share posts
- Monitor levels of absence due to stress
- Ensure issues relevant to staff wellbeing are on the school development plans
- Conduct and implement recommendations of risks assessments
- Endeavour to provide a pleasant, comfortable and safe environment
- Have clear systems of line management
- Recognise and celebrate the value of each individual's work
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation
- Refer staff members to Occupational Health for support in a timely manner

Staff Responsibility to one other

Staff will:

- Express feelings in an acceptable manner to the appropriate people
- Raise concerns in the correct forum with a commitment to being part of the solution
- Accept opportunities for counselling when recommended
- Take advantage of the confidential help line
- Take advantage of training opportunities that support stress management and well being
- Take responsibility for their own wellbeing including lifestyle factors to improve resilience
- Report for work in a fit state to carry out duties
- Help maintain a comfortable, pleasant and safe environment
- Use facilities provided appropriately
- Be aware of the impact you have on your team