



## HEALTH, SAFETY AND ACCIDENT POLICY

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Headteacher's Approval	Sian Blackwell		November 2023
Chair of Governors' Approval	Kate Coulson		December 2023
Recommended Review Date:	Nov 2024		

### **Version Number**

This document is issued and maintained in accordance with Cogenhoe Primary School procedures. Any changes must be clearly identified and discussed with the Governors. The most recent version must be detailed to staff and kept with the other policies for all appropriate stakeholders including parents where applicable.

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Changed By</b>
1	Nov 2022	Updating to reporting arrangements	SB



## **NVP Health and Safety: Statement of Intent**

The Nene Valley Partnership undertakes to ensure that all measures are taken, as far as is reasonably practical, to look after the health and safety of all students, employees, members of the public and visitors.

The Nene Valley Partnership aims to comply with all relevant legislation and guidance and to plan appropriate action, where issues are found.

The Chief Executive Officer and Board of Trustees hold ultimate responsibility for Health and Safety across the schools, although this is delegated to other leaders in terms of practical operation of each school.

The primary areas of responsibility delegated to schools are:

- To ensure that all activities and locations are as safe as possible, through the use of risk assessments and standard operating procedures.
- To ensure that all equipment and locations are fit for purpose, well maintained and serviced as appropriate.
- To provide staff with the relevant support and training in line with their specific job role and health and safety responsibilities.
- To investigate all accidents and near misses and take appropriate action to reduce the likelihood of any recurrence.

Whilst leaders will do all in their power to ensure that high standards of Health and Safety are maintained, it is also recognised that all employees have a duty to ensure that they look after the welfare of themselves, all students, other adults and visitors to the site. All employees also have a duty to report any Health and Safety issues to their Headteacher / Head of School.

In the event of serious health and safety issues, or if the school is unable to control or remove the Health and Safety Risk, or if further advice is required, the Trust Board should be notified without delay. In this instance, the CEO and Trust Governance Professional must be informed ([ceo@nenevalleypartnership.com](mailto:ceo@nenevalleypartnership.com) and [ProcterE@nenevalleypartnership.com](mailto:ProcterE@nenevalleypartnership.com)) at the earliest opportunity.

Signed:  James Birkett CEO

Signed:  Wayne Taylor CFO

Signed:  Margaret Clements Chair of Trustees

Date: 18 October 2023

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## 1. GOVERNING BODY'S STATEMENT OF INTENT

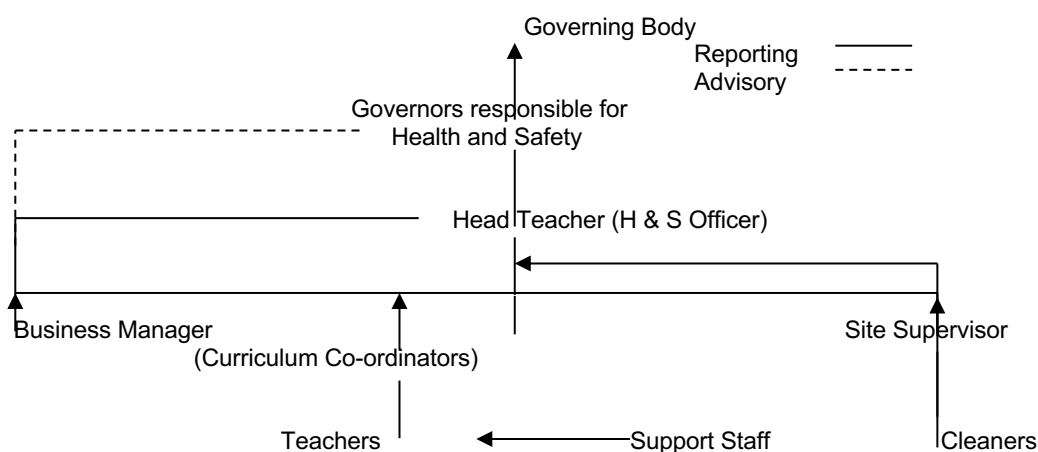
The Governing Body of Cogenhoe Primary School has a high regard for its responsibilities regarding the health, safety, security and welfare of its employees, the pupils within its care and visitors to the school.

By requiring the implementation of this policy the Governing Body will ensure that, wherever possible, a working and learning environment, which is safe, secure and without risk to health is provided and maintained.

The Governors have set the following objectives:

1. The governors will take steps to set in place suitable organisation for ensuring health and safety in school.
2. They will establish suitable arrangements in the school.
3. They will set up systems to monitor the implementation of the Health and Safety Policy.
4. They will consider the costs of implementing the policies and set aside sufficient funds.

## 2. ORGANISATION



## 3. RESPONSIBILITIES

**The Governing Body** has responsibilities as employer to ensure that: -

- The school produces a Health and Safety policy and devises appropriate procedures for dealing with Health and Safety and take steps to promote the correct attitudes towards safety in both staff and pupils.
- Its management implements the Safety policy.
- Its Resource, Business & Marketing committee will consider the costs of implementing the Safety policy and establish appropriate financial arrangements.
- The Governors responsible for Health and Safety, working with the school's Health and Safety Officer (Headteacher) will make regular Health and Safety reports to the Governors so that they can monitor and evaluate the schools performance with regard to Health and Safety.

**The Headteacher** is responsible for:

- Maintaining the link with the staff of the school.
- The day to day management of the school with regard to health, safety and security.
- Reporting to the Governors at least once a year.

**The Head and Deputy Headteacher** have overall responsibilities to ensure that: -

- The school's curriculum is developed and delivered in such a way that staff and pupils are not adversely affected when engaged in curriculum activities.
- That new members of staff either temporary or permanent are aware of Health and Safety procedures.

**The Health and Safety Officer** is responsible for:

- Advising the Governing Body on Health and Safety matters.
- The routine inspection, with the Governors responsible for Health and Safety, of the school to ensure the safety policy is satisfying the aims of the Governing Body.
- To audit health and safety in the school annually in conjunction with an appointed, "competent" person and report to the Governing Body.

**Senior Management Team and Curriculum Co-ordinators** are responsible for the production of curriculum guidelines which are designed to allow all staff, pupils and visitors to the school to work and learn safely and without risk to health.

**The Site Supervisor** has responsibilities to ensure that:

- The school environment is routinely and regularly checked so that hazards or defects are identified. Where the matter cannot be resolved directly, the Headteacher must be notified.
- The fire precautions relating to the school are maintained and the Log book kept up to date.
- Cleaners and contractors are properly supervised to ensure that they work safely on site and do not present risks to staff, pupils, and visitors.

**All staff are required to ensure they:**

- Carry out their duties in accordance with the Safety Policy.
- Co-operate with management on matters of a health and safety nature.
- Do not misuse anything provided for safety.
- Use equipment and substances correctly and use the appropriate safety equipment.
- Inform their appropriate line manager of any defective equipment, safety hazard or damage in their area.
- Report all accidents whether serious or not to their line manager
- Take reasonable precautions to ensure the safety of all persons within their charge

## **ARRANGEMENTS**

### **4. RISK ASSESSMENTS**

The Governing Body expect that to ensure appropriate measures needed both to protect staff and pupils and to comply with legislative requirements all risks arising from the undertaking of the school will be properly assessed.

Appropriate procedures and guidelines will be produced to ensure risk assessments are carried out to uniform standard across the School's activities.

### **5. FIRE POLICY AND PROCEDURES**

When a fire is discovered the nearest adult must be informed, who will then raise the alarm.

### **Raising the Alarm**

1. The Break glass call point is to be broken, which will trigger the alarm all over the school. Call points are located all over the school and are marked on a plan that is held in the Fire Log Book. Fire Alarm main control panel is situated by the front door. If the alarm is accidentally activated, Press buttons 123 silence alarm, then System Re Set button, which will reset the alarm.
2. If the alarm is out of action warning will be given by the shouting of 'fire'
3. At the same time the Fire Brigade should be summoned by the Headteacher or the Senior Administrators by using the 999 Emergency service.

### **Evacuation**

1. All evacuation must be orderly.

Each class, wherever it may be, must make its way to the main playground by the nearest exit, which is highlighted in red on the School Evacuation Exit Plan that is on the wall in each room/corridor, closing all doors and windows if possible, and re-group away from the building. Any class using the Hall will proceed to the playground in an orderly manner.

2. No time must be wasted in collecting any articles or changing clothing.
3. The class teacher should be the last person to leave the room and ensure the class register is taken out into the playground.
4. Each teacher should use a register to take a class roll call in the playground. Any child missing should be reported immediately to the Head Teacher or the Fire Officer. Once the register/class roll call has been carried out the teachers should raise their hand to the Headteacher or Deputy Headteacher (in her absence).
5. Staff, parent helpers and visitors should sign themselves in and out of the Inventory system, located outside the school office, to record who is in the school at all times.

***No person must return to the building until permission is given by the Head Teacher or the Deputy Head Teacher.***

### **Testing of Equipment**

Equipment including alarms, extinguishers and emergency lights will be tested regularly by specialists. The site supervisor will check fire alarms and extinguishers to check they have not been tampered with. All electrical installations are tested and checked annually. All portable electric equipment is routinely tested and may only be used once it has passed this test.

### **Inspection of Premises**

Each term the site supervisor will carry out routine inspection of the premises for fire hazards (e.g. free fire exits, no displays over heaters, equipment not been tampered with.)

### **Fire Precautions Log Book**

This book is to be completed when one of the regularly scheduled fire drills takes place and when checks are made of all fire equipment including electrical alarm system.

## **6. FIRST AID POLICY AND PROCEDURES**

### **First Aiders**

The names of the First Aiders in school are displayed on the staffroom board.

## **First Aid Equipment**

There are First Aid boxes in the following areas:-

- Office
- Staffroom,
- 2 x KS1 areas

It is checked regularly and restocked by a First Aider.

Contained in the boxes are disposable plastic gloves.

A First Aider on site to be responsible for monitoring stock in the First Aid Box. There will be a separate, portable, first aid box for use in out of school arrangements.

There is also a separate First Aid box, which is used by lunchtime staff.

## **7. ACCIDENT POLICY & PROCEDURES**

1. Minor accidents can be treated by a first aider or other member of staff. Procedures must be recorded in the accident book, write action taken and by whom.
2. More serious accidents must be referred to a first aider, the Headteacher/Deputy Headteacher called, recorded in the accident book and the accident form filled in (the latter by the Headteacher). Parents will be contacted in the first instance by the Admin Team.
3. Accidents involving more serious cuts/sprains:
  - a. A first aider and Headteacher/ Deputy Headteacher to be fetched, but if there is a time delay direct pressure must be applied to the wound. If finger or arm is cut raise limb above head.
  - b. First aider to assess situation. Contact parents and hospitalisation advised if necessary.
  - c. Very serious cuts/suspected broken leg:
    - Ring for ambulance immediately.
    - Then ring parents. Make patient safe and comfortable. Await ambulance if ambulance cannot come follow advise given from the medical team. Do **not** move if break suspected especially leg. Accident form filled in. Ring or email Health & Safety to notify them.

In all cases - other children should be taken away from the centre of an accident to avoid fuss and confusion etc. Children should be trained to never touch blood etc.

In the event of an accident occurring away from an adult, or help – one child should be sent to find an adult or a qualified first aider.

## **Accident Notification Procedures**

Minor injuries are reported to a member of staff in the first instance, and to the Headteacher if deemed necessary. They are recorded in the Accident record sheets

With all incidents of banged heads, a standard letter is completed by the First Aider who dealt with the incident and the parent/guardian is contacted. The class teacher and parent/guardian are made aware to look out for any warning signs.

1. In more serious injuries parents are contacted to take the child to hospital. If they are unavailable, two members of staff would accompany the child.
2. Major injuries are dealt with as per the guidance on the website [LGSS-Schools Extranet/Health & Safety Wellbeing/West Northamptonshire Council guidance for school/Accidents in Schools website](#)
  - I. Headteacher is informed. Where the Headteacher is unavailable, the Deputy Headteacher will be responsible.
  - II. Parents are informed.
  - III. Ambulance is called. The child is taken to hospital by a member of staff if parents are unavailable.

To be a reportable accident (under the Reporting of Injuries and Dangerous Occurrences Regulations) would be whether the accident was caused by either the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of that particular activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable.

It is always good to look at and carry out a thorough review, including details of inspections both locally (daily, weekly) picking up any issues and what action you have taken and of the formally recorded inspections by a third party, maintenance records and so on. Identified that the activity was supervised adequately and that the accounts of others corroborate events

Our link advisor for Potential RIDDOR for can be contacted on (01604) 366666  
Email [wnc-hsw@westnorthants.gov.uk](mailto:wnc-hsw@westnorthants.gov.uk) . We use the Atlas Citation for Health and Safety as part of the NVP.

### **CCTV**

We use CCTV in Key locations around the school site to ensure it remains safe. We will adhere to the amended surveillance camera code of practice.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and we display prominent signs at entrance point to the school building that CCTV is in use.

Any enquiries about the CCTV system should be directed to Ben Stout, Network Manager.  
Email: [stoutb@nenevalleypartnership.com](mailto:stoutb@nenevalleypartnership.com)

## **8. MEDICATION POLICY**

Medication which can be administered by staff is that prescribed for a pupil on written instruction from a Medical Practitioner. Mrs Minney is the School Medical Administrator.

All medication is securely stored in the Office or in the fridge in the staffroom if necessary. Staff must sign the sheet in the box when they have administered a dose.

Prior to the acceptance of any specialised emergency administration requests from a parent, the matter should be referred to Northampton General Hospital for the Northamptonshire South (formerly Northampton Health Authority area) or Northamptonshire North (formerly Kettering Health Authority area) and the Health and Safety Officer. An assessment of the request will then be carried out and, with the agreement of the school, appropriate procedures and practices can be formulated. The school will support pupils with medical needs in the school.

The Authority has been advised that in only a small number of cases, (i.e. Anaphylactic shock), it is likely that schools will receive valid requests for such action to be necessary. In most cases, summoning the emergency service will suffice.

Any agreed procedures and arrangements must be formalised and included in the school's Health and Safety policy after ratification by the Governing Body.

## **9. CURRICULUM SAFETY**

Curriculum procedures and guidelines, which are designed so as to allow teachers and pupils to work and learn safely and without risk to health, will be formulated.

Further information is on the website [www.northamptonshiresport.org](http://www.northamptonshiresport.org)

## **10. BUILDINGS, MAINTENANCE AND CONTRACTORS**

To ensure the buildings utilised by staff and pupils of the school are properly maintained and suitable for the usage, appropriate procedures for their inspection and assessment will be formulated and all necessary works carried out on the basis of risk assessment with safety, hygiene and security issues taking priority.

An inspection will take place annually. As a result of the report to the Headteacher and Governors, the Headteacher will take any action necessary. The development plan, for building maintenance, will take into consideration anything highlighted by the inspection.

The Site Supervisor will check the buildings routinely. The Health and Safety Officer will, together with the Governor responsible for Health and Safety, check buildings as part of a termly inspection.



The Headteacher, with the Site Supervisor, will be responsible for organising any use of direct labour, the issuing of contracts and the supervision of work on the premises. They will ensure that work is carried out with no risk to the safety of staff, pupils and contractors. (see 'Building Contracts Undertaken on Education Premises-Strategies for the Health and Safety of Staff and Pupils, produced by the Health and Safety Commission [www.hse.gov.uk](http://www.hse.gov.uk))

All services will be routinely inspected and tested at a frequency determined by the appropriate supplier.

### **11. EQUIPMENT PROVISION/MAINTENANCE**

Procedures will be established for ensuring that all equipment used by staff and pupils is appropriate, properly designed, installed and operated.

All equipment requiring formal inspections and tests will be identified and a register kept.

Staff and pupils who use any equipment must be trained and supervised as appropriate. A Risk Assessment checklist will be maintained to such an effect.

All new equipment will be positively chosen taking into account its proposed position and use. The equipment will also be assessed to ensure it meets the appropriate standards.

All members of staff will regularly check the equipment they are using. Any equipment found to be defective should be taken out of circulation immediately and reported to the Health and Safety Officer and, when appropriate, the Site Supervisor. The Curriculum Co-ordinator is responsible for ensuring the equipment is dealt with appropriately.

### **12. CHEMICAL SAFETY**

All substances purchased, used and produced will be assessed and any risks presented by their usage prevented or properly controlled.

A log of all hazardous substances is kept by the Site Supervisor.

### **13. HEALTH AND HYGIENE**

The Governors have designated Cogenhoe Primary School, the buildings and grounds, as a 'non-smoking' zone. Please see signs displayed around the school.

For guidance on food handling see relevant policy document.

### **14. HIV, AIDS AND FIRST AID**

Guidance on this can be found in detail on the website [LGSS-Schools Extranet/Health & Safety Wellbeing/West Northamptonshire Council guidance for school/Accidents in Schools website](#). Under First Aid Guidance.

Disposable plastic gloves are always worn when mopping up blood. They and the paper towels used are disposed of in a sealed plastic bag.

### **15. AGREED PROCEDURES FOR PUPILS WITH EPIPENS**

Protocol for procedures for pupils with epipens can be found in Appendix 1 attached to this policy and in the school office.

### **16. DEALING WITH BODILY FLUIDS**

In the event of an 'accident', parents/guardians will be contacted, failing them the emergency contact numbers will be called. If the contact numbers are unavailable then two members of staff will do their best to help the child concerned.

### **17. SUN SAFETY**

During the summer months, information relating to sun safety is provided.

## **18. ASTHMA SAFETY**

### **1. Mission Statement**

We at Cogenhoe Primary School welcome all pupils with asthma. We encourage and help children with asthma to participate fully and safely in all aspects of school life.

We recognise that asthma is an important condition that affects many school children.

We will do all that we can to make sure that the school environment is favourable to children with asthma.

We will try to ensure that other children understand asthma so that they can support their friends and so that children with asthma can avoid any stigma that may sometimes be attached to the condition.

Every member of staff will be given a clear understanding of what to do in the event of a child having an asthma attack.

The procedures, as detailed below, will be displayed prominently.

We recognise that immediate access to inhalers is vital, and all inhalers, named, will be kept in the child's classroom in a First Aid box. Where a pupil's doctor has formally stated that a child should supervise his/her own medication, the school will accede to the doctor's wishes. However the school will explain to parents and the pupil's doctor that problems could be encountered if the inhaler is lost, stolen or broken.

### **2. Procedures In The Event Of An Asthma Attack**

- I. Sit the child down quietly. Loosen tight clothing or sit the child by an open window unless it is cold.
- II. Ensure that the child takes appropriate medication (normally a blue inhaler).
- III. If the symptoms disappear after 5-10 minutes the child can go back to what s/he was doing.
- IV. If the symptoms have improved, but not completely disappeared, call the parents and give another dose of the inhaler while waiting for them.

### **3. What To Do In The Event Of A Severe Attack**

- I. If the medication is not bringing relief or if the child has forgotten his/her inhaler, contact the parent/guardian immediately.
- II. If the child has an emergency supply of oral steroids give them to the child.
- III. If the parents still cannot be contacted dial 999. It is imperative the parents are informed as soon as possible if the child has been taken to A & E by ambulance.
- IV. Keep trying with the usual reliever inhaler (don't worry about overdosing).

**Signs that an asthma attack is severe are any of the following:-**

- Normal relief medication does not work at all.
- The child is breathless enough to have difficulty talking normally.
- The pulse rate is 120 per minute or more.
- Rapid breathing of 30 breaths a minute or more.

**NB. Where asthma is likely to be induced as a result of exercise the appropriate blue inhaler should be used prior to exercise.**

## **19. EDUCATIONAL VISITS**

The school Educational Visits Co-ordinator is the designated and trained person and the school follows the guidelines set out in the website [www.gov.uk health & safety on educational visits – GOV.UK](http://www.gov.uk/health-safety-on-educational-visits) All risk assessments are counter signed.

## **20. EXCLUSION FOR SKIN INFECTIONS AND COMMON INFECTIOUS DISEASES**

The guide-lines as laid down in the 'Infections in Children' Manual issued by the Health Protection Agency (1997) are followed. [www.gov.uk](http://www.gov.uk) healthcare associated infections

## **21. STAFF TRAINING**

Staff training will be ongoing so that all staff can carry out their duties, safely, securely, without risk to health and in line with current advice.

## **22. STRESS**

The Governing Body recognise that staff may become over-stressed. Being over-stressed can have a negative effect on emotions, behaviour and health. Guidance is included in the School's Stress Policy.

## **23. PANDEMIC**

In the event of a Pandemic the school will follow the guidance for school document which can be found on the website [www.gov.uk](http://www.gov.uk)

## **24. VIOLENCE AND AGGRESSION**

The Governors recognise that there may be incidents when members of staff are abused, threatened or assaulted in circumstances related to their work. Advice can be found on the School's No Tolerance Policy.

Staff are encouraged to report all incidents. Report forms for violence and aggression in school are held by the Bursar.

## **25. LONE WORKING**

Advice can be found on the School's Lone Working Policy.

## **26. MONITORING AND EVALUATION**

The Governing Body will routinely and regularly receive, from the Headteacher, reports on health and safety issues which are pertinent to the monitoring of health and safety.

The Headteacher will monitor the management of the classrooms, first aid and fire safety precautions termly.

The Headteacher will monitor the safety of the fabric of the building.

Some of the Governing Body will tour the building each term (with the site supervisor if possible), to monitor the situation and ensure the implementation of the Health and Safety Policy.

A member of the Resource, Business & Marketing committee is to monitor reoccurring accidents. Any action can then be instigated that might help prevent further repetition.

This policy is to be reviewed annually.

## **APPENDIX 1**

### **Agreed Procedures for Pupils with Epipens**

When a child is admitted who has medical need for an epipen (for example children with severe nut allergy) the following procedures will apply:-

- The school nurse will be informed and training for all relevant staff will take place. This will be done on line.
- The school will follow the agreed protocol established by Northampton Health Authority.
- A copy of the protocol will be signed by parents, staff and a representative of the Health Authority (ie the school nurse).
- The epipen will be kept in accordance with the child's individual protocol instructions.
- A photograph of the child/children will be located in the staffroom.