



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

STATEMENT OF ORGANISATION AND ARRANGEMENTS **FOR ENSURING HEALTH, SAFETY AND WELFARE**

STATEMENT OF INTENT

Introduction

This is a Statement of Organisation and Arrangements for The Wherry School. Copies of these documents, along with other information on health, safety and welfare matters will be found in the school office and on the school server, staff information folder and the school website.

This Statement deals with those aspects over which the Governing Body has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how these responsibilities are discharged in respect of employees, learners, visitors and other users of the premises.

The aim of the Statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular: -

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Providing a safe and healthy working environment for our staff, pupils and others working in the school
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice
- Investigating and learning the lessons from accidents and work related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards
- To establish and maintain safe working procedures among staff and learners;
- To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- To lay down procedures to be followed in case of accident;
- To provide and maintain adequate welfare facilities.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Name of Chair of Governors: Barry Payne

Date: June 2017

Review date: Autumn Term B 2017 – regarding provision for individual pupils

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ORGANISATION

The Governing Body and the school staff work together to ensure their health, safety and welfare objectives are achieved.

The Governing Body

The Governing Body is responsible for ensuring that suitable organizational arrangements are in place for the management and control of health and safety within the school. In particular ensure:

- A clear written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils
- Specifying who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;
- A lead governor for health and safety is nominated
- People have sufficient experience and knowledge and training to perform the tasks required of them
- Making sure everyone knows about the policy and understands it;
- Displaying information in the school confirming who has responsibility for health, safety and welfare;
- Making sure that everyone has sufficient information about the risks they run and the preventive measures they should take;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are allocated to operate safe systems of work
- Health and safety performance is monitored and targets for improvement are set
- Ensuring accidents are reported and accurate records are kept for all areas of health, safety and welfare;
- Ensuring investigations are made and risk assessments are reconsidered when accidents occur;
- The school's health and safety policy is reviewed at least every two years
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.

The Principal

The Headteacher is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Be fully committed to the Governing Body's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities
- Monitor and review health and safety performance through:



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- Ensuring inspections of work areas and practices are in line with relevant policies
 - Setting health and safety targets and objectives through appraisals and other supervisory reviews
 - Reviewing incidents and accidents
 - Monitoring commissioned and contracted work under their control for compliance
 - Ensure the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
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- be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice;
 - co-ordinate the implementation of the governors' health, safety and welfare procedures in the school;
 - make clear any duties in respect of health and safety which are delegated to members of staff Develop safe systems of work and procedures and ensure that they are implemented
 - Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
 - Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
 - Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
 - Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay
 - Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
 - Ensure information that may assist safety representatives in their role is provided to them When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy
 - Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team
 - Report to the Governing Body at least annually on the school's health and safety performance – making appropriate recommendations for additions or improvements
 - maintain contact with agencies able to offer expert advice
 - review:
 - (i) the emergency procedures – at least annually
 - (ii) the provision of first aid in the school – at least annually
 - (iii) the risk assessments and make appropriate recommendations to the Governing Body – at least every 2 years, unless significant physical change or use

Lead Governor for Health and Safety

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- To scrutinise and review health and safety performance
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented

Health and Safety Coordinator

The Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school
- To coordinate performance monitoring processes
- To make provision for the inspection and maintenance of work equipment
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

Obligation of all Employees

The Health and Safety at Work Act 1974 states:-

“It shall be the duty of every employee while at work:

(a) to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and

(b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”.

The Act also states:-

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

In order that the Act be observed, *all* employees are expected:

- to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- to observe standards of dress consistent with safety and/or hygiene;



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- to exercise good standards of housekeeping and cleanliness;
- to know and apply the procedures in respect of fire, first aid and other emergencies;
- to use and not willfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- to co-operate with other employees in promoting improved health and safety arrangements in the school;
- to co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officer of the Health and Safety Executive or the Local Authority;
- to report all accidents, defects and dangerous occurrences.

Teaching/Non-Teaching Staff holding posts/positions of special responsibility

These staff, including Deputy principal, Assistant Principal, School Business Manager and Site Manager:

They have the following responsibilities:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- Carry out regular health and safety risk assessments of the activities for which they are responsible
- Ensure that all staff under they manage are familiar with the relevant health and safety Codes of Practice, for their area of work
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available
- Carry out regular inspections of their areas of responsibility to ensure that equipment, 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 staff and pupils to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their manager .

Employee Consultation/Safety Representatives

The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by Norfolk County Council will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety consequences for staff, the governing body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

Staff

All staff have individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the school's health and safety policy and procedures at all times
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with instruction, training and information received
- Wear, use, store, maintain and replace personal protective equipment as appropriate
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Visitors and other users of the premises

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self help schemes are made aware of the health and safety policy applicable to them. Visitors have to sign a Visitors Book in the office and are issued with a badge.

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Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Part 3 – PROCEDURES AND ARRANGEMENTS

Supervision of Learners

For further information see the Staff Handbook and School Brochure sections on Discipline, Bullying, Punishment and Sanctions and School Rules.

These include references to:-

- Commencement/end of the school day (responsibility for learners on the premises is only accepted for 15 minutes on either side of these hours);
- Break times and lunch times;
- The movement of Learners between different parts of the building;
- The action of learners in science laboratories, food technology rooms and other practical rooms, including sports facilities.
- Car parking including arrangements for disabled persons;
- The presence on site of contractors.

Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Lead Governor for Health and Safety

The lead governor with responsibility for scrutiny of health and safety performance is Barry Payne – Chair of Governors .

Risk Assessment:

General Risk Assessment

- General Risk Assessment will be coordinated by Rachel Quick following [guidance and documentation on Schools' PeopleNet](#). (if Norfolk H&S is confirmed as purchased) – along with school caretaker and Business Administrator – Alex Gotte
- Rachel Quick, Caretaker and Alex Gotte will be responsible for ensuring the actions required are implemented.

Fire Safety

- A fire risk assessment will be carried out and local fire safety procedures developed for the premises by Colin Hughes (NPS) in consultation with Rachel Quick; risk assessment ensures the school compliance of the requirements of the Regulatory Reform (Fire Safety) 2005 – see fire risk assessment and associated plan – ***Risk Assessment to be undertaken 7th June 2017 – report to Trustees 12th June 2017***

Manual Handling

- Manual handling risk assessments will be carried out by Rachel Quick/Nick SPencer following [guidance and documentation on Schools' PeopleNet](#).

Computers and Workstations

- Computer and workstation risk assessments will be carried out by Rachel Quick/Alex Gotte following relating to VDU use.

Hazardous Substances

- Rachel Quick/Alex Gotte will identify hazardous substances for which no generic assessment exists in the relevant Codes of Practice, relating to hazardous substances



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by Rachel Quick. This assessment cross-refers to the school's behaviour policy, positive handling policy and also Violence at work guidance.

Risk Assessment of Curriculum Activities

- Risk Assessments for curriculum activities will be carried out by relevant subject leaders and Robert Speck using [health and safety curriculum Codes of Practice](#).

Consultation with Employees

- Union-appointed safety representatives to be confirmed:
- NUT
- NASUWT
- ATL
- ASCL
- NAHT
- GMB
- UNITE
- Consultation with employees not represented by a union is provided through ACAS

Safe Plant and Equipment

- Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body
- Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretaker/site manager.
- Any problems or defects regarding plant and equipment should be reported to Alex Gotte to inform appropriate contractors

Information, Instruction and Training

- **Information and Advice**
A Health and Safety Law leaflet of rights is given to all staff
- Health and safety advice is available from the headteacher/health and safety coordinator
- Health and Safety posters will be positioned: - to be confirmed

Health and Safety Training:

Induction

Basic Health and safety induction training will be provided for all new employees and for work experience placement students by Robert Speck and Dani Wnteringham using the school induction procedures within the Safeguarding policy and staff code of conduct

Staff and governors named below have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness for Trustees/Governors: Governors (tbc) – through Norfolk Governor Support Services
- Health and Safety Management for Headteachers: Rachel Quick (to be updated as working n Academy)
- Health and Safety for Managers – Alex Gotte/Robert Speck – to be completed



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- Premises Management 1 – General: Caretaker and Rachel Quick
- Premises Management 2 – Asbestos: Rachel Quick (may require updating for new premises/Academy) - Caretaker
- Premises Management 3 – Fire Safety Risk Assessment: Rachel Quick (may require updating as above) - Caretaker
- General Risk Assessment: Caretaker – tbc

Curriculum/Subject Specific Health and Safety Training

Primary and Secondary PE and School Sport

- Risk Management in PE (primary and secondary subject leaders): Robert Speck, Rachel Quick
- Ensuring Pupils are Safe in PE (primary/secondary teachers and coaches): Robert Speck, Rachel Quick
- Norfolk PE Teaching Competence Standards (NPETCS) (primary support staff and cover supervisors): tbc
- Safe Supervision of Swimming: tbc

Occupational Risks

- First Aid at Work: Rachel Quick, Alex Gotte
- Emergency First Aid at Work: Karen Humphrey, Robert Speck
- Paediatric First Aid (for schools with children up to age 5): tbc – required for 2018 EYFS possible entry
- Moving and Handling of Disabled Pupils – Robert Speck
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: Alex Gotte
- Norfolk Steps training: September 2017 – all staff (Step On):
- Norfolk Steps – trainer training – September 2017 – staff to be identified
- Norfolk Step – Step Up training - tbc

Caretaking/Site Management

- IOSH Working Safely/Lone Working Arrangements – Rachel Quick + Caretaker tbc
- Ladder Use and Inspection: Alex Gotte + Caretaker
- Health and Safety Workshop (COSHH) : Alex Gotte and Caretaker (tbc)
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: NA
- Play Equipment/outdoor provision – Caretaker (tbc)

Health and Well-Being

- Well-Being Facilitators: Robert Speck/Dani Winteringham

Minibuses

- Norfolk County Council Minibus driver training: tbc

Training Records and Training Needs Identification

- Health and safety training records are held by: Rachel Quick – Alex Gotte
- Training needs will be identified, arranged and monitored by: Rachel Quick – Alex Gotte

Incident Reporting and Investigation

- All accidents and cases of work-related ill health involving employees (or non employees where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded on the [Norfolk County Council online incident reporting system](#) (if purchased) – purchase to be confirmed
- Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept in Main School Office, The Wherry School – next to First Aid Room
- Rachel Quick/Alex Gotte/ Robert Speck/Dani Winteringham will investigate all incidents and act on findings to prevent a recurrence.



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

First Aid

Illness or Accident

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- (a) First Aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if absolutely necessary, removed from danger.
- (b) The **SCHOOL MEDICAL ROOM** and is located off the main office, by Reception: Rachel Quick, Alex Gotte and Karen Humphrey have first aid responsibilities (FAW) but a number of teaching staff and teaching Assistants have been trained in First Aid (EFAW)
- (c) Transport to hospital. If an ambulance is required the emergency “999” service should be used. It may be appropriate in cases of a less severe nature to transport a learner to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company).
- (d) No casualty should be allowed to travel to hospital unaccompanied.

First aid kits are kept in

- staffroom
- main office
- first aid room
- visiting professional room
- Head of Primary School office
- Head of Secondary School office
- Head of Sixth Form Office
- Caretaker office
- Science Room
- Art/DT Room
- Life Skills Room
- Food Technology Room

The following employees are available to provide first aid:

- Rachel Quick – FAW
- Alex Gotte - FAW
- **Karen Humphrey – FAW (pending)**
- **Robert Speck**
- For all accidents where any person is injured causing an absence in excess of three days, the report must be forwarded immediately to the Health and Safety Executive (HSE) within seven days. For serious injuries reports must be made immediately by telephone to the Departmental Administrator for Accident Reports as all such incidents must be reported by telephone to the HSE without delay. These are the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- All first aiders, and staff directly involved with the support of children requiring an epipen are trained in the use of these.

Supporting Pupils with Medical Conditions – see also Intimate Care Policy, Procedures and arrangements (appendices attached)



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- Prescribed medication will be administered to pupils following DFE guidance regarding support for pupils with medical conditions - Rachel Quick/Alex Gotte is responsible for management of administration of medicines to pupils.

Site Security and Visitors

- All visitors must report to Alex Gotte/office staff (tbs) where they will be asked to sign the visitors book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are:

- Key/Locking suites and arrangements as specified by building contractor – details to follow regarding individual keys and door arrangements through out the school
- Playground gates to playground spaces for parents opened 8.45/3.25 by school staff

On-Site Vehicle Movements

- The risks of persons and vehicles coming into contact will be controlled by the following measures: key gained in office from Alex Gotte or office staff

Selection and Management of Contractors

- Contractors are selected using accepted guidance set out by Trust -managed by Alex Gotte/Caretaker

Management of Asbestos (new build)

- The asbestos register and asbestos management plan is held in the Main School Office/Reception
- Alex Gotte/Caretaker is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to NPS.

Educational Visits

- Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council – Educational Visits Co-ordination undertaken by Robert Speck/Rachel Quick – Administration by Alex Gotte and office staff (tbc)

Occupational

Health

Access to occupational health services (as purchased) is via referral through Alex Gotte

Emergency Procedures – Fire and Evacuation

- Escape routes are checked by Caretaker every day (see Fire Logbook requirements from Norfolk Fire and Rescue Service)
- Fire extinguishers are maintained and checked through **purchased contract annually (tbc)**, pressure checks weekly by Caretaker – see Logbook requirements)
- Alarms are tested through **purchased contract monthly**
- Emergency evacuation procedures will be tested once every term – Rachel Quick /Caretaker – see Fire Logbook Recommendations

Monitoring

- Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Caretaker/Alex Gotte and Rachel Quick – Barry Payne - Governor representative
- Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Review of Policy and Emergency Procedures

- This policy will be reviewed at least every 2 years.

Review of Emergency Procedures

- The Principal will arrange for an annual review of the emergency procedures and of the provision of first aid in the school. Where necessary he will make recommendations to the Governing Body.
- See Roles and Responsibility Schedule – reviewed annually (more frequently as required)

CONCLUSION AND REVIEW

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Principal should immediately advise the Senior Administrative Officer (Policy and Planning). If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the LA or Principal in pursuance of the Health and Safety Policy should immediately report the circumstances to the Principal. The Principal should then initiate appropriate remedial action. If it proves impossible for the Principal to resolve the matter he/she should then report the facts to the Senior Education Officer (Policy) or the Senior Administrative Officer (Policy and Planning).

- Hazardous situations should also be reported immediately and the same procedure followed.
- Suggestions by any member of staff to improve standards of health and safety are welcomed by the Principal.
- Review of the Roles and Responsibilities are undertaken at least annually

Links with other school policies:

- Curriculum subject areas: Physical Education – AFPE (Association for Physical Education guidelines)
Design Technology – including Food Preparation
Primary and Secondary Science
Art and Design
Food and Food tasting
Gardening and use of outdoor areas
Educational Visits
Geography – use of outdoor learning
Music – cleaning of instruments
Early Years Policy – care of toys and equipment

Property Management:

- Fire Orders, Emergency Evacuation Procedures
- First Aid Policy and Procedures – accident reporting; Supporting Children with Medical Conditions
- Administration of Medicines Policy – Including Asthma, Diabetes, Epilepsy
- Safeguarding Policy (full documentation)
- General Property Management Health and Safety procedures, Caretaker Manual
- Asbestos Management policy and procedures
- Water Testing arrangements – Legionella and water temperature



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

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Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

PROCEDURES AND ARRANGEMENTS INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Health and Safety Policy.

Emergency procedures including Evacuation:

Fire – In the event of a fire

- The Staff escort children from the school premises – agreed procedures to follow Risk Assessment – June 2017
- The school congregates on the playground in allocated lines.
- It is the role of the School secretary/office staff to bring copies of the registers to the field;
- Staff take the register and return these to Senior Management.
- Staff will be detailed with roles in the event of a fire such as closing doors, windows etc and contacting fire brigade.
- The school may ask, in case of inclement weather etc, permission to evacuate children to The Walter Roy Theatre, Hewett School, Norwich .
- School Parent emailsystem/contact arrangements will be put into place to arrange collection of children

Flood – in the event of a flood

- The school is evacuated as with fire to a safe point on school grounds
- If necessary the school will relocate to The Walter Roy Theatre, Hewett School Site as above.
- The school register will be taken to ensure all children are accounted for
- School Parent emailsystem/contact arrangements will be put into place to arrange collection of children

First Aid

- All children are encouraged to tell a member of staff about an accident, if they feel unwell etc.
- The children are escorted to or report to the office area
- A school first aider will deal with the problem
- All incidents which require the staff to practice some form of First Aid are recorded in the child Accident report book.
- All staff first aid is administered by Qualified First aiders
- All Staff accidents are reported in the Employee Accident Book – copies sent to County Hall etc.
- First Aiders in the school are:
 - Rachel Quick – FAW
 - Alex Gotte - FAW
 - Karen Humphrey – FAW pending
 - Robert Speck - EFAW
- * paediatric first aiders to be in place during 2017/18

Incident Reporting

- All incidents are reported to the Principal and in her absence the Vice-Principal Headteacher.
- Any incidents requiring further enquiries are referred to the Governing Body Behaviour and Safety committee group
- The Chair of Governors is informed

Bomb threats (Hoax calls) – see Appendix 8

- In case of bomb hoax, police informed
- School evacuated if considered safe, to school playground and then off-site – arrangements as with Fire evacuation
- School evacuated to Walter Roy Theatre, Hewett School site if safe
- School follows guidelines set out by Police



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- Children are evacuated from school site through use of Telephone Tree if required.

Gas leaks –

- Gas source to be isolated externally
- School evacuated using school alarm system – as with Fire arrangements
- Procedures in place to move children to Walter Roy Theatre on Hewett School site if required
- School Business Administrator to co-ordinate contact the relevant bodies, fire/police etc. if required
- School Parent emailsystem/contact arrangements will be put into place to arrange collection of children

Admin of Medicines

- See Administration of medicines policy – Alex Gotte

Training

- All staff have annual training relating to:
 - Fire procedures
 - Health and Safety reviews
 - Physical intervention/positive handling of children – as required relating to pupil specific needs
 - Staying Safe in and around the School

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Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Intimate Care Policy, Procedures and Arrangements – see Safeguarding Policy

The Wherry School is committed to ensuring that all staff responsible for intimate care of Learners and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the Learners and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against. Also that Learners who require support with toileting and changing also require this care and attention which does not embarrass or cause unnecessary stress or upset to individuals.

We recognise that there is a need for Learners and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care; discussion of the Intimate Care procedures and practices are discussed fully with parents/carers and records are kept of when intimate care intervention is required.

Definition:

Intimate care is defined as any care which involves washing, touching or carrying out a procedure that most Learners and young people carry out for themselves, but which some are unable to do. Disabled Learners and younger Learners with toileting issues may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice:

- The management of all Learners with intimate care needs will be carefully planned and fully discussed with parents and carers – records of discussions and decisions form part of the intimate care plan for the child.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice. It is best practice for the adults to always have support when toileting a child; however, this is not always practical within the classroom situation. As the Disabled toilet and the toilet used for changing Learners is situated in each of the school areas (primary, lower secondary, upper secondary), near to the head of departments offices, therefore only one adult may accompany a child, as further adult can be sought.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures.
- Where possible one Learner will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any Learner who requires intimate care in line with their preferred means of communication to discuss needs and preferences, including which adult will support them (the majority of the time). At all times the Learners will be spoken to and have the situation explained to them.
- Staff will be supported to adapt their practice in relation to the needs of individual Learners taking into account developmental changes such as the onset of puberty and menstruation.
- Learners will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any Learner requiring regular intimate care
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of Learners and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

Child Protection:

The Governors and staff of The Wherry School recognise that disabled Learners are particularly vulnerable to all forms of abuse.

- Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

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Appendix 1 – record of discussion with parents:

Intimate Care Guidance - Toileting plan discussion with parents/carers

Record of discussion with parents/carers

Learner's name:..... DoB.....

Date of meeting:.....

Persons present.....

| | Details | Action |
|---|---------|--------|
| Working towards independence, e.g. taking Learner to toilet at timed intervals, rewards | | |
| Arrangements for nappy changing, e.g. who, where, privacy | | |
| Level of assistance needed, e.g. undressing, hand washing, dressing | | |
| Moving and handling needs, e.g. equipment, training needs, hoisting equipment | | |
| Infection control, e.g. wearing gloves, nappy disposal | | |
| Sharing information, e.g. nappy rash, infection, family/cultural customs | | |
| Resources needed, e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves | | |
| Other | | |

Signed:.....

Appendix 2: Planning

Intimate Care Guidance - Intimate care checklist (preparation for plan)



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Planning for intimate care

Learner's name:..... DoB.....

Admission date.

| | Discussion | Actions |
|--|------------|---------|
| <p>Facilities</p> <p>Suitable toilet identified? Adaptations required?</p> <ul style="list-style-type: none"> • Changing table/bed • Grab rails • Step • Locker for supplies • Hot and cold water • Lever taps • Mirror at suitable height • Disposal unit/bin • Hoist • Other moving and handling equipment • Emergency alarm • Other | | |
| <p>Family provided supplies</p> <ul style="list-style-type: none"> • Nappies/pads • Catheters • Wipes • Spare clothes • Other | | |
| <p>School provided supplies</p> <ul style="list-style-type: none"> • Toilet rolls • Antiseptic cleanser • Cloths/paper towels • Soap • Disposable gloves/aprons • Disposal sacks • Urine bottles • Bowl/bucket • Milton/sterilising fluid • Other | | |



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

| | | |
|---|--|--|
| <p>Good practice</p> <ul style="list-style-type: none"> • Advice sought from Health professionals? • Moving and Handling Co-ordinator? • Parent/carer views • Learner's views • How does child communicate? • Agree use of language to be used • Preferences for gender of carer • Training required for staff? • Awareness raising for all staff • Other | | |
| <p>PE issues</p> <ul style="list-style-type: none"> • Discreet clothing required? • Privacy for changing? • Other <p>Specific advice for swimming</p> <ul style="list-style-type: none"> • From parents/carers • From Health professionals • Moving and Handling Co-ordinator | | |
| <p>Support</p> <p>Designated staff Back-up staff Training for back-up staff Transport School visits After school clubs</p> <p>Toilet management/intimate care plan to be prepared</p> <ul style="list-style-type: none"> • By whom • When • To be reviewed when | | |



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Appendix 3 – Permission

Intimate Care Guidance - Permission form

Permission for school to provide intimate care

Learner's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....

.....

.....

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I//We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Appendix 5 – Disability Discrimination and Intimate Care – linked to Equalities Policy

Disability Discrimination Legislation

The Disability Discrimination Act provides protection for anyone who has a ‘physical or mental impairment that has a substantial, long term and adverse effect on his/her ability to carry out normal day to day activities’.

Disabled Learners in schools will include those with Cerebral Palsy, Muscular Dystrophy, Downs Syndrome, Epilepsy, Diabetes, visual and hearing impairments, ADHD, Autistic Spectrum Disorder, gross obesity and HIV/AIDS amongst many others. Some of these disabled Learners and young people will have delayed continence as a result of their condition, or may never be able to attain continence.

Schools have a responsibility to meet the needs of Learners with delayed personal development in the same way that they would meet the needs of Learners with delayed development in any other area.

Disabled Learners should not be excluded from any activity due to incontinence, sent home to change, or parents expected to attend school to deal with toileting needs.

A disabled child must not be put at a substantial disadvantage compared with his non-disabled peers, and the school has a legal duty to make reasonable adjustments to ensure less favourable treatment does not occur.

The Disability Equality Duty requires schools to promote positive attitudes towards, and eliminate harassment of disabled people. Establishing good practice in intimate care procedures will help a school meet its duties in these and other areas of the Duty.

An admission policy that sets a blanket requirement for continence, or any other aspect of development, for all Learners is discriminatory. Schools should be reviewing all policies and practices to ensure compliance with the law.

Body Fluid Spillage

Introduction

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and Learners should practice good personal hygiene and be aware of the procedure for dealing with body spillages. This information is to be used in conjunction with Public Health England: Guidance on infection control in schools and other childcare settings (September 2014).

There are Body Fluid Disposal Kits available at The Wherry School main office, in the First Aid Room and in the Disabled Toilets

Staff are advised to contact the School administrator or Caretaker, so that s/he can arrange to help to clean the area appropriately, but the initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident:

Body Fluid Spillage Clean-Up Procedure:

1. Cordon off the area until clean-up is completed.
2. Put on disposable gloves and relevant PPE (apron) from the nearest First Aid kit.
3. Place absorbent towels over the affected area and allow the spill to absorb.
4. Wipe up the spill using these and then place in a bin (which has a bin liner).
5. Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.
6. If a Body Fluid Disposal Kit is available then the instructions for use should be followed. If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin bag or double bagged and put in an outside bin.
7. If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.
8. The area must be cleaned with disinfectant following the manufacturer's instructions.
9. An appropriate hazard sign needs to be put by the affected area.

26



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

10. The area should be ventilated and left to dry.

11. All reusable cleaning equipment needs to be appropriately disinfected according to the manufacturer's instructions.

12. Anyone involved in cleaning up the spillage must wash their hands.

Please note that:

- The bin that has had the soiled paper towels put in needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- Any article of clothing that has been contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in the clinical waste bin (yellow bag). If not available then the gloves being used needs to be taken off inside out so that the soiled item is contained within them. This can be placed in a sanitary waste disposal bin, which is regularly emptied.

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Appendix 6

Fire and Emergency Procedures – see Fire Risk Assessment and Fire Orders/Emergency and Evacuation procedures

It is the duty of all members of staff to carry out the procedures as set out in the “The Wherry School- Fire Orders and Emergency Procedures and Evacuation Policy Document,” prepared by the Principal and approved by School Governors: which has been issued to all Staff.

To be completed after Fire Risk Assessment and plan completed June 7th – 12th 2017

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Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Appendix 7: Risk Assessment - Food Safety and Food Preparation

| Hazard | Who could be harmed | Risk level | Precautions and control measures |
|--|---------------------|----------------|--|
| Tripping, falling and slipping | Staff and Learners | Medium | <ol style="list-style-type: none"> 1. Floor to be dry and cleaned of food and other matter likely to cause slipping. 2. Cooking area access only to Learners engaged in the activity and who are under strict supervision. 3. Running, jumping and pushing to be strictly prohibited. 4. Wheelchairs and people who are restricted movement to be carefully positioned. 5. Table heights to be appropriate to Learner height. 6. Learners never to sit stand or kneel on chairs or stools. |
| Food contamination caused by clothing | Staff and Learners | Low | <ol style="list-style-type: none"> 1. All participants to wear a clean apron reserved solely for food preparation – rolled up sleeves 2. Staff/Learners PVC - coated aprons cleaned with hot, soapy water before and after use. 3. Aprons put on only in the cooking area and removed when leaving it for any purpose. 4. Long sleeves to be rolled up, and scarves and other accessories (except for religious head scarf) to be removed. |
| Food contamination caused by hair, nail polish, rings and bacteria on hands. | Staff and Learners | Low | <ol style="list-style-type: none"> 1. Long / medium length hair to fastened back using bands and clips; and wisps to be secured away from face. 2. Prior to food handling, hands to be washed, using hot water and soap and dried with paper towels. |
| Food contamination caused by cuts, sores, boils and dressings. | Staff and Learners | Low to medium | <ol style="list-style-type: none"> 1. Blue plasters used to cover cuts and sores. 2. More extensive existing injuries must be covered with vinyl or latex (plasters or gloves). |
| Food contamination caused by bacteria spread by illness | Staff and Learners | Low to medium | <ol style="list-style-type: none"> 1. No participant feeling sick or unwell to be permitted to enter the cooking area. 2. No participant suffering or recently recovered from sickness, diarrhoea to be permitted to enter the cooking area. |
| Food contamination caused by bacteria from equipment and / or surfaces | Staff and Learners | Low and medium | <ol style="list-style-type: none"> 1. Surfaces to be wiped with a disposable cloth retained solely for the purpose. 2. No outdoor / indoor clothing, bags, brief cases, files, books or boxes to be placed on cooking surface. 3. Cooked raw ingredients to be kept separated, both in storage and in preparation. 4. Equipment to be hot washed to remove all food particles and thoroughly dried before storage. 5. Chopping boards and especially plastic bowls to be scrubbed with hot water, detergent and air dried. 6. Food, cleaning agents and cloths including tea towels never to be stored with equipment. |
| | Staff and Learners | Low to medium | <ol style="list-style-type: none"> 1. All foods to be covered to prevent cross contamination. 2. Dry goods to be stored in sealed containers and in a clean, dry designated area well away from cleaning agents, paints, stationary and other potential contaminants. |
| Food contamination contracted through soil or other growing medium. | Staff and Learners | Low to medium | <ol style="list-style-type: none"> 1. Cooking aprons never to be worn when picking or harvesting produce. 2. Hands to be washed thoroughly after picking, harvesting and washing produce. 3. Soil and other growing media to be removed by washing prior to food preparation. 4. Open wounds to be covered prior to handling soil covered produce. |



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

| | | | |
|--|--------------------|----------------|--|
| Food contamination contracted through waste on table, in bins or on the floor. | Staff and Learners | Low to medium | <ol style="list-style-type: none"> 1. Waste bins to be lined, full bags to be tied and sealed and disposed of promptly. 2. Food waste bins to be washed and disinfected immediately after emptying. 3. Accidental spillages of food to be wiped, swept or vacuumed, and the floor washed before and after (never during) cooking activities. 4. Bags and outdoor clothing never to be placed on work surfaces. |
| Reactions to food, allergic or intolerance | Staff and Learners | Medium to high | <ol style="list-style-type: none"> 1. All adults, Learners and visitors to provide detailed information on any known or suspected allergies or intolerance to food stuffs or cleaning agents. 2. Alternative foodstuffs may be available for any Learners with food allergies or intolerances. In some cases, it may be deemed necessary to exclude certain ingredients from the recipes or, in extreme cases, to exclude the participant from the cooking activity – alternative cooking opportunities sought – see allergy lists in HT office. |
| Dangers from heat, fire and electrical hazards | Staff and Learners | Low to medium | <ol style="list-style-type: none"> 1. Flammable materials not to be stored or situated close to cookers. 2. Cooker or hob and over to be operated only by adult in charge. 3. Emergency evacuation procedure to be in place and understood by all participants. 4. Emergency exits to be kept clear or obstruction - free at all times. 5. A fire blanket and suitable fire extinguishers to be available at all times. 6. Electrical equipment must be certified for safe use by an authorised person or body. |
| Burns from ovens, equipment liquids or food stuffs | Staff and Learners | Low to medium | <ol style="list-style-type: none"> 1. Oven gloves to be used to carry hot food pans / tins. 2. Pan handles turned inwards but not over hot hobs. 3. Adults only to carry hot liquids. Care where Learners stir serve hot liquids. 4. Hot food and liquids never to be unattended and always placed out of reach. 5. Learners to be kept well away from cookers and ovens. |
| Cuts from knives and other equipment including graters | Staff and Learners | Medium | <ol style="list-style-type: none"> 1. All sharp knives and other sharp equipment (eg. skewers) to be stored in an appropriate place when not in use – in staffroom 2. Knives to be counted out and in. Sharp knives never to be left out during set up preparation, in readiness for lesson or after use. 3. Appropriate type and size of knives to be selected for age of Learners. 4. Bridge and claw safe cutting techniques to be taught and supervised. 5. Personal Behaviour plans to be considered when using knives – see Principal RQ. 6. Learners to be supervised at all times during all cooking activities. |
| Cuts or injury from electrical processors and blenders including hand blenders | Staff and Learners | Medium | <ol style="list-style-type: none"> 1. Learners never to be permitted to handle or operate this type of equipment unsupervised – blenders/smoothie makers require adult to operate. 2. Equipment to be used only by competent adults and only following reading of appliance instruction handbook. |
| Choking on small pieces of food or inhalation of small ingredients | Chiefly Learners | Medium | <ol style="list-style-type: none"> 1. Tasting sessions of small pieces of fruit or other small ingredients to be conducted in a calm, unhurried manner and supervised. 2. Learners to be encouraged to follow adult guidance on tasting and eating slow. 3. Learners never to eat foods from cupped hand with head thrown back. 4. Learners to taste and eat food only at the invitation of the adult in charge. |



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

Appendix 8 – Procedures for dealing with Bomb Alert/Hoax Policy

In the event of a bomb or hoax telephone call please follow the procedures set out below wherever possible.

- (1) Threatening telephone call received and all of the following information is received:
 - (a) Time the device will go off
 - (b) Exact location
 - (c) Reference number
 - (d) Type of device
- (2) Sound fire alarm and begin to evacuate the building using routes, which if possible avoid the location. Go to the Fire Assembly Points or if too close to the building a place designated by the Senior Leader in charge – see evacuation procedures (use of Walter Roy Theatre, Hewett School Site)
- (3) Inform Police by 999 call.
- (4) Pupils to evacuate as per the fire alarm protocols. The Cloakrooms are not to be visited.
- (5) Staff, if possible, to evacuate with First Aid Kit to include inhalers etc.



Health and Safety (Including First aid, Intimate Care and Bodily Fluids)

The Wherry School
Bomb Call Telephone Procedure
To be kept by the telephone

| | |
|--|---|
| Date of call: | Time of call; |
| Called taken by: | Record number if shown on telephone: |
| Record the exact language of the threat if possible (accent, speech (slurred, drunk) aggressive, any speech impediment. | |
| Did they give a code word? | |
| Are they Male/Female? | |
| Young or older sounding voice? | |
| Background noise? Music, talk, machinery, pub, office, outside, traffic, children, trains etc. | |
| Any other thoughts or details you pick up | |

Ask the caller

| | |
|----------------------------------|--|
| When will it explode? | |
| How many bombs are there? | |
| Where is it? | |
| What does it look like? | |
| Why are you doing this? | |
| Who are you? | |
| Where are you? | |