



The King's (The Cathedral) School

Health & Safety Policy

Responsibility:	Chief Financial Officer
Ratified By:	Governing Body
Date Reviewed:	January 2023
Next Review Date:	January 2025

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## **Health & Safety Policy**

1. Whilst direct reference is made throughout this document to The Health & Safety at Work Act 1974, all associated and subsequent legislation shall be deemed to be referred to, wherever relevant, including but not limited to:
  - i) Health and Safety at Work Act 1974.
  - ii) The Management of Health & Safety at Work Regulations 1999
  - iii) The Workplace (Health, Safety & Welfare) Regulations 1992
  - iv) The Provision and Use of Work Equipment Regulations 1998
  - v) The Personal Protective Equipment at Work Regulations 1992
  - vi) The Manual Handling Operations Regulations 1992
  - vii) The Health & Safety (Display Screen Equipment) Regulations 1992
  - viii) The Employers' Liability (Compulsory Insurance) Act 1969
  - ix) The Occupiers' Liability Act 1957 (amended 1984)
  - x) The Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice (revised and updated 2008)
  - xi) The Regulatory Reform (Fire Safety) Order 2005.
  - xii) The Working at Height Regulations 2005.
  - xiii) The Control of Asbestos Regulations 2012.
  - xiv) The King's School Facilities Safety and Procedures Code 2011
  - xv) Control of Substance Hazardous to Health Regulations 2002
2. Statement of General Policy with Respect to Health and Safety
  - 2.1 The health and safety at work of all teaching staff, other employees, students and visitors is of prime importance to the School and it is recognised that in order to achieve and maintain the high standards required, the Board of Governors, SLT and Staff must all be aware of, and accept, their respective responsibilities.
  - 2.2 The School, through the organisational arrangements detailed, will take all practicable steps to ensure the health and safety of all individuals whilst they are on the School premises and, in particular, provide:
    - A healthy and safe environment, and safe systems of work
    - Safe plant, machinery and equipment
    - Adequate information, instruction, training and supervision to ensure health and safety at work
    - Safe storage of all inherently dangerous materials and substances
    - First Aid facilities to assess any injuries which occur on School premises, and other ailments, and deal with them appropriately
    - Effective procedures for the evacuation of the premises in the event of an emergency
  - 2.3 Joint consultative arrangements will be encouraged to check the effectiveness of health and safety measures within the School.
  - 2.4 Co-operation is required from everyone to enable the School to comply with all statutory requirements. Nobody may misuse or interfere with anything provided in the interests of health and safety.

Signed: Chair of Governors

Signed: Headteacher

Date Last Reviewed: January 2022 Next review: February 2024

### **3. Policy Implementation**

To implement the Health and Safety Policy the School will:

- 3.1 Ensure that all teaching staff and other employees are trained and competent to perform their duties, without risk to the health and safety of themselves or others.
- 3.2 Inform all teaching staff and other employees of their rights and legal obligations in connection with health and safety at work, and actively encourage the adoption of safe working practices.
- 3.3 Provide conditions of work in compliance with, or improving on, statutory requirements.
- 3.4 Provide detailed guidance on health and safety at work and fire prevention to enable the Board of Governors and every member of staff to fulfil their responsibilities.
- 3.5 Establish, practice and maintain effective means of preventing fire, emergency evacuation and contingency plans for dealing with other major hazards, which may arise.
- 3.6 Provide and maintain statutory First Aid facilities within the School.
- 3.7 Issue general and specific safety procedures for the information, instruction, training and such supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of all persons on School premises.
- 3.8 Inform and ensure that all contractors, visitors and others follow School safety procedures and actively encourage the adoption of safe working practices.
- 3.9 Issue, maintain and control the usage of personal protective equipment appropriate to specific risks.
- 3.10 Ensure that a high standard of housekeeping is maintained.
- 3.11 Require:
  - a. Detailed reporting and investigation of all accidents and dangerous occurrences to persons and / or property in order to prevent a recurrence.
  - b. Liaison with the Health and Safety Executive, the Health and Safety Services Manager of Peterborough City Council and other official bodies, with the aim of improving all aspects of health and safety at work.
- 3.12 Set up a Health and Safety Committee with joint consultative arrangements, to check the effectiveness of health and safety measures within the School.
- 3.13 Ensure that students receive appropriate information and training on matters that effect their, and others', health and safety and welfare.

### **4. Individual Health and Safety Responsibilities of Management and Others**

#### **4.1 Headteacher**

The Headteacher has overall responsibility for ensuring that the School complies with Health and Safety legislation through an up-to-date policy, and organisational arrangements to carry it out. To ensure this, the Headteacher will:

- a. Ensure the effectiveness of the Health and Safety Policy through the necessary organisation and clear line of communication for each and every person to be aware, not only of his / her own responsibilities, but also of the person to whom he / she should report in matters of health and safety.
- b. Eradicate or minimise, through the School's reporting/recording and managerial procedures, major risks / hazards to people and/or to/from machinery and property etc. within the School.
- c. Ensure that risks incurred, through the activities of the School, to contractors, visitors or the public are kept to a minimum.
- d. Ensure that all accidents / injuries and dangerous occurrences are duly recorded according to Regulations and the Health and Safety Executive and / or other bodies and are notified in cases of lost time injuries / dangerous occurrences or other hazardous circumstances, as prescribed by legislation.
- e. Ensure that liability is covered by appropriate and adequate insurance, as required by law.

## **4.2 Safety Officer (SLT)**

### **a. Working Environment**

Provides, through efficient and effective management, a working environment, so far as is reasonably practicable, that is safe and without risk to health, and is adequate as regards facilities and arrangements for the welfare of all who attend the School premises.

### **b. First Aid**

- (1) Ensures adequate First Aid cover and supervises the provision of First Aid training and retraining.
- (2) Ensures that everyone is aware of the existing provisions for First Aid cover / treatment and accident / injuries arrangements, as they apply at any time on the School premises.

### **c. Records**

- (1) Maintains, or has access to, general personnel training and/or other records as may be necessary, or relevant, to meet the requirements of appropriate health and safety legislation.
- (2) Regularly reviews the School's arrangements and safe working procedures to ensure that all grades of teaching, other staff and contractors are properly informed, instructed, trained and supervised, as necessary.
- (3) Ensures that all accidents / injuries and dangerous occurrences are, or have been, investigated and duly recorded / reported according to school procedure.
- (4) Maintains Health and Safety records and registers, as required by legislation and / or the School.
- (5) Ensures that at a whole-school level a high standard of housekeeping is maintained.

### **d. Fire Precautions**

- (1) Ensures that all fire extinguishing equipment is regularly checked and maintained and kept ready, in designated positions, for use in an emergency.
- (2) Ensures all fire doors and accesses are kept and maintained in good repair.
- (3) Ensures the free access to all fire extinguishing equipment and that fire doors and accesses are kept free from obstruction.
- (4) Ensures that all teaching and other staff are fully trained in fire precaution and evacuation procedures.

e. Risk Assessments

- (1) Ensures that Heads of Departments carry out Risk Assessments on at least an annual basis.
- (2) Ensures that a Risk Assessment is carried out in areas that are not allocated to specific Departments.
- (3) Ensures that the Fire Risk Assessment for the school is carried out and reviewed regularly in accordance with regulations.

f. Termly Check

Carries out a regular formal physical check of the School, by walking the site.

g. Safe Working Practices

Maintains the School's Facilities Safety and Procedures Code in line with current legislation and the School's requirements for a safe working environment for Premises staff and contractors.

- h. Reviews at least annually, on behalf of the Headteacher, all summary accident /injury / near miss reports and statistics and initiates, or instigates, action to eliminate or reduce unfavourable trends.

#### **4.3 Head of Department**

a. Suppliers

Ensure, in conjunction with the Headteacher, that any supplier of any article, substance, material or machinery / equipment etc. for use in the workplace provides:

- (1) A product that is safe and without risk to health, when properly used.
- (2) Adequate information about the conditions for use.

b. Safe Systems of Work

- (1) Ensure, in conjunction with the Headteacher, that all systems, machinery and plant are planned, installed and maintained in a safe condition.
- (2) Ensure that all grades of teaching and other staff are given such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, their competent and safe usage of any product, plant, machinery etc. provided or authorised by the School in their areas.
- (3) Ensure that all grades of teaching and other staff are fully trained in appropriate safe systems of work.
- (4) Ensure that regular inspections of the workplace are made and recorded.
- (5) Ensure that Risk Assessments are carried out in their areas annually, and at any time of significant change within the Department.
- (6) Ensure that Schemes of Work detail any necessary Health and Safety precautions required by any activity.
- (7) Ensure that appropriate action is taken with regard to any of their staff who fail to carry out health and safety duty assigned to them, for which they have received appropriate training, instruction, or endanger any of their colleagues/pupils through their acts or omissions.

c. Plant / Machinery / Equipment.

- (1) Ensure that where appropriate all machines and equipment etc. are fitted with guards and check regularly other safety devices in compliance with statutory regulations and safe working practices at least annually.
- (2) Instigates prompt action to isolate unsafe plant or machinery or equipment etc. and ensures that it is not used until it has been made safe for use, by a competent / authorised person.

(3) Ensure that all Departmental equipment is serviced and tested in line with legislation.

d. Personal Protective Equipment.

Issue, maintain and control the usage of personal protective equipment, appropriate to specific risks, to all grades of teaching and other staff.

#### **4.4 Teaching and Other Staff**

- a. Must be provided with such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the competent and safe usage of any product, plant, machinery etc., which they may use in their places of work.
- b. Must be fully trained in safe systems of work and the provisions of the Health and Safety Policy, including fire prevention and precautions.
- c. Must ensure that a high standard of housekeeping is maintained.
- d. Wear and maintain in good state, appropriate protective equipment provided by the School.
- e. Should be aware of the provisions for First Aid cover and treatment and reporting accident and injuries.
- f. Have a duty to co-operate with the management of the School to enable the School to fulfil its legal responsibilities.
- g. Have a duty not to interfere intentionally or recklessly with or misuse anything provided in pursuance of any of the relevant statutory provisions of safety legislation.
- h. Must include in their lesson plans any necessary Health and Safety precautions specified by the Heads of Departments in Schemes of Learning.
- i. Report to their Heads of Departments any inadequacies in any safety procedures or if they are expected to undertake a work activity for which they are not adequately trained, qualified or equipped.

### **5. General Practice and Procedures**

#### **5.1 Pedestrians**

Confined areas within and around the premises can be hazardous, therefore pedestrians must:

- a. Always walk and keep to designated access routes, wherever possible.
- b. Keep out of the way of all vehicles and respond to their warning signals, especially when walking around blind corners / entrances.
- c. Annual revision of walking protocols for PE / Sport, Sports Day and Cathedral.

#### **5.2 Vehicle Users**

Vehicle users must:

- a. Drive with great care and consideration for student movement, and drive at 5 mph whilst on the School site.

- b. Never park such as to impede emergency egress routes.
- c. Never park such as to impede access for emergency services vehicles.

### **5.3 Housekeeping**

Clutter, obstruction and spillages are symptoms of carelessness, which usually lead to accidents and personal injuries, therefore:

- a. Keep the classroom and other School areas clean and tidy and ensure that all passageways and fire access routes are kept free from obstructions.
- b. Materials or equipment must not be stacked in areas that will impede free access to fire points, fire extinguishers / hoses / buckets or to the fire alarms.
- c. Fire doors must be kept shut and not jammed open. Any defect in any fire door, or in its operation, must be reported to the Safety Officer / Premises staff without delay.
- d. Spillage of hazardous materials / substances should be safely contained, pending emergency arrangements being implemented. Non-hazardous substances should be mopped up and safely disposed of. Laboratory prep rooms should have spillage kits appropriate to their use.
- e. Damage to walls, floors or machinery or materials should be reported to the Head of Department / premises team.

### **5.4 Machinery/Equipment**

- a. All machinery / equipment with dangerous moving parts must be securely guarded.
- b. Approved micro-switches that have been fitted to machinery or equipment must never be tampered with, or over-ridden, in any way.
- c. All machinery / equipment must only be operated by using the proper Start / Stop controls. All emergency stop buttons to be tested annually.
- d. Guards must be safely secured in position before any mechanised equipment is put into motion.
- e. Any defects or difficulties with any machinery / equipment must be reported to a competent and authorised person immediately.
- f. The School shall have the lifts, the hoist and all boilers, ventilation equipment and engineering plant tested and serviced in accordance with manufacturers' recommendations.

### **5.5 Qualified Persons**

Only trained and qualified persons may carry out tasks approved by the School.

Authorised safe working procedures must always be adhered to, so that neither the qualified person, nor any other person in the vicinity of machinery, or in a hazardous area, is exposed to unnecessary risk or harm.

### **5.6 Health and Hygiene**

- a. Loose fitting or torn clothing that could catch in moving machinery, on furniture, wooden pallets or filing cabinets etc. must not be worn at work.



- b. Large rings I jewellery I necklaces must not be worn by persons who work on, or in the vicinity of, moving machinery I equipment.
- c. Any person with long hair who works in the vicinity of food, or moving machinery / equipment; or who works in workshops or laboratories must keep his I her hair securely tied back whilst at work.
- d. Suitable protective equipment, where issued for designated work, should always be worn by the persons concerned.
- e. Washing facilities are provided and should be used before taking meal breaks.

## **5.7 Accidents / Incidents / First Aid**

- a. Every member of staff must know the procedure for seeking, or summoning, treatment for First Aid.
- b. First Aid / medical treatment must be sought from a suitably-qualified, or nominated person, for all injuries, however small, minor or trivial they may seem to the injured person and / or others.
- c. Details of all injuries incurred on School premises must be reported and recorded in the Accident Log at the time of First Aid treatment.
- d. The Headteacher must be informed, as soon as is reasonably possible, of any accident, injury near-miss or dangerous occurrence. The Headteacher must also be notified of any serious incident in which damage has been caused to personal, School or visitors' property.
- e. The policy on administration of medications is a separate policy document.

## **5.8 Evacuation Procedures**

Everyone must be trained In the School Evacuation Procedures.

Evacuation Procedures are detailed in a separate document.

## **5.9 Visitors**

All visitors must book in at Reception and be informed of the School Evacuation Procedures. Where appropriate, visitors will need supervision.

In the event of an evacuation, a member of staff who is hosting a visitor shall be responsible for ensuring that the visitor is escorted off the premises to the Assembly Point. The visitor's name is to be given to the person in charge at the Assembly Point, for inclusion in the Roll Call.

## **5.10 Fire Fighting Equipment**

- a. All members of staff must know where all fire points, alarms, exits, and extinguishers are situated in the areas where they work.
- b. All members of staff must be aware of and trained in the correct use of fire extinguishers.
- c. Any member of staff may use a fire extinguisher in any fire incident that does not involve a high risk of personal injury. IF IN DOUBT, EVACUATE.
- d. All such incidents must be reported to the Headteacher as soon as possible.

- e. An evacuation practice will take place at least once per school year and where possible more than once.

### **5.11 Fire Precautions**

- a. All school, and any other special, fire regulations must be observed by all teaching and other staff, contractors' staff and visitors.
- b. All flammable substances / liquids / materials must be stored, handled and used in accordance with statutory regulations, manufacturers' / suppliers' instructions and the School's safe working procedures, and log of these kept in Front Reception and by Site Manager.
- c. Flammable or hazardous substances must be safely disposed of in the containers / bins provided by the School.

### **5.12 Bomb Alerts**

In the event of a requirement to evacuate the premises in the event of a suspicious package or a warning, the School EMP is to be followed.

## **6. Detailed Responsibilities**

6.1 All members of the School will undertake and discharge their responsibilities within the context of the Health and Safety at Work etc. Act 1974 and the Governors' Health and Safety Policy for The King's School.

6.2 The King's School works with the Health and Safety Services Manager of Peterborough City Council for the provision of Health and Safety advice. In general terms, the service encompasses:

- Advice on all aspects of health and safety legislation.
- Practical guidance on compliance.
- Suitable and appropriate documentation on health and safety policies and procedures including stress management in the educational environment.
- Advice on risk identification and management.
- Access to corporate health and safety support service.
- Liaison with enforcement agencies.
- Advice and liaison concerning the functions of Safety Representatives.
- Advice on, and appropriate support for, health and safety training.

### **6.3 School Responsibilities**

#### **a. Headteacher**

The Headteacher is responsible for:

- (1) The implementation of the School's duties within the School Health and Safety Policy.
- (2) Organising and supervising an effective line-management system with appropriate delegation to ensure:
  - (i) That the establishment is so organised that there is no unacceptable risk to employees, students, contractors, members of the public and property.
  - (ii) That defective equipment and other hazards are reported and dealt with.
  - (iii) There is full co-operation with local bodies in the discharge of mutual responsibilities.

**b. Deputy Headteacher**

In the absence of the Headteacher, the above responsibilities will be discharged by the Deputy Headteachers. The Deputy Headteacher (Pastoral) is also responsible for:

- (1) Putting in place arrangements for School trips with regard to Health, Safety, Insurance, Indemnity and liaison with parents, to be followed by all staff.
- (2) Evacuation Procedures. Reviews at least annually the effectiveness of the School's evacuation procedures.

**c. Safety Officer (SLT) or other designated member(s) of staff are responsible for:**

- (1) Reporting all defective equipment, plant, premises and hazards associated with the working environment and to take corrective action accordingly.
- (2) Ensuring that information which is relevant to the employers' safety, health and welfare responsibilities is readily available and to ensure that all staff are properly briefed.
- (3) Overseeing that appropriate records and reports are kept and see that abstracts are posted where appropriate.
- (4) Overseeing the maintenance, (Premises Manager), licensing and insurance of the School minibuses (CFO). Supervising their safe use and organising appropriate training of staff.
- (5) Liaising with the Fire Safety Officer to ensure the School Fire Safety Procedures are appropriate and reporting recommendations of the Fire Safety Officer to the Headteacher, so that they may be implemented (Premises Manager).
- (6) Liaising with the Deputy Headteacher (CPD) and Heads of Department, with regard to appropriate staff training in Health and Safety.
- (7) Ensuring appropriate medical information about pupils is shared with the appropriate staff Deputy Head (Pastoral)
- (8) Ensuring there are sufficient members of staff trained and qualified in First Aid.
- (9) Reviewing annually the records of accidents in school and the School Accident Procedure.
- (10) Monitoring and co-ordinating staff CPD with regard to Health and Safety (Deputy Head (CPD)).
- (11) Monitoring new teaching staff qualifications and training in Health and Safety, and ensuring that training records are updated as appropriate.
- (12) Supervising the work of Pupil Reception and the administration of medicines. (SLT Link).
- (13) Liaising with appropriate Welfare Agencies (PSO's/SENCO/HOD, as appropriate).
- (14) Making appropriate arrangements for staff training in dealing with children with Special medical needs. (SENCO)

**d. The Pupil Receptionist**

The Pupil Receptionist is responsible for:

- (1) First Aid on the School premises and administering it during working hours.
- (2) Reporting accidents and completing appropriate accident reports and processing these as required.

**e. The Reprographics Technician**

The Reprographics Technician is responsible for Health and Safety arrangements for the Lighting Room in the Main Hall, including sound and lighting equipment.

**f. Head of Department (Drama)**

The Head of Department (Drama) is responsible for Health and Safety arrangements for the Drama Workshop, including sound and lighting equipment.

**g. The School Librarian**

The School Librarian is responsible for Health and Safety arrangements within the School Library/ Resources Centre and liaising as appropriate over the maintenance of all the equipment therein to the approved standard.

**h. Head of Department (PE)**

The Head of Department (PE) is responsible for implementing Health and Safety Policy in the Sports Hall, at the School Sports Fields and Pavilion and sports trips away from the School.

**i. Premises Manager**

Arranging Portable Appliance Testing (PAT) in accordance with IEEE recommended guidelines.

**j. Premises and Cleaning Staff**

To check for defective and / or potentially dangerous furniture and equipment, glass / syringes etc., and report any matters for concern to the Premises Manager.

**k. Leaders of School Parties**

Leaders of School parties are responsible for:

- (1) For the Health and Safety of other staff and students, within the Board of Governors' School Visit guidelines and Statutory Orders.
- (2) Obtaining clearance for their intended trip from the Headteacher, and providing full details to the Educational Visits Co-ordinator.
- (3) Providing a nominal roll and contact details to the Educational Visits Coordinator before departure and to report to the EVC any Health and Safety issues on the group's return.
- (4) To complete the School's 'Visits' procedures in conjunction with the Educational Visits Coordinator (see below).

**l. Educational Visits Coordinator**

Putting in place arrangements for School trips with regard to Health, Safety, Insurance, Indemnity and liaison with parents, to be followed by all staff. Use of Evolve or other software as and when appropriate.

**m. Staff responsible for Outdoor Education Activities**

To be responsible with regard to the School Outdoor Education Programme for the implementation of the Governors' School Visit guidelines during Outdoor Education activities.

**n. Heads of Departments are responsible for:**

- (1) Instituting and implementing an appropriate Departmental policy on Health and Safety which takes full cognisance of DFE guidelines, requirements, Codes of Practice and the School's Health and Safety Policy. This policy must appear in Department Handbooks.
- (2) Reporting defective equipment, furniture and hazards within their Department to the Premises Manager.
- (3) Organising work within their Department so that it is carried out without unacceptable risk to staff and students; highlighting risks in Schemes of Learning
- (4) Ensuring protective clothing or equipment is used properly within their Department.
- (5) Reporting accidents and following the School Accident Procedure.

- (6) Liaising with the Assistant Headteacher (CPD) and Safety Officer regarding training requirements of members of their Department with regard to Health and Safety.
- (7) Delegating specific and identified duties, as necessary, to members of their Curriculum Area in regard to Health and Safety.
- (8) Annual return of departmental risk assessment.

o. Members of Staff

Members of staff are:

- 1. To be familiar with Department and School Policies on Health and Safety and to implement them, including them in lesson-planning, when required.
  - 2. To take special responsibility for particular areas of the School premises, as directed from time to time, and to report any hazard or defect to the Premises Manager, as soon as it arises.
  - 3. To carry out any agreed and delegated responsibility for Health and Safety and acknowledge their duties by signing the Policy Document annually. This may be signed in conjunction with other policy documents.
  - 4. To undertake all necessary Health and Safety training.
  - 5. To report hazards and make suggestions for the improvement of Health and Safety.
  - 6. To take responsibility for the safety of any students in their charge whether in classroom, laboratory or workshop or in any other internal or external part of the School premises. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers (s) he cannot accept this responsibility, (s) he should discuss the matter with the Headteacher before allowing practical work to take place. Staff must ensure that they and their students wear appropriate safety clothing and equipment, where required.
- p. First Aiders are responsible for administering first aid. All staff are responsible for the correct reporting of any incident involving the need for first aid.
- q. Health and Safety Committee

The School Health and Safety Committee will be an advisory body to the Board of Governors. Its members will not be charged with any specific collective responsibility other than to act in a responsible manner. Within this context, the Committee is to:

- (1) Meet, as appropriate, with one H & S (meeting) per term.
- (2) To receive verbal reports from the Headteacher, the Safety Officer (Chair) and members.
- (3) To make recommendations for improving Health and Safety, which are referred on as appropriate, and recorded by the Safety Officer.
- (4) Membership should include representatives of all Departments; and will be chaired by the Safety Officer.
- (5) Report to the Board of Governors' Personnel Committee.

## **APPENDIX A**

### **MEDICAL PROCEDURES MANUAL**

1. The procedures detailed below define all medical practice in The King's School and are to be followed completely. Where a procedure is considered inappropriate in the light of medical developments elsewhere, the attention of the Safety Officer should be drawn to the matter but the original procedure must be followed until a procedural amendment is published.

### **MEDICAL ROOM PROCEDURES**

2. All essential information and medical stock must be rotated to ensure that all holdings are within expiry dates. Expired dressings may be clearly labelled as out of date and used for cold compresses /ice packs only.
3. Working surfaces within the Medical Room are to be regularly washed with detergent and water, contaminated surfaces should first be washed with Milton solution.
4. Needles, syringes, scalpels etc. should be locked away at all times and should be disposed of after use in a 'sharps' container.
5. Posters are to be appropriate for their purpose, i.e. either informative / educational will be rotated according to current health issues, as advised by the local Health Education Clinic.
6. Soap will be provided in dispenser form, not bar form.
7. Mops and buckets are not to be stored in the Medical Room but, if used, are to be thoroughly washed and disinfected before being returned to cleaning equipment stores. They are to be clearly labelled "For use in the Medical Room only".
8. Items located in the Medical Room will be appropriate to the room and to their purpose, as will the usage of the room. Personnel are not to enter the Medical Room at any time unless so required by specific duty.
9. Food and drink are not to be kept in the Medical Room refrigerator, which is for the storage of medicines requiring refrigeration, and ice-packs.
10. Antiseptic solution should not be held in the Medical Room for use on wounds, only for cleaning up spillages of body substances.

### **FIRST AID PROCEDURES**

11. Posters indicating personnel qualified in First Aid will be exhibited in appropriate locations throughout the School and will be regularly reviewed for accuracy; they will include the names of key-holders for the medical cabinets and cupboards.
12. First Aid boxes, including those in locations remote from the Medical Room (such as at games fields and in minibuses) must be checked and restocked each half term. Each First Aid box will have a list of contents; such contents shall always include a phial of sterile eye and wound solution.

### **TRAINING / QUALIFICATIONS**

13. Training is available for all staff by negotiation with the Assistant Headteacher (CPD). This shall include appropriate training in First Aid and appropriate professional development.
14. The Safety Officer will monitor the currency of qualification and sufficiency of personnel qualified in First Aid.

## **MISCELLANEOUS**

15. Complete incident and accident reporting records will be maintained, using the officially designated paperwork.

## **APPENDIX B**

### **POLICY FOR CALLING FOR FIRST AID IN SCHOOL**

16. During Office Hours (i.e. 0815— 1600)

- In the case of a serious accident or life-threatening illness, Pupil Reception should be contacted. Please give information regarding the location and nature of the incident. A First Aider will be dispatched first, then an ambulance called. Next of Kin and a member of the Senior Leadership Team are then contacted.
- In all other cases, if the casualty cannot get up on their own or walk, do not move them. Pupil Reception should be contacted, who will dispatch a First Aider or, if they can walk, the casualty should be escorted to Pupil Reception, for assessment and treatment.
- Where a First Aider is called, who is a member of the teaching staff, the Senior Leadership Team will send a covering member of staff, if required.

17. Out of Office Hours

- In the case of serious accident or life-threatening illness, an ambulance should be called, by using the nearest telephone. An attempt to call a First Aider should then be made.
- In all other cases, common sense should prevail. Next of kin should be contacted to collect the casualty or, in the case of staff, transport should be arranged to get them home or to medical aid, as appropriate.

18. The following may be symptoms of a heart attack; in such cases an ambulance must be called immediately or a defibrillator trained member of staff summoned to attend.

- Central chest pain, which may radiate to the jaw and particularly the left arm. The pain does not ease with rest.
- Breathlessness
- Discomfort in the upper abdomen and an ashen appearance
- A rapid, weak or irregular pulse