



C G J Oldershaw BEd
Headmaster

GROSVENOR SCHOOL

HEALTH AND SAFETY POLICY

Reviewed February 2011
Persons responsible – CGJO/CIA
Next review May 2012

CHILD ACCIDENT PROCEDURES & MEDICINES USE

It must be remembered that first and foremost we are responsible adults and professionals. The policy is generally one of common sense.

All accidents to staff must be reported to the headmaster and accidents to pupils must be recorded in the accident book and reported to the Headmaster if deemed serious at the earliest possible moment. Accidents to pupils out of school on school business should be recorded at the time and transferred to the accident book. All details must be recorded in full including addresses etc.

The accident book is kept in the school office. The book must be completed after **ALL** accidents where you have dealt with a child in pain (splinters, sprains, bruising and breaks) Asthma attacks and soiling must also be recorded.

If a visit to casualty is required, or if any medication is applied to the wound, parental permission must be sort. If a child has hit his or her head the Medical Alert List must be checked to see if a child has medical problems/ allergy to medication. A Head Bump form must be completed and sent home. These forms are held in the front of the accident book.

Contact numbers for all parents are kept in the card file in the School Office.

As a general policy, no medication is supplied by the school and wounds are cleaned only.

Please read the Grosvenor School Guide to Health and Safety. Details about the location of First Aid Boxes are in the book and on posters in the school.

Read posters on display in the office, Staffroom, Resources room and the Kitchen.

EQUIPMENT

Be aware that you require training if you use electrical equipment, ladders, etc.- please ask to be trained- particularly before the first use on any new equipment or equipment new to you.

PREVENTION OF ACCIDENTS

ACCIDENTS IN SCHOOL

- The IAPS system of reporting accidents which take place in the School will be adhered to. Details of this system and copies of the appropriate report forms will be found in the Staff Handbook.
- Staff will report all accidents to adults and children taking place on school premises to the Headmaster via the accident book.

SCHOOL TRIPS AND VISITS

- The Headmaster must approve all journeys and trips. Mrs Monk, as coordinator will be given the form showing itinerary, destination and intended purpose of the trip, date and times of departure and return, the number and forms of the pupils, names and numbers of accompanying adults, transport to be used and the cost per pupil.
- Risk assessments should be completed or obtained from the place visited and a copy given to the Safety Officer. Pupils' specific medical requirements must be ascertained and emergency contact details obtained and taken on the visit.
- A list of pupils should be posted in the staff room and also given to the Office.

PHYSICAL EDUCATION

- No heavy apparatus should be put out or cleared away by children without supervision or use of sufficient numbers.
- All equipment should be checked by the staff before use at the start of the sports term it is used. Concerns should be discussed with the Headmaster. Appropriate safety equipment should be used in line with the sports national guidelines.
- No child should be allowed to attempt any activity which clearly frightens them, is beyond their capabilities, or the guidelines for their age group.

SCIENCE, DESIGN AND TECHNOLOGY

Guidelines for these subjects are in the handbooks for these two subjects but in general –

- Children should be closely supervised in all activities involving potentially dangerous tools, equipment and materials.
- They should be appropriately instructed to use such items.
- A member of staff must be present at all times. Equipment and tools must be checked before use and every six months.
- Concerns must be discussed with the Headmaster.
- Pupils must be warned not to enter these rooms without a member of staff and the rooms should be locked when possible.
- D & T equipment should be kept tidy in cupboards where possible and locked away if necessary. No pupils will enter the laboratory prep room.

GENERAL ARRANGEMENTS

- Stepladders should be used to reach items stored on high shelves. Teachers and children must not stand on chairs to reach above their heads.
- In general, heavy objects should be stored at a low level to reduce the risk of falling.
- Staff members should not attempt to lift any heavy or awkward objects, and neither should children. Other members of staff should be asked to assist with such objects or the correct lifting equipment used.
- Care should be taken with trolleys etc. so as to avoid toppling. Instructions are on all trolleys and televisions should be strapped to moveable trolleys.
- The Headmaster will ensure that staff and children are made aware of any temporary hazards or obstructions about the school and will mark such objects clearly.

RISK ASSESSMENTS

These will be carried out at regular intervals to all rooms and equipment. Members of staff are responsible for the safety in their areas. Any new activity or new equipment should be subject to a risk assessment and where necessary a written assessment made by the staff concerned. A copy should be given to C.Adcock, Health and Safety officer.

FIRE PRECAUTIONS AND FIRE DRILLS

- There is a list of fire precautions and fire exits in every room in school – copies are in the health and safety booklet. In the case of a fire, please ensure that all windows and doors are shut and that your form leave by the recognized route to assemble on the tennis court. There is a fire log book in the school office.
- Pupils will be informed of the exit route on their first use of a specific room.
- The Fire Wardens ensure that each floor is evacuated (this may change depending on where staff are teaching) and The Fire Evacuation Coordinator will meet at the court entrance to assess the evacuation.
- The Office Staff will bring Form Registers, Visitors Book and Absence Diary to the court.
- Staff will be trained in fire safety tri-annually or on their appointment to the staff. A Fire safety CD has been purchased to help train staff to a required standard.
- Fire equipment is tested annually by Chubb Fire Safety.
- The emergency lighting is tested monthly by the safety officer and annually by PTS Electrical. Systems for Life maintain our fire detection and alarm system by quarterly inspection and testing. The alarm is sounded weekly – Monday 9.0 a.m. where possible.

ACCIDENTS POLICY

- The HSE system of reporting accidents which take place in the School will be adhered to. Details of this system and copies of the appropriate report forms will be found in the Handbook.
- All forms must be completed in full, not “short hand”.
- Staff will report all accidents to adults and children taking place on School premises to the Headmaster and record them in the Accident Book.