

# FALKNER HOUSE HEALTH AND SAFETY POLICY NURSERY – YEAR 6

## DCSF STANDARD 3 (2) c & d (drawn up with regard to DCSF Health and safety: Responsibilities and Powers)

### SECURITY

The security of pupils, staff and visitors is of paramount importance. The front door of the school remains closed at all times and the inner door is also kept closed. At no time are the pupils ever allowed to open the front door and they are instructed that once in school they must never leave without saying goodbye to a member of staff. A member of staff, generally the headteacher, is always on duty on the gate in the morning and they are charged with being alert to the possibility of a child running back to their parent e.g for a forgotten item. The playground gate is always kept locked during the school day.

### VISITORS

The school has a video entry phone system. There is a security code that is given to visitors. No member of staff should ever allow a stranger to enter the premises. They should be left politely on the doorstep and asked to speak to the secretary on the entry phone. All visitors and maintenance staff should sign in at the office. They are given identity badges and any staff who sees an outsider without such a badge should notify the office immediately.

### PUPILS

Staff are asked to be vigilant when on the premises and to be alert to any matters that could affect the pupils or staff. At all times pupils are to move around quietly and in an orderly manner. If Nursery and Main School pupils are using the corridors of the premises at the same time, Main School pupils are asked to keep to the wall to enable Nursery to use the rail.

***The Art Room & Computer Suite*** are located on the 3rd floor of 17 Brechin Place. They are isolated rooms and pupils must escorted and accompanied at all times in this area. The staircase is narrow and quite steep and children must be supervised.

***The telephone intercom system*** is used extensively. All staff should make test calls to the office etc. to ensure familiarity. All staff must also know how to alert the whole building through the use of the Paging feature, an easy method of informing all adults on the premises. (*From any phone, press ← ←, Paging, Page all Featurephones*)

***Playground*** when on playground duty, the teacher must stand outside to supervise.

### RISK ASSESSMENT

A risk assessment policy document is kept in the Safety file in the Staff Room. This should be read by all members of staff. However risk assessment is an ongoing process and all members of staff must be alert to the changing nature of the environment in which they work. If staff feels a matter needs attention, the Headteacher should be immediately informed.

### EDUCATIONAL VISITS

Details of Educational Visits can be found in the separate Educational Visits Policy.

### LOST CHILDREN

Were staff to be aware that a child was missing the following would happen simultaneously:

- The premises would be thoroughly searched
- The surrounding area would be thoroughly searched
- The Police would be called
- The parents would be called

In 54 years of operation no child has ever gone missing.

## ACCIDENTS AND FIRST AID

First Aid is the initial assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or other qualified person

The aims of first aid are to:        Preserve life /    Prevent the situation worsening / Promote recovery

The Head of PE is the school's appointed person for First Aid. There are also Paediatric First Aiders within the Nursery and Reception staff. If a pupil or member of staff is ill or has hurt themselves:

1. The first member of staff on hand (all of whom have had basic first aid training) assesses the situation
2. First Aid boxes are in the Staff Room and kitchen. A first aid box also accompanies all off site school visits including PE. Body fluids may be contaminated - gloves are available. Do not use sprays, lotions, creams, eye baths, crepe bandages or antiseptic. These are outside the scope of First Aid
3. If necessary and the situation looks to be serious, call the office who will summon the First Aider
4. An ambulance must be called in case of emergency or if a stretcher is required. Pupils who have injuries, which require a visit to Casualty/Accident & Emergency, but not an ambulance are usually transported in a taxi or car with a teacher or parent.
5. Staff must comply with RIDDOR requirements. The RIDDOR 1995 Act requires the Health & Safety executive (on 0845 300 9932) to be informed of any accident on school premises to a pupil requiring hospital treatment, whosoever takes them to hospital. The same applies to serious accident to staff or visitors to the school, e.g. loss of consciousness but not fainting, amputation, poisoning, loss of an eye, broken bones but not in hands or feet.
6. Serious accidents, injuries or death involving a pupil must also be reported to K&C Child Protection.
7. All accidents must be noted on an Accident Report form (staff accident book is also in the office) with attention given to a factual account of the incident. The aim is to show but not presume to know or judge
  - What the incident was,
  - What the injury was,
  - What body area appeared injured,
  - What treatment was given.
8. Accident Report Forms are in the First Aid File which is kept in the office. One copy is given to parents and one copy is kept in first alphabetical and then date order in the First Aid File. All head injuries must be carefully monitored as symptoms present themselves after apparent recovery. In general, the school does not administer medicines or accept pupils who are obviously unwell.
9. Parents and a pupil's form staff must always be informed as soon as possible following any significant accident (any head injury is to be notified). Do not rely on the pupil to inform them.
10. If a pupil in Nursery or Reception sustains an injury, whoever collects the pupil is notified and is asked to sign the Nursery or Reception injury book.

## TRAINING

Whole staff first aid training takes place every three years in an inset session before the start of the Autumn term. The appointed person and Paediatric First Aiders keep their training requirements up to date.

Whole school training  
Next due

2<sup>nd</sup> Sept 2009  
2<sup>nd</sup> Sept 2012

## DISPOSAL OF WASTE PRODUCTS

All waste products must be disposed of appropriately. Sharp objects e.g. broken glass or expired or used epipens must be placed in a sealed container.

## MAINTENANCE AND REPAIRS

- The Partners are responsible for the maintenance and good repair of the buildings, fixtures and fittings.
- Gas appliances are checked annually.
- All equipment is checked at least annually and written records kept
- Electrical inspections are carried out on a regular basis.
- The fire bell is checked each week and fire extinguishers are checked annually Any defects should be immediately reported to the Headteacher who arrange for repairs
- A separate Health & Safety booklet is provided for maintenance staff.

## STAFF

If staff feel that use of whiteboards or computers is affecting their eyesight they should have an eye test at the school's expense. Staff appointments with doctors and dentists should, if at all possible be made out of school hours. However, there are always emergencies, when every effort is made to help. The school has an account with a taxi service which members of staff may use if arrangements are made in advance with the office. In the case of transport difficulties, train cancellations, strikes etc, staff are urged to make every effort to get to school, using taxis or whatever means is practicable. The school will reimburse as appropriate.

## NO SMOKING

Falkner House is a no smoking zone.

## HEALTH

Parents complete a form asking for their child's medical details before they start at the school. If a pupil has specific medical needs, an individual protocol is drawn up after consultation with parents. This is signed by the parents and copies are kept in the office, the child's classroom, the dining room and the staff room. The parents are asked to update all medical details annually. In the case of a significant food allergy or intolerance the child will use a red plate for lunch so as to highlight their specific food issues. An individual information sheet with a photograph of the child is kept in the office, the child's form room, the dining room and the staff room. Parents are asked to update their child's medical details on an annual basis. In the case of a child showing any sign of an allergic reaction or an asthma attack, staff must follow the procedure stated in the protocol.

**Emergencies:** in the case of a parent notifying the school that their child has developed meningitis or another notifiable disease as identified in the Public Health (Infectious Diseases) Regulations 1988, the Headteacher would immediately contact the local Health Protection Agency and act on their advice and in the case of a Nursery or Reception pupil also notify OFSTEAD. Such diseases are listed in the appendix

## MEDICATION

Should a pupil be on a course of medication, it is the parents' choice whether he or she stays at home, or returns to school, in which case the parent is free to visit the school to administer the medication. In some cases and **only** with the Headteacher's permission **and if** parents have signed a disclaimer, medicines may either be given by the form or head teacher. Older pupils may be allowed to self administer. In these cases medicines are kept in the staff room refrigerator. Notes are kept in the pupil's records of any medicines administered by school staff. Non- prescription medications e.g cough medicine are not allowed in school

If emergency medication has been prescribed for a pupil (ventilator/ epi pen/antihistamine etc ) it is kept in its original packaging in a named container in the staff room (in the staff room refrigerator if required). All such medicines are marked with the pupil name and should only be used by that pupil. A duplicate set of medication is kept in the First Aid kit that goes with a class when pupils are off site. The Head of PE is responsible for checking that all medications are in date liaising with the office to ask parents to renew if necessary.

## ILLNESS DURING THE SCHOOL DAY

If a child becomes ill during the school day staff should assess whether or not their parent should be contacted by the office. If in any doubt, the parents should be contacted. Mrs Griggs office on the 3<sup>rd</sup> floor and the bedroom on the 4<sup>th</sup> floor, is available for pupils or staff who are unwell and waiting to go home. No pupil should be left on their own in these areas.

## DISPLAY SCREEN EQUIPMENT

### WORKING WITH VDUs

#### Members of Staff

Members of staff who work regularly for most of the working day with VDUs are entitled to have their work station assessed. The school will arrange for them to be provided with:

- Suitable chairs
- Foot rests
- Anti-glare screens
- Wrist rests
- Window blinds

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental affect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist.

#### Pupils

Although pupils do not spend most of the school day working with VDUs, they spend increasing amounts of their private study and leisure time with screens. They too, are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of PSHE.

Blinds are fitted to all classrooms, and the school provides pupils with chairs that provide proper support for the lower back.

#### Trailing Cables

Trailing cables are an obvious trip hazard. Wherever possible work stations, interactive screens and projectors are installed to avoid trailing cables. Rubber cable covers are used where there is no alternative.

#### Portable Appliance Testing

The arrangements for the regular testing of portable appliances in the school are described in the policy on Electrical Testing.

## TERRORISM

### **Priorities:**

- **Safety of pupils and staff**
- **Need for calm – make sure that school both is under control and looks under control. Panic is contagious.**
- Assess whereabouts of pupils and staff.
- Make every effort to contact any group of pupils who may be off site. Mobiles may not work.
- Assess how to return pupils to FH (pupils may be safe off site but traffic may become impossible and bridges, etc. could be closed). Parents could do a car pool if the coach company are out of contact.
- Call police to ascertain further information.
- Parents will panic less if their children are at school.
- Ensure that there is an air of calm order in the office.
- Ensure that girls are unaware of external events – keep office and staff room doors shut. Do not discuss the situation in the children's hearing. Do not allow parents to talk to their children about events in the school.
- If children are in Battersea Park and cannot return over the river, Thomas' Battersea will act as refuge (Mrs Marcus' house 020 7223 3948 is a further possibility).
- Parents may wish to come and collect their children – try to dissuade those who look hysterical – normal routine is generally best.
- Suggest that whilst at home children be kept away from news broadcasts.
- Try to keep in school to "business as usual" – "these things happen". Recommend this for home as well.
- If advised not to leave the building FH would "lock down" for as long as necessary in 19BP.
- Think about how staff will return home – car pools, spare cars, Elton.
- Try to open the school the next day – even with just a skeleton staff. Staff should be asked to make reasonable but not heroic efforts.
- If evacuation is advised then Our Lady of Victories, Bousfield or St Phillips schools have agreed to "house" Falkner House pupils and staff . Further afield, the children can be walked N, S, E, W for as far as is recommended and then look for shelter in any private house or open church. The Oratory is always open but may be considered too central. The Servites (opposite the Chelsea and Westminster Hospital) might be viable.
- Announce what should be said to the children when school reopens.

### FIRE PRACTICE (further details of fire policy is in the separate fire safety policy)

A fire practice is held at least once a term and reports are kept in the office. The number of pupils in each class each morning and afternoon is written on the top right hand side of the white board. All peripatetic class teachers must be informed as to the number of pupils in their class and keep a register. When the fire bell sounds, the children are silenced and the class moves in good order to the assembly point - the corner of Brechin Place and Rosary Gardens. When two staff are in the room with children one will lead while the other will leave after the children closing the door behind them. The registers are collected by the first member of staff in the hall on their way out. The pupils exit from either 19 or 17 Brechin Place, and from the doors of Reception, the staff room, the dining room and Nursery. Individual music staff should lead their pupils from the nearest exit point to rejoin their class at the assembly point. It is essential that silence is observed. Once counted and attendance registers checked, pupils return in good order to school.

### When the fire bell rings:

#### OFFICE

1. Establish if possible, whether real/false alarm, location of alarm activation, fire status.
2. Dial 999 and advise Emergency Services of situation.
3. Collect signing-on book.
4. Establish that all occupants, including tenants of flats have left the building.
5. Evacuate building to designated assembly point.
6. Await instructions.

#### SCHOOL HOURS

1. Direct pupils out of the room.
2. Close door.

3. Check all cloakrooms and ensure all fire doors are closed.
4. Follow pupils down the stairs.
5. Pupils should walk in silence in a double line if necessary to the nearest exit point.
6. First member of staff in the hall of 19 Brechin Place collects the registers.
7. Proceed along Brechin Place to corner with Rosary Gardens.
8. Pupils assemble in their forms.
9. Form staff check pupils against class register.
10. Await instructions.

#### BEFORE/AFTER SCHOOL

1. Direct pupils out of the room.
2. close door.
3. Follow pupils down/up the stairs taking register.
4. Pupils should walk in silence in a double line if necessary to the nearest exit point.
5. Proceed along Brechin Place to the corner with Rosary Gardens.
6. Pupils assemble in their Clubs (not in their forms).
7. Club leaders/Housemistress check pupils against club register\*
8. Await instructions.

#### MAIN EXIT POINTS

Nursery Library Playground Kitchen and Dining Room Reception Year 1	}	Playground	<b>DO NOT HESITATE – EXIT            THE SCHOOL AS QUICKLY            AS POSSIBLE</b>
Years 2, 3 and 4 Music office Science Mozart	}	No 17 Front Door	<b>DO NOT STOP TO COLLECT            PERSONAL ITEMS</b>
Art and Computer Rooms Years 5 and 6 Little Library Main Library School Office Big Room	}	No 19 Front Door	<b>IF YOU CANNOT GET TO            YOUR DESIGNATED EXIT,            DO NOT COME BACK INTO            THE BUILDING</b>
			<b>GO TO ASSEMBLY POINT</b>

**Playground Exit** – member of staff unlocks gate. Children are directed along Old Brompton Road to the corner of Brechin Place and Rosary Gardens.

**Brechin Place Exit** – member of staff directs along Brechin Place to the corner with Rosary Gardens.

## Appendix- Notifiable diseases

- Acute encephalitis
- Acute poliomyelitis
- Anthrax
- Cholera
- Diphtheria
- Dysentery
- Food poisoning
- Leptospirosis
- Malaria
- Measles
- Meningitis *meningococcal / pneumococcal/ haemophilus influenzae/ viral/ other*
- Meningococcal septicaemia (without meningitis)
- Mumps
- Ophthalmia neonatorum
- Paratyphoid fever
- Plague
- Rabies
- Relapsing fever
- Rubella
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhoid fever
- Typhus fever
- Viral haemorrhagic fever
- Viral hepatitis *A / B / C / other*
- Whooping cough
- Yellow fever
- Leprosy