

## HEALTH & SAFETY POLICY

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Author:	Paul Richardson

AS REQUIRED BY THE

HEALTH AND SAFETY AT WORK ACT 1974

GENERAL STATEMENT OF INTENT

Every employee of Ironstone Academy Trust should be aware of the Trust's Corporate Health and Safety Policy.

Every employee of the premises should also read the Departmental (ZETLAND PRIMARY) Policy which draws attention to the specific obligations of the School.

This Policy Statement meets specific needs of the premises employees, service users and members of the public who may use the premises.

All employees are reminded of their duties under Section 7 of the Health and Safety at Work Act 1974. Section 7 enables the premises to successfully carry out practices that are developed to ensure compliance with the act.

All employees have the responsibility to co-operate with Supervisors and Managers to achieve a healthy and safe workplace. Each employee also has responsibility to take reasonable care of themselves and of others who may be affected by their activities at work.

The Trustees will, so far as is reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for the employees in these premises. We also accept responsibility for the health and safety of service users and other people entering or using these premises.

This policy allocates duties for safety matters and particular arrangements as set out.

This policy will be reviewed and updated particularly when changes occur either to premises or personnel and ensure this policy is kept up to date.

Signed: CFAULKNER CEO

Date: October 2025

Update: October 2026

# INTRODUCTION

## INTRODUCTION

Our Trust is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

The health, safety and welfare of all the people who work or learn at our Trust are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body of each academy ('Department'), along with the Trustees, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

It is the responsibility of every adult, working in school, to take all due precautions to protect themselves and the children from all potential risks and dangers.

Supply teachers, visitors and contractors have a personal and professional responsibility to take cognisance of Health and Safety Policy and Procedures which are publicised in the Staff Handbook and Visitors Handbook.

Health and Safety notices are displayed in the staffroom and staff are required to read notices regularly.

Children will be made aware of the general safety precautions to be taken through clear parameters of behaviour that could affect the health and safety of themselves and others.

Evacuation procedures will be practised as legally required (minimum one per annum) and the time taken to evacuate the building reported to the Governing Body of the school.

## RESPONSIBILITIES

The following persons have responsibility for health and safety at each academy.

Nb; Advice will also be taken from the School Nurse, the Redcar and Cleveland Advisory Team, or other professionals as required.

## GOVERNING BODY/HEAD TEACHER

The Headteacher on behalf of the Governing Body has overall and final responsibility for health and safety in the premises and for drawing the attention of employees in these premises to this Statement of Health and Safety Policy.

## SPECIFIC RESPONSIBILITIES:

### DEPUTY MANAGER

**The Head may appoint a deputy (Joanne Dent, School Business Manager), who is suitably trained and experienced, and if this is done, it shall be reported to the LAC and recorded on the staffing structure accordingly.)**

This person is responsible for health and safety in these premises in the absence of the Head Teacher, they may also operate the day to day Health and Safety operations of the academy.

### FIRE WARDENS

All members of staff.

### FIRST AID

Each school will consider the requirements for First Aid and make provision so that there is sufficient suitably trained persons on site at all times. At Zetland all staff are First Aid trained and carry out these duties as required.

First Aid provision can include:

First Aid at Work certificate

Emergency Paediatric First Aid

Emergency Response First Aid

Paediatric/Adult First Aid certificate,

Each Academy may choose to note externally awarded qualifications in addition to the above, if appropriate.

All members of staff are expected to assist with First Aid if needed.

If lone working is envisaged that staff member should have access to a phone, should an emergency arise.

### RISK ASSESSORS

All members of staff will be expected to act as Risk Assessors.

#### COSHH ASSESSORS

The Academy shall name specific COSHH ASSESSORS within its own H and S Policy. At Zetland this is the caretaker.

#### THE ROLE OF THE CARETAKER

Within IAT schools, the Caretaker should inform the Head Teacher and staff of any potential hazards such as wet floors or the presence of contractors in school.

The Caretaker has specific responsibility for checking the building for anything that may cause harm or could be a potential danger.

The Caretaker will carry out visual checks on electrical plugs, sockets, wires and equipment. The school will ensure Annual PAT Testing is undertaken.

A Premises/Equipment Fault Reporting Form is logged by all staff on the Every System and assigned to the Caretaker. School Dinner Assistants and Cleaners report any issues to the school office.

The Caretaker will regularly inspect moveable equipment

Generally, staff, should connect and disconnect electrical equipment.

#### ANY OTHER SPECIFIC SAFETY RESPONSIBILITY:

The academy shall name specific staff with additional responsibility within its own H and S Policy.

#### REPORTING FAULTS

All staff are responsible for reporting faults that need attention on the Premises/Equipment Fault Reporting Form or to the Head Teacher, Caretaker or their deputy, through the EVERY ASSET MANAGEMENT SYSTEM procedures.

#### GENERAL FIRE SAFETY

The Academy shall name specific staff with additional responsibility within its own H and S Policy

1. All staff are responsible for checking routes.
2. The caretaker is responsible for the testing of alarms weekly. Weekly testing is done from a different fire call point each week.
3. Fire Drills – The HEAD is responsible for carrying out a fire drill termly.

## FIRE SAFETY: TRAINING

The HEAD is responsible for organising staff training programmes in health and safety.

## FIRE SAFETY: INDUCTION

The HEAD is responsible for Induction of all staff, and when appropriate, volunteers. The Head teacher delegates where appropriate induction procedures to the office and site staff but the overall responsibility still lies with the head teacher.

## VISITORS

All visitors to the school must report to the Office and sign in using the standard signing in system.

Visitors will be issued with an identification badge with their photograph on it and stating their name.

A 'Visitors to school policy' is displayed and accessed when signing into the school using the sign in app.

## FIRST AID and MEDICAL CONDITIONS

Each Academy will prescribe a system for providing First Aid and share this with staff through the H and S Policy, and also upon induction.

If a child has an accident in the classroom or in the playground the teacher or Supervisory Assistant will assess the injury initially and if required the child should receive further care without delay.

If an injury is considered serious, help must be summoned immediately and a check made of the Health Register and Serious Illness log,

Children who have serious health conditions have an individual care plan.

ALL head injuries will be checked by a 'first aider'.

Major head injuries will be reported to a member of the SLT or office staff and the relevant documentation completed.

Minor head injuries will be monitored throughout the day and reported to the parent as soon as possible.

Injuries which are judged to require medical treatment/diagnosis will be referred to the hospital and the parent contacted at the same time. If parents cannot be contacted a note should be posted through the letterbox or a message left on

the answer phone informing the parent of the incident and asking them to contact school as soon as possible. The child will be taken to hospital by ambulance or car and accompanied by the Head of School or member of SLT who acts in 'loco-parentis' if treatment needs to be given. An ambulance should be called to serious accidents to enable paramedic attention to be given at the earliest opportunity.

Serious accidents MUST be recorded in the Academy's individual ACCIDENT BOOK which is stored in a secure location. There are separate books to record injuries to children and to adults. The accident form must be completed and signed by the person administering the first aid, and the Health and Safety Leader informed. A **Serious Incident** form must be completed (ACC4) and forwarded to the H&S Executive for any accident which requires treatment in the local hospital's A & E department.

*WITHIN ALL OF OUR ACADEMIES: If in doubt about the seriousness of an injury*

**ALWAYS seek a second opinion from a first aider.**

**First Aid boxes** are to be stored in accessible locations at each school. The HEAD will be responsible for deciding the number and location of these.

The HEAD will ensure that First aid boxes are checked on a regular basis and a record kept by designated first aiders.

Schools may consider providing every Year Group with its own first aid kit included in its Educational Visits box.

All members of staff must always report any shortage immediately.

Staff must take all precautions to protect themselves when treating children who are bleeding or vomiting. Staff must cover open wounds with a waterproof dressing and wear plastic gloves and aprons. Soiled materials must be placed in a plastic bag for disposal.

Plastic gloves should be readily available.

If a child is sick appropriate cleaning solutions are used to clean up the sick with immediate effect/ They are clearly labelled and stored securely in the Caretaker's cupboard. The cleaning staff complete a further deep clean of the area within the same day.

#### MEDICAL REGISTERS

The HEAD will ensure that:

A Register of children with Medical Problems including Asthma is reviewed annually and revised when necessary, given to staff as decided by the HEAD. Provision should be made to share information with Supply teachers.

A copy of the medical form of each child on the above Register is accessible and should be checked prior to any concerns of more serious injuries or incidents relating to any child.

#### MEDICINE IN SCHOOL

The HEAD will ensure that:

- Medicine will not be administered to children by staff, without the appropriate paperwork being completed.
- Parents (or their representative) of children completing courses of medication who are well enough to attend school, may visit school at any time to administer that medication.
- Medication over the counter can be administered with paperwork completed in school, for e.g. Paracetamol.

In exceptional circumstances, preventative medication or emergency medication may be administered by trained staff, after arrangements have been confirmed in writing with parents/carers.

In date liquid paracetamol is kept by the school. This can only be administered to a child once parental consent is provided and in exceptional circumstances. The dose and time is recorded and a copy sent home.

Arrangements for medication that is required by staff should be discussed with a member of SLT so as to ensure the safety and wellbeing of pupils and staff is maintained.

Please refer to the **Medical and Medicines Policy** on the school website.

#### ASTHMA

The HEAD will ensure that:

- Children with asthma who have preventative treatments will keep their medication with them or in the classes grab bag as appropriate to the child.

Similar consideration will be given as to where Nebulizers must be kept

- A file of information of all children with asthma is maintained
- The school has been advised that each child must have their own medication at school, but in a life-threatening emergency any treatment (same dose/in date) available could be used. By making a 999 call staff will be given specific advice on what to do in an individual circumstance.

Parents are responsible for keeping their child's medications up to date.

## EPILEPSY AND DIABETES

The HEAD will ensure that:

Specific medication and instructions for its use are kept in an accessible location.

Parents are responsible for keeping their child's medications up to date.

Designated members of staff, who have had specialist training, are appointed to supervise the medication and care of diabetic children in school.

## ANAPHYLAXIS

The HEAD will ensure that:

- provision is in place to manage any children who attend school who have anaphylaxis

Anaphylaxis is an acute, severe, allergic reaction which can be triggered by a variety of allergens (especially peanuts, nuts, eggs, cow's milk, shellfish). In its severest form the condition is life threatening.

Children with the condition will each have a Protocol agreed by parents, school and Health Authorities. They have an Individual Care Plan agreed and signed by parents.

Staff have annual training on the use of autoimmune injectors.

Each notified child will have a personal, named box containing the autoimmune injectors and procedures to follow in the event of an attack.

Parents are responsible for keeping their child's medication up to date.

Every effort will be made to keep nut products away from children suffering from nut allergies e.g. children's parties.

## OTHER SERIOUS HEALTH CONDITIONS

The HEAD will ensure that:

Children suffering a serious health condition, such as peanut allergy, epilepsy, diabetes, coeliac, reflex anoxic seizures, or a major illness or debilitating condition, will have their photograph and a profile of their illness, symptoms and treatment to be given, displayed in the staffroom for the awareness of all staff and school kitchen for the awareness of all staff. They also have Individual care plans.

## ADULTS

The HEAD will ensure that:

If a member of staff is absent for three days or more due to a specific accident at school e.g. a broken foot or arm, the correct form will be sought Head from the LA, completed and sent to the LA for their assessment.

The HEAD will ensure that a system is in place, so that staff can summon assistance from a colleague; this may include an Emergency Tag or hand held radio.

Emergency Contact for all staff is kept by the OFFICE MANAGER and recorded on Arbor.

### [Emergency Plan](#)

A separate policy and set of procedures must be developed by the Head Teacher to deal with a catastrophic emergency.

This Emergency Plan details roles of responsibility for the Head Teacher, members of the Senior Leadership team and governors in the event of such an emergency.

The policy, roles of responsibility and all procedures are kept in an Emergency Grab Bag in an accessible location. The Grab Bag contains a list of items which will be essential in such an emergency. All staff should be briefed on the Emergency Plan.

## [EDUCATIONAL VISITS OUT OF SCHOOL](#)

The Trust has established a Policy for the Management of Educational Visits that the HEAD must ensure is followed.

### [Educational Visits Risk Assessments](#)

A Risk Assessment must be completed by the visit leader for all 'out of school visits'.

The Trust has established reporting procedures for this, via each LAC termly Report produced by the HEAD.

## [SUPERVISION AND CHILD PROTECTION](#)

Within IAT, all adults working with or supervising children must have criminal background clearance.

All staff, and children, must sign up to the school 'Acceptable Use' Policy for ICT. Use of ICT is monitored by the Head Teacher and ONE IT.

## SUPERVISION

- Children should be supervised or under the direction of an approved adult at all times.
- When the building is being evacuated, noise can be a hazard if instructions need to be heard. Children should, therefore, leave the building quietly.
- Teachers are to be 'on duty' promptly.
- If staff, including Supervisory Assistants at lunch are called away from the playground or classroom to deal with an incident, another member of staff or Supervisor must cover the absence.

## FIRE, BOMB AND EMERGENCY PROCEDURES

The HEAD will ensure the Academy sets, and trains staff, in appropriate Fire Safety procedures. These will be checked as part of an annual review provided by our H and S provider, Redcar and Cleveland Local Authority.

- The HEAD shall ensure a regular check is made of the Fire Alarm, and also of any equipment held in school (fire extinguishers etc)
- The Trust has established a system for reporting the actions of the school via the HEAD reported to the LAC, which is completed termly.

## EMERGENCY LOCKDOWN PROCEDURE (TOXIC ALERT/ UNDESIRABLES ETC)

The HEAD will ensure that there is a procedure for an Emergency Lockdown in each academy.

A message (Code L) will be sent out over the school walkie talkies.

- The Trust has established a system for reporting the actions of the school via the HEAD reported to the LAC, which is completed termly.
- Special consideration must be given to children with disabilities.

## EVACUATION OR LOCKDOWN OF BUILDINGS AT LUNCH/HEADIMES

The HEAD will ensure that there is a procedure for an Emergency Lockdown or Fire Alarm, at Lunch or Break time, in each academy.

Special consideration must be given to children with disabilities.

## BOMB ALERT

Within IAT, if any person receives a telephone call or other warning:

1. KEEP CALM.
2. Elicit from the caller as much information as possible about:
  - the whereabouts of the bomb
  - the expected time of explosion
  - the reason for the bomb being planted
3. Do not replace the handset - the call may be traceable.
4. Sound the fire alarm.
5. Notify all staff.
6. Make arrangements for Lockdown or Evacuation as appropriate
7. Telephone the Police 999 on the mobile or another telephone. Confirm arrangements for Lockdown or Evacuation with Police
8. The HEAD will: Arrange for as many children as possible to be collected by parents who will be notified when it is safe to return to the building.

## GAS AND ELECTRICITY SUPPLIES

The Head/Caretaker/Health and Safety Leader is responsible for the isolation of gas and electricity supplies.

## THE FIRE LOG BOOK, TESTING ARRANGEMENTS

The HEAD will ensure a Fire Log Book is available and stored in a secure manner. It must be completed at all relevant times including fire drills, visits of fire officers, alarm checks and extinguisher checks.

The Caretaker has a Health and Safety File, which is kept in the Caretakers Room, with a timetable and record sheets of Testing that is to be carried out. The HEAD will ensure that this activity is logged on the Trusts Asset Management System.

Members of staff who have any concerns about fire and emergency procedures must contact the Head or Safety Leader.

## DOGS ON THE PLAYGROUND

The HEAD should establish a procedure for dealing with an immediate risk on the playground, for example a dog entering the yard.

## VEHICLES ON THE SCHOOL SITE

The HEAD should establish a procedure for dealing with the risk presented by vehicles manoeuvring on the school site.

The HEAD shall ensure contractors/ authorised visitors/ parents are aware of any limitations to access.

Staff and visitors to IAT premises are asked to park with the utmost care.

HEADs may also give specific permissions to access the school. Parents of children who have certain medical conditions/disabilities have specific permission to drive inside the school premises and park their cars to allow their children to gain easy access to school.

#### CHILDREN LEAVING SCHOOL PREMISES DURING SCHOOL HOURS

In the event of a child leaving school without an adult (absconding), the parent carer must be telephoned immediately. Should the parents not be contactable, or able to attend to the matter immediately, the Head Teacher or a senior member of staff, must drive to the child's home and the school administration staff must inform the police of the situation.

#### ASSAULT PROCEDURES (ADULTS AND CHILDREN)

In the case of an assault the Head Teacher should be informed immediately following the summons of aid from the nearest adult. A doctor/ambulance and the police should be called if necessary.

Written accounts must be made of the incident, as soon as possible, whilst it is still fresh in the victim's and witnesses' minds and a report form, Notification of Assault, completed. Any 'weapons' should be retained as evidence.

The CEO and Local Authority will be informed the same day.

The HEAD will ensure that a statement on procedures for incidents of violence towards staff is available upon request.

Staff making home visits should always inform the host school staff of the time, purpose and address that they are to visit and follow Caution Advisory Policies. It is advised that staff take a mobile phone when visiting families. Handbags and other valuables should always be left at school.

#### BUILDING SECURITY

The HEAD is responsible for ensuring that each building on their site is suitably secure and that entrance and exit points are well managed. Trustees and LAC members can support this process by undertaking monitoring visits to each school.

#### POTENTIAL HAZARDS

The HEAD will create a culture of safety within their academy. Equipment, tools, cleaning fluids and other resources, used by cleaners and contractors, are potential hazards if left unsupervised. It is essential that all personnel in school take reasonable precautions to prevent accidents. All equipment and cleaning fluids will be stored in a locked cupboard.

#### COSHH

Any potentially hazardous substances used in school must be reported to the Care taker and if unavailable the HEAD, SLT or OFFICE MANAGER to be assessed.

COSHH assessments are available in the OFFICE MANAGER office for staff reference.

#### GENERAL CARE

- Staff pregnancy information should be shared so that precautions can be taken to prevent unnecessary risks, such as from use of VDU's or infectious contacts.
- Children must not touch plugs and sockets.
- Trailing leads must be avoided at all times.
- All electrical equipment must be checked regularly by staff and defects reported
- Sharp tools, such as paper trimmers, scissors, knives, and pins must be used under supervision.
- Children should be given very clear instructions regarding movement and use of PE equipment.

#### General RISK ASSESSMENT

**GENERIC RISK ASSESSMENTS ARE AVAILABLE WITHIN EACH ACADEMY FOR ALL GENERAL IDENTIFIED RISK AREAS E.G. PLAYGROUNDS, AND MUST BE ADHERED TO BY ALL MEMBERS OF STAFF.**

#### RISKS TO BE IDENTIFIED:

Rough, boisterous play	Faeces
Children lifting and carrying one another	Hurrying
Wet floors	Steps
Spillages	Damaged floors
Swing doors and door hinges	Hygiene considerations, toilets, sinks
Playground - broken glass, etc	Intruders
Damaged fences, gates.	Dogs

## SPILLAGES

- Water and paint should be cleaned and dried using newspapers or paper towels and clothes and mops.
- Appropriate cleaning chemicals as labelled should be used to clean up vomit
- Plastic gloves must be worn to clean up blood and vomit and the area disinfected.
- Materials used must be put into a sealed plastic bag for disposal.
- Spillages in the dining room must be cleaned up immediately by the Supervisory Assistants or the Kitchen Staff and the area left safe and dry.

As responsible adults, employees and volunteers in school must remain alert to all potential dangers in and around school. It is necessary to constantly remind children of ways to keep safe, such as not running in the building, not lifting or carrying each other, avoiding rough, boisterous games and being wary of road safety and the risk from strangers.

Children and adults should move around school safely in accordance with school rules (e.g not running) and internal signs showing which doors to use. When the school is being evacuated, evacuation procedures apply.

All potential hazards should be reported to the Head Teacher, the office or SLT  
'Activity' specific Risk Assessments should be carried out by members of staff for activities deemed to present a possible risk.

The HEAD should ensure that Risk Assessment templates should be available to all staff.

The Health and Safety Leader will complete an assessment where required e.g., children with physical difficulties. These will be compiled with the children's carers to identify possible risks.

### **Working at home Risk Assessment**

When appropriate Staff who are able to work from home (for example during agreed Planning Preparation and Assessment time) should inform the Head Teacher in writing of their intention to do so, and that they have made suitable provision for their own Health and Safety.

A copy of **all** assessments should be given to the Health and Safety Leader to be kept in the Risk Assessment file.

The HEAD should ensure that Assessments are revised annually and all staff must sign the file to verify they have read them.

### Contractors

Contractors are responsible for carrying out any Risk Assessments they deem necessary in the completion of their work on site. Contractors must complete

an AW3 form which is signed off by the contractor and member of school staff. Contractors must also be made aware of the school's emergency procedures.

## VANDALISM

Any incidents of vandalism which might create a hazard to children and adults must be reported to the Head and Caretaker so that the appropriate measures can be taken.

## USE OF LADDERS IN SCHOOL

Any person using ladders in school must abide by the Ladder Policy, see Appendix 3.

## CONTRACTORS

Contractors must abide by their own and the school's safety procedures.

All contractors must report to the Head Teacher who will attempt to ensure that they will not present any safety hazards to the children or staff.

A Permit to Work should be issued where necessary and Comprehensible Information is available and should be consulted.

Members of staff must report any breach of safety regulations to the Head Teacher or Safety Leader.

## SMOKING/ VAPING

Each school site is a NO-SMOKING area.  
Each school site is a NO-vaping area.

## SUN PROTECTION

The HEAD will consider arrangements for protection from solar glare:

- In very sunny weather children are encouraged, where possible, to take shelter in the shade.
- Subject to finances being available, shaded or canopied areas may be provided.
- If the temperature is considered too extreme the children will be kept indoors during the lunchtime break.
- The wearing of sunhats and covering of arms is recommended to avoid sun damage.
- Children may apply their own sun protection cream.

- Water is available at all times.

## PE EQUIPMENT AND CLOTHING

The HEAD will consider arrangements for the wearing of PE clothing and share their decisions with staff and families as required.

The HEAD will ensure that the PE and wider curriculum are delivered in a safe manner.

Within IAT PE Equipment is checked annually in accordance with the academy contract. If a fault is detected, the piece of equipment should be withdrawn from use until it has been checked and repaired.

The PE Leader, Health and Safety Leader and Head Teacher should be informed so that appropriate measures can be taken.

It is the responsibility of every member of staff to ensure that:

- Apparatus is set out in a manner which is safe for use by the children, including the stability of each piece of apparatus. Teachers MUST check that floors are dry and safe for use before each PE lesson.
- All pupils must be aware of, and abide by, the rules for carrying apparatus.
- All pupils must be aware of, and abide by, the STOP signal.
- Clothing for PE should be streamlined to prevent snagging on apparatus.
- It is also essential for hygiene purposes, that a change of clothing is worn for PE
- Bare feet are safest on apparatus.
- Plimsolls may be worn for movement and indoor games lessons.
- Hair should be tied back from the face so as not to restrict the child's view.
- Jewellery will not be worn for PE lessons.
- Staff need to be vigilant to potential risk.

## CLASSROOM PRACTICE IN SCIENCE, DESIGN TECHNOLOGY,

## FOOD TECHNOLOGY, ART AND SWIMMING

Refer to the curriculum documents provided by each school.

Within IAT, children will be trained in the correct use of all specialised resources and the appropriate behaviour to adopt whilst using potentially dangerous equipment so as to prevent accidents to themselves and others. Staff are to adhere to the guidelines in the Be Safe Science booklet.

## TRAINING

The HEAD will ensure that:

Training in the use of electrical equipment is given to staff when it is purchased, leased or replaced.

Handbooks/Instructions for general 'Electrical Equipment' are kept for reference and available to staff.

Handbooks and instructions for office equipment will be kept in a folder in the school office.

If staff encounter difficulties, they should refer to the Head Teacher, Deputy Head Teacher or Health and Safety Leader

New staff/supply staff should contact a member of the senior staff or office for training.

The only person qualified to undertake minor electrical repairs is the Caretaker, who has passed an electrical competence course. An electrician must carry out all other work.

## STRESS MANAGEMENT

The Head Teacher and senior staff will practice an 'Open Door' policy for any member of staff to discuss concerns, problems or issues that may be causing pressures or difficulties either professionally or personal. If 'In House' support is inappropriate, or the staff member requires additional or more professional help, a contact number for support is available via the office.

# APPENDIX 1

Ironstone Academy Trust:

## GENERAL FIRST AID

### ACCIDENTS

If there is a serious accident on the playground or school site do not move the injured person, send immediately for a First Aider and Head Teacher or a member of staff. Isolate the area around the injured person.

Before treating any injured person, any exposed cuts or abrasions on the First Aider should be covered with a waterproof dressing.

Hands should be washed before and after applying dressings.

Whenever blood and any other body fluids have to be mopped up, disposable plastic gloves and apron should always be worn and paper towels used.

These items should be placed in plastic bags, kept in the first aid boxes and disposed of safely.

### MINOR CUTS AND ABRASIONS

- Minor cuts should be cleaned with first aid wipes and if necessary, with warm water.
- Dry cotton wool should never be used.
- Antiseptic cream should not be used.

### HEAD INJURIES

- A cold compress, 'Medichill' ice pack, should be applied to a head bump, if judged to be necessary. They are kept in the chill compartment of the 'fridge in the Staff Room, Link room or EYFS (Nursery).
- Any injury resulting in loss of consciousness, worsening headache, nausea or dilating pupils should be referred to a doctor.
- Parents must always be informed asap if their child has received a head injury.

### BURNS AND SCALDS

- Such injuries should be immediately immersed in cold water. Creams must NEVER be applied.
- Any burn greater than 2 1/2 cm in diameter should be referred to a doctor.

### EYE INJURIES

These should be irrigated with medical eye wash or tepid water seeking medical advice

# APPENDIX 2

Ironstone Academy Trust:

## Summary of POLICY AND PROCEDURES FOR EDUCATIONAL VISITS

To be read in conjunction with the Policy documents held centrally in the EVOLVE system.

### *Planning the Visit*

#### (a) Preparation:

It is important to have a thorough knowledge of the location before a visit, taking into account these points:

- i) Toilets, shelter, meal arrangements.
- ii) Recognition of potential hazards.
- iii) Emergency procedures and communications.

**A RISK ASSESSMENT FORM must be completed as soon as possible before the school visit.**

A list of groupings of children to adults must be left in school with the Head Teacher.

#### (b) Staffing:

When planning an educational visit, the ratio of staff to adults will vary according to the nature of the visit and the following factors will be taken into account when deciding the appropriate ratio.

- i) The age of the pupils.
- ii) The ability / maturity of the pupils.
- iii) The location visited.
- iv) The nature of the activity.
- v) The level of hazard which may be involved.

Generally, however, it is essential to have at least two adults on any other than the most local or routine journeys, so that in an emergency there is always one responsible adult to stay with the party. For visits including an overnight stay it is also preferable when accompanying a mixed party to have female and male adults present throughout.

#### (c) Other Adults Accompanying the Party:

The presence of parents or adults other than teachers on a visit does not guarantee that they will act in a supervisory role. However, if they are regarded as suitable and recruited for this purpose, they must be told by the party leader of their expected duties and responsibilities. The overall conduct of the visit will remain the responsibility of the party leader. It is the school policy that any parents accompanying an educational visit will NOT have their own child in the group they are supervising.

**THERE MUST BE NO SMOKING WHILST IN THE COMPANY OF CHILDREN OR AT ANY TIME DURING A SCHOOL VISIT.**

**Organising the Visit**

(a) Discussion with the Head Teacher or EVC:

When the details of the proposed visit are established, discussions must take place with the EVC in order that safety factors may be checked.

(b) Appointment of the Group Leader:

The named 'teacher in charge' is acting in 'loco parentis' throughout the visit. One teacher should be appointed as Group Leader. That person need not be the most senior member of staff present, but it is desirable that he/she should have had experience of similar activities.

(c) Briefing Staff:

All accompanying staff, including any adults other than teachers, should be briefed by the party leader to establish:

- i) The foreseeable potential hazards, from the natural environment from the man-made environment and where appropriate, (for younger children particularly) from strangers who may be encountered.
- ii) Any specific safety procedures which have to be followed.
- iii) The need for regularly checking numbers:  
It is essential that a list of participating children is held by the staff leading the party with an additional list being held by the person at the emergency contact point (see note iv below). Where subgroups are formed, amended lists should be given to the subgroup leaders. Finally, group membership should be checked at regular intervals for recall purposes, especially before and after a change in location.

- iv) Emergency arrangements made known to all: first aid, recall signals, communication, rendezvous points. In making contingency arrangements, it is always safest to assume the worst combination of circumstances. It is vital that an emergency contact number is available to parents BEFORE a visit takes place. When a visit takes place partly or wholly outside school hours, this number SHOULD NOT be that of the school.
- v) A mobile phone should be taken on all visits out of school and switched on for the duration of the visit.

(d) Briefing Parents:

Parents should be given as much information as possible regarding any event which involves their children being out of school.

(e) Briefing Children:

It is essential to prepare the children taking part in order to avoid misunderstanding and to draw their attention to any potential hazards.

(f) Parental Consent Forms:

A signed consent form MUST be received by the school prior to a visit out of school which includes details of any medical conditions we should be aware of and emergency contact information. A copy of the consent form will be kept in school and a copy taken on the visit.

**Insurance**

Teachers should ensure that insurance is up to date before the visit is due to take place.

**Travel**

A bus or coach with seat belts fitted must always be used and children and adults use them on all journeys.

# APPENDIX 3

Ironstone Academy Trust:

## POLICY AND PROCEDURES FOR THE SAFE USE OF LADDERS

### **General Use**

- Ensure the ladders have been erected correctly.
- Do not use the top platform for work.
- Avoid over reaching.
- Avoid use when children are about.
- The feet of the ladder should be on a firm, level surface.
- If possible get another adult to foot the bottom of the ladder.
- Only one person should be on the ladder at any one time.
- Examine regularly to make sure the ladder is in good condition.
- Carry and store the ladders safely.
- Ensure the ladder is appropriate for the job, for example mounting displays or roof access.
- Wherever practicable, the top of a single ladder should be securely fixed to the structure so that it cannot slip.
- Ladder users will be appropriately trained in the use of them

# APPENDIX 4

## Ironstone Academy Trust:

### SAFETY IN SCIENCE LESSONS

All staff must follow the guidelines issued in the documents "Be Safe" and "Safe Use of Household and Other Chemicals". Both of these documents are displayed on the Health and Safety Notice Board in the staffroom.

Guidance for safety in science lessons can be found in the Science Policy.

# APPENDIX 5

## Ironstone Academy Trust:

### SWIMMING

Schools may enter into arrangements to ensure that their pupils learn to swim in a safe, controlled and enjoyable manner.

The Trust is pleased to provide this generic guidance to support this:

Swimming forms part of the school curriculum being a statutory element within the National Curriculum from 1st September 1994 and as such all pupils are required to participate in this activity at either Key Stage 1 or Key Stage 2.

Throughout the lesson, from leaving the classroom until returning to it, the "Duty of Care" is the responsibility of the staff member. It is, therefore, important that the teacher knows the number of pupils that they are taking to the pool and that group registers are completed appropriately.

The instructor carries out the instructing in the art of swimming and is responsible for doing this in a safe environment and in an acceptable manner, with the staff member assisting. At the end of the instruction the responsibility for the pupils is handed back to the staff member. Throughout the entire time however, the staff member has the overriding responsibility to monitor and check, where appropriate, any detail that the staff member may feel requires adjustment. Care should be taken to ensure that changing rooms are adequately supervised.

#### **Specific Duties of the Instructor**

The conduct and the safety of the children whilst they are on the pool surround and in the water are the responsibility of the instructor. This includes rules that may apply to individual pools, or as indicated in the pool "Normal Operating Procedures".

#### **Specific Duties of the staff member**

When the Education Authority hires swimming pools, schools are visitors on District Leisure Department property and are subject to any specific rules that might apply for that building.

The teacher has responsibility for:

- Ensuring that the "duty of care" is carried out at all times.
- Familiarising with changing routines.
- Taking a full part in the lessons.
- Maintenance of a class register.

- Supplying swimming instructors with details of children who may be suffering from a specific medical condition.
- Being aware, as appropriate, of the 'Normal Operating Procedures' for the pool being used.
- Checking the number of children prior to entry into the water and leaving the building.

### **Supervision**

- The instructor and staff member should be able to see all children in their group at all times when they are in the water. Except in an emergency the instructor or the teacher should NOT enter the water.
- From their position on the pool surround the swimming instructor and pool attendants must be able to carry out any rescue procedures. Pool attendants who are employed in public pools are also responsible for observing all persons in the pool and taking appropriate action as circumstances warrant.
- There should be an agreed and known method whereby pupils are able to communicate with the instructor and/or the staff member should difficulties arise.
- Pupils should be made aware of and understand the emergency procedures relating to the clearing of the pool should this contingency arise.
- Staff member must be aware of the location of the nearest lifesaving equipment, first aid equipment and telephone.

### **Medical**

- Careful consideration needs to be given to pupils with a range of physical and medical problems. As a general rule the child's General Practitioner should be asked to give medical clearance in this type of instance before a child is allowed to participate. The parent of the child should also give written permission. In cases such as epilepsy, observation whilst swimming must be on a one to one basis. (The child's parent could be asked to assist with this observation.)
- Children who are not fit or able to participate in the lesson should not attend the swimming baths.
- There has been a great deal of debate about verrucas and the guidance which is given, at the moment, is that before participating in swimming children with verrucas must be receiving adequate treatment for the condition and the lesion should be covered with a satisfactory occlusive dressing.

## **Swimming Pool Safety**

The swimming instructor is responsible for ensuring the safety of pool users. Staff should however bear the following rules in mind and explain them to their children.

### **Rules and Safety Code**

The following rules have been drawn up for safety and enjoyment of the facilities:

- Children with long hair must wear a swimming hat or have their hair tied back.
- Children with verruca's do not need to wear a verruca sock.
- Children/Adults are strictly forbidden to swim alone.
- Clothes must hang on hooks in the changing rooms and the rooms kept tidy.
- Walking on the pool surround whilst wearing outdoor shoes is forbidden.
- Children must not run on the pool surround or edge.
- Children must not push others.
- Sweets and chewing gum are forbidden.
- Unruly behaviour - ducking/acrobatics in the water – is forbidden.
- Goggles should not be worn unless the wearer has sensitive eyes. Check with the instructor that they are of an approved material. A form must be obtained from the office to be filled in by the parent.
- Jewellery must not be worn, including earrings.
- If a child feels unwell he/she must not enter the water.
- Children must not swim after a heavy meal.
- Children should be discouraged from holding their breath and swimming long distances under water.
- Children must not enter the water if they have open sores or skin infections.

- Children should be especially careful if they have a medical condition such as epilepsy, asthma, diabetes or a heart condition. Asthma inhalers must be taken to the baths with the appropriate children and kept available at the poolside.
- STAFF MUST INFORM THE SWIMMING INSTRUCTOR ABOUT SUCH CHILDREN.
- **Children must always do as the instructor says. If the whistle is blown they must:**

STOP        LOOK        LISTEN

# APPENDIX 5

Ironstone Academy Trust:

## HEALTH AND SAFETY IN ICT

Details of Health and Safety in ICT can be found in the ICT Policy and Internet policy