



HEALTH & SAFETY POLICY

Person responsible for policy:	Emma Shaw Chris Milnes / Tandy Palmes (Cochairs Governors)
Date approved:	February 2023
Review date:	February 2026
Mid Review:	September 2024

Rationale

With regard to the Health & Safety policy, the school policy follows the LEA Health & Safety Guidelines held in the LEA Health & Safety Manual.

This Policy seeks to set out the School's organisational arrangements for health, safety and welfare towards the pupils and staff working at Park Lane School.

The policy covers the areas over which the Governing Board and Head teacher have responsibility/control and details the safety arrangements within the School, and in respect of staff, pupils, visitors and other employees working within the School (e.g. contractors).

General Statement

The Governing Board is responsible overall within the terms of the Department of Education Health and Safety Guidance for Schools 2014. It is the aim of this policy to work within the information, procedures and codes of practice contained in the Department of Education Health and Safety Guidance.

- * The Head teacher is responsible for advising the Governing Board and for the Implementation of the Health and Safety Policy within the School and also for Ensuring that teachers and other employees carry out their duties and co-operates with the policy. The Head teacher will ensure arrangements are made to

bring the policy to the notice of all staff, including new employees, supply teachers and pupils and the relevant sections to visitors and contractors.

- * The Governing Board recognises the need to consult staff and trade union safety representatives on health and safety matters and the need to consult individuals before allocating specific health and safety functions.
- * The Governing Board will consider, in addition to any specific Health and Safety matter, a report from the Head teacher on Health and Safety contained within the termly Head Teacher's Report to Governors.
Monitoring and performance.

The aims of this policy are to ensure that:

- * all reasonable and practical steps are taken to ensure the health, safety and welfare of all persons using the premises;
- * to establish and maintain a safe environment throughout the school;
- * to establish and maintain through regular review safe working procedures among staff and pupils;
- * to provide equipment and systems of work which are safe and without risk to health;
- * to make arrangements for ensuring, so far as is reasonably practicable and without risk to health, safe storage and transportation of articles and substances;
- * to ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site, and pupils, to avoid hazards and to contribute to health and safety;
- * to promote the development and maintenance of sound safety, health and welfare practices;
- * to maintain a safe and healthy place of work and safe access and exit from the premises;
- * to formulate effective procedures for use in case of fire and other emergencies and procedures for evacuating the school premises;
- * to make arrangements within the School for the reporting of all accidents, including those covered by the Reporting of Injuries, Diseases, Accidents and Dangerous Occurrences Regulations, 1985, as detailed in the Department of Education's Health and Safety Guidance.

HEALTH PROBLEMS - ACCIDENTS, ILLNESS, MEDICAL ISSUES

Ultimate responsibility for the well being of pupils and staff lies with the Governors and Head teacher.

However, there is a collective responsibility to all who work together with the aim of ensuring Park Lane School is as safe a work/learning place as is reasonably possible.

Park Lane School has a full-time, fully qualified Nurse and also a Health Care Assistant. The Assistant Headteacher who manages CPD ensures there are a number of qualified First Aiders.

The following matters, requiring regular or intermittent attention, can be attended to without requiring the School Nurse's attention, e.g. monitoring temperatures, trimming nails, use of inhalers, weighing of pupils, provided:

- (a) the parental permission has been gained
- (b) a member of the class team accepts taking on the task,

All other tasks, e.g. administering daily medication, dealing with seizures, are co-ordinated by the School Nurse and by the school leadership team.

Feb 2012- Designated TA's who have been trained can administer feeds via a gastrostomy tube. Training will be given by School Nurse and it is she who will determine when a member of staff is competent.

Recording of Accidents & Incidents

Park Lane School has in place a system for recording the following:

- Incidents
- Behaviour/physical intervention
- Accidents
- Near Miss

This is Iris Adapt. Each member of staff has a unique log in and can complete an accident, incident or behavioural incident report. These are stored online and the head teacher is notified, by email, of each report.

It is school policy that recording must be completed either immediately after an incident has occurred or no later than at the end of that same school day.

The Head Teacher, or in the absence of the Head Teacher, a member of the Senior Management Team should be made aware of any key issues on a daily basis. A senior leader is allocated to be on duty.

Safeguarding concerns/incidents are recorded on CPOMS.

Good Practice

Medical

Let the Head teacher (or in the absence of the Head Teacher), a member of the Senior Management Team know if there are likely to be any issues with parents as a result of an accident so that it can be dealt with promptly, or if you have any concerns about treatment of accidents or illness.

Pass information/observations at once to the Designated Safeguarding Lead if you have any suspicions of non-accidental injury or abuse or know of any marks or bruises on pupil.

Record on Cpoms or a record of concern.

It is the School Nurse's responsibility to ensure that regular and occasional medication is administered. Names of children requiring routine and occasional medication should be clearly displayed in the medical file. Each parent completes a termly drug form (see appendix). The nurse is responsible for sending these out and returned sheets should be handed to her to up-date her records.

N.B. It is the class teacher's responsibility to be conversant with each pupil's current medication. The School Nurse will help to keep teachers up-to-date on such matters.

Some pupils have Open Access to the Paediatric Ward. The list is in the School Nurse's room.

Recording of seizures: For some pupils it is necessary that all seizures are recorded. The School Nurse can provide charts and give advice on completion.

If staff have any concern about whether or not pupils are fit to swim the School Nurse should be contacted for advice.

N.B. First Aid Policy is in the Appendix to this Health and Safety Policy.

General Cleaning and Domestic Arrangements

For normal cleaning of surfaces, toilets, washbasins, sinks etc., cleaners/disinfectants should be used. Disposable cloths are to be used.

Crockery and cutlery can be used normally. Utensils can be hand washed in hot soapy water or a dishwasher can be used.

Clothing can be cleaned in a hot wash if stained with body fluids (80° if stained with blood or semen). Dry cleaning can be used for non-washable items. Items heavily soiled with

blood or blood contaminated faeces and known to be infected with any blood borne virus, should be handled with gloves and an apron, and placed in a special bag so that it can be identified within laundry facilities for appropriate processing with school or when sent home at the end of the school day.

Spillages of any body fluids should be cleared up as quickly as possible. Disposable latex gloves and aprons must be worn to avoid any cross infection.

NB. Specialists in infection control suggest that good general cleaning followed by thoroughly drying the affected area are the two basic priorities.

Special care must be taken with soft furnishings and carpets and products should be used that will not rot these fabrics

General Spillages and Wet Areas

Good practice would indicate that it is in all our interests to be aware of spillages and wet areas, both internally and externally. If the playground and path areas are considered unsafe due to being wet or icy please inform the Site Manager. Pupils at this school, as part of their programmes, are made aware of health & Safety issues. However, because of the nature of their learning difficulties, many are unaware of danger.

In the event of water or spillages occurring in classrooms, school corridors and other education areas, it is very important that this is brought to the attention of a senior manager and the Site Manager. Please put yellow warning signs up around the area.

Mops are provided in order to clear up such areas but it is equally important that the area is made secure in order that no other pupil or adult crosses the area and thereby endangering themselves and others. The school provides soak mats and entrances to outdoor areas have weather matting. However, care should be taken and pupils should be encouraged to wipe outdoor footwear to enable as much outside water from being removed from such footwear.

Park Lane School Good Hygiene Practices

The Barrier Principle

In the working situation, the risk of infection is very low. However it can arise from skin piercing injuries or from ingress of body fluids, especially from blood. **Intact skin provides an efficient protective barrier.** However, infection can penetrate wounds e.g. cuts or abrasions to the hands. It can also enter the body through splashes to the eyes. The procedures discussed in this policy are designed to supplement our natural protective barriers against infection. **Even if in an emergency contact with potentially infective fluids does occur, speedy washing and disinfecting will remove the risk before the infective processes can take a hold.**

To prevent cross infection please observe general “good hygiene” procedures. Disposable gloves and aprons are provided for your and the pupils protection when toileting etc., and must be worn. A supply of disposable towels, wipes, blue roll, kitchen rolls and tissues are

available, and stocks should be kept in each class area.

Sanitizer spray is available for wiping tables before cookery or meal/snack time takes place, and also for cleaning equipment such as toilet change beds and potty chairs. The liquid is changed once a week and is for all “hard” surfaces.

Screen spray is for disinfecting all “soft” surfaces and needs to be changed daily.

Staff wishing to have the Hepatitis **vaccine** should ask the School Nurse for details.

Ensure that your hands are washed after toileting and before preparing food or drinks for pupils.

Always report any personal or pupil’s sickness/diarrhoea to the Head Teacher and School Nurse.

Always cover cuts or breakage to the skin.

It is **essential** that the privacy of the individual pupil be maintained during toileting etc. Only in rare, exceptional circumstances should pupils be changed in the classroom (e.g. following a major epileptic episode), and then screens should be used.

Always use conti-wipes to wash and wipe pupils during toileting, and report any breakage/bruising/rashes on skin to the School Nurse.

Always dispose of contaminated nappies by folding and putting them into bags, and tie up, before putting them into the pedal bin. Only use the foot pedal and never touch the lid.

Body fluid spillage - Please ensure that you **always** wear protective clothing when attending to body fluids.

Please note the following method of dealing with vomit or other bodily fluid spillage

- **Wear rubber gloves and an apron**
- **Powder specifically for spillage is available in caretaker's cupboard**
- **Follow instructions on the packaging. Sprinkle liberally on the spillage.**
- **Leave until spillage has been absorbed.**
- **Scoop up with dustpans located and labelled in caretaker's room**
- **Place in a plastic bag, tie and place in outside bin**
- **Wash area thoroughly.**
- **Wash and disinfect tools used.**
- **Wash hands thoroughly.**

Blue buckets and blue mops are for classrooms and general use.

Red buckets and red mops are for use in the toilet areas ONLY

Contaminated mops and buckets should be thoroughly rinsed and disinfected after use.

Pupil’s soiled clothing should be rinsed in a sluice and put into plastic bags for home wash.

Students and volunteers must **never** be expected to attend to intimate toileting or clearing of bodily fluids.

Controls to Prevent the Spread of Infection

This section provides practical advice on simple precautions, which should be taken to prevent the spread of infection from blood borne diseases like Hepatitis B and HIV.

However, the broad principles it gives can be used as a basic guide for other forms of infection e.g. from Hepatitis A or bacteria.

Situations can arise where someone may have an infective condition without being aware of the problem. This could result from an infection in its early stages or perhaps from attitudes to confidentiality. As a consequence, procedures must work without special medical details being available. **What is essential is that the precautions described above are consistently adopted to ensure that the highest practicable margins of safety are maintained.**

Personal Care and Hygiene

The importance of washing hands must always be stressed in the interests of good general standards of hygiene and cleanliness, giving particular attention to fingernails. This is especially important:

- Before and after giving first aid (e.g. applying dressings)
- After cleaning up and dealing with body fluids etc.
- After assisting with toileting.
- Before meals
- After removing gloves.
- In addition: on arrival, before snack, after play and before going home.

Hand sanitizer is also available in classes, staff break areas and on entry to school.

Where contact is likely with another person's blood or body products or powerful cleaning agents are being used, disposable or rubber gloves should be used to protect the skin.

If there should be direct contact with another person's blood or other body fluids, the area should be washed as soon as possible with ordinary soap and water. If lips, mouth, tongue or eyes are affected, wash with plenty of clean tap water until the area is completely clean. Should a puncture injury occur, whilst in contact with another person's blood or body fluids, encourage bleeding and wash the wound under running water.

As a matter of simple good hygiene, toothbrushes, razors, towels, face flannels etc. should not be shared. **This is standard practice.**

Direct Personal Care Assisting with Toileting etc.

Pupils should be treated with dignity and respect but this should not obviate the need to sustain proper hygiene precautions to prevent cross-infection in the interest of everyone present in the school. Disposable latex gloves and aprons should therefore be used for planned activity of this type.

By consistently using correct precautions, there is no danger of individual pupils feeling discriminated against. This will also ensure that staff is protected from infections which are latent or in an early stage of development. In particular, it will avoid having to rely on the communication of information, which is often subject to delay and breakdown.

First Aid

It is important to **adapt the barrier principle** to all emergency situations to achieve protection from any infection, including blood borne viruses.

All accidents and injuries should be reported in the normal way in accordance with the school guidelines. Where first aid is rendered, it is in the interest of the person giving it to have his/her name noted on the accident record.

It is preferable for any first aid intervention to be undertaken by a member of staff – if possible a qualified first aider. However, pupils or parents may be involved in rendering assistance, at least initially. **For this reason, it is important to create a culture of good practice regarding hygiene for staff so that cross infection can be prevented as much as possible.**

Particular points to note:

Mouth to mouth resuscitation: concern is sometimes expressed of the risk of HIV or Hepatitis B infection during mouth to mouth resuscitation. While there is a theoretical risk if the victim and helper both have open cuts and blood around the mouth, saliva does not transmit HIV. However, it is recommended that before mouth to mouth resuscitation takes place all blood should be wiped away. A resuscitation mask should be available at first aid points for use in such situations. If it is not available, a handkerchief or tissue placed between the two mouths will help to reduce risks of any infection.

Wounds: pressure should be maintained over a wound for five to ten minutes with a sufficient pad of clean absorbent material. If a surgical dressing is not immediately available a folded paper towel or clean handkerchief may be used. This must be taken and disposed of as for infected waste (double sealing). After dealing with bleeding, contaminated surfaces e.g. tables or furniture, should be cleaned as described above under the general hygiene measures.

Nosebleeds: the person having the nosebleed should be asked to pinch together the soft part of the nose and lean forwards while the person giving assistance finds paper towels, tissues or a towel and rubber gloves and apron if possible, to avoid direct contact with blood.

Splashes of blood: to the eyes or mouth should be washed immediately with plenty of water.

Sputum: should be dealt with as for splashes of blood.

Bites: should be treated as puncture wounds. Sustained free bleeding should be encouraged and the affected parts washed with soap and running water, and then dressed. (NB. There are no recorded cases of HIV being contracted from sputum or bites.)

Note: Research into the transmission of HIV in the work place reveals that the principal risk is for those involved in invasive procedures such as surgical operations and sharps (needle stick) accidents. There is no recorded case of anyone in the emergency services contracting HIV via work. Thus for employees of Cheshire County Council, the risk of HIV or Hepatitis B infection at work is very low, provided that the advice on safe working practices is adopted.

Violent Incidents

Regrettably staff may be involved in a potentially violent incident. The best precaution will be calm management of the situation, to prevent the worst happening. In so far as they can be, basic hygiene procedures and good practice in infection control should be applied.

In the case of an incident where someone could have been contaminated with the blood either by splashes in the eye or contact with an open wound, the wound should be washed thoroughly in line with the advice in "Personal care and hygiene". Advice should then be sought promptly from the person's GP or an Accident and Emergency Unit. Injuries sustained in this way are covered by health and safety legislation and should be reported in the same way as for any other accident at work.

Educational Visits

On outings or when transporting pupils, it is advisable to carry paper towels, plastic bags, disinfectant and a pair of disposable gloves to cope with travel sickness.

All Educational Visits should be recorded on Evolve. All planned visits should have parental consent and a risk assessment be completed and signed off by the Educational Visits Coordinator.

Circumstances Requiring Specific Medication through trained procedures

Whilst the administration of all medicines requires caution, there are certain circumstances which require special attention before accepting responsibility for administering medicine when the parents are unable to come to school themselves. These are:

- (a) Where the timing and nature of the administration are of vital importance
And where serious consequences could result if medication is not given;
- (b) where some technical or medical knowledge or expertise is required;
- (c) where intimate contact is necessary.

In such exceptional circumstances the Head teacher must consider the best interests of the child as well as considering carefully what is being asked of the staff concerned.

Only staff that are willing and have been appropriately trained are to administer such treatment. This must be in accordance with instructions issued by the paediatrician or GP. Training in invasive procedures should be conducted by qualified medical personnel.

For the protection of both staff and pupils a second member of staff must be present while more intimate procedures are being followed.

In the event of any member of staff voluntarily agreeing to administer such treatment this is **not** transferable to any other member of staff who may be required to work with the pupil in future times. This has the backing of the Head teacher, Governors and with the full co-operation of the parents.

Where and when a pupil is taken on school journeys the procedures as laid out in the Educational Visits Policy must be strictly adhered to (see separate Educational Visits Policy).

Other areas of Health & Safety Policy

LIFTING

It is dangerous to you and/or others to lift, carry or move heavy objects incorrectly. This school operates a minimal lift policy and lifting equipment is provided. Individual manual handling risk assessments and handling plans are made on each pupil presenting with particular difficulties. Copies of these documents are available in the classroom area and are updated on an annual or when changes occur basis.

Staff are required to receive annual manual handling/hoist awareness update training. New staff should receive induction training for manual handling and hoist awareness. This training is normally undertaken by the Manual Handling Risk Assessor. Any staff health problems (including pregnancy) should be reported immediately to either the Head Teacher or Risk Assessor, in order that an individual risk assessment can be made.

Students and volunteers should **never** be expected to lift pupils or heavy equipment. Further information on manual handling is available in the Manual Handling Policy.

STEPLADDERS

Do not climb on chairs or tables to reach objects or display work etc. Use the correct safety stools or step ladders, and ask for assistance if necessary.

SWIMMING POOL

Please observe any notices in the pool area regarding safety/hygiene. Advice and safety procedures are contained in the Swimming Policy.

Water Babies are hiring the pool on one day a week after school. The pool is cleaned after use.

P.E.

Trainers, pumps or bare feet for all P.E. and movement sessions, and suitable clothing should be used on apparatus.

P.E. apparatus should be set up correctly, and the session should only begin when each piece of equipment has been checked for safety by the Class Teacher.

Pupils must be supervised and assisted by staff when using or moving P.E. apparatus.

All P.E. equipment should be returned to the original storage place after use.

Further advice can be obtained from the P.E. curriculum leader.

(N/B. Reference Document - Safe Practice in Physical Education)

FIRE DRILL

All staff, including students and volunteers should be familiar with the school fire drill procedure. A copy of this is displayed in each room, next to the **fire exit**. The Register must be completed for both the morning and afternoon sessions, and if possible should be taken to the Assembly point by the Class Teacher. **Never** return into the school building until you have given instructions to do so.

A fire drill will normally take place each term, at different times of the school day.

Further information can be obtained from the Head Teacher.

ELECTRICAL EQUIPMENT

In order to use electrical equipment safely, staff are required to check for obvious faults i.e. damage to plug, loose or exposed wires. Faulty equipment must not be used, clearly labelled "**DO NOT USE**", and the matter reported to either the Head Teacher or Site Manager.

All electrical equipment must be presented for inspection when required by County electricians, and only used if they pass the safety check. For this reason, staff should not bring in their own equipment for school use.

Staff must ensure that there are no trailing wires when using electrical equipment.

ACCIDENTS AND INJURIES

All accidents, injuries, incidents and near misses should be recorded using the appropriate forms.

Staff may be advised to compile a report to the Accident and Emergency Department, if they sustain injury, and if this is felt necessary. When head injuries are involved, the patient should be transported by a member of staff and not attempt to drive their own car.

Staff are instructed not to wear Flip flops during their working hours. This is for their own protection. The wearing of Flip Flops leaves staff open to risk of injury to toes and feet from pupils and equipment.

Accidents/incidents are reported on Prime who then informs RIDDOR if appropriate.

It is your duty to report any hazards which might endanger staff, pupils or visitors immediately, to either the Head Teacher or Health & Safety Officer, in order that the hazard can be removed and made safe. **A hazard is an accident waiting to happen!**

FIRST AID

First Aid boxes are kept in each room. A list of qualified First Aiders and Emergency Aiders is displayed near to boxes.

The School Nurse, Head Teacher or Deputy Head Teacher would normally be consulted in the case of more serious injury, by the attending First Aider.

MEDICINES

Pupil's medication should be taken to the School Nurse in the morning, and **not** left in pupil's bags. The Nurse will be responsible for giving the medication. Staff should collect the medication at the end of the school day to the Class Teacher.

In the absence of the School Nurse and appropriate nurse cover medication will be given by either the Head Teacher with support from the Health Care Assistant.

Inhalers for Asthma are kept in individual pupil's class room and administered by willing members of the class team. **Please check for out of date sprays etc.**, and inform parents if new ones are required.

Staff **must** ensure that their own personal medication is **safely** stored away.

STAFF WELFARE

To comply with the Welfare at Work Regulations, a staff room is provided, with facilities for eating school dinners or eating your own food. Staff are responsible for washing and clearing their own cups, plates or for putting them in the dishwasher provided. **Please leave the room tidy when you have finished your break and ensure that kitchen plates and dishes are returned to the kitchen.**

THIS POLICY AND GUIDELINES ARE INTENDED TO PROVIDE A SAFE ENVIRONMENT FOR PUPILS, STAFF AND VISITORS. THANK YOU FOR YOUR VIGILANCE AND CO-OPERATION.

References:

Cheshire East Council - Health & Safety Guidance Notes

- Risk Assessment document
- Risk Assessment for Individual Pupil
- Health & Safety Information Notes
- Health Issues for Pupils
- Health Issues for Employees

Cheshire East Council - Social Services

- Health & Safety - MRSA

Department of Health

- Children in Need and Blood-borne viruses: HIV and Hepatitis

National Health Service

- MRSA General Information - Information leaflet
- NHS hand-washing information leaflet