



Health and Safety Policy



HEALTH & SAFETY POLICY

Date Approved by Governors	October 2018
Review Date	October 2020
On Behalf of Governors Signed	Signed copies on file
Print Name	
On Behalf of Governors Signed	
Print Name	
Principal's Signature	

All One In A Million Free School Policies have been devised to ensure that:

- Students from all backgrounds and all abilities are welcome
- Each student has the opportunity to flourish and achieve their potential
- We value the individuality of each student within the context of membership of our community
- We are committed to raising educational attainment and improving our students' life chances
- We provide an environment in which all students will be self-aware, self-disciplined and confident
- All students will understand how to make a positive contribution to our extended community
- We support academic, creative and personal achievement through our focus on Sport, the Arts and Enterprise



Health and Safety Policy

This policy makes an unequivocal commitment to high standards of health and safety. Although the Principal has ultimate responsibility for implementing the policy all employees have an important part to play in its successful implementation and One In A Million Free School (OIAMFS) will ensure appropriate training is provided for all staff.

Every leader is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Responsibilities of staff are outlined in this document but the detailed arrangements for carrying out the policy are included in separate Codes of Practice.

This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

Statement of Intent

OIAMFS's Governing Body will do all that is reasonably practicable to establish and maintain high standards of health safety and welfare for all its students, employees and visitors to the school.

The Governing Body will ensure, so far as is reasonably practicable, that the health and safety of employees, students, visitors and other non-employees who may be affected by its work activities are not endangered.

The responsibility for implementing this policy lies directly and personally through line management with the Principal and every employee.

Objectives

- To implement the policy the Governing Body's objectives are:
- To confirm that all activities are being carried out safely, without risk to health, so far as is reasonably practicable.
- To confirm there are Codes of Practice covering work activities.
- To confirm all staff are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities.
- To confirm that all new employees are aware of the Governors' health and safety policy and the appropriate health and safety procedures.
- To confirm all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- To confirm that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- To promote awareness of health and safety issues.



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- To provide specialist professional support to leaders and staff on all health and safety matters.
- To have and make readily available detailed health and safety information that may be required about or resulting from legislation, Approved Codes of Practice, or British Standards.
- To have and make readily available detailed health and safety information that may be required about substances, materials, articles, processes, plant and equipment employed by the Governing Body.
- To confirm suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others.
- To keep the policy under review and revise it as required.
- To monitor the implementation of the Health and Safety Policy.

Organisation and its Responsibilities

The Governing Body

The Governing Body will oversee health, safety and welfare matters and will confirm that necessary resources are provided by the Principal.

The Governing Body will monitor the implementation of the Policy by requiring an annual report, presented in July, based on a monitoring checklist and reports of inspections as detailed in Section 7.5 of this document.

Principal

The Principal is accountable to the Governing Body for the implementation of the Health and Safety Policy. The Principal will also discharge the Governing Body's overall duty as employer. The discharge of these duties will be through line managers. The Principal will be responsible, in particular, for ensuring that:

- The Safety Policy Statement is brought to the attention of all staff
- Codes of Practice are available for each work activity carried out in OIAMFS
- A copy of each Code of Practice is kept in the general office and in the Central Information file online
- Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of OIAMFS
- Accidents are reported using the established procedures
- Health & safety committee members can carry out their functions including inspections and accident investigations; and, where appropriate, that consultation takes place with safety representatives



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- Safety representative inspection report forms are dealt with in the appropriate manner
- Training needs are identified and appropriate arrangements are made for training
- Assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations 1999 and other legislation and that the significant findings are recorded
- New employees receive appropriate health and safety information including details of the safety policy, codes of practice, evacuation drill procedures and other safety procedures
- The overall procedures for safety are monitored
- Evacuation drills are carried out and a fire register is maintained
- Arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between OIAMFS and the contractor as required by the Management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with the operation of OIAMFS; and contractors are aware of any special risks to students which might arise out of their work
- Health and safety matters which cannot be resolved appropriately are raised with the Governing Body
- Arrangements are in place for appropriate 'co-operation and co-ordination' with employees of other organisations who may use the OIAMFS site, e.g. the Charity, One In A Million (sports)
- A copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals

Vice Principal

The Vice Principal is responsible for carrying out the Principal's duties in his absence.

Health and Safety Co-ordinator (

In conjunction with the Business Manager, the Facilities Manager is responsible to act as the OIAMFS's Health and Safety Co-ordinator. Their specific duties include: -

Establishing arrangements for dealing with health and safety matters such as:

- Dissemination of health and safety information to all staff
- First aid
- Accident reporting
- Emergency evacuation procedures
- Ensuring accidents are investigated
- Ensuring health and safety matters raised by staff are dealt with



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- Maintaining a central file of Codes of Practice
- Coordinating all aspects of Health and Safety Policy and practice
- Ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Principal
- Ensuring the implementation of the Safety Policy is monitored
- Ensuring 'reportable' accidents are reported to the HSE
- Liaising with contractors carrying out building work
- Escalation of matters requiring SLT action.

Staff Development

The HR Manager will ensure that health and safety training, including regular updates and training in the event of any changes to Health and Safety practice or policy and where other changes have implications for Health and Safety, is an integral part of the staff development programme.

Directors

Directors are responsible, for implementing this policy within their department. In particular they are responsible for ensuring that:

- Those activities under their control are carried out, so far as is reasonably practical, safely and without risk to health.
- The implementation of the health and safety policy is properly monitored in their area of responsibility. This includes the conducting of inspections of the workplace and equipment and also at any external venues used for their teaching.
- Individual employees are aware of their responsibilities for health and safety and are adequately trained, informed, instructed and supervised
- Codes of Practice appropriate to the Department are brought to the attention of all staff in the Department
- Codes of Practice are complied with and appropriate safety signs or notices are displayed
- Relevant health and safety information is communicated to staff
- First aid procedures are complied with
- All accidents occurring in the Department are reported and an Accident Report Form is completed
- Reasonable arrangements for allowing health & safety committee members to carry out their functions are complied with
- Training needs of staff within the Department are identified



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- Staff are aware of evacuation procedures
- New employees receive all appropriate health and safety information/ training, including departmental safety procedures
- Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded, reported and acted on as appropriate.

Educational Visits Co-ordinator

The Educational Visits Co-ordinator (the Vice Principal) is responsible with regard to Health and Safety (see Off-site and Residential Policy) for:

Ensuring that all arrangements for educational trips or visits comply with this policy specifically this will include:

- Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted and to ensure that they are applied and that trip leaders are aware of them
- Ensure that a full risk assessment is in place for any venue and any recommendations are implemented prior to the 'trip'

Class Teachers and Learning Support

The safety of students in classroom, laboratories and workshop is the responsibility of the learning leader. This also applies to student teachers who must be made aware of their responsibilities by a professional tutor.

Teachers and Teaching Support Staff are expected to:

- Know the emergency procedures in respect of evacuation and the special safety measures to be adopted in his/her own teaching areas
- Ensure that they exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of evacuation and the special safety measures of the teaching area
- Give clear instructions and warnings as often as necessary (*notices, posters, hand-outs are not enough*)
- Ensure that students' coats, bags, cases etc are safely stowed away
- Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- Follow safe working procedures personally
- Ensure that protective clothing, guards, special safe working procedures etc, are in place and are used when necessary
- Make recommendations on safety matters to the Leaders of Learning
- Be familiar with Codes of Practice appropriate to the work area



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- Be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventative measures). If there is no risk assessment for work activities where there is a risk to anyone's health and safety, the Learning Leader must raise the matter with the appropriate senior leader and in any event ensure the work activity does not commence or continue until a risk assessment has been conducted. (NB – in many cases the risk assessment will be implicit in the Codes of Practice)

Facilities Manager

The person appointed as the Facilities Manager (acts in most cases as the Client) is responsible for all premises matters and ensuring appropriate standards of health and safety are maintained.

Specific responsibilities include:

- Supervising premises staff and monitoring health and safety standards in their area of activity
- Ensuring arrangements are in place with regard to fire precautions
- Ensuring premises' defects and other health and safety matters raised by caretaking staff are dealt with and, if that is not possible, for ensuring they are raised with the Health & Safety Committee
- Liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure appropriate 'co-operation' and 'co-ordination' between OIAMFS and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of, or in connection with the operation of OIAMFS; and to ensure contractors are aware of any special risks to students which might arise out of their work
- Identifying premises' defects and dealing with them as appropriate. Where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Business Manager
- Liaising with building contractors and monitoring the work to ensure appropriate standards of health and safety are maintained
- Testing the fire alarm system and entering details in the Fire Register
- Ensuring that the premises are secured and all persons have left the premises before alarms are set

All Employees



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- Although prime responsibility for health and safety rests with the Governing Body all employees have responsibilities:
- To take reasonable care of their own health and safety and that of all persons affected by their acts or omissions
- To co-operate with the Principal on behalf of the Governing Body so far as is necessary to enable it to meet its responsibilities for health and safety
- To use work equipment provided correctly in accordance with instructions and training
- To inform the Principal who is acting on behalf of the Governing Body (through line managers) of any work situations which represent a serious and immediate danger to health and safety All employees are required to report any accidents that occur at work at the earliest opportunity. This is to ensure that appropriate action is taken which will help prevent re-occurrence or any further injury. In addition failure to do this may lead to difficulties when making a claiming for industrial injury. All employees having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the Health and Safety Co-ordinator.

Students

Students have no particular responsibility in the implementation for OIAMFS's Health and Safety Policy but are nevertheless expected to: exercise personal responsibility for safety of themselves and others observe the safety rules of OIAMFS and in particular the instructions of staff given in an emergency use and not willfully misuse, neglect or interfere with any item provided for safety ensure that they only use those areas which are designated for pedestrians.

General Arrangements

Appendix I of this policy indicates general arrangements for implementing the safety policy.

Accident Reporting

The accident reporting procedure is in Appendix II of this document. All accidents should be reported to the HR Manager

Fire Evacuation Procedures

The Fire Evacuation Procedures can be found at Appendix III.



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Containment Procedures

The Containment Procedures can be found at Appendix IV.

Medical Room Procedures

The Medical Room Procedure can be found at Appendix V.

Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. OIAMFS has adopted the Bradford Metropolitan District Council Department of Children's Services form to record significant findings. For most activities existing Codes of Practice indicate the 'preventative and protective' measures and the assessment form will refer to the particular code.

All members of staff responsible for health and safety matters must ensure that they have fully completed risk assessments for their area by half-term of the Autumn Term. All risk assessments must be returned to the Facilities Manager.

Health and Safety Monitoring

Inspections of OIAMFS are to be carried out termly by the Leaders of Learning, the Business Manager and the Facilities Manager.

An internal review of health and safety arrangements and procedures will be carried out annually by the Facilities Manager. A report will be made to the Governing Body at the meeting immediately following this review.

All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. All reports will be submitted to the safety committee and where necessary reports will be submitted to the Governing Body.

The Health and Safety Co-ordinator will examine accident and incident records at least termly to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event).

In addition to the above, routine inspections are carried out on the following equipment: PE equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, heating appliances and hot and cold water systems.

Access to Policy Statement



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Access to a copy of this policy will be available to all employees in the HR office and online in Central Information.

A copy of the Health and Safety Policy will be issued to all Governors and staff. All new Governors and staff will be issued with a copy when they take up their respective positions.

First Aid Arrangements

Designated First Aiders:

A list of first aiders is held with the SCR register in the HR office.

Contents of First Aid boxes:

These will be checked and restocked by the Senior Administrator at least every half term.

Appendix I – Statement of Health and Safety Policy

- 1) Name of senior member of staff with responsibility for co-ordinating health and safety: Dave Richards, supported by Roxy Daniells.
- 2) Senior member of staff responsible for staff development: Lyndsey Parkin
- 3) Location of Fire Register: Facilities Managers office
- 4) Location of central file of Codes of Practice: the HR office and online in GoogleDrive at Central Information.
- 5) Procedure for accident reporting:
 - (a) Name of member of staff to report accident to: Lyndsey Parkin
 - (b) Who should complete accident form: the witness
 - (c) Who should telephone HSE in case of notifiable incidents: Lyndsey Parkin



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Appendix II - Accident Reporting Procedure Introduction

All accidents to both staff and students must be reported using the appropriate form or book. Certain accidents must in addition be reported to the Health and Safety Executive (HSE). The procedures to be adopted are described below.

All Accidents

Employees

An Accident Book should be completed either by the injured person or someone acting on the injured person's behalf. A tear off copy of each record must be sent to the HR Manager. Records must be kept for at least three years.

Students and Non-Employees

An Accident Book must be completed for all accidents to students and non-employees (including members of the public) and retained for at least three years. A tear off copy of each record must be sent to the HR Manager.

Accidents/Diseases which Must Also Be Reported To The HSE

Deaths, Certain Major Injuries or Conditions and Dangerous Occurrences

Accidents must be reported using the Accident Book as indicated above. Accident books, can be found at reception, in both the minibuses, with the offsite PE first aid kit, the kitchen, the food tech room the practical science room.

Tear off copies of each report sheet must be sent to the HR Manager, who will report the incident to the HSE using the on-line reporting system.

Definitions of 'Major Injuries or Conditions' and 'Dangerous Occurrences' are listed in the Guidance Notes accompanying the F2508 Forms and in the booklet HSE24. Major injuries include, for example, broken wrists, injury to the eyes from chemicals and injuries that result in the injured person being admitted to hospital for more than 24 hours. These accidents must by law be reported to the HSE by the quickest practicable means (i.e. telephone), followed by the submission of Form F2508 within seven days.

Reporting Procedures

(a) As soon as practicable after the incident the Facilities Manager (or a representatives) must telephone the HSE - 0845 300 9923. A written record must be kept of the call in the accident book

(b) Form F2508 must be completed and sent to the Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG within seven days of the



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incident.

.(c) The Regulations require that a record is kept of all reportable accidents/dangerous occurrences. A copy of the form must be kept as the official record.

'Over Seven Day Accidents' to a Person at Work

If a person at work (e.g. employee or student) is incapacitated for his or her normal work for more than seven consecutive days as a result of an accident at work Form F2508 must be completed and sent to the HSE within fifteen days of the accident. The seven days excludes the day of the accident but includes any days that would not have been working days (e.g. weekends).

OIAMFS will still keep a record in the accident book of all 'over 3 day injuries.

Reporting Procedures

. (a) As soon as the accident becomes reportable (i.e. on the eighth day of absence) Form 2508 must be completed and sent to the HSE.

. (b) A copy of Form F2508 must be kept as the official record. Cases of Disease

Where a person at work suffers from certain specific diseases and their work involves specified activities a report must be sent to the HSE on Form F2508A. The diseases and activities are also specified in the booklet HSE24. It is only necessary to report diseases when a written statement is received from a registered medical practitioner diagnosing the disease as one on the list. Such cases are likely to be very rare in education establishments but nevertheless can occur. For example the list includes acne caused by exposure to mineral oils; occupational asthma caused by exposure to epoxy resins, laboratory animals and grain products; and poisoning by substances, which could be found in OIAMFS's chemistry laboratories.

On receipt of a written statement from a registered medical practitioner which indicates an employee has one of the specified diseases and she is engaged in one of the listed work activities, contact the County Health and Safety Unit. The Unit will forward a copy of the form (F2508A) and advise about the correct procedure. Exemptions – Road Traffic Accidents

Road Traffic Accidents do not need to be reported to the HSE in accordance with the reporting procedure at 3.1 above, except where the injury involves a person engaged in work, or alongside a highway; or exposure to a substance being conveyed by a vehicle, or loading or unloading a vehicle. (NB: the standard accident book/form should however be completed).

Exemptions – Student Accidents in the Playground

Injuries received during play activities in playgrounds arising from collisions, slips and falls do not need to be reported to the HSE in accordance with the reporting procedures at 3.1



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above unless they are attributable to:

The condition of the premises (e.g. potholes, ice, worn steps); plant or equipment on OIAMFS's premises; or lack of proper supervision. (NB: the standard accident form should however be completed).





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Appendix III – Fire Procedure ON DISCOVERING A FIRE •

Member of staff or student sounds alarm by breaking glass at nearest Fire Point

- Confirms situation to School Reception who inform the Facilities Manager or his deputy
- Facilities Manager or his deputy team identifies zone location of fire.
- On confirmation of fire reception will telephone the Fire and Rescue Service. Only staff should tackle the fire and only do so if they are specifically trained to use a fire extinguisher. Where staff are trained the extinguishers should only be used where it is necessary to do so to enable safe evacuation of the premises. No students should tackle the fire or use an extinguisher. ON HEARING THE FIRE BELL (continuous ringing of the lesson change bell)
- Always assume that the alarm is real • Close all windows in the room you are in
- Turn off lights, power, gas • Computers may be left 'on' • Doors should be shut but not locked – Ensure that no doors are wedged open
- Teaching staff to evacuate students in COMPLETE SILENCE – STAFF AND STUDENTS, following the route indicated by the map situated next to the door in each room. DO NOT allow anyone to re-enter the building – EVEN IF THE ALARM STOPS – complete the fire procedure
- Whilst seeing students out, staff should check local fire points and inform Principal if false alarm
- Reception to take Visitors Book to Assembly Point
- Reception to take Medical Book to the Assembly Point.
- Reception to take support staff signing in sheets to the Assembly Point.
- Any visitors to the OIAMFS must be escorted to the fire assembly point by the individual they are visiting.

RESPONSIBILITIES OF SITE TEAM

On hearing the bell:

- To open all locked external gates • Determine the location of the fire (or broken call point) • Establish whether the fire is real or a false alarm If fire is real:

Tackle the fire if necessary to enable safe evacuation of the area Liaise with the Fire Service upon their arrival and direct to fire. Confirm fire to Principal or Vice Principal at



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fire assembly point.

If a false alarm:

- Locate the broken call point
- Replace glass
- Silence and reset alarm panels, confirm false alarm to Principal or Vice Principal who are the only ones who can decide when a return to the building can happen.

GENERAL RESPONSIBILITIES OF TEACHERS

ESCORT students and supervise them during the evacuation

- LISTEN for instructions during the evacuation

FIRE MARSHAL RESPONSIBILITIES

The staff designated below should “sweep” through their designated area to ensure everyone is out. Each designated ‘sweeper’ should ensure that other staff in their Department know the area to be swept so that they can cover their role if the named person is unavailable. Once outside the “sweepers” should report to Principal or Vice Principal **AT THE ASSEMBLY POINT (MUGA)**

RESPONSIBILITIES OF STUDENTS

Students to go to the designated area for their Year Group and line up by form in alphabetical order ready to be registered. This is as per the fire practice at the beginning of the year. **STUDENTS AND STAFF LEAVE IN COMPLETE SILENCE**

RESPONSIBILITIES OF STAFF

- Learning Coaches to ensure their forms line up in silence behind the designated line and in register order.
- Reception to distribute registers - staff to take register by walking up form line
- Staff to report details of any unaccounted students with details of where they were last seen to Principal.
- Other staff not attached to a ‘Learning Team’ to support as needed.

RESPONSIBILITIES OF SENIOR STAFF

If false alarm, to assist the Principal in completing the fire procedure, and then support an orderly return. If fire to await instruction from the Principal (via the fire services.).



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Appendix IV – CONTAINMENT PROCEDURE

Member of staff sounds alarm by manually ringing the lesson bell in a pulsing manner.

- Confirms situation to School Reception who inform the Facilities Manager or his deputy
- Facilities Manager or his deputy team ensures that external gates are locked and closed.
- Always assume that the alarm is real
- Close all windows in the room you are in
- Computers may be left 'on'
- Doors should be shut but not locked – Ensure that no doors are wedged open
- Teaching staff to evacuate students in COMPLETE SILENCE – STAFF AND STUDENTS. Staff to lead students to their nearest area of containment.
 - Level 0
 - The theatre
 - Level 1
 - Classrooms 1.01, 1.13 and 1.14 stay in classroom and sit on the floor.
 - All other classrooms go to library area and sit on floor in class groups.
 - Level 2
 - Classrooms all make their way to open area above the library and sit on the floor in class groups.
- Teaching staff to take a class register

RESPONSIBILITIES OF SITE TEAM

On hearing the bell:

- To check that all external gates are locked
- Establish whether the threat is real or a false alarm

If threat is real:

Call emergency services

Confirm threat to Principal or a Vice Principal

If a false alarm:

- Advise emergency services



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Confirm false alarm to Principal or Vice Principal who are the only ones who can decide when a return to normal learning spaces can happen.

GENERAL RESPONSIBILITIES OF TEACHERS

ESCORT students and supervise them during the containment

- LISTEN for instructions during the containment

FIRE MARSHAL RESPONSIBILITIES

The staff designated below should “sweep” through their designated area to ensure everyone is contained correctly and that everyone is away from windows and open areas.

Each designated ‘sweeper’ should ensure that other staff in their Department know the area to be swept so that they can cover their role if the named person is unavailable.

RESPONSIBILITIES OF STUDENTS

Students to go to the designated area for their Year Group and assemble by form ready to be registered. This is as per the containment practice at the beginning of the year.

RESPONSIBILITIES OF STAFF

- Learning Coaches to ensure their forms remain silent in their designated area.
- Staff to report details of any unaccounted students with details of where they were last seen to Principal.
- Other staff not attached to a ‘Learning Team’ to support as needed.

RESPONSIBILITIES OF SENIOR STAFF

If false alarm, to assist the Principal in completing the containment procedure, and then support an orderly return.

Appendix V – MEDICAL ROOM PROCEDURE

The Medical Room is not staffed, but is managed by the administration team

The Procedure is as follows:

Student is referred to the reception for assessment. The receptionist will decide if student requires medical treatment and will notify the Head of Year who will decide if the student



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should be sent home or returned to lesson.

If required, first aider to escort student to medical room for treatment.

If no medical treatment is needed, but student is to go home, student may wait on chairs in the reception for parent or carer to collect him/her. It should be noted that teachers and teaching assistants should discourage students from requesting to go to the medical room.

Learning leaders should:

- Instruct a student that an appropriate time would be at break or lunchtime
- Allow a short 'time out' encourage the student to drink water to hydrate If medical treatment is required:

A first aider may supply students with plasters, glasses of water, routine medication, sanitary protection etc.

Details of treatment given must be recorded in the Accident/Incident book and on Integris.

NB. OIAMFS does not supply paracetamol or other pain relievers. However, a first-aider may dispense medication handed in by students, as long as the medication is accompanied by a consent form signed by the student's parent or carer. If contact with home is required:

The first-aider must refer to the student's MIS record to ensure contact is made only with those individuals listed on the record. On no account should contact be made with alternative contacts provided by the student.

A student will be allowed home only when permission has been given by a parent/carers. OIAMFS will encourage a parent/carers to come to our school to pick up a student rather than let them go home on their own.

Monitoring, Evaluation And Review

The Governing Body will review and amend this policy and procedure at least every two years or as required by:

- Changes in legislation
- Changes in guidelines from advisory bodies
- The effectiveness of the policy

References URL Links

Departmental advice on legal duties and powers for local authorities, head teachers, staff and governing bodies available at:

<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-health-and-safety-advice-on-legal-duties-and-powers-for-local-authorities-headteachers-staff-and>



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governing-bodies General issues about which you must consult the workforce:

www.hse.gov.uk/involvement/whattoconsult.htm Minor incidents

www.hse.gov.uk/involvement/consulttips/minorincidents.htm Incident-reporting in schools (accidents, diseases and dangerous occurrences) <http://www.hse.gov.uk/riddor/>

Strategic health and safety issues www.hse.gov.uk/involvement/consulttips/resolve.htm H and S Committees: Setting up and working

<http://www.hse.gov.uk/involvement/howtosetup.htm>

<http://www.hse.gov.uk/involvement/agreepinciples.htm> Membership

<http://www.hse.gov.uk/involvement/membership.htm> Decision making

<http://www.hse.gov.uk/involvement/committeedecisions.htm> Committee resources

<http://www.hse.gov.uk/involvement/committeeresources.htm> School trips HSE advice on

school trips 2011 <http://www.hse.gov.uk/services/education/school-trips.pdf> Health and safety matters for special educational needs <http://www.hse.gov.uk/pubns/edis4.pdf>

The Right Start: Work experience for young people: health and safety basics for young people.

<http://www.hse.gov.uk/pubns/indg364.pdf>

Working together to reduce stress at work. A guide for employees

<http://www.hse.gov.uk/pubns/indg424.pdf>

Stress checklist

<http://www.hse.gov.uk/stress/standards/index.htm>

Health and safety of children and young people in catering Catering Information Sheet 21

<http://www.hse.gov.uk/pubns/cais21.pdf>