



Health & Safety Handbook and Policy 2025-2026

This Local Authority Health and Safety Policy has been adapted for our setting. All the health and safety policies mentioned below which form part of the Health and Safety Handbook, are available on the Services for Schools website.

Version

The table below shows the history of the document and the changes that were made at each version.

Version	Date	Summary of changes
0.1 (draft)	02 May 2012	First issue draft for consultation
1.0	02 August 2012	Initial issue
1.1	20 Feb 2013	Clarification of "Review"
1.2	12 Jan 2016	Addition of "Competent Person"
1.3	10 April 2019	Review prior to publishing on info4schools
1.4	19 November 2020	Review prior to publishing on info4schools
1.5	3 May 2022	Updates to incident reporting procedure

Contents

1. Introduction	2
2. Statement of Intent	2
3. Organisation	3
3.1 The Governing Body	3
3.2 The Head Teachers and School Business Manager	3

3.3	Deputy/Assistant Head Teachers	3
3.4	Senior Leadership Teams	3
3.5	Premises Team	4
3.6	First Aiders	4
3.7	Employees	4
3.8	Richmond and Wandsworth Council Health and Safety Team	5
3.9	Health and Safety Representatives	5
4.	Arrangements	5
4.1	Risk assessments	5
4.2	Instruction and Training	6
4.3	First Aid	6
4.4	Administration of Medicine	6
4.5	Accident Reporting	6
4.6	Fire and Emergency Procedures	7
4.7	Smoking and Fire Hazards	8
4.8	Maintenance and Inspection of Premises, Plant and Work Equipment	8
4.9	Electrical Safety – Fixed Systems	8
4.10	Electrical Safety - Portable Appliances	8
4.11	Information Technology Equipment	9
4.12	Personal Safety	9
4.13	Pupil Safety	9
4.14	General Safety	10
4.15	Lone Working	10
4.16	Safeguarding – Access to School	10
4.17	Safeguarding – Collection of children	11
4.18	Safety on School Visits	11
4.19	Cash Handling	11
4.20	Manual Handling	11
4.21	Working at Height	12
4.22	Safe Handling and Use of Substances	12
4.23	Tree Safety	12
4.24	Asbestos	12

4.25	Legionella	13
4.26	Hirers, Contractors and Others	13
4.27	Staff Consultative Arrangements	14
4.28	Emergency Planning	14
4.29	Monitoring	14
4.30	Codes Of Safe Working Practice.....	14
4.31	Review	14
5.	Codes Of Safe Working Practice	15
Appendix One: GENERAL EMERGENCY PROCEDURES - Honeywell Schools Federation		17
Appendix Two: First Aid Guidelines		19

1. Introduction

- 1.1. This document is provided by the Governing Body of Honeywell Schools Federation in pursuance of the Richmond and Wandsworth Council Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the school's legal responsibilities and outlines the objectives of the schools for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.

2. Statement of Intent

- 2.1 The Governing Body of Honeywell Schools Federation accepts responsibility for all safety and environmental matters within the school including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environmental Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with Richmond and Wandsworth Council's policy statement and guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the school meets its legal and moral obligations and complies with legislation, has been set up.
- 2.2 The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the school. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.
- 2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. Organisation

3.1 The Governing Body

3.1.1 The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular the Governing Body is responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.

3.2 The Head Teachers and School Business Manager

3.2.1 The Head Teachers have day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents and carers, visitors or contractors. This is shared with the School Business Manager. Specifically, they will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Governing Body, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- liaising with governors and Richmond and Wandsworth Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.

3.3 Deputy/Assistant Head Teachers

3.3.1 The Deputy/Assistant Head Teacher are responsible for:

- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Richmond and Wandsworth Council;
- ensuring regular inspections are carried out;
- submitting inspection reports to the Governing Body and Richmond and Wandsworth Council Health and Safety Team;
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;

3.4 Senior Leadership Teams

3.4.1 The Senior Leadership Teams are responsible for:

- day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Head Teachers;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- carrying out regular inspections and making reports to the Head Teachers;
- ensuring remedial action is taken where appropriate;
- passing on information received on health and safety matters to appropriate people;

- acting on reports from the Head Teachers or subordinate staff.

3.5 Premises Team

3.5.1 The Premises Team are responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a termly basis (during the last week of every term) and submitting a report to the Borough Council and to the Deputy Head Teachers;
- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Head Teachers or Deputy Head Teachers;
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at 8am on Mondays by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Head Teachers or deputy Head Teachers of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to their work environment; and
- annually checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.6 First Aiders

3.6.1 First aiders are responsible for:

- The first aid equipment found in boxes in the main hall, nursery and in rooms where first aiders work
- Oversee and record when medicines are given to any person
- Oversee the recording any accident and subsequent treatment in the appropriate accident book (located in *the School Office and Playground Stations*)
- immediately informing the Head Teachers and/or the Deputy Head Teachers of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc
- Completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Head Teachers. Completion must be within one day of the accident; and
- Notifying parents and carers of any case recorded in the ~~accident book~~ Medical Tracker.

3.7 Employees

3.7.1 All staff are responsible for:

- Taking care of themselves and others who may be affected by their acts or omissions
- Co-operating with the Head Teachers and the Borough Council to ensure that statutory requirements are met
- Not interfering with or misusing anything provided in the interest of health, safety or welfare
- Checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed
- Checking equipment is safe before use
- Ensuring they are aware of safe procedures and that these are followed;
- Ensuring protective equipment is used when needed
- Participating in inspections and the health and safety committee as appropriate;
- Bringing problems to the attention of the relevant manager
- Reporting any accident involving children in classroom areas for which they have responsibility.

3.8 Richmond and Wandsworth Council Health and Safety Team

3.8.1 The Health and Safety Team will:

- Give advice and assistance to the Head Teachers in the discharge of their responsibilities in relation to health and safety
- Give advice to all staff in respect of health and safety by establishing and maintaining the Health and Safety Handbook and associated Codes of Safe Working Practice
- Be the nominated Competent Person in respect of Health and Safety legislation
- Carry out regular audits of all health and safety management systems, policies and procedures;
- Ensure that regular inspections of premises, and establishments where Wandsworth staff are occupiers, are carried out to ensure the maintenance of a safe working environment;
- Receive regular reports of any accidents, injuries or near misses that occur, investigate such accidents reporting those that fall within RIDDOR to the Health and Safety Executive, analysing trends and proposing remedial actions to prevent reoccurrence
- Maintain adequate and up to date information of relevant law and safety management practice
- Coordinate liaison with the relative statutory body (Health and Safety Executive, London Fire and emergency Planning Authority, etc.) during any investigations or inspections relating to Council operations; and
- Attend meetings of relevant health and safety committees, acting as professional advisor where requested.

3.9 Health and Safety Representatives

- 3.9.1 The Governing Body and Head Teachers recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Head Teachers or Governing Body.

4. Arrangements

4.1 Risk assessments

- 4.1.1 The Head Teachers will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards
- Evaluate the risk that these hazards present and to whom
- Identify suitable measures to reduce and control the risks
- Record the significant findings
- Monitor the effectiveness of the control measures
- Review the risk assessment on a regular basis

- 4.1.2 Specific risk assessments are required for violence, lone working, etc. where such a risk exists.

- 4.1.3 Risk assessment review will be carried out a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment' work practices or a change in staff which may have introduced new hazards or increased the risk of existing ones

- 4.1.4 Full information, including the agreed proforma, is contained within the Health and Safety Handbook, Chapter 5 (Risk Assessment).

4.2 Instruction and Training

- 4.2.1 Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure, the health, safety and wellbeing of its employees at work.
- 4.2.2 Safety induction training must be given to all staff on commencement of work at the school. The proforma in Annex A to Chapter 11 (Training) of the Health and Safety Handbook may be used for this.
- 4.2.3 Training will be identified, arranged and monitored by senior responsible staff appointed by the Head Teachers and Governing Body.
- 4.2.4 All staff must be competent to perform their duties thus specific training is required.
- 4.2.5 Additionally, to the above, staff will be trained:
- When exposed to new or increased risks
 - On transfer or promotion to new duties and tasks
 - When changes are made to systems of work
 - On the introduction of new technology
 - When training needs are identified
- 4.2.6 Staff are also responsible for drawing to the attention of the head teachers their own personal training needs
- 4.2.7 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

4.3 First Aid

- 4.3.1 The Head Teachers will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff should be encouraged to undertake relevant training.
- 4.3.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be verified on no less than a monthly basis by a nominated first aiders and replenished as and when required.
- 4.3.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.4 Administration of Medicine

- 4.4.1 Medicine can only be given to children when their parents and carers complete a Medicine Consent Form and when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more. Children with special needs will be accommodated in accordance with written medical recommendations.
- 4.4.2 Medicines must not be in the possession of children; they must be handed to the secretary or a first aider and kept securely. Throat sweets are medicine and should be treated like other medication.
- 4.4.3 Medicine must only be administered by a first aider or their nominate representative. All medicine given must be received by the school office team who will also record.
- 4.4.4 Children who suffer from asthma need to have access to their medication at all times. For this reason their medication is kept either *in the school office* or in their classrooms where the child has been trained to administer the medication themselves.

4.5 Accident Reporting

- 4.5.1 The Procedures in Chapter 3 (Accident and Incident Reporting) of Richmond and Wandsworth Council Health and Safety Handbook are to be followed. In summary these are
- 4.5.2 All accidents and cases of physical or verbal abuse, no matter how minor, that occur to members of staff, are to be reported using the Richmond and Wandsworth Council accident reporting system.

- 4.5.3 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using the online reporting system. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded in the ~~Accident Log Book~~ **Medical Tracker**.
- 4.5.4 Major incidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4.6 Fire and Emergency Procedures

- 4.6.1 The Head Teachers and Governing Body is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- 4.6.2 All staff must be made aware upon start of employment about fire emergency procedures; where the nearest firefighting appliances are and the alarm sounding points around the school.
- 4.6.3 All members of staff are responsible for ensuring that fire exits, signs and escape routes are kept clear at all times. - The Head Teachers will ensure that, through the premises officer, regular testing of firefighting equipment and fire alarms is carried out by contractors, and that fire alarms are checked regularly by the premises officer.
- 4.6.4 The fire alarm is tested weekly every Monday at approximately 8am by the Premises Officer. They then tour all rooms in the schools, Nursery and Honeywell House and check that occupants have heard the bell.
- 4.6.5 Fire drills will take place termly and specific arrangements made for anyone with special needs. A record of each practice evacuation shall be maintained. Full evacuation instructions are held in school and reviewed after each drill.
- 4.6.6 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- 4.6.7 Every employee must ensure that:
- They know what to do in the case of fire
 - They are familiar with the sound of the alarm
 - All classrooms and other areas are vacated immediately on hearing the fire alarm;
 - Hazardous electrical appliances are disconnected, and all doors shut when vacating the premises; and
 - They always check for any potential fire hazard at the end of the day.
- 4.6.8 Further, every employee must:
- NEVER ignore a fire alarm or disregard any notice on fire prevention.
 - NEVER smoke in the school buildings.
 - NEVER be untidy and leave waste materials laying around.
 - NEVER leave obstructions in passages or stairways.
 - NEVER leave any temporary heating appliances burning when unattended.
 - NEVER move or interfere with firefighting appliances.
 - NEVER leave electrical appliances plugged in when not in use.
 - NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.
- 4.6.9 In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence, and line up:

Nursery: Pirate Ship

Infants: Pirate Ship in the infant Playground

Juniors: Ball Space in the Junior Playground

4.6.10 Alarm sounding points (manual call points) are as follows:

- *On every Floor throughout the building*

4.6.11 Fire extinguishers can be found:

- On each floor by the fire exits, clearly labelled with fluorescent signage
- All fire extinguishers are red with a sticker indicating their contents below
(W) = water, (C) = CO₂; (P) = powder, wet chemical – specific to the kitchen

4.7 Smoking and Fire Hazards

4.7.1 Smoking and vaping is not allowed in school buildings.

4.7.2 Smoking and vaping is not allowed in the school grounds during school hours including Outside these times, i.e. in the evening or at weekends

4.7.3 Cigarettes, E- Cigarettes, Vaping equipment matches and lighters should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended and kept well away from combustible materials.

4.8 Maintenance and Inspection of Premises, Plant and Work Equipment

4.8.1 The Head Teachers/Premises Officer will arrange for formal inspections of the premises, plant and equipment to take place at suitable intervals and draw up an effective maintenance programme.

4.8.2 All identified maintenance will be implemented and any remedial works identified are completed.

4.8.3 Routine checks of work equipment (e.g. manual and powered work equipment; playground equipment) will be undertaken by the Premises Officer using the checklists available.

4.8.4 The Head Teachers/Premises Officer must ensure that all statutory and systems maintenance related documentation is kept available for reference. Details should include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc.

4.8.5 More guidance can be found in chapter 22 and Chapter 13 of the Council health and Safety Handbook, available on the Services for Schools website.

4.9 Electrical Safety – Fixed Systems

4.9.1 Fixed systems will be inspected, serviced and repaired as necessary at least every 5 years or as appropriate and according to guidance for building use. A safety certificate will support inspections carried out by competent persons. For the purpose of this policy, the company listed on the approved contractors table below are appointed as competent persons.

Approved electrical contractor	
Company	
Contact	
Accreditation	NICEIC

4.10 Electrical Safety - Portable Appliances

4.10.1 All portable electrical equipment in use will be maintained to a satisfactory standard to minimize risk to staff and subjected to a programme of combined inspection and testing as per guidelines.

4.10.2 A record will be kept of the test and a tagging system will be used on all portable electrical equipment. The regularity of checks will be determined by risk assessment.

- 4.10.3 Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment will only to be carried out by a competent person.
- 4.10.4 All staff will be trained in general health and safety awareness on induction, which will include electrical safety.
- 4.10.5 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it. Staff are also responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- 4.10.6 If there is a fault with any electrical equipment, the staff member who notices the defect should record on the caretakers Task on the excel sheet which is can be located on the G Drive – Care Taker. This is also on each individuals desk top. If the appliance is dangerous then the Premises Officer should be contacted immediately. The appliance should be taken the equipment out of use immediately and marked so that other staff do not attempt to use it
- 4.10.7 Staff should not use their own electrical appliances unless they have been authorized to be used in the school building in line with the school policy and have been checked by the Premises Officer. All electrical appliances are checked periodically by the Premises Officer.
- 4.10.8 Photocopying machines [main school staffroom, school office Honeywell House] - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machines should be switched off each evening.

4.11 Information Technology Equipment

- 4.11.1 The Head Teachers will ensure that suitable arrangements are in place for the use of Information Technology equipment.
- 4.11.2 Equipment will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to any foreseeable hazards e.g. fire, trip and falls, etc.
- 4.11.3 Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- 4.11.4 Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers and individual assessments will be carried out when required.
- 4.11.5 Arrangements for the safe use of Display Screen Equipment (DSE) follows local authority guidance and associated individual assessments will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- 4.11.6 Any employee who is required to use a DSE must undertake a self-assessment of their working environment/ ergonomic assessment.
- 4.11.7 The assessment will be reviewed at regular intervals and held centrally.

4.12 Personal Safety

- 4.12.1 All staff are to be aware of the contents of Chapter 25 of the Council Health and Safety Handbook (Workplace Violence). This is available on Services for Schools website.
- 4.12.2 All instances of violence/ aggression and verbal abuse must be reported and arrangements in place to adequately control the risks.
Two-way radios have been provided to appropriate staff. They should use them to alert for help if required.

4.13 Pupil Safety

- 4.13.1 No child is to be left unattended anywhere in the school buildings and should be escorted in an orderly fashion around the grounds – no running.

4.13.2 All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or LSAs are in charge.

4.13.3 No child is to carry glass or crockery, and they are to be reminded to take care when using scissors, compasses, etc.

4.14 General Safety

4.14.1 All staff should ensure that working areas are sufficiently ventilated.

4.14.2 No hot drinks are to be walked around the schools or taken onto the playground when pupils are on site. 'No Spill' cups should be used if taking hot drinks through the building.

4.14.3 Health and Safety notices will be sent to appropriate staff on arrival in school and then stored in the Health and Safety box in the staff room.

4.14.4 All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.

4.14.5 Parking within the school grounds are not permitted whilst pupils are on site.

4.15 Lone Working

4.15.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk and safe working procedures developed.

4.15.2 Lone working may occur in the case of a member of staff working late in the evening or where the Premises Officer is required to work during a weekend or school holiday.

4.15.3 Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

4.15.4 Consideration should be also given for staff in the school during working hours however in a remote part of the building.

4.16 Safeguarding – Access to School

4.16.1 Parents and carers and Carers are requested to deliver their children to the main playgrounds. Nursery children are taken to the nursery entrance. Parents and carers and Carers should collect their children from the nursery or the assembly area.

4.16.2 Parents and carers and carers must not take late children into the classroom but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Head Teachers who will speak to the individuals concerned.

4.16.3 In order to make this easier for parents and carers, all teachers must be available to speak to parents and carers before and after school – at the school gates at the appropriate times, thus giving all parents and carers the opportunity to pass on brief messages.

4.16.4 The pedestrian gate is opened before school and closed at 9.10am. The gate is opened at 3:30 pm and locked again when all the children have left.

4.16.5 The drive gates remain closed throughout the school day. During these hours access can only be gained by the visitor through the main school office.

4.16.6 All visitors and contractors will be instructed and directed to report to the school office, where appropriate arrangements for signing in and out and identity badges will be provided, noting registration numbers as appropriate.

- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

- 4.16.7 All staff, both teaching and support, have their police record checked before they begin work in the school, and then every three years. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way

4.17 Safeguarding – Collection of children

- 4.17.1 Parents and carers who wish to collect their children during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the child to the office of collect the child. No child will be allowed to leave school during the day unaccompanied unless a request has been made in writing or a verified telephone message given to the office staff.
- 4.17.2 If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Head Teachers, Deputy Head Teachers, Assistant Head Teachers or members of the office staff.

4.18 Safety on School Visits

- 4.18.1 School visits should have regard to the guidance contained in the DfE document Health and Safety on Educational Visits. This can be downloaded at <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- 4.18.2 The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing. (A generic risk assessment may be used provided all aspects are the same).
- 4.18.3 When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.
- 4.18.4 All residential visits, overseas visits and those where dangerous activities are involved, e.g. caving, climbing, trekking, water sports, etc, must be authorised by the Local Authority. Applications should be sent to safety@richmondandwandsworth.gov.uk.

4.19 Cash Handling

- 4.19.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated.
- 4.19.2 Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take cash to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, they should hand over the cash and report the incident immediately to the Police.

4.20 Manual Handling

- 4.20.1 The Manual Handling Operations Regulations 1992 (as amended) establish a clear hierarchy of measures for dealing with risk from manual handling, these are:
- Avoid hazardous manual handling operations so far as is reasonably practicable;
 - Assess any hazardous manual handling operations that cannot be avoided; and
 - Reduce the risk of injury so far as is reasonably practicable.
- 4.20.2 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.
- 4.20.3 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement.
- 4.20.4 If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance.

- 4.20.5 All manual handling operations must be risk assessed (see Council Health and Safety Handbook Chapter 15) and remedial actions implemented in order to eliminate or reduce risk.

4.21 Working at Height

- 4.21.1 The Work at Height Regulations 2005 place duties on employers to ensure that any work carried out at height is done in a safe manner that prevents persons or equipment falling from height.
- 4.21.2 The selection of access equipment such as stepladders, ladders, stools etc will be carefully considered, according to task to be carried out.
- 4.21.3 Adequate work at height workplace equipment will be provided as per guidelines and only staff who are competent and have received sufficient training will be permitted to undertake working at height tasks.
- 4.21.4 Detailed risk assessments will be undertaken for each activity.
- 4.21.5 All work at height equipment will be verified on a regular basis and before use for signs of defect or malfunction. Where damage is identified, the equipment must be taken out of use and labelled.

4.22 Safe Handling and Use of Substances

- 4.22.1 The Head Teachers or delegated responsible person e.g. Premises Officer will identify all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- 4.22.2 All new substances will be verified that these can be used safely before they are purchased and where possible the hierarchy of controls will be followed so non-hazardous or less hazardous substances will replace hazardous substances in use.
- 4.22.3 Any chemicals or substance used in the school must be approved by the Head Teachers and stored as per manufacturer guidance. On no account, staff can bring substances to the school without the consent of the Head Teachers or delegated responsible person.
- 4.22.4 Information on site to be kept will include Safety Data Sheets provided by suppliers, an Inventory of hazardous substances, and suitable and sufficient risk assessments.
- 4.22.5 Staff, where deemed necessary will be informed about the COSHH assessments and control measures, including safe handling, required protective equipment and storage.
- 4.22.6 Responsible staff will attend COSHH training and refresher as required and when deemed necessary.
- 4.22.7 COSHH assessments in place will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.
- 4.22.8 Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.23 Tree Safety

- 4.23.1 All trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches.
- 4.23.2 Similarly, all low-level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

4.24 Asbestos

- 4.24.1 Where asbestos is present a management survey will be carried out. A copy of the Asbestos Register is to be kept in the school office drive. An Asbestos Management Plan is to be produced detailing how any asbestos containing material on the premises is to be protected and monitored.
- 4.24.2 The leadership team and nominated responsible person such as the premises officer should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in the schools.
- 4.24.3 Information and instruction must be provided to staff and contractors to include the following:

- Where the Asbestos register is located.
- Not to drill or affix anything to walls without first obtaining approval from premises officer and checking the plan.
- Reporting of damage to asbestos materials and emergency procedures.

- 4.24.4 If asbestos containing materials are present on a surface likely to suffer damage during the day to day operation and contractor works (e.g. asbestos containing materials present on a classroom door or boiler plant), asbestos labels should be provided.
- 4.24.5 The premises officer will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the Asbestos Register on completion.
- 4.24.6 Further guidance can be obtained from Chapter 19 of the Council Health and Safety Handbook.

4.25 Legionella

- 4.25.1 The Head Teachers, delegated to the School Business Manager, will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for.
- 4.25.2 All identified remedial works will be incorporated into the school's maintenance programme.
- 4.25.3 The responsible and nominated responsible person must complete Legionella Training to ensure they are conversant with monitoring systems and procedures.
- 4.25.4 Monitoring of the water system will be undertaken by the Premises Officer (or competent 3rd party) and this will include but not be limited to periodically monitoring all relevant temperature readings for sentinel taps; TMV's and representative taps, flushing of infrequently used outlets, de-scaling spray outlets and recording findings in the water logbook.

4.26 Hirers, Contractors and Others

- 4.26.1 When the premises are used for purposes not under the direction of the Head Teachers then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.
- 4.26.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:
- introduce equipment for use on the school premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 4.26.3 Immediately prior to use the Premises Officer should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Premises Officer and it should be made clear to the user that if any further changes are required during

the hire they must summon the Premises Officer. As proof of due diligence the arrangements should be signed off by the user.

- 4.26.4 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Head Teachers, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Head Teachers must take such actions as are necessary to prevent persons in their care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.27 Staff Consultative Arrangements

- 4.27.1 The Governing Body, through the Head Teachers, will make arrangements for the establishment of a safety committee. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.

4.28 Emergency Planning

- 4.28.1 The Head Teachers will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Body and regularly reviewed.
- 4.28.2 Procedures to deal with fire, bomb threats, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.
- 4.28.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents and carers are contacted to collect children.

4.29 Monitoring

- 4.29.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Head Teachers, Premises Officer, Union representative and if possible, a member of the Governing Body.
- 4.29.2 A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

4.30 Codes Of Safe Working Practice

- 4.30.1 This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

4.31 Review

- 4.31.1 This policy will be reviewed annually or when a significant change has occurred.

5. Codes Of Safe Working Practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom Safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Head Teachers.

5.2.2 Examples of items to be checked include:

- Doors unlocked and free from obstruction
- Floors kept clear of obstructions
- Sinks will be kept clear to enable effective cleaning
- Electrical equipment unplugged when not in use (report frayed or damaged flex)
- Edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- Orderly sensible movement within the teaching area should be maintained
- Always ensure children are not left unsupervised

5.3 Playground Safety (including lunch and breaks)

5.3.3 Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.4 Examples of items to check include:

- Climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- No child should leave the play areas without the permission of the staff on duty (teacher or controller)
- The field should only be used if the conditions are suitable
- At the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.4 Large Playground Equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.5 Staff And Pupil Safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in

safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- Children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
- Suitable footwear for PE;
- Wearing of ear-rings not permitted for PE;
- Knives and other dangerous items should be removed from pupils and held by the Head Teachers.
- Children should be taught to exercise personal responsibility for safety of self and classmates
- Children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.5.3 Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- Art and craft activities
- Physical education
- Electrical equipment
- Science activities
- Animals in schools
- Swimming
- Work at height

5.6 Work At Height

5.7.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.7 Staff Training and Information

5.8.1 It is expected that the Head Teacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Premises Officer.

5.8.2 Where information and/or advice is not locally available the Head Teachers should seek such information from the Council Health and Safety Team.

5.8 Staff And Workplace Safety

5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing an apron and tying back hair
- staff should exercise good standards of hygiene and housekeeping
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered

Appendix One: GENERAL EMERGENCY PROCEDURES - Honeywell Schools Federation

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire should activate the alarm using the nearest available break glass call point. They should then notify reception staff in the main office of the exact location of the incident.

ON HEARING THE FIRE ALARM:

- All staff, pupils and other occupants of the building must respond to alarm activations.
- The fire alarm is a continuous ringing siren that is intermittent (short bursts)
- The lockdown alarm is a continuous ringing siren that is intermittent (longer bursts)
- The person manning the main office will summon the emergency services by **DIALLING 999** as soon as the alarm is heard;
- The Premises Officer will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- The Head Teachers (or, in her absence, the School Business Manager) will go the front Assembly Point to act as the point of control and to liaise with the Fire Brigade on arrival.
- Registers, Signing In App Registers for staff and visitors etc. will be taken out to the front Assembly Point by the school secretary or other member of office staff.
- Kitchen staff must evacuate immediately and, wherever possible, turn off the main gas supply to the kitchen.
- The Premises Officer will advise the senior member of staff at the front Assembly Point of the location of the fire following his interrogation of the fire panel.
- Wherever possible the Premises Officer and named members of the Senior Leadership Team should carry out a rapid sweep of the building to ensure staff and pupils are out of the building. This sweep should be communicated to the senior member of staff at the front Assembly Point.
- Staff will supervise / effect the evacuation of pupils/visitors to the designated assembly points. The shortest available route is to be taken, e.g. where doors from a classroom lead immediately outside then these should be used. Where there is a need to evacuate through internal escape routes the fire signs should be followed as these will indicate the shortest route to a place of safety. Should the presence of smoke be detected an alternative signed route must be taken.
- Staff not with pupils, visitors and contractors must immediately leave the building by the nearest exit,

without stopping to collect personal belongings, and report directly to the senior member of staff at the Assembly Point. The last person to leave a room should close the door. If time allows windows should also be closed prior to leaving the room and non-essential equipment turned off.

- Assembly points are located at:
 - INFANT SCHOOL AND NURSERY: Pirate Ship (Infant playground)
 - JUNIOR SCHOOL: Ball Space (Junior playground)
- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route led by the class teacher. The last person to leave the classroom must close the door. Pupils should walk in their year groups and remain with their teacher at the Assembly Point.
- If a pupil is not in a classroom when the alarm sounds, they must walk to the nearest Assembly Point, leaving the building by the nearest marked escape route.
- On arrival at the Assembly Point pupils must stand in their year groups while staff check their registers. The result of this check must be reported to the senior member of staff at the front Assembly Point as soon as it is completed.
- Each teacher must report to the senior member of staff at the front Assembly Point the status of their class evacuation; e.g. all pupils out and accounted for, one pupil who may be at the toilet not accounted for, etc.
- The senior member of staff at the front Assembly Point will liaise with the Fire Brigade on their arrival and will notify them as to whether the building is completely empty or that there are persons unaccounted for. The location of the fire, where known, will also be communicated to the Fire Brigade.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade and the senior member of staff is satisfied that it is safe to do so
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Thomas's School Clapham, Broomwood Road, SW11 and arrangements made to contact parents and carers.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if they are trained and it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

USE OF SCHOOL OUTSIDE NORMAL HOURS

- In the event of the school being used outside normal hours, the Premises Officer (or person meeting the user) is to ensure that the user of the school is aware of evacuation procedures including the sound and type of alarm, the requirement to call the fire service and means of escape.
- The Premises Officer (or person unlocking the school) is to ensure that sufficient fire exit doors are unlocked and available at all times during the external use of the school. Where any confusion may exist as to the quickest route out of the school **all** final exit doors should be unlocked and made available.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS AND DISABILITIES

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

Personal Emergency Evacuation Plan (PEEP)

The completion of a PEEP should be considered in consultation with the person with a disability.

Evacuation Chair

An evacuation chair is located at the highest point of the building (the Attic) and is for use by person(s) requiring assistance in the event of an evacuation. Staff will be trained in the use of this equipment.

BOMB THREATS – PLEASE SEE LOCKDOWN, INVACUATION AND EVACUATION POLICY AND PROCEDURES

If a bomb threat is received staff must notify the head teacher/senior member of staff present, immediately giving as much detail as possible.

The police should be contacted for advice as to whether the building should be evacuated though this decision is ultimately the responsibility of the senior member of staff.

The signal for evacuation of the building, should this be necessary, will be: The lockdown alarm - a continuous ringing siren that is intermittent (longer bursts). As the use of the fire alarm system is not recommended the Head Teachers will decide if the use of runners to alert each area may be the most preferable as a different evacuation route may need to be used due to the likely location of the explosive device.

The normal evacuation procedure should be followed subject to any route changes deemed necessary and the school will assemble at:

- INFANT SCHOOL: Pirate Ship (Infant playground)
- JUNIOR SCHOOL: Ball Space (Junior playground)

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the head teacher / senior member of staff of the incident.
- Call the Premises Officer.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.

Appendix Two: First Aid Guidelines

FIRST AID GUIDELINES

Sickness

- If a child feels sick or is unwell in class it is the teacher's decision whether they remain in school or are sent home. If the parent cannot be contacted the child will return to the classroom (unless they are very sick, when they will remain with a first aider.)

Minor Injuries and Incidents

- **A minor injury, such as a graze or scratch can be dealt with by any paid staff member.**
- Any injury or incident that is not classed as minor should be assessed by a first aider who will decide on the course of treatment.
- All injuries need to be recorded in the Minor Injuries Log and signed by the person dealing with the injury. A log is located at each First Aid post located on each floor in the main school building and in the nursery
- If the staff member or the first aider is in any doubt about the injury, the pupil's parents and carers must be informed and asked whether they would like to come to school to assess the injury.

Bumped Heads

- There is a separate factsheet to be sent home / emailed to the parent when a head injury occurs (see page 2 for the example)
- Staff must take the mobile first aid bag with the pupils when outside to ensure first aid can be administered
- First Aiders to check the child and the appropriate form must be completed fully by the person on duty: the pink form is to be kept in school and the white copy to be sent home with the child along with the head injuries factsheet. Forms are kept in the school office

More Serious Injuries and Incidents

- In the event of a more serious injury a first aider must be involved
- If the first aider decides that an ambulance should be called this decision has to be authorised by the Head Teacher (or Deputy) will authorise the office to contact the emergency services. This information must also be recorded on the form
- The pupil's parents and carers must be informed immediately and if they cannot be contacted the other contacts should be traced
- An accident report must be completed and sent to Wandsworth Council as soon possible after the event; they will advise if the Health and Safety Executive also need to be informed
- **Blankets are kept in the school office**

Automated External Defibrillator (AED)

An AED is a machine used to give an electric shock when a person is in cardiac arrest i.e. when the heart stops beating normally. The school has a Mediana A15 AED which is located in the school office. An AED prep kit is attached to the carry case.

You do not need to be trained to use the AED as it is designed for untrained personnel. It directs you clearly through the steps using audio and visual prompts and will never shock a casualty unless it is needed. You are able to familiarise yourself with the cardiac arrest procedure using the below video as training can save valuable time and rids of any confusion in the event of finding a casualty having a cardiac arrest:

<http://www.medianadefib.co.uk/videos/> It is important to dial 999 if you believe a person is in cardiac arrest as well as using the AED.

General

- An emergency first aid kit will be taken to all outside events and in the case of any injury the same procedures for recording will be followed as for the school. **This includes breaks and lunchtimes and PE lessons**

Out of School Hours

For clubs and activities run out of school hours, minor cuts and grazes should be dealt with by the club/activity leader and recorded following the guidance at the first aid post. In the case of more serious injury, including any head injury, the club/activity leader should contact the first aider in the office or, if unavailable, the most senior member of staff on site who will act as appointed person, assess the situation and decide on the most appropriate action.

MINOR HEAD INJURIES (factsheet)

Minor head injury or knocks to the head are common, particularly in children. Following an injury, if the child is conscious (awake), and there is not deep cut or severe head damage, it is unusual for there to be any damage to the brain. However, sometimes a knock to the head can cause damage to a blood vessel which

may bleed next to the brain. This is uncommon, but can be serious. Symptoms may not develop for some hours, or even days, after a knock to the head. In rare cases, symptoms can develop weeks after a head injury.

This is why 'head injury instructions' are given to people who have had a head injury. These are symptoms to look out for following a knock to the head.

HEAD INJURY INSTRUCTIONS

See a doctor quickly if any of the following occur after a head injury:

- Increasing drowsiness (but see below)
- Worsening headache (but see below)
- Confusion or strange behaviour
- Two or more bouts of vomiting
- Loss of use of parts of the body. For example, weakness in arm or leg
- Dizziness, loss of balance or convulsions
- Any vision problems such as blurring of vision or double vision
- Blood or clear fluid leaking from nose or ear
- Unusual breathing patterns

Drowsiness

After a knock to the head, children will often cry, be distressed and then settle down. It is then quite common for them to want to sleep for a short while. This is normal. However it will appear to be a normal 'peaceful' sleep, and they wake up after a nap.

Some parents and carers are afraid to let their children go to sleep if the accident happens just before bedtime. Do let them. Drowsiness means they cannot be roused. If you have a concern, wake the child up after an hour or so. They may be grumpy about being woken up, but that is reassuring. You can let them go back off to sleep again. You can do this a few times during the night if there is a particular concern. When asleep, check to see that they appear to be breathing normally and is sleeping in a normal position.

Headache

It is normal after a knock to the head to have a mild headache. Sometimes there is also tenderness over bruising or mild swelling of the scalp. If it is more than a mild headache and worsens please seek medical attention.