

# Health and Safety policy

Ludlow Junior School



<b>Approved by:</b>	Board of Trustees	<b>Date:</b> February 2023
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## **Policy Statement: Health and Safety**

The provision for a written Health and Safety Policy and Guidelines is mandatory under the Health and Safety at Work Act 1974. The purpose is twofold:

1. to ensure that employers plan for Health and Safety, assess hazards which may be present and make the necessary arrangements to avoid risks;
2. to ensure that employees exercise personal responsibility and take care to prevent injury to themselves and others.

### **At Ludlow Junior School we aim to:**

- Establish a safe environment throughout the school
- Establish and maintain safe working procedures amongst all staff and pupils
- Establish accident and emergency procedures
- Develop safety consciousness as a general objective
- Establish clear and regular monitoring procedures

**Guidelines for Implementation**  
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## **1. ALLOCATION OF RESPONSIBILITIES**

### **Executive Headteacher**

The Executive Headteacher has day to day managerial responsibility for all aspects of health and safety. The Executive Headteacher is therefore responsible for establishing and maintaining a safe working environment for staff and pupils.

The Executive Headteacher must ensure that effective arrangements are in force to facilitate early evacuation of the buildings in case of fire or other emergency.

A system must be established for reporting, recording and investigating accidents and all reasonable steps should be taken to prevent recurrences.

The Executive Headteacher must ensure that there is a termly health and safety inspection and that all relevant risk assessments are carried out.

### **Trustees/Governors**

The Trustees/Governors recognise their responsibility to provide a safe and healthy working environment for the teaching and support staff, pupils and all other people who enter the school site. They will take all reasonable practical steps within their power to fulfil this responsibility.

### **Deputy Head**

The Deputy Head assumes the role of the Executive Headteacher in their absence.

### **Health and Safety Representative**

The health and safety representative is an elected member of the school staff. A function of the health and safety representative is to keep all staff up to date concerning health and safety matters. They should collate all documents and publications relating to health and safety and make them available to all members of staff. They should also inspect all areas of the school regularly - including the grounds and boiler house - and advise the headteacher of any action that should be taken. They should investigate accidents, hazards or dangerous occurrences in the workplace and make representations to the Executive Headteacher/Business Manager. They may accompany the Executive Headteacher/Business Manager, health and safety Governor and site manager on joint formal inspections of the premises.

The election of the health and safety representative does not absolve any individual from their personal responsibility.

### **Subject Leaders**

It is the responsibility of each subject manager to inform the staff and the Executive Headteacher of any health and safety issues in their subject area, and to provide written directions in their subject policy and guidelines.

## **Staff**

All staff must be aware of the contents of this document and assume responsibility for carrying out its recommendations.

It must be stressed that a major responsibility is the safety and well-being of the pupils. The discharge of that responsibility may result in pupils being withdrawn wholly or partly from activities which may be dangerous to themselves or others.

The common law on negligence requires teachers, particularly headteachers, to use the same standard of care for pupils as would have been exercised by a reasonably prudent parent.

All staff must ensure that they are aware of the procedures to be followed in the event of emergency, accident or illness.

All staff must ensure, as far as is reasonably practicable, the safety of the pupils in their care. Staff should therefore establish safe procedures within their working areas to minimise risks to themselves and to pupils.

Although the overall responsibility is the Executive Headteacher, the teacher in charge of pupils has the responsibility for the safety of those pupils. Children must therefore be adequately supervised at all times.

## **Site Manager**

The site manager is responsible for the security, ventilation, heating and cleanliness of the premises, and for the safe storage of cleaning materials and tools. Guidance on the safe storage of materials in school can be found in the COSHH safety manual. In addition, COSHH assessments are now available centrally through the Corporate Health and Safety Unit using a database system for assisting with COSHH assessment called SYPOL. It is also the responsibility of the site manager to ensure that fire-fighting appliances and bells are checked regularly.

The school clocks should be checked weekly and altered as necessary.

All hazards in the buildings and the playground must be reported to the Executive Headteacher immediately. Obstructions should never be left in or around school.

In addition, the site manager will inspect buildings and site on a fortnightly basis and report to the Executive Headteacher.

The site manager will take part in the termly formal health and safety inspection and risk assessment schedule.

## **Administrative staff**

Designated First Aiders and are responsible for the storage and replenishment of the First Aid boxes for indoor and for outdoor pursuits.

They also oversee the welfare of sick children who, through sudden illness, cannot be

catered for in the classroom. They are responsible for detailing accidents and minor injuries on the School Minor Accident report form.

All incidents giving cause for concern are to be reported to the Executive Headteacher immediately.

### **Occurrences of Violence or Abuse**

Occurrences should be recorded on the appropriate incident form. If the abuse or violence is from an adult the Executive Headteacher will either write to the parent or ask them to come in for a meeting. The Executive Headteacher has the right to ban the adult from the School premises.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### **Catering team**

The Catering team is responsible for maintaining safe working conditions and procedures in the school kitchen and for the safe storage of all kitchen machinery and utensils. Additional responsibility include:

- Ensuring kitchen staff training records are kept up to date and any training requirements are followed at the earliest opportunity.
- Ensuring all hazards in the kitchen and dining area are reported to the Executive Headteacher immediately.
- Ensuring kitchen staff are aware of COSHH assessments for all cleaning products.

### **Teachers on Duty and Supervisory Assistants**

The Teachers on Duty and supervisory assistants are employed to supervise pupils during the lunch break. Any hazard to pupils or potentially dangerous situations must be reported to the Executive Headteacher by the senior supervisor immediately.

### **Cleaning Staff**

Cleaning staff are responsible for ensuring that all cleaning substances are returned to their proper storage place following use. The cleaners must follow safe cleaning practices as instructed by the site manager in accordance with the guidelines laid down in the COSHH assessments.

All hazards in the buildings and the playground must be reported to the site manager immediately. Obstructions should never be left in or around school.

### **Pupils**

Pupils are expected to take reasonable care of themselves and to conform to health and safety procedures, which have been established to maintain a safe working environment.

All adults and children in the school are asked to be constantly aware of hazards. They are encouraged to report any risk to their health and safety representative, a teacher, or the Executive Headteacher.

### **Contractors**

The schools uses its own appointed contractors for works to the school sites. The Executive Headteacher will ensure that contractors maintain adequate arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site. Contractors will be required to sign to indicate they have read the asbestos register and seen the asbestos plan of the school before carrying out any work.

### **Computers**

All staff and children should take regular breaks when using the computers for extended amounts of time. The Government recommend that staff take a 5 – 10 minute break for every 50 – 60 minutes working on a computer. The break means doing a different type of work for that time. The computer screens for children and staff should be at eye level to avoid injury. Children and adults should sit with feet flat on the floor to avoid injury.

Adults should remove the plug from the socket on the laptop trolleys and remove the laptops to avoid the children getting an electrical shock. All computer wires should be tucked away safely to avoid accident and injury.

## **2. RISK ASSESSMENTS**

Risk Assessments in schools should be completed using the guidance provided in Schools Safety Bulletin Number 15 and Southampton City Council's Safe Working Procedure Number 35 (A Practical Guide to Risk Assessment).

All members of staff need to be made aware of the risk assessments. They are subject to regular review in line with the school's safety policy.

All safe working practice directives are available on Southampton City Council's intranet.

Risk assessments have been carried out for; attendance at assembly, meetings with adults, handling cash and kitchen staff (city catering) and have been deemed to be low risk.

## **3. GENERAL SAFETY**

Pupils should be encouraged at all times to behave in a reasonable and sensible manner in order to prevent accidents in school.

It is the responsibility of every teacher to ensure that the pupils in his/her care know the hazards present in the school situation and know what is expected of them. Clear, unambiguous instructions need to be given.

The working environment of each classroom is to be planned with safety in mind.

Unused chairs should be kept under tables and pupils must be taught to pick up any items which they have dropped on the floor. Trailing electrical leads must be avoided. Areas underneath computer tables should not be used as storage.

Glass should never be used where plastic would suffice. Glass bottles and thermos flasks must not be brought to school.

Spillages are to be cleared up immediately and the floors kept dry.

Safety cones and/or signs should be placed on any slippery floors or other temporarily hazardous areas.

No pupil is to be allowed to wear tights or socks without shoes.

Pupils must wear shoes to walk to and from the hall in any building.

Drawing pins should not be used in the classrooms or corridors - except for Design Technology where necessary. Every effort must be made to keep them off the floor when used.

Pupils must never leave the school site during school sessions unless accompanied by a known adult and parental permission has been received. Teachers taking pupils off-site must do so in accordance with agreed school procedure, and with the prior permission of the Executive Headteacher.

The correct use of equipment, e.g. scissors needs to be taught. Particular care and supervision needs to be exercised when pupils are using potentially dangerous equipment e.g. glue gun etc.

Certain subjects within the curriculum carry their own particular hazards. These are detailed in the school's written curriculum guidelines and pupils are briefed in detail on these matters when the need arises.

No pupil is to stand on furniture to gain access to a height, except under the close supervision of the class teacher when engaged in curriculum activities.

No pupil is to use a staple gun.

No pupil should be asked to carry heavy or potentially dangerous materials, e.g. cups of coffee; nor should hot drinks be taken outside the staffroom when pupils are in school.

No pupil is to use the paper cutter (guillotine).

Tippex is not to be used by children.

Pupils should be encouraged to replace all equipment and materials to their proper places.

Care should be exercised when lifting equipment. No-one should attempt to lift anything which is beyond their individual capability. The site manager carries out regular lifting and carrying of loads and should receive manual handling training. Manual handling



assessments should be carried out for all lifting tasks e.g. moving boxes of photocopying paper. Television should not be moved between floors or buildings, computers should not be carried by an untrained person.

Children must not be asked to carry heavy or awkward items which prevent them from holding a handrail while walking up or down stairs.

Fire doors should never be secured open.

No item relating to Health and Safety should be tampered with unnecessarily or maintained by an unauthorised person.

Names, addresses and contact numbers of all pupils and staff are available in the school office.

The school operates a No Smoking Policy in all parts of the site and buildings.

### **On Site Vehicle Movements**

On site vehicle movements are kept to an absolute minimum when pupils are on site. Any authorised vehicle movement should be completed with at least one adult supervising outside of the identified vehicle and additional adults deployed to school entrances/building doors

## **4. SUPERVISION OF PUPILS**

An adult employee of Ludlow Junior School must always exercise the supervision of the pupils. However, it is recognised that pupils are sometimes supervised by voluntary helpers, students, parents or governors in school. In these cases the class teacher still carries overall responsibility. They must therefore exercise careful judgement about the kinds of situations and activities that are entrusted to individuals. Clear instructions must always be given by the class teacher in such situations.

Pupils should never be left unsupervised inside or outside the classrooms.

### **Duties**

A duty rota is drawn up every year. Teachers are responsible for covering their duties. A set number of members of staff are on duty during break, before and after school. Members of staff must not take hot drinks with them whilst on duty in the playground.

### **Before School**

The members of staff on duty will supervise pupils coming into school and on the playground for 10 minutes before school begins.

### **After School**

Pupils must not leave the school building early under any circumstances, unless with parental permission. The members of staff on duty will supervise pupils for 10 minutes

as they leave the building and will ensure that all pupils have been collected.

### **Extra-Curricular Clubs**

The Executive Headteacher must be properly consulted before any such activity takes place. Parents must be informed about finishing times and also if an activity is cancelled for any reason. Staff should adhere to the school's policy on clubs and activities. Pupils who are not collected on time should be supervised by a senior member of staff. If any child is collected late three times then their parents must have a meeting with the Executive Headteacher and may be asked not to attend clubs for one term.

Teachers taking clubs must ensure that pupils do not leave the premises until the supervised activity officially ends. Teachers must complete a register of pupils attending the clubs and return this list to the office.

### **Playtimes and Lunchtimes**

#### **Outdoor Play**

Staff on playground duty must ensure that they arrive promptly. During playtime all pupils are expected to behave in a considerate manner. Particularly aggressive behaviour is to be dealt with in accordance with the school behaviour policy. Minor incidents can be dealt with by the teacher or supervisory assistant on duty and should be reported to the class teacher as soon after as possible.

Pupils must be kept away from potentially dangerous areas or activities, e.g. building or grounds maintenance.

#### **Indoor Play**

Pupils remain in their own classroom and are supervised by the class teacher and Teaching Assistant in rotation. At lunchtime the supervisory assistants supervise them. Scissors and glue must not be used during break times.

#### **Corridors**

During break times children should not be left unsupervised in the corridor areas.

Class teachers are responsible for ensuring that their own class has vacated the classroom and are leaving the building in an orderly manner at breaktimes, lunchtimes and home times.

#### **Off-Site Activities**

The Executive Headteacher must be informed before any class or group of children goes off site. All educational visits must be planned with the Executive Headteacher well in advance, in accordance with school off-site policy and the Hampshire Guidelines on 'Off-Site Activities and Hazardous Pursuits', which have been adopted by Southampton City Council. This folder is available in the school office and must be read by every teacher taking pupils off site. The designated EVC will take the lead on all such events

and inform the EHT of proposals prior to their approval being received.

Pupils must not be transported in private vehicles without adequate insurance cover.

Pupils travelling in coaches should sit at all times and wear the seat belts provided. The front seats should not be used for pupils. An adult must sit next to the emergency exit.

Pupils must always be counted on and off the coach by the teacher in charge.

The teacher in charge with any off-site activity must comply with current school policy and guidelines regarding pupil/teacher ratio, line of communication (e.g. mobile phone) and leave full details with the school office. They must also complete all appropriate forms and have them signed by the Executive Team.

## **5. MEDICINES IN SCHOOL**

It is the school's policy to support pupils who have medical needs or require medication in school.

The administration of medicine is the responsibility of parents and carers. There is no requirement on staff to administer medicine, although staff are expected to react reasonably and promptly if a child is suddenly taken ill.

The First Aid staff may administer prescribed medicines, although it is recognised that this is a voluntary function.

Where the Executive Headteacher decides that a prescribed medicine is to be administered in school, a written instruction must be received from the parent and details of any medication given are recorded.

When administering medicines the First Aid Staff should:

- refer to written instructions received from the parent
- check the name, date and prescribed dose of the medication
- check the expiry date
- check the prescribed frequency of the medication
- measure out the prescribed dose and check the child's name (parents should provide a measuring spoon for liquid)
- complete and initial a record card when the child has been given the medicine
- If uncertain, do not give the medicine, but check with the Executive Headteacher, the child's parents or doctor.

Ludlow Junior School fully indemnifies its staff against claims of alleged negligence providing they are acting within the scope of their employment.

Staff should ensure that a witness is present when administering specific medicines to pupils. Children must not carry medicines to and from school.

All medicines must be clearly labelled with the child's name and instructions for usage.

If the school and the parent feel that the child is capable and responsible, the child can look after and carry her own named inhaler. Otherwise, named inhalers are kept in the medical room.

\*On residential trips non-prescription medicines are permitted at the discretion of the Executive Headteacher.

A medical room is available with a sink, first aid equipment and safe storage space for medicines.

Food and medicines should not be stored in the same refrigerator because of cross contamination or error.

Ritalin, as a class A drug, must be stored securely according to legislation.

Employees have a clear personal responsibility to ensure that their own medicines are not accessible to children.

Plastic gloves must be worn and staff should take appropriate measures to minimise the risk of infection to themselves where contact with blood or body fluids is unavoidable. Spillages of blood, vomit etc. must be covered with an emergency deodorising powder which is stored in the medical room.

## **6. ACCIDENTS AND EMERGENCIES**

### **Procedure in the Event of Serious Accident, Injury or Illness**

- i) Inform the Executive Headteacher immediately and summon a trained first aider: log time.
- ii) Do not move the patient unless it appears safe to do so, but give constant attention and observation.
- iii) Dial 999 if an ambulance is required, giving the address of the school
- iv) Make every effort to contact the next of kin as soon as possible, but act in loco parentis if the next of kin cannot be contacted, and accompany the child to hospital if appropriate.
- v) Print off a contact sheet from SIMS and give this to the Paramedics.
- vi) Report the accident on a HIS Accident/Significant Incident Report form and forward a copy to the Southampton City Council and Safety Officer.

### **Procedure in the Event of a Minor Accident (excluding very minor accidents, e.g.**

### **small cuts)**

- i) Inform the Executive Headteacher and administrative staff immediately: log time
- ii) Inform a first aider or an appointed officer.
- iii) Contact the parent/guardian if appropriate and give appropriate advice.
- iv) If parent/guardian is unavailable, a note of the pupil's general practitioner can be obtained from the School Office.
- v) Administer first aid if necessary and inform the parent/guardian as soon as possible. Parents must always be informed about any accident to the face or head, however minor.
- vi) Complete a report on the School Minor Incident Report form in the medical room.

### **Procedure in the Event of a Missing Child**

- i) Inform the Executive Headteacher or member of the Senior Leadership Team immediately: log time.
- ii) Executive Headteacher organises search of building and grounds.
- iii) Executive Headteacher informs parents and police if appropriate.

### **Emergency Evacuation Procedure for Fire, Explosion, Bomb Scare, Gas Leaks etc.**

The main objective of the evacuation procedure is to get all pupils and adults out of the building as quickly as possible in an orderly fashion.

The evacuation procedure, usually referred to as "Fire Drill" is carried out once a term. The school governors are informed, through the Executive Headteacher's report, of the time taken to clear the building, and of any problems that occurred.

Where problems arise, steps must be taken to prevent re-occurrence (see Critical Incident Policy).

### **Fire Procedure at Ludlow Junior School**

In the event of fire, the person discovering the blaze must ring the nearest fire bell.

Fire points exist:

At most main entry and exit points and these are designated with square red boxes containing a break glass system.

The method of evacuating the buildings is clearly shown on a notice by each door. The class teacher is responsible for ensuring that every pupil knows the evacuation routes and procedures.

Pupils must also know the route they are to take if they are in the hall, toilet, library, etc

when the alarm sounds.

On hearing the alarm, class teachers are to take their pupils out of the building to the assembly point in the playground closing but not locking all the doors and windows as they leave. The procedure must be orderly, and must be conducted in silence. There must be no running. All possessions must be left behind.

On arrival at the assembly point, class numbers are counted first and registers are then called. Every person must be accounted for. Registers must be given immediately to the admin team, who must know very quickly whether everyone is accounted for.

The administrative staff are responsible for:

- i) taking the registers and issuing these to the teachers to check and taking the visitors' book/entrysign log in to the assembly point;
- ii) calling the Fire Brigade and giving the school address

Supervisory assistants act as teachers in the event of a fire taking place at lunchtime.

Annual checks are made on all fire fighting appliances and alarms.

Fire exits must be unlocked and clear during school sessions.

The Fire Officers are:

Simon Watkins - Executive Headteacher

Debbie Rooke - Business Manager

### **Fire Drill at Ludlow Junior School**

You will not be informed when a Practice Fire Drill is to be held. Practices will be held at least once a term. You need to talk through evacuation procedures with the children and emphasise the importance of orderliness, silence and speed regularly.

When the alarm sounds all should stop immediately and on the teacher's instruction form a line at the door and leave the building by the nearest exit.

They should make their way in silence to their assembly point in the playground and wait lined up.

The office staff will bring out registers.

The directions for the route out of the building should be posted in each room but children should be trained to respond correctly if the normal route is unsafe.

In case of an alarm at break or dinner time, whichever staff are supervising any children within the building will escort them out by the nearest route. All staff on site will go immediately to the assembly point. The staff supervising outside will instruct the children to line up in their classes at the usual assembly points, and the member of staff on duty in the office will bring out the dinner registers for tallying.

Staff and children will remain outside waiting quietly until given instructions about what to do by the EHT or person deputising.

If you discover a fire, raise the alarm immediately by means of the alarm system. Make sure you can easily spot the call points.

Do not try to tackle it unless you have been trained to use the fire extinguishers. Talk to your class about leaving the building safely if the alarm goes off.

Make sure you know the most direct route and alternatives if the main one is blocked  
Emergency lighting will come on if the power goes off, and emergency exit signs will be visible.

**Keep fire exits clear and do not prop open any fire doors.**

## **7. ELECTRICAL SAFETY**

Care with electrical appliances must be exercised at all times. Pupils must be warned of the dangers.

Pupils must never be left unsupervised when operating potentially dangerous electrical appliances, e.g. glue guns or ovens.

Pupils must only operate mains plugs and switches under very close supervision.

Defective equipment, plugs, sockets, leads and other accessories must be reported to the Business Manager / Headteacher and/or site manager immediately. The Business Manager will ensure that independent electrical contractors make an annual check of electrical appliances. Each electrical item should have a legible valid test label with the date of test shown.

Members of staff should not bring electrical equipment into the school without first checking with the Business Manager.

## **8. SAFE PRACTICE WHEN WORKING LATE AT SCHOOL**

Staff frequently need to work late at school. The site manager, Executive Headteacher and Business Manager are most frequently in the school buildings on their own and are therefore more vulnerable to assault.

The same situation applies to staff working very early in the mornings, at weekends or during the holidays.

The personal safety of staff working alone is very important, as staff have a right to feel safe within and around the school grounds.

Governors have actively sought ways to improve site security.

To date, lighting has been installed which partially illuminates the area around the building. In addition, the site manager can be contacted by mobile phone. Staff are

encouraged to try to ensure that 2 people are on site together whenever possible.

The risk of assault is considered to be greater than the risk of fire. Therefore staff are advised to ensure that outer doors are locked when working alone.

Staff should always inform someone that they are working late and if possible give a time when they will be home.

## **9. SAFE PRACTICE FOR OUT OF HOURS CALL OUT**

Kestrel Guards (in Southampton) or the Site Manager will normally attend any out of hours call outs. However, if a member of staff needs to attend school late at night the most likely cause will be the activation of the alarm system. The following procedure is recommended:

- i) Upon arrival at school wait for the police to attend if they are not already on site. Do not enter the building alone.
- ii) When the police arrive, enter the school with them. The alarm panel will show the zone in which a possible infraction occurred.
- iii) Request that the police stay with you and check the building.
- iv) If it is possible to determine the cause of the activation, the alarm panel will display a telephone number. Contact this number and you will be given a code to reset the alarm.
- v) If the cause cannot be determined, contact the alarm company for an engineer to come and re-set the alarm.

There is no requirement by the Academy for any member of staff to remain alone in the building during the night waiting for an engineer to re-set the alarm. It is deemed reasonable to arrange for the engineer to visit the school early the next morning

- vi) Re-secure the school and leave the school site.]

## **10. ADDITIONAL INFORMATION**

This policy has been kept as brief as possible. Additional information is to be found in the Curriculum Guidelines, Job Specifications, and other school policies.

In addition, the following publications are available in school:

Off-Site Activities and Hazardous Pursuits Folder

Health and Safety File

The following sources of expert advice are also available:

SCC/PCC Safety Office 023 8083 3464 / 02392 834755 Environmental Safety Officer  
023 8022 3855 / 02392 834253 Community Health 023 8063 4321 / 02392 864117  
School Nurse 02380 557 578 / 02392 291120



## **Local Hospitals**

Southampton General Hospital.....023 8077 7222

QA Hospital Portsmouth.....0239228 6000

Advice is usually available from Southampton General/Queen Alexandra Hospital over the telephone.

## **11. MONITORING THIS POLICY AND GUIDELINES**

Regular Health and Safety monitoring, both formal and informal, is described within this document. The main persons involved are the headteacher, site manager, and health and safety Governor and representative where appropriate.

All staff are invited to contribute information before the formal termly inspection.

Evacuation procedure is carried out termly. If problems arise it is repeated within the week.

The result of both the termly inspection and the evacuation procedure are reported to the Governors.

This policy is reviewed every 2 years. However, in the event of any incident or accident where procedures do not appear to be satisfactory, the policy will be reviewed accordingly.

## **Moving and Handling**

Ludlow Junior School recognises its responsibility both to provide curriculum access for children with disabilities and to ensure the health, safety and welfare of its employees as far as is reasonably practicable.

This manual handling policy has been designed to comply with the requirements of The Manual Handling Operations Regulations, 1992 (revised 1998 edition), and the Health and Safety at Work Act, 1974. It takes full account of the Disability Discrimination Act, 1995, the SEN and Disability Act 2001, The European Convention for the Protection of Human Rights and Fundamental Freedoms and the EU Charter of Fundamental Rights (Nice 2000).

### **Ludlow Junior School aims to:-**

- Ensure full access to the curriculum and participation in the life of the school of children with disabilities.
- Ensure the dignity and right to privacy of such children.
- Avoid manual handling and lifting of hazardous loads as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.

- Reduce any risks that are identified to the lowest level.
- Review any handling plans and risk assessments annually or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Protect the health and safety of visitors to the school whilst they are on the premises as far as is reasonably practicable.
- Ensure that staff are aware of this policy and have read and understood relevant risk assessments.
- Ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare, as documented in the school accessibility plan.
- Ensure that employees recruited to carry out moving and handling tasks are competent and capable requesting them to complete an Occupational Health questionnaire.
- Ensure equipment provided is available for use, e.g. charged up, serviced, faults reported.
- Monitor all accidents and incidents and ensure they are entered in the accident book.
- Implement and maintain work systems (handling plans) that are safe and without health risks
- Make reasonable allowances for employees who become pregnant or develop a medical condition which may affect their ability to perform the required moving and handling tasks. Any person becoming unfit for the work must not return to it until the Occupational Health Unit deems them fit enough.

**Children will:**

- Have their entitlement to curriculum access and full participation in the life of the school acknowledged;
- receive appropriate assistance from staff employing safe systems of work (Handling Plans);
- Have their dignity and privacy protected at all times;
- Have their safety championed and the risk of injury will be minimised or eliminated;
- As far as they are able, be expected to move independently and take responsibility for their safety and that of others.

**Staff will:**

Take reasonable care of the health and safety of themselves and others who may be

affected by their acts or omissions including:

- reporting to the appropriate line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks;
- reporting to the appropriate line manager any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.

- They will:

- wear appropriate clothing and shoes;
- co-operate with the employer to allow the employer to comply with his/her

health and safety duties;

- use equipment appropriately in accordance with training and instructions provided;
- follow the handling plans drawn up for each child;
- comply with the moving and handling policy
- undertake any specified training to fulfil their duties;
- not carry out moving and handling procedures without appropriate advice/training;
- report any accident or incident to the appropriate line manager and complete the accident book;
- assess an emergency situation first without rushing in to lift a child. (If the child has fallen, wherever possible the member of staff will reassure the child and get help if necessary. They will give him/her time to recover and then encourage the child to get up by him/herself, or with the minimum of assistance needed. If this is not possible, they will follow the emergency techniques described in the moving and handling training.

## **Guidelines**

### **RISK ASSESSMENT**

- A handling /risk assessment should be undertaken when a child requires physical assistance with their movement;
- every assessment should take into consideration these four areas:
  - Task- the transfer or movement involved;
  - Load-the person to be handled;
  - Individual capability-of the member of staff;
  - Working environment-including space, lighting, distance from other people, floor surface.
- Information from this assessment will inform the writing of the Handling Plan (see below);
- So called emergencies are almost always foreseeable, therefore the risk of anyone having to lift a child should be minimal. Real emergencies include situations where a person is in water and in imminent danger of drowning; in an area that is actually on fire or filling with smoke; in danger from bomb or bullet; in danger from a collapsing building or other structure. These events should be planned for as part of emergency evacuation procedures. Finding a child who has simply fallen on to the floor is not an emergency

and should be planned for.

## **HANDLING PLAN**

- The health, safety and dignity of the child and all those concerned is paramount;
- Ensuring access to the curriculum, therapies, and other school activities are of paramount concern;
- Where a child's movement requires any form of physical assistance, a handling plan will be agreed and documented to identify the method of movement and the amount of support to be given;
- The responsibility to ensure a plan is in place lies with the Executive Headteacher and Trustees/Governing Body; (routinely delegated to the Aiming High Teacher)
- The advice and views of children (as far as is reasonably practicable), parents/carers and other relevant staff, e.g Physiotherapist, Occupational Therapist, should be sought and taken into account;
- Bearing in mind that there is no absolute safe weight it may be that two people are needed or the procedure should be mechanised;
- The plan must be followed for the employee's own safety and that of others including the child;
- Changes to the plan will be made during the handling Review which should be held annually or when circumstances change. If the child has a statement, this information should form part of the annual review meeting. Alternative methods, equipment and environment changes should be considered and used where appropriate to reduce the risk as far as is reasonably practicable;
- When a child (or parent/carer speaking for their child) refuses to be moved according to the Handling Plan, reasons should be explored as part of a discussion regarding the benefits of the Plan. A solution may be to use another method or piece of equipment. If the child/parent still refuses, a manager must consider the risk of injury to staff from manual handling balanced against the risk to the child if the procedure is not carried out. The result of this assessment would usually be to change an element of care. This should be agreed by all concerned, i.e. child, parent/carer, employee, therapist, Aiming High Teacher and Executive Headteacher. Ultimately if the child/parent/carer insists on a practice which is unsafe, the school can refuse to carry out this procedure and legal advice should be sought.

Handling plans and Risk Assessments must be kept for a minimum of six years commensurate with requirements relating to injury claims.

## **EQUIPMENT AND FACILITIES**

All equipment should be checked before each use for signs of wear and tear. Hoists and slings should be checked by an accredited contractor/competent person every six months. (Lifting Operations and Lifting Equipment Regulations 1998). If there is any cause for concern about a piece of equipment then this should be reported to managers and put out of use. A suitably qualified person must recommend hoists and other pieces of specialist equipment, generally an Occupational or a Physiotherapist. The maintenance of the equipment is usually the responsibility of the school.

## **PRINCIPLES FOR SAFE HANDLING**

- Inform the child what you are going to do;
- Keep your spine in line to reduce lumbar pressure;
- Adopt a stable base and be aware of your centre of gravity to provide stability and balance;
- Bend your knees not your back to use the strong leg muscles;
- Raise your head on commencement of procedure as it keeps your spine in line;
- Get a good grip and brace muscles because this gives more control;
- Don't twist because it exposes the spine to damage.

If in doubt - STOP AND SEEK ADVICE