فاطمة

FATIMA
ELIZABETH
PHRONTISTERY

Health & Safety Policy and Risk Assessment

Name of School:

Fatima Elizabeth Phrontistery

Health & Safety Policy

This policy was drawn up with reference to the Health and Safety at Work document

Introduction

Health and Safety is of prime importance to the school and we will seek to conduct our business in such a way as to avoid harm to our employees and all others who may be affected directly or indirectly by our activities.

This policy outlines the responsibilities and arrangements for ensuring your Health and Safety. It is therefore important that you read the policy before starting work at the school.

Aim and objectives:

The aim of our school is to create a safe environment, for all users of the school, students, school staff, parents and the community.
This includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations or seeking expert help where the necessary skills are not available.
- Alertness and control
- Cultivation of good habits

Learning to be safe

We believe that students learn best through practical experiences and active involvement in all areas of the curriculum. Students are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits
- Safe places to play (stranger danger etc)
- For Archery, we have a dedicated Risk Assessment in accordance with Archery GB
- Healthy eating habits, fruit time in school at breaks with a No Nuts policy

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

Educational visits are carefully planned in advance, by following instructions in the education visit policy.

Roles and responsibilities

The school Health and Safety (H & S) committee consists of:-

Headteacher

- to pursue objectives in respect of H&S policy
- to set up arrangement to meet the H&S requirement
- to be available to any member of staff to discuss and seek to resolve health and safety problems
- to report to the Trustees
- to inform staff of any changes/hazards etc
- to ensure that all areas of the school are inspected regularly
- to ensure that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences
- to ensure that all visitors, including maintenances contractors are informed of any hazards on site of which they may be unaware
- to ensure that consideration is given to the possibilities of maintenance work effecting students and staff
- to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or emergency and that fire fighting equipment is available and maintained

Health and Safety coordinator

Zanib Yaqoob, and Admin Assistants

- To ensure that employees are:-

- aware of their responsibilities under the Health and Safety at Work Act
-familiar with the requirements of the school's safety policy
- made aware of the hazards in their area of activity
- familiar with safe methods of work
- aware of the action to be taken in an emergency
- aware of the first aid facilities available

- to ensure that safety rules and safe methods of work are observed, and that protective equipment is utilized where appropriate
- to inform the head of all accidents and incidents and assist in the investigation
- to initiate or recommend any necessary repairs or maintenance work
- to maintain a high standard of a safe working environment at all times
- to participate in consultation with head and employees in promoting progression improvements in the safety of activities

All staff

- to co-operate with safety representatives in the fulfillment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act
- to comply with safety rules and procedures laid down in their area of activity
- to take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- to use such protective clothing or equipment as may be provided
- to report all sickness, accidents and dangerous occurrences promptly

Health and Safety Assistance

To assist us in our undertaking we have appointed RBS Mentor services as H&S consultants to provide competent advice and guidance.

Arrangement for ensuring Health and Safety

Every person entering the premises will be made aware of the emergency procedures

The health and safety committee of the school will issue, as necessary, policy curriculums and/or guidance notes through the head and H&S coordinator and will be a circulated to appropriate staff. A full record of guidance will be kept in a file in the office. It is the responsibility of members of staff to refer to these documents as the need arises.

New employees will, as part of normal induction process, be given health and safety information relevant to their work. Including fire warning procedures and first aid facilitation etc.

Protective Clothing

Where appropriate, suitable and adequate protective equipment/clothing will be made available to employees engaged in hazardous activities.

Consultation

Any employee who has a problem relating to health and safety at work must raise the matter with the H&S coordinator who will take appropriate action.
Proposals for introducing new Machinery, substances or processes will be subject to consultation with relevant employees and appropriate instruction, training and information will be provided where necessary.
Certain items of plant and equipment may be subject to statutory inspections.

Competency and Training

The progression of adequate training is vital to health and safety of all members of staff. The head teacher supported by staff will identify needs and secure appropriate training.

The HSE states that "for a person to be competent, they need qualifications, experience, and qualities appropriate to their duties." In reality, only an assessment of the individual can demonstrate competence. Competent employees are expected to act in manner that is reasonable depending on their levels of knowledge, skills and training.

Do not operate machinery or attempt anything that you do not have the competence, skills or abilities to do or if you have not been trained.

Visitors and Visiting staff

Any employee who during the course of his or her work, as required to visit premises other than their normal place of work must comply with the health and safety instructions relating to those premises.
Those persons inviting visitors into premises are responsible for ensuring that they are made aware of safety rules and procedures sufficient to ensure their safety.

All visitors must first visit the school office and must wear a visitors lanyard. Access to our corridor to be controlled and monitored by FEP Admin.

Smoking

It is the policy of the trustees that the school is a no-smoking school
Smoking including the use of e-cigarettes and vapes, is not permitted in any area of the school by staff, parents or visitors to the school.

Monitoring the policy

A yearly review of all procedures and risk assessment will be carried out by staff and amended as necessary. On going monitoring will be under taken by all staff, teaching and non-teaching.

The head will monitor the implementations of the H&S policy and advise the H&S committee of any issues arising from the monitoring.
The policy will be reviewed annually by the trustees and the H&S committee.
This policy was reviewed and updated

Signature of Health & Safety Coordinator: Zanib Yaqoob Dated: 02.09.2024

Signature of Headteacher Dated: 02.09.2024

Evacuation Procedures

The School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and students are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. The school will test fire alarms as and when required.

As soon as the fire alarm sounds all students and adults must stop what they are doing and walk out of the building through the nearest exit, to the fire assembly point (students line up for register)

FIRE SCHOOL EXIT PROCEDURE

Termly fire drills will be arranged by Ustadh Hamid Mahmood (head teacher), in line with Connaght School caretakers.

The purpose is to remove everyone from the building as quickly as possible, assemble them in a safe place and check attendance, which will be in the **MUGA – Students' Assembly Area**. A short report (including time taken to evacuate the building) will be completed by Head teacher and Admin staff and kept on a folder on the G-Drive. The following staff have specific responsibilities:

- Hamid Mahmood will sweep the classes that are being used and **toilet**s to check for any children.
- Office Admin staff to
    - Take outside the laptop / mobile phones to access e-maktab
    - Above will be used to take register of students, staff and any visitors

Our main Fire Assembly point is the far side of the playground *(see picture above)*. Classes must leave the building from the nearest **FIRE EXIT POINT** -

All members of staff who are part of FEP, have a responsibility for the health and safety of both themselves and the children.

Nobody is to go back into school. If a student is missing it must be reported.

When the building is reported to be safe and the Headteacher authorizes in line with school caretaker/s, staff and students may return to the building.

Staff should ensure that their students walk in and out of school sensibly, and line up quietly.
If their normal exit is blocked for any reason, then staff and students should use the nearest available exit

Lunchtime Fire Procedure

- All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all students together away from the building to the Assembly Point and ensure no child re-enters the building
- Lunchtime supervisors on duty in the dining area shall evacuate all students from the building.
- Staff members in classrooms where students are engaged in lunchtime extra curricular activities or eating sandwiches shall evacuate all students from the building and ensure on the way out that any toilets are vacated
- Staff members on the premises should assist the lunchtime supervisors

Bomb Alerts

In the event of bomb alert the Headteacher or school secretary must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and students (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident

All students and adults must remain outside

- Only when the all clear has been given will students and adults be allowed to re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Playtime Procedure and Safety Check

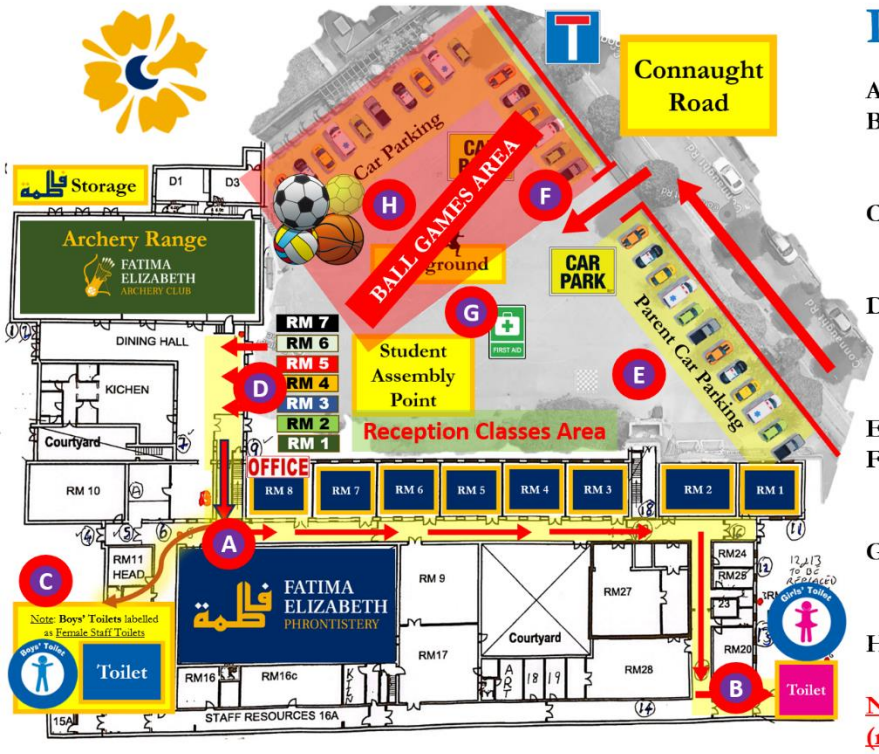
Due to the nature of the school and other school users the following procedure is to be followed strictly:

- Minimum 2 adults to accompany the children, one at the front of the class line and one at the back
- Head count of how many children there are before proceeding to the playground and upon return
- Ensure the students are dressed appropriately (coats zipped up etc, especially in cold weather)
- Line up in a single file.
- Walk on the left handside down the corridors and stairs.
- Stop at the bottom of the stairs and wait for all the children.
- If there are a lot of adults around at this stage **do another head count**.
- Take the students to the designated area in the playground checking for any hazards as you walk.
- Any child who needs to go toilet must be taken by an adult (for Nursery class and lower primary)
- Other students will be stopped by the gates by the **designated gate attendant**
- Minimum 1 adult with the children per class in the playground at all times and as indicated in the Duties procedure.
- At the end of play do another head count.
- Once back in the classroom do a final head count.

The designated gate attendant (DGA) must also ensure that they are by the gate on the inside of the school so they can monitor the playground gates and school gates. The DGA must be at their position prior to classes going out. They must also ensure that they take out the first aid box to the designated First Aid area in the playground – which is clearly marked and flagged. Once all classes are in the DGA must do a final check of the playground to look out for students, belongings and also bring back the first aid box and flag.

The DGA must make note of all students entering the building during playtime time and tick off once they go back out for play. If any student remains unticked then the DGA must inform the class teacher immediately.

All staff must be in their designated areas of the playground **at all times**. See below for map and Duties procedure



PLAYTIME DUTIES

A. **Admin Desk**
B. **Girls Toilets:** to ensure calm in corridor and also that girls are going to and from the toilet in an orderly manner and ushered back
C. **Boys Toilets:** to ensure calm in corridor and also that boys are going to and from the toilet in an orderly manner
D. **Entrance to Building:** to ensure names of students going in and out of the building recorded and students around the entrance are safe
E. **Student safety** (no ball games in this area)
F. **Gate Management**: Student safety and **if** any vehicles enter the premises, to be escorted with high alert on student safety
G. **First Aid Area:** To take out first aid box and playtime equipment; **ensure NO reception students cross over to ball games section**
H. **Ball Games Section:** ensure students are keeping safe and no disturbance of neighbours

Note: Ball game area indicated in the Red Box (not past the gate)

Important Information: Please follow the details given above, if for any reason you have to leave your position you must either find a member of staff to cover your position and let them know what it entails or inform your partner staff if you are in a pair. The roles are student-centered, so your attention and focus should be on the safety and well being of all the students in your area of duty and not staff-centered. The two nursery classes will come out before all other classes and have lunch on the benches, and no lunch in the cage. Role 'B', once the tasks stated above are completed, the you do not have to remain stationed, you are free.

Car Parking

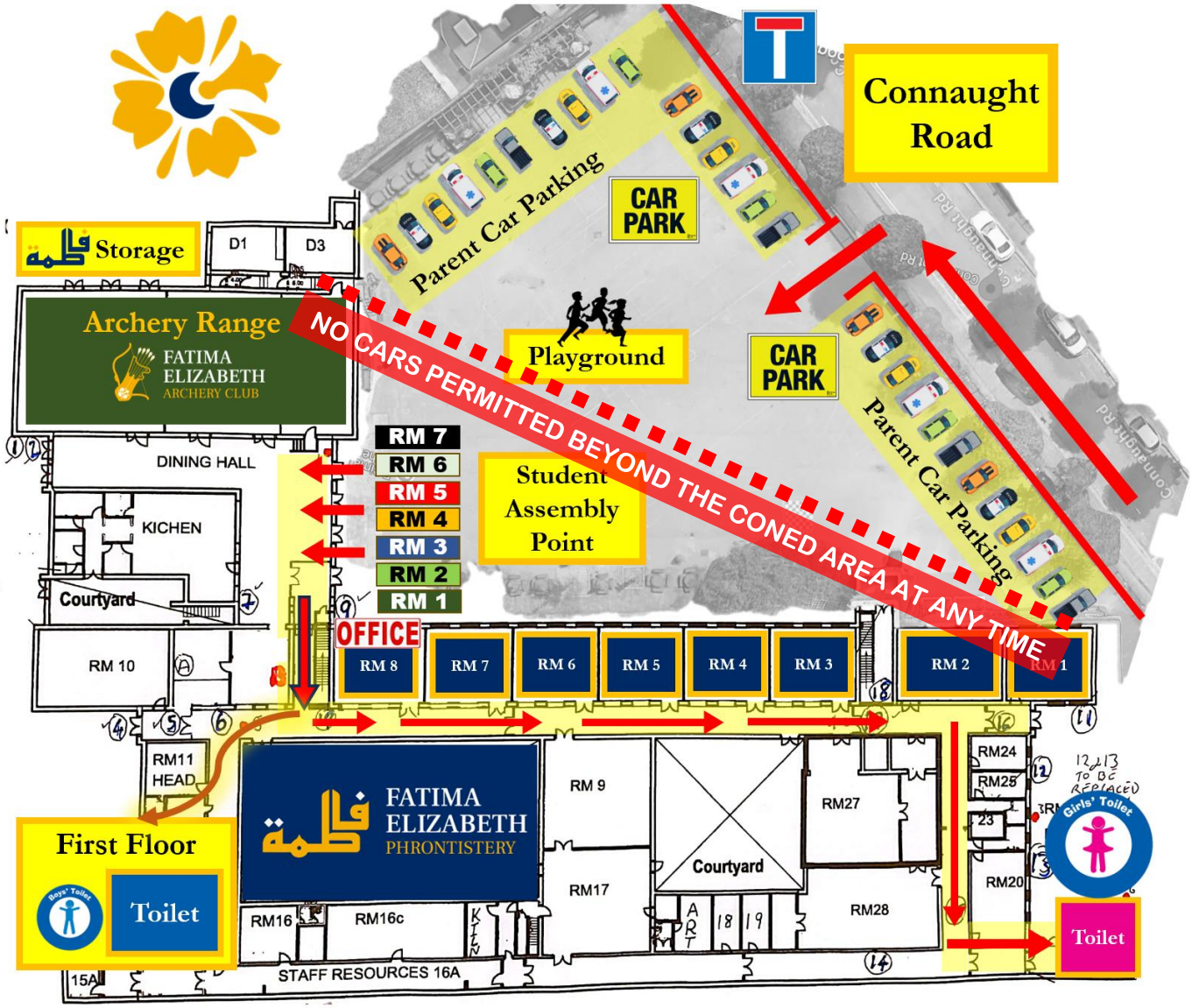
Car parking at the madrasah is on a first come first served basis. At the **Connaught School for Girls** site there are two ways you may drop off your child/ren:

1. **On road parking is free** on **Dryers Road** and **Connaught Road** (*please see illustrations **below***): Please be considerate of local residents. After you have parked please bring your child/ren through the **main gate** (*please see illustration below*) that leads into the playground and to the assembly point.
2. **The School Play Ground:** Parents may park their cars here and escort their child/ren to the assembly point (please see illustrations below) or for coffee morning; parents' meeting; archery club etc. There is no time restriction for parking here.

Please ensure the safety of all school playground users as the site. There may be occasions where we will not be allowed to use the car park but we will inform you via WhatsApp prior to such an event.

Alternatively, we suggest and promote our students to walk and cycle to madrasah as there is ample bike lockup spaces.

If you have any queries regarding this policy, please contact the Head Teacher Ustadh Hamid Mahmood



Security of the Premises

A designated member of staff, under the direction of the Head teacher, is responsible for ensuring that the building provides a safe and healthy environment for the students. The caretaker and external cleaners under the direction of the school maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker under the Bouygues – management. Any equipment/hazardous substance are kept locked away from the students. All equipment is to British Standards and is maintained regularly. The Head teacher, the Administration Staff and the Caretaker are the designated key holders and are responsible for the security of the building.
Keys are also issued to certain non-school persons such as the cleaning staff, and organisations using the school regularly. They are responsible for leaving the building secure.

Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Caretaker

It is the responsibility of the caretaker to check weekly that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly
- Before leaving the premises, to check:-

- All the windows are closed
- The doors are locked and secure
- The security alarm is set if he is the last person to leave

Head teacher

It is the responsibility of the Head teacher, if the last person to leave, to perform the above functions in the absence of the Caretaker.

In addition, the Head teacher is responsible for the security of the premises during the school day.

All visitors are required to report to the Secretary's office and sign the visitor's book. Any parent or visitor is welcome in school but is asked to report to the office first. The Head teacher will update staff on any changes to the policy.

Women at Work

The School will endeavour to provide

- Adequate and suitable sanitary facilities for the number of staff and students
- Flexibility in working patterns to overcome an individual problem in the case of expectant mothers

New or expectant mothers

Once the school has been informed in writing that an employee/pupil is a new or expectant mother then the school will endeavour to provide a safe working environment. The School has the right to request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave.

The school will ensure that the working area is well ventilated. There should be good lighting and seating to avoid unnecessary strain.

Although all employees/pupils should be protected from hazards the school accepts recent COSHH regulations – reinforced by the Pregnant Workers Directive, there are some substances used in schools that are hazardous to the reproductive processes. Pregnant women would not be expected to handle these.

Pregnant women will not be expected to lift heavy objects.

The effects of rubella on pregnant women are well known and constitute a hazard. All staff will be informed of any case of rubella in the workplace.

The school will endeavour to ensure that the employee will be given time off to attend anti-natal appointments.

Further guidance can be obtained for the EC Directive on Pregnant Workers (92/85/EEC) and the DTI booklet PL958 Maternity Rights.

*https://www.gov.uk/**working**/when-**pregnant**-your-rights*

Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to students.

These requests fall into two categories:

- Students who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma)
- For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.
- If it is unavoidable that a child has to take medicine in school, written approval and instructions are to be given by the parent:

The medicines must be brought into school in a properly labeled container which states:

(a) The name of the child *(b)* The name of the medicine, *(c)* The dosage, *(d)* The time of administration

- Medicines will be kept in a secure place by staff in accordance with safety requirements
- Paracetamol will not be administered under any circumstances

ASTHMA POLICY

The school recognizes that asthma is a widespread, serious but controllable condition affecting many students at school. The school positively welcomes all students with asthma to achieve their potential in all aspects of school life by having a clear asthma policy that is understood by school staff and students. All staff, including lunchtime supervisors, who come into contact with asthma are provided with training from the school nurse. Training is updated once a year.

Asthma Medicines:

- Immediate access to reliever medicines is essential. Students with asthma are encouraged to carry their reliever inhaler
- Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. These are labeled with the child's name and kept in the school office cupboard (Narnia).
- Office staff should check the expiry date of inhaler and inform the parent.
- School staff are not required to administer asthma medication to students. All school staff will let students take their own medicines when they need to.

Record keeping;

At the beginning of each school year or when a student joins the school, parents are asked to indicate any medical conditions their child might have including asthma on an enrolment form.

Staff will be given a list of known medical conditions at the beginning of the year and are expected to follow the procedure of indicating medical conditions in their mark books/planner.

PE, games and activities

- Taking part in sports, games and activities is an essential part of school life for all students. All teachers are made aware which students have asthma.
- Students with asthma

Asthma sufferers who require inhalers are required to keep them on their persons at all times. Staff will allow them to self-administer when required.

Letters will be sent to parents at the beginning to the school year reminding them to send a labeled inhaler to the office available should the student forget to bring their inhaler.

At the beginning of each school year the school nurse will hold a INSET with all years to explain the correct use of inhaler.

Where long term needs for emergency medical attention exist, such as epilepsy, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Diabetics

After consultation with parents the school requires the following actions to be taken;

- *All members of staff* should be aware of a student's condition and relevant symptoms. Should a diabetic student be taken off the School premises, for any length of time, the staff member in charge is responsible for ensuring the required medicines are taken. NO RISKS SHOULD BE TAKEN.
- Student should always have a supply of dextrose tablets or equivalent on her person

Nut-Free Policy

Although we recognise that this cannot be guaranteed, St James' aims to be a Nut-Free school. This policy serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The school aims to protect children who have allergies to nuts yet also help them, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be put at risk. We do not allow nuts or nut products in school lunch boxes.

Our "Nut-Free Policy" means that the following items should not be brought into school:

- Packs of nuts
- Peanut butter sandwiches
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

We have a policy to not use nuts in any of our food prepared on site at our school. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces. We cannot give out any sweets brought in from home to be given out as birthday treats.

Definition

Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially fatal. Anaphylaxis is your body's immune system reacting badly to a substance (an allergen), such as food, which it wrongly perceives as a threat. The whole body can be affected, usually within minutes of contact with an allergen, although sometimes the reaction can happen hours later.

Staff

Staff and volunteers must ensure they do not bring in or consume nut products in school and ensure they follow good hand washing practice.

- Caution must be taken at certain times of year such as Easter and Christmas. If Staff distribute confectionary, care must be taken to ensure that no nuts are included in the product. Fruit sweets such as Haribo are a better alternative. Particular products that are a cause for concern are: - Celebrations – Roses – Heroes – Quality Street.
- All product packaging must be checked for warnings directed at nut allergy sufferers and if the following or similar are displayed, the product must not be used in school. Packaging must be checked for:
- Not suitable for nut allergy suffers;
- This product contains nuts;
- This product may contain traces nuts;
- Indicating this is unsuitable for school consumption.

Epi Pen trained staff are named First Aiders and our school nurse.

Parents and Carers

Parents and carers must notify staff of any known or suspected allergy to nuts and provide all medical and necessary information. This will be added to the child's care plan and if necessary a meeting organised with the school nurse. Homemade snacks or party food contributions must have a label detailing all ingredients present and the kitchen environment where the food was prepared must be nut free. If you are unsure about a selection please speak to a staff member before bringing the food item into school. The school requests that parents and carers observe the nut-free policy and therefore do not include nuts, or any traces of nuts, in packed lunches.

Children

All children are regularly reminded about the good hygiene practice of washing hands before and after eating which helps to reduce the risk of secondary contamination. Likewise children are reminded and carefully supervised to minimise the act of food sharing with their friends.

Symptoms

The symptoms of anaphylaxis usually start between three and sixty minutes after contact with the allergen. Less commonly they can occur a few hours or even days after contact. An anaphylactic reaction may lead to feeling unwell or dizzy or may cause fainting due to a sudden drop in blood pressure. Narrowing of the airways can also occur at the same time, with or without the drop in blood pressure. This can cause breathing difficulties and wheezing.

Other symptoms:

- Swollen eyes, lips, genitals, hands, feet and other areas (this is called angioedema)

- Itching
- Sore, red, itchy eyes
- Changes in heart rate
- A sudden feeling of extreme anxiety or apprehension
- Itchy skin or nettle-rash (hives)
- Unconsciousness due to very low blood pressure
- Abdominal cramps, vomiting or diarrhoea, or nausea and fever.

Anaphylaxis varies in severity. Sometimes it causes only mild itchiness and swelling, but in some people it can cause sudden death. If symptoms start soon after contact with the allergen and rapidly worsens, this indicates that the reaction is more severe.

First Aid in school

IF A PUPIL REFUSES FIRST AID THEN THE HEADTEACHER AND PARENT/GUARDIAN MUST BE INFORMED IMMEDIATELY

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time if first aid is required the class teacher should send for one of the registered first aiders, preferably one of the non- teaching staff. If an accident occurs in the playground during breaks or lunchtimes and first aid is required, then one of the staff on duty in the playground should send for one of the first aiders.

Should a student refuse first aid treatment the Head Teacher, parents/carers must be informed immediately.

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any students' clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Supplies

First aid boxes are located in the Office Cupboard **(Narnia)** and during playtime one box is also placed in the designated first aid area

Person Responsible for Supplies:
Admin Staff

The first aider is responsible for checking the contents of the first aid boxes on a regular basis and placing orders to replenish stock. All staff are responsible for notifying the School Secretary if the supplies in any of the first aid boxes are running low.

Each first aid box should contain:

- guidance card
- 20 individually wrapped adhesive dressing
- 2 Sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sterile wound dressings
- 2 large sterile wound dressings
- 2 pairs of disposable gloves
- plastic disposable bags
- Resusciaid
- 2 eyewash vials

CHECKLIST
BOX IN ROOM _____

EQUIPMENT	S	O	N	D	J	F	M	A	M	J	J
guidance card											

20 individually wrapped adhesive dressing											
2 Sterile eye pads											
4 individually wrapped triangular bandages											
6 safety pins											
6 medium sterile wound dressings											
2 large sterile wound dressings											
2 pairs of disposable gloves											
plastic disposable bags											
Resusciaid											
2 eyewash vials											

CHECKLIST
BOX IN PLAYGROUND FIRST AID AREA _____

EQUIPMENT	S	O	N	D	J	F	M	A	M	J	J
guidance card											
20 individually wrapped adhesive dressing											
2 Sterile eye pads											
4 individually wrapped triangular bandages											
6 safety pins											
6 medium sterile wound dressings											
2 large sterile wound dressings											
2 pairs of disposable gloves											
plastic disposable bags											
Resusciaid											
2 eyewash vials											

Allergies/Long Term Illness
A record is kept in the Administration Office and the Secretary's Office of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

Infectious diseases
From time to time students contract certain illnesses through no fault of their own, for which they have to be excluded from school for a specific period of time. Below is a list of diseases and the time for which they should be kept at home:

Chicken pox	6 days minimum from onset of rash
German measles	7 days minimum from onset of rash
Measles	7 days minimum from onset of rash
Mumps	7 days minimum or until swelling has gone
Whooping cough	21 days minimum from onset of cough
Impetigo	Until skin has healed

Accidents
Recording
All accidents must be recorded in the Log/Accident Book. All details need to be filled in, including any treatment given.
If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for. A member of staff will collect information

and accompany pupil. If parents are uncontactable the Head Teacher must be informed and the school will take responsibility locus parentis.
Accidents fall into four categories:
Category 1Fatal
Category 2Major injury
The accident should be reported by telephone immediately, and then confirmed in writing on form for injury or dangerous occurrences and form for diseases at work.
If the accident is major for child or adult, please report it immediately to the Headteacher who will send for an ambulance if needed and contact parents.
When in doubt, contact parents/guardians.

Major Injuries are
- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Category 3
Accidents to employees resulting in more that three days consecutive absence

Category 4 Other accidents
These are the accidents, which more commonly occur in school. Procedure to follow:
Always fill in the School Accident Book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This is kept in the Secretary's Office.
If a child has a bump on the head you must ring home and contact the parent/guardian.
Fill in the School Accident Book if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment.

Accident Documentation
Reporting School Accidents
Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.
It is not a complete statement of the duty.

Employee Accidents
(This applies to all School employees and self-employed persons on school premises).
Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form within 7 days.
If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form must be completed and sent to the HSE within seven days of the accident.
Student Accidents (Including accidents to any visitors not at work)
Fatal and major injuries to students on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:
- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.

- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school students occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities, by phoning the following number 0845 3009923 (RIDDOR).

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Near misses

Part of ensuring the premises are a safe environment is to ensure that potential accidents do not occur. An accident is defined as an unplanned, unexpected and undesired event which occurs suddenly and causes injury or loss. A near miss is an unplanned event that has the potential to cause injury or loss.

- Ensure you understand the school's policies and objectives
- Know the emergency arrangements of the school
- Ensure you understand the control measures, specified in the school's procedures and risk assessments.
- Ensure you have received suitable information, instruction and training in the task you are carrying out.
- Ensure you wear all personal protective equipment that is specified for the task you are to carry out.
- Staff are required to log any near misses in the incident book.

Monitoring the Accident/Incident book

The Health and Safety co-ordinator will analyse and report on the accident/incident book on a termly basis.

EDUCATIONAL VISITS POLICY AND GUIDELINES RISK ASSESSMENT

APPENDIX 1

STEPS TO BE TAKEN WHEN ASSESSING RISKS

1 PLACE TO BE VISITED e.g. Paris

Potential hazards: *walking in the city streets *travelling by ferry *loss of passport *unsuitable hotel
2 **LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE SIGNIFICANT HAZARDS TO YOU IDENTIFIED**: *students *non-teaching staff *students *teachers *group leader
3 **LIST EXISTING CONTROLS OR NOTE WHERE INFORMATION MAY BE FOUND:** *ensure sufficient supervision *know details of the consulate *clear guidance to students *exploratory visit
4 HOW WILL YOU COPE WITH THE HAZARDS WHICH ARE NOT CURRENTLY OF FULLY CONTROLLED UNDER (3)? List the hazards and the measures taken to control them.
5 **CONTINUAL MONITORING OF HAZARDS THROUGHOUT THE VISIT:** Adapt plans and then assess risks as necessary

RISK ASSESSMENT ACTION PLANS ARE ON THE STAFF COMMON IN THE HEALTH & SAFETY FOLDER UNDER PLANNING FOR TRIPS

ELECTRICAL EQUIPMENT

All electrical equipment used on site must have a PAT certificate. The school will endeavour to arrange for testing on an annual basis. Certification will be kept in the School Office in the Fire Risk File.

New equipment does not require a PAT certificate until the warranty has expired. All new equipment purchased by departments must be recorded and on the department list for the test. This list should be available on request.
Equipment which is found to be faulty or has frayed wires must not be used. Any piece of equipment with a red failed sticker cannot be used until it has been repaired.
Members of staff are reminded that equipment from home has not been PAT tested and cannot be used in school.
Members of staff should carry out a visual check before plugging in any appliance.

RISK ASSESSMENT
Risk assessment is a way of measuring the hazards posed to staff, students and visitors to the school. Then ensuring all the above are able to work in safety.
In determining whether a hazard poses a high, medium or low risk the assessor will need to take into account a number of factors:

- The nature of the activity being undertaken. Some activities are inherently more hazardous than others.
- The nature of the people undertaking the activity. An activity perfectly safe for an adult might be unacceptably hazardous for a young student.
- The worst result that the hazard could cause. Is it a broken toe, someone suffering long term illness, or even someone killed?
- The frequency with which the hazard is likely to cause harm. How often does the activity take place? How close do people get to it? How likely is it that something will go wrong?

- The number of people who could be affected by the hazard. A loose floor tile in a storage cupboard might be considered a fairly low risk; a loose tile on a busy corridor , would be high risk.

In an ideal situation the risk assessor should be a qualified person. However if there is no qualified person available (expertise could be bought in), then the HOD should carry out a risk assessment for their department on a yearly basis at the end of the year in July.

Step One – Identify Risk

Each area of the school needs to be assessed individually, ie R28. This is to be carried out by the main user of the area, ie Hall would be assessed by PE teacher. Appendix 1 is the form to be filled in. This will give an indication of the level of risk and control measures in place. One copy of the form should be kept in the room and a second copy in the Health and Safety file in the office.

Step Two – Is the Risk adequately controlled?

The assessor will need to identify what precautions have already been put in place to protect staff, students and visitors against the identified risks. The Health and Safety at Work Act 1974 requires employers to do whatever is reasonably practicable to keep the workplace safe and healthy.

The objective is to achieve continuous reduction in the level of risk by improving existing precautionary measures.

All staff have a duty:

- to co-operate with safety representatives in the fulfillment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act

to comply with safety rules and procedures laid down in their area of activity

- to take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- to use such protective clothing or equipment as may be provided
- to report all dangerous occurrences promptly

Step Three – Hazards without control measures

Where hazards have been identified and risks assessed by no control measures have been established, the following questions need to be addressed:

- Can the hazard be eliminated altogether?
- If not, what control measures can be put in place to reduce the risk to a minimum?
- Can the hazard be controlled at source?
- Can the work be adapted to suit the physical capabilities of the students?
- Can the use of technology reduce the risk?
- Can steps be taken to protect the whole place from the hazard?
- If all else fails, can personal protective equipment reduce the risk to individuals?

NOTE: PLEASE REFER TO END OF POLICY DOCUMENT FOR OUR RECENT RISK ASSESSMENT

Summary

- Evaluate risks and control measures – check that existing control measures are adequate to control the risks. If not new control measures must be introduced.
- Ensure all findings are recorded. The identification of hazards and people at risk, the assessment of that risk and the introduction of control measures must all be properly documented.
- Review assessments – assessment must be reviewed annually and whenever there is a significant change in the working environment.

Trainees and work experience

Any person who comes into school as a trainee or work experience placement must follow the schools induction policy and be made aware of all H&S issues relevant to the area they are working in.

Slips, trips and falls

Slips trips and falls are an unfortunate occurrence of day to day life and often seen as humours events, but this is far from the truth. By taking a few simple precautions, you can significantly reduce the risks;

- Make sure you know what to do with spillages
- Make sure that leaks are reported as soon as identified
- Play your part in cleaning regimes and schedules
- Keep work area tidy
- Choose appropriate footwear for tasks you are undertaking or area in which you are working
- Check that floor surfaces are in good condition and report deFEPts.

Stress

If you think you are suffering from stress talk to your line manager in the first instance then to your GP.

- Try to avoid eating on the run or avoiding meals altogether.
- Taking care of yourself physically will enable you to deal with stress related problems more efficiently.
- A balanced diet, moderate exercise and adequate sleep will all help
- Do not be embarrassed to seek professional help

Violence and Aggression

The school operates a zero tolerance policy.

- If you are the victim of violence or aggression, report it to your line manager immediately
- Do not respond to violence or aggression with violence or aggression. You will only make matters worse. By maintaining a calm but assertive approach, you will remain in control.
- If you are responsible to banking cash, bank frequently and always vary your route or travel time to the bank
- If you are to meet a parent who you know has aggressive tendencies always ensure you are accompanied,

RISK ASSESSMENT FORM

Assessors name: Nosheena Javaid	1) **Date of Assessment**: 21/12/17

School name: **Fatima Elizabeth Phrontistery**

Hazards	**Who may be harmed & How**	**Existing Controls**	**'R1'**	**Further Controls**	**'R2'**	**Actions by whom & when**
Dropping off time	Care must be taken in carpark to ensure students are holding the hands of parents especially due to reversing cars.	2) Teachers take a student register by 9:35 and any absences are recorded.	–	– Parents are contacted if a child is absent to explain absence if they have not informed us. All students who are late must report to the admin office first before joining their class.	–	Zanib Yaqoob and other admin staff
Slips/trips/Falls	Parents, carers, visitors, staff and children may slip, trip or fall if equipment is obstructing floor. Slips may occur from water/liquid spillages.	3) Pathways are kept clear at all times and floor space is used efficiently not using all floor space. Any spillages should be dealt with as soon as it is sighted by any staff member.	– L	– All slips, trips and falls are recorded in the accident and incident form book (located in the first aid boxes). If the slip, trip and fall cause an injury then a first aider is called to the scene. If in case of emergency, then the ambulance service should be called and parents notified.	– N S –	All Staff responsible on going
– Pick up time	Staff, parents/carers, children may trip or get lost, at the point of pick up from downstairs	All sessions have a limit of how many adults and children can be in any area at any one time. However, a clear barrier needs to be in pace to distinguish FEP children and staff	L	– Staff need to assess the number of children permitted downstairs for pick up. Staff ID badges must be worn at all time by staff, reception age children should also wear a FEP school identity badge or hi viz.	NS	Head Teacher

– Fire – –	Staff, parents/carers and visitors may be harmed if they haven't signed in and no record is kept of them being present in the building.	– All Parents/ carers/staff are aware of the fire exits and assembly point/s. All fire exits are demonstrated at the start of every Term and pathways to fire exits are clear. procedure of what to do in case of a fire. Fire drills are done by the hirer. The Procedure is also available on our website 'Policies and Procedures page'	L	– If incase of fire, staff members would assist the parents/carers, visitors and children out of the classrooms towards the fire exit doors to the front of the building to the assembly point,	NS	Head teacher and staff
– Intruders –	Staff, parents/carers/ visitors and children may be harmed if visitors do not sign in and have open access to the building/rooms.	Staff and visitors sign in and out. Class register is updated throughout if any one leaves early or goes home due to feeling unwell.	L	– No person is allowed to enter the class room without telling reception staff who they are and for what reason they have come for.	NS	Head Ongoing
– Furniture – –	– Staff, visitors, parents/carers and children are affected if furniture is left in areas of pathways and obstructing doors.	Furniture in reception classrooms, needs to be revised or moved to the walls as it has unsuitable edges to height of tables and chairs and sharp corners.	L	– All furniture ordered should be age specific to avoid an injury	NS	Head teacher
– Playground time/Duty	– Risks of injury through playing, running, ball games. Children leaving play ground and wondering off in the building unnoticed.	All teachers based on class age range are allocated a zone in the playground, all teachers are required to stay in their allocated zone to attend to any trips, falls or emergencies	L	– Minimum of at least 4 teachers are first aid trained and a first aid kit is kept outside during lunch time and play time. One admin staff stands by the entrance and exit door to the playground and records any children who need to leave the playground to go to the toilet or get some water,		All Staff

				reception children are accompanied by a teacher.		
– Temperature of room	If class room is too hot or too cold then this can affect their well-being and health by leading to dehydration or freezing body temperatures/ Hypothermia.	Correct room temperature is always maintained. Heating is switched off if room is too hot and if room is too cold then heating is switched on. School has its on thermostat in place.	M	– If room is too hot and class is due to start, then windows should be opened, AC should be switched on. If room is too cold, heating should be switched on, then windows, doors should be kept shut and a fan heater should be switched on to heat the room quicker before class starts but should be removed before the children enter into the room.	L	Head and admin
– Floor surface	Staff, visitors, Parents and children can be harmed if floor surface is not clean and clutter is on the floor. Children will pick things from the floor and can put into their mouth and choke. Also if floor surface is wet, then adults and children can slip.	– Floor surface is kept at all times and the school has three caretakers who check this prior to start at the weekend clean. Should any clutter be found on the floor, then a staff member running the class will clear up from the floor and put into a bin. If the floor surface is wet, then a mop is used to dry the floor.	L	– Health and safety checklist are carried out by the hirer at the weekend, and floor surface are checked in all children's class rooms by teachers when setting up. – Towels, gloves and mops, bin liners are all in the admin room and accessible in case of wet floors.	NS	Head and admin
– Personal Safety	Staff can be harmed by this as a parent/carer; child or visitor may make an allegation against the staff member.	– Two members of staff are present during classes at all times not leaving one member of staff alone in the room at any time. If staff member needs to leave the room, then they communicate this prior to arrange cover or call an admin staff to temporarily cover for support.	L	– Staff wanting to leave the room does not leave until he/she arranges cover until their return.	NS	All Staff/Teachers ongoing 2024

		–				
Safe system of work - Control measures required to avoid or minimise risk						
4) Safe working:						
5) Upon completion:						

R1: Risk rating with existing control measures in place.
R2: Risk rating when any further control measures have been implemented.

HOW TO ASSESS THE RISK

Risk = Severity x Likelihood

Severity Of Harm

Likelihood of Occurrence	Minor Injury	Injury/ Illness	Serious Illness	Death
Unlikely	1	2	3	4
Likely	2	4	6	8
Highly	3	6	9	12
Certain	4	8	12	16

Likelihood of occurrence	**Rating Value**
6) Unlikely	1
Likely	2
Highly Probable	3
Certain	4

Severity	**Rating Value**	**Risk Rating**	**Action Required**
Minor injury	1	1-3 (NS)	Controls Adequate Monitor for Change

Injury/illness	2		4-6	(L)	Review controls, take Action if needed
Serious illness/injury	3	8-9	(M)		Controls inadequate Action to be taken to reduce risks
Death	4		12-16	(H)	Controls seriously flawed immediate action required Consider halting activity/process