

Ayesha Siddiqa Girls School

HEALTH AND SAFETY POLICY

Ayesha Siddiqa Girls School

Health and Safety Policy

The Health and Safety at Work Act 1974 makes it the legal duty of the proprietor and all its employees to take reasonable care for the Health and Safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions. This policy outlines the steps that will be taken to ensure in compliance with the Health and Safety at work act 1974.

A Health and Safety leaflet is available for all members of staff. Staff should familiarise themselves with its contents and continue to practice safe and healthy working methods.

1. General Statement of Health and Safety Policy

- 1.1. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils/students.
- 1.2. The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- 1.3. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.
- 1.4. The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils/students.

2. Responsibilities/Duties of the Governing Body

- 2.1. Governors are responsible for monitoring compliance with statutory requirements and with the school safety policy. As such governors are required to ensure that the management structure is documented, implemented and effective.
- 2.2. Health and safety will feature as a regular agenda item at governors' meetings. The governing body will periodically monitor and review the effectiveness of the school health and safety policy and ensure that any necessary changes are made. Reports on health and safety will be received from the Head teacher who will have liaised with the school Health and Safety officers beforehand.
- 2.3. The Governing Body will, so far as is reasonably practicable, provide:
 - Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
 - A safe environment for staff, pupils/students and visitors to go about their various activities.
 - Adequate welfare facilities.
 - Necessary safety and protective equipment and clothing.
 - Safe plant, equipment and systems of work.
 - Safe arrangements for the handling, storage and transport of articles and hazardous substances.
 - Supervision, training and instruction so that all staff/pupils/students can perform their activities in a safe and healthy manner.
 - The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils/students and others, the Governing Body will ensure that such training is provided. Pupils/students will receive such training as is considered appropriate to the school-related activities that they carry out. The school will try to keep records of all training. Staff/ pupil/student training will be regularly updated.

- The following health and safety reports:
 - Information to parents via the website on our health and safety policy and other updated information if and when necessary.
 - On other occasions, as appropriate, and in response to specific concerns i.e. through newsletters and parents letters etc.

2.4. The Governing Body, so far as is reasonably practicable and in consultation with the Head teacher will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils/students and others.
- Set standards and ensure responsibility is assigned for:
 - Reporting accidents.
 - Recording and investigating accidents.
 - Establishing and participating in the periodical reviewing and monitoring of health and safety issues within the school.
 - Undertaking, recording and reviewing risk assessments, especially with regard to:
 - Potential accidents.
 - Health hazards.
 - School sponsored on and off site activities.
 - Pupils/students and their behaviour.
 - Monitoring adherence to health and safety standards.
 - Reviewing documentation and distributing information from the Local Authority etc.
 - Carrying out inspections.
 - Providing health and safety training.
 - Providing first-aid.
 - Dealing with emergencies.
 - Supervising storage facilities.
 - Dealing with waste disposal.
 - Monitoring housekeeping standards.
 - Dealing with complaints on health and safety.
 - Purchasing and maintaining equipment.
 - Testing of plant and equipment to ensure it is safe.

- Carrying out minor repairs to doors, fences, windows etc.
 - Organising security and fire protection arrangements.
 - Implementing risk control measures.
- 2.5. So far as is reasonably practicable, the Governing Body, through the Headteacher, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:
- All other relevant health and safety matters.
 - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- 2.6. Where the governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time).
- 2.7. Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.
- 2.8. Where Governing Bodies award contracts, such as cleaning, catering services and building works, etc. - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation. Governors who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

3. Responsibilities/Duties of the Head teacher

- 3.1. As well as having the general responsibilities/duties of all members of staff, the Head teacher, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/students, visitors and any other person using the premises or engaged in activities sponsored by the school/college. She will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.
- 3.2. In particular, the Head teacher will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school/college.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfill their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Governing Body, the school health and safety officers and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, pupils/students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the school/college are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.

- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils/students and make recommendations to the Governing Body on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils/students as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils/students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all school based activities by ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly and reported.

4. Responsibilities/Duties of Head teacher

4.1. As well as having the general responsibilities/duties of all members of staff (see 6), the Head will be directly responsible to the member of staff nominated by them for the implementation and operation of the health and safety policy.

4.2. The Head will, so far as is reasonably practicable:

- Make herself familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also their area of responsibility.
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils/students and others to comply with its requirements.

4.3. As part of their day to day work she will ensure that:

- Safe methods of work exist and are implemented throughout her area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- All health and safety information is communicated to the relevant persons.
- They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate.
- Staff, pupils/students and others under their management are instructed in safe working practices and adequate supervision is provided at all times.
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, pupils/students and others.
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
- All tools, machinery, plant and equipment in the department/area in which they work are adequately guarded and are in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.

- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
- Toxic, hazardous and highly flammable substances in the department/area in which they work are the subject of a written risk assessment, and are correctly used, stored and labeled.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are displayed in appropriate locations.
- They monitor the standard of health and safety throughout the department/area in which they work, encourage staff, pupils/students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to the Head teacher and health and safety representative.

5. Responsibilities/Duties of All Staff

5.1. All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt they must seek further advice.**

- Take reasonable care of their own health and safety and that of any other persons (staff, pupils/students, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

6. Risk Assessment

- 6.1. As Key Manager, the Head teacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

- 6.2. The results of all risk assessments will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial/control measures where required.

7. Emergency Plans

- 7.1. As Key Manager, the Head teacher will ensure that an emergency plan(s) is prepared to cover all foreseeable major incidents that could put the occupants or users of a school at risk.
- 7.2. The school plan(s) will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - Save lives.
 - Prevent injury.
 - Minimise loss.

This sequence will determine the priority of local emergency plan responses

- 7.3. The school emergency plan(s) will include arrangements for:
 - Contacting emergency services.
 - Informing parents/guardians and the Local Authority
- 7.4. The plans will be agreed by the Governing Body and any necessary actions will be rehearsed regularly by staff and pupils/students. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Governing Body.

8. First Aid

- 8.1. The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.
- 8.2. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (See Local Authority guidance).
- 8.3. Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.
- 8.4. Each first-aider will be responsible for ensuring this is fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely.
- 8.5. The Head teacher is responsible for ensuring that a sufficient back-up stock is held on site.
- 8.6. Notices will be displayed in prominent locations throughout the establishment identifying who the first aiders are and their contact and location details. All

first-aid signs and containers must be identified by a white cross on a green background.

- 8.7. First-aid kits must also be held at various locations throughout the school/college as determined by risk assessment (e.g. the main offices). A first-aider should be located within the immediate vicinity of one of these 'first aid points'. Notices will also be displayed prominently in these areas.
- 8.8. The school will try to keep a written record of all first aid administered either on the school premises or as part of a school related activity.
- 8.9. Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school for which it is responsible, and also all out of school activities.

Personal Safety

Working alone: staff should not work alone in the building without informing someone of their presence.

Interviewing pupils/parents: There may be times when you need to consider your own safety when interviewing parents or pupils. If you believe a confrontational situation will arise, do not interview alone.

Handling Cash: staff should not count money in the school office, in front of pupils. Money collected from pupils should be handed in to the school office as quickly as possible and locked away thereafter.

Control of Substances Hazardous to Health Regulations (COSHH) Policy

Introduction

The Control of Substances Hazardous to Health Regulations 1999 (COSHH regulations) governs this area. Some substances for example, asbestos, lead, ionising radiation, transportation of chemicals and explosives are covered by specific regulations and are not dealt with in detail here.

Under the COSHH regulations, the employer needs to follow seven steps:

- Assess the risks to health arising from hazardous substances in the work place.
- Decide what precautions are needed.
- Prevent or adequately control exposure.
- Ensure that control measures are used and maintained.
- Monitor the exposure of employees to hazardous substances, if necessary.
- Carry out appropriate health surveillance where necessary.
- Ensure that employees are properly informed, trained and supervised.

Risk Assessment

The Head Teacher is responsible for the COSHH risk assessment which will be reviewed in five year interval before the beginning of the academic year. The Principal and the science teachers will help the Head Teacher implement the actions required.

Guidelines for a Risk Assessment

Definitions

Risk

A risk is a chance, be it high or low, that someone may be harmed by a hazard. A risk assessment is a careful examination of what could cause harm to people in a particular workplace.

Hazard

A hazard means anything that can cause harm, for example, working at great heights or with chemicals.

Assessment

It needs to be decided whether a hazard is significant and whether it has been covered by satisfactory precautions so that the risk is greatly reduced. If it has not, it needs to be decided what precautions should be taken.

What does it entail?

The guidance is to keep things simple. It is just a combination of observance and common sense. It is the small often overlooked, hazards, which you probably need to concentrate on.

How to undertake an effective risk assessment

In order to assess the risks in the school, the following process should be undertaken.

Stage 1 – Look for hazards

Spend time, walking around the designated area with a critical eye. Think about what could go wrong at each stage of what you do. Identify and document all areas of what you think could be hazardous and the type of hazards involved.

Whilst it is important to document every potential hazard, you should concentrate on the ones that are significant and avoid those that are trifling.

Stage 2 – Assess who may be harmed and how

Distinction should be made between the following categories:

- All
- Teachers
- Pupils
- Other staff members
- Visitors

Stage 3 – Consider the risk and decide whether the precautions in place are adequate or whether more could be done in taking action

Think about the following:

- What is the worst result? For example, is it a cut finger or a death?
- How likely is it to happen?
- How many people would be affected if things did go wrong?

Guidelines for COSHH Risk Assessment

Look for Hazards

The main source of information on the qualities of any substance in the work place is likely to be the supplier. Read the label and any data sheet. If a data sheet has not been supplied, the supplier should supply one on request.

Then consider any of the possible hazards are likely to arise in the particular work place, generally or in any particular circumstance.

Then review existing controls and consider whether anything further should be done.

Reduce the risk of injury

Following the risk assessment action may be needed. Remember that exposure should be prevented if at all possible. If not possible, then it must be controlled. Action might include:

- Ensuring that clear labelling is present on all containers. Hazardous substances must be marked with a black and orange label.
- Ensuring that clear signs are present warning of hazards.
- Providing suitable containers for all substances, including waste materials that may give off fumes for example, and ensuring that they are covered when appropriate.
- Considering a substitute for a substance, for example, if a chemical is flammable, looking for one with a higher flashpoint; if carcinogenic, looking for one that is not known to be carcinogenic.
- Reducing the amount used.
- Reducing the amount of contact an employee has with the substance.
- Providing good washing and changing facilities.

- Providing protective clothing, for example, to prevent contact with the skin or the inhalation of fumes.
- Not allowing smoking/drinking/eating in a chemical handling area.
- Reminding employees not to put pens and pencils in their mouth; this may transfer chemicals to their mouth in the process.
- Using a pump or hand operated siphon to move chemicals.
- Controlling access.
- Taking fire precautions.
- Ensuring that substances are stored in accordance with the manufacturers recommendations. If flammable, keeping them in secure storage with regulated temperature and ventilation, away from sources of ignition.
- Storing gas cylinders with valves uppermost, away from the main work-place, on the outside of the building if possible, above ground level. Also moving them in a way that minimises damage; using correct hoses, etc. for the cylinder; turning off cylinder valves at the end of the day; changing cylinders in a well ventilated place; never using flame to test for leaks but using detergent/water solution instead; training welders in correct working procedures; fitting non-return valves and flame arresters; and ensuring sufficient ventilation.
- Ensuring regular cleaning. If dust is a problem, using a 'dust free' method, for example, a vacuum system with an efficient filter.
- If the plant atmosphere could be flammable, avoiding dust build up, using exhaust ventilation, controlling sources of heat and reducing any sparking.
- Improving ventilation and using local exhaust ventilation.
- Informing and training all employees and keeping this under review.

Once action has been decided on and implemented, it must be maintained and kept under regular review at five – yearly intervals.

COSHH Risk Assessment

Premises/Work Area:

Date of Assessment:

Assessment carried out by:

Position:

Material	
Chemical component	
Quantity Used	
Form of supply/use	
Information from suppliers: Available Adequate	
Internal data sheet prepared	
Main hazard present (gas, vapour, fume, liquid, dust, etc)	
Summary of hazard (including effect)	
Hazard identified	
Who is at risk?	
Existing controls	
Action Required	

Guidelines for Risk Assessment on the Use of VDUs

Introduction

Visual Display units are a commonplace in offices, normally as computer screens.

Health risks posed by VDUs include:

- Postural, musculo-skeletal problems including upper limb disorders.
- Eye strain/discomfort.
- Headaches.
- Fatigue and stress.
- Flickering screens may affect some epileptics.
- Unusually, skin problems, possibly due to a combination of dry air, electrostatic charge and an individual's predisposition to such problems.

Actions to be undertaken by the school

The Health and safety (Display Screen Equipment) Regulations 1992 require that employers do the following:

- Carryout risk assessments relating to relevant employee workstations. Relevant employees, generally, are those who habitually use VDUs as significant part their as a significant apart of their normal work.
- Ensure that workstations meet minimum requirements as set out in the regulations.
- Ensure that there are breaks in the work/change of activities.
- On request, arrange and pay for eyesight tests, and provide glasses if special ones are required.
- Provide health and training and information to employees.

Reduce the risk of injury

Once it has been decided that there is potentially a risk, the following action might be taken:

- Altering the office workstations to comply with HSE recommendations.
- Varying the work and alternating different types of work.
- Work rotation.
- Organising breaks and ensuring these are taken.
- Assessing, and if necessary, redesigning workstations.
- Checking user's individual posture and seeing how awkward positions can be avoided, for example, by providing steps or more space.
- Ensuring that the necessary retraining is given.
- Ensuring better lighting. (This may avoid users adopting awkward positions in order to see better)
- Providing a warm environment if possible.
- Providing training skills, posture, and warning symptoms for those at risk.
- Providing medical surveillance for those at risk and encouraging the reporting of symptoms.

FIRE SAFETY PLAN

School Exiting Plan

When the Fire alarm sounds, follow these procedures:

- STOP what you are doing, stay CALM and don't panic
- Teacher to direct class to leave the classroom or hall in an orderly manner and to head towards the nearest fire exit (main exit or playground exit)
- Pupils to abide by code of conduct for behaviour and be sensible and calm as they walk towards the fire exits – this means no running, screaming, pushing or shoving please
- Pupils anywhere else in the building should also head towards the nearest fire exit – do NOT go back to the class for belongings etc.
- All office and other staff to leave their work and evacuate the building. School staff at the back of the building and MC office staff at the front of the building.
- Teachers to organize their classes into form groups and pupils should be stand in line in register order 7 – 11 should form lines on 1 side of the playground.
- Fire marshals to check offices, staffroom, toilets, kitchen and classrooms etc. to make sure all staff and pupils have left the school and that the building has been evacuated.
- Head to collect the form registers and to liaise with MC. Fire Brigade to be contacted if necessary.
- All staff and pupils to remain outside the building until checks have been made to ensure the building is safe.

First Aid Policy

Procedure to be adopted in the case of an accident which results in a person/s being injured in connection with any activity undertaken in the school.

Minor accidents

- If at any time a student encounters a minor accident, than a First Aider will be called to the scene who will give First Aid treatment and all actions will be recorded in the Accident/incident book.
- All First Aider's names are allocated around the school building.
- Any decision in the case of students being sent home/to hospital can only be made by the Head teacher (or Head Teacher , in the absence of Head)

If the injury needs urgent professional medical attention:

- Send for the emergency services immediately by dialing 999
- Send for a First Aider as quickly as possible
- Evacuate the area so that the First Aid can be carried out.
- Notify head teacher immediately, who will arrange for a responsible person.
 1. To accompany injured person/s to hospital.
 2. Arrange class cover, if necessary
 3. Contact parents and cover any arrangements to the responsible person accompanying the injured person.
- **After treatment the injured person should either be:**
 1. Returned to the school.
 2. Escorted home.
- **Complete the person's information and record in**
 1. Accident and incident book and for all information to be given to the First Aider for signing.
- **Complete a RIDDOR form if necessary**
 1. The RIDDOR forms are kept in the main office.
- **First Aid box:**
 1. The First Aid boxes are located in the following places:
 - 1 in the main office (Head's office) on the middle floor
 - 1 in the general office (Head's office) on middle floor
 - 1 in the management committee's office (near ground floor)

- 1 in the science lab on the top floor
2. Samina Mohib and Warda Ahmed are responsible for maintaining the First Aid box on a regular basis.

First aid box: contents

There is no mandatory list of items that should be included in a first aid container. The Head teacher should decide what to include in the first-aid containers from information gathered during their assessment of first-aid needs. As a guide, where no special risk arises in the workplace, the HSE recommend a **minimum** stock of first-aid items would normally be:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'Basic Advice on First Aid at Work')
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may need to be of a detectable type for food handlers);
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12 cm x 12 cm
- Two large sterile individually wrapped unmedicated wound dressings - approximately 18 cm x 18 cm
- One box of disposable gloves
- One pair blunt ended scissors
- Where mains tap water is not readily available for eye irrigation, at least a liter of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse.

This is only a suggested contents list. It is likely that greater quantities of the above will be required in a school environment to reduce any risks.

The assessment may conclude that there is a need for additional materials and equipment, for example a blanket, adhesive tape, disposable aprons, individually wrapped moist wipes. These should be kept in the first aid container if there is room, but may be stored separately as long as they are available if needed.

Signed:

(Chair of the Governing Body)

Policy updated: Mar 2010

Signed:

(Headteacher)

Policy Reviewed: Apr 2011

First Aid Officers

If a student or member of staff has an accident or injury in the school, please report to a first aider. All our first aiders are full time and will have to be re-trained every three years. Our current first aiders who were trained in November 2006 and the list of them is below:

Key officer 1: Samina Mohib

Key officer 2: _____

(in the absence of the above 2 officers)

If the key officers are unavailable or absent, please refer the accident or injury to one of the following trained staff:

F. R. Liyawdeen



Health and Safety on Educational Trips Policy

The following guidelines must be followed all the time wherever planning for any educational/recreational trips. All trips must be planned 6 weeks prior to the visit.

1. Teacher to research for the relevant subject/educational trip or recreational trip
2. The teacher to have a prior visit to assess the place to be visited. (fill forms 1 & 2)
3. Seek head teachers consent. (fill in form 3)
4. Head teacher to seek chair of governor's approval.
5. Head teacher to return confirmation form within a week. (fill in form 4)
6. Book the trip with the relevant organisation. (date and time of trip and charges)
7. Letters to be sent to parents to seek consent telling them the date, time, location, charges, pocket money, necessary equipment, clothing, footwear and expect good behaviour. (fill in form 5)
8. Arrange transport.
9. Prior to the visit the following guidelines must be followed:
 - Arrange the first aid kit to the nature and duration of the activities you will be undertaking.
 - Two appointed First Aiders must accompany the pupils.
 - Fill in the summary of information for pupils and adults participating in a visit and hand out to all adults going on the trip. (fill in form 6)
 - Check list to be filled in and handed out to all the pupils, staff and other adults involved. (fill in form 7)
 - Teachers to fill in form 8 – emergency Contact Information.
 - After the visit teacher to fill in evaluation form for future reference. (fill in form 9)

Steps to follow when assessing risks

1. Place to be visited e.g. London

Potential Hazards:

e.g.

- *Walking in city streets*
- *Loss of passport*
- *Traveling by ferry*
- *Unsuitable hotel*

2. list groups of people who are specially at risk from the significant hazard you have specified:

e.g.

- *Pupils*
- *Students*
- *Teacher*
- *Non teaching staff*

3. list existing controls and note where the information may be found:

e.g.

- ensure sufficient supervision
- clear guidance to pupils
- no details of consulate
- exploratory visit

4. How will you cope with the hazards which are not currently or fully controlled under (3)?

List hazards and the measure to control them.

5. continual monitoring of hazards throughout visit:

Adapt plans and then assess risks as necessary.

**APPLICATION FOR THE APPROVAL OF
EDUCATIONAL VISITS BY THE HEAD TEACHER**

School and year:

Teacher: _____

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

Date of departure: _____ *Date of return:* _____

Time of departure: _____ *Time of return:* _____

4. Transport arrangements: *Include the name of the transport company and vehicle registration number(s).*

5. Organizing company/agency (if any): *Include license reference number if the body is registered with Adventure Activities License Authority.*

Name: _____ Address: _____

6. Proposed cost and financial agreements:

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: *Include the insurance company.*

Insurance cover: _____ Policy No: _____

Address: _____

8. Accommodation to be used:

Name: _____ Address: _____

Telephone: _____

Name of Head Teacher (*if available*): _____

9. Details of the programme of activities:

10. Details of any hazardous activity and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

12. Names, relevant qualifications and specific responsibilities of staff accompanying the party:

13. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency:

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

15. Size and composition of the group:

Age range: _____ Number of girls: _____

Adults to pupil ratio: _____ Teacher/participant ratio: _____

16. Information on parental consent:

Information on whether the teacher has received all consent forms duly completed and signed (parental consent may precede or follow approval):

Please attach copy of information sheets sent to parents, the parental consent form, and the risk assessment form.

17. Names of pupils with special educational or medical needs:

Signed: _____ Date: _____

Teacher's full name: _____

Confirmation from Head Teacher for Visit to go ahead

To be completed by the head teacher

To the teacher:

I have studied this application and am satisfied with all aspects including the planning, organization and staffing of the visit. Approval is given.

- a) Please ensure that I have all relevant information including a final list of group members, details on parental consent and details itinerary at least seven days before the party is due to leave.
- b) Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed: _____ Date: _____

Head teacher full name: _____

A copy of the completed application form and details of any subsequent changes should be retained by the head teacher. A copy should also be available for the responsible authority e.g. Chair of governors.

Parental consent for a school visit

(To be distributed with all information sheet giving full details of the visit)

School: _____ Year group: _____

Details of visit to: _____

From: _____ Date/Time: _____ To: _____ Date/Time: _____

I agree for my daughter: _____ (Name) of form group _____ to take part in this visit and have read the information sheet, I agree to her participation in the activities described. I acknowledge the need for my daughter to behave responsibly.

1. Medical information about your child.

a. Any conditions requiring medical treatment, including medication? Yes/No

If yes, please give brief details:

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

For residential visits and exchanges only

c. Is your daughter allergic to any medication? YES/NO

If yes please specify

d. *When did your daughter last have a tetanus injection?*

I will inform the teacher/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

2. Declaration

I agree to my daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone: _____

Work: _____

Home: _____

Home address:

Alternative emergency contact:

Name: _____ Tel no. _____

Address: _____

Name of family doctor: _____

Telephone number: _____

Address: _____

Signed: _____ Date: _____

Full name (capitals):

THIS FORM OR A COPY MUST BE TAKEN BY THE TEACHER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT.

CHECKLIST FOR PUPILS GOING ON A TRIP

QUESTIONS	ANSWER
<ul style="list-style-type: none"> • <i>Who is the Teacher?</i> 	
<ul style="list-style-type: none"> • <i>Where am I going to visit?</i> 	
<ul style="list-style-type: none"> • <i>How can I contact my Teacher?</i> 	
<ul style="list-style-type: none"> • <i>How do I use the phone if help is required?</i> 	
<ul style="list-style-type: none"> • <i>What will be done to keep me safe and secure on the visit?</i> 	
<ul style="list-style-type: none"> • <i>What should I do if I get lost or get into difficulties when not with the Teacher?</i> 	
<ul style="list-style-type: none"> • <i>What is written in the code of conduct for my visit?</i> 	
<ul style="list-style-type: none"> • <i>What do I do to keep my money and valuables safe?</i> 	
DO I KNOW?	ANSWER
<ul style="list-style-type: none"> • <i>Do I know the time of the transport leaving?</i> 	
<ul style="list-style-type: none"> • <i>Am I taking any snacks with me?</i> 	
<ul style="list-style-type: none"> • <i>Am I wearing appropriate clothing?</i> 	
<ul style="list-style-type: none"> • <i>Am I going to follow the rules and instructions?</i> 	

EMERGENCY CONTACT INFORMATION

To be completed before the visit and copies to be held by the School Teacher and School home contact (Head Teacher) in the school.

1. School/year: _____

2. Name of Teacher: _____ Home Phone no: _____

3. Visit departure date: _____

3. Return information: Date: _____ Time: _____

4. Location: _____

5. Year: _____ Total no. of pupils : _____ Adults: _____

6. Group members: _____

1. Do you have an emergency contact place for everyone in the year? YES/NO
(If no, obtain one. If yes, attach to this sheet)

2. Emergency contact information:

a. During school hours:

Head Teacher: _____ Tel: _____

Deputy/other: _____ Tel: _____

b. Out of school hours

Head Teacher: _____ Tel: _____

Deputy/other: _____ Tel: _____

c. Travel company:

Name/ address: _____

Tel: _____ Fax: _____

Company travel rep: name: _____

Tel: _____ Fax: _____

Insurance/ emergency assistants: _____ Tel: _____

Other emergency telephone numbers: _____
 Health and Safety on Educational Trips Policy

Form 9

**EVALUATION OF THE VISIT TO BE COMPLETED
 BY THE TEACHER FOR FUTURE REFERENCE**

School/year:	
Teacher:	
Number in year:	Girls: Supervisors:
Date(s) of visits:	
Purpose(s) Of visits:	
Venue:	
Commercial organisation:	

Please comment on the following features:

Features	Rating out of 10	Comment
1. The centre's pre-visit organization:		
2. Travel arrangements:		
3. Content of education programme provided		
4. Instruction:		

5. Equipment:		
6. Suitability of environment:		
7. Accommodation:		
8. Food:		
9. Evening activities:		
10. Courier / Representatives:		
11. Other comments and evaluation including 'close calls' not involving injury or damage:		

Signed: _____ Date: _____

Teacher's full name: _____

To be detached and completed after all ventures and logged in the school's central records.