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### **Section I: Policy**

#### **1. RATIONALE AND PRINCIPLES**

##### **a. Rationale**

The health and safety of the Centre community in general and the students in particular is a priority.

##### **b. Principles**

- In the busy, social environment of a Centre it is required that everyone contribute to ensure the health and safety of the entire Centre community.
- Prevention and preparation are essential to reducing the risk of accidents and emergencies and minimising harm when they do happen.
- The Centre bears the responsibility of creating a safe and healthy environment throughout the Centre and producing safe working procedures for staff and pupils.
- It is also the responsibility of the Centre to ensure that all members of the Centre community and visitors receive the appropriate training and information to be able to avoid hazards and contribute positively to their own health and safety.

#### **2. MEASURES**

##### **a. Fire & emergency evacuation**

The ability to evacuate the Centre quickly and in an orderly fashion depends on good planning and regular practice.

The following preparations for evacuation must be in place at all Centre sites:

- An evacuation plan that allows for the evacuation of Centre buildings to a safe meeting point within a safe timeframe.
- Fire escape routes & exits and emergency procedures that are prominently displayed and clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.

The following responsibilities must be clearly assigned to members of the Centre's personnel at each site to be carried out in the event of a Centre evacuation:

### **Evacuation**

- Evacuating pupils
- Facilitating evacuation by ensuring exits are clear throughout evacuation
- Checking visually all classrooms evacuated
- Checking visually all floors evacuated (including toilets & storerooms)
- Ensuring all classrooms and floors have been checked

### **Accounting for everyone**

- Taking class and staff registers to the secure gathering point
- Distributing registers accordingly to facilitate a quick headcount
- Checking all pupils present at secure gathering point
- Checking all staff present at secure gathering point
- Checking all visitors present at secure gathering point

### **Resolving the emergency**

- Ensuring security personnel are aware and are reacting to the alarm
- Locating the point of alarm
- In case of a fire, if possible, attempting to put out the fire with appropriate equipment.
- Ensuring access to the Centre for emergency services is clear

At the sound of an alarm, it is the responsibility of every member of staff to guide pupils and visitors towards the emergency exits in a quick and orderly fashion, making sure that no one is being left behind. Fire prevention equipment inspection will be managed by the Health & Safety Officer (HSO) on a regular basis. This includes the regular visual inspection of fire extinguishers and of the fire alarm system. The Centre will hold an evacuation drill once a term. If the drill is not completed within the allocated timeframe for the Centre, it will be repeated within a timeframe agreed by the Senior Leadership Team. The results of drills will be recorded in a log book. The dates of fire drills will be included in the Centre calendar.

### **Compliance with building and fire codes**

Centre buildings must comply with building and fire codes. As legal codes may be modified over time the Centre will carry out a review every 5 years to evaluate the Centre's level of compliance. In the event that building codes have been improved, the Centre will endeavour to bring the Centre premises up to the higher standard even if officially exempt.

## **b. Provision for accidents and medical emergencies**

### **First aid provision**

The Centre must have a Centre nurse at each site. Employed nurses should be properly qualified and able to communicate confidently in both English and the local language. The Centre nurse should be the first point of contact in case of an accident or medical problem. In the event that, for whatever reason, a Centre nurse cannot be employed, there should be at least one member of staff on site with good first aid skills. Additionally, appropriate staff members must be required to regularly attend basic first aid courses arranged by the Centre, at least every two years. All incidents of a medical emergency whether major or minor in degree will be recorded in a log.

### **Medical resources**

First aid resources are available in the medical room(s). Additional first aid boxes must also be kept in the reception area of each site and any other appropriate key areas. The Centre nursing team is responsible for checking and ordering of resources in order to maintain stock of necessary materials throughout the Centre. A resource check should take place every half term.

### **Illness**

Pupils and staff with the flu or severe cold must not come into Centre to minimise the risk of contagion. The person should return to Centre once the symptoms are largely gone.

### **Medication**

Medication can only be prescribed and administered by a trained, authorized professional. Centre nurses require a prescription from a doctor with the doctor's signature and stamp in order to administer any medication to a child. If this cannot be provided, a family representative known to the Centre will need to give written authorisation for medicine to be given to the student.

### **Adverse weather conditions**

In periods of extreme temperatures, we will monitor, if necessary, restrict student's physical play and sports activities.

### **c. Health and safety inspections**

A Health & Safety Officer (HSO) will be appointed. More than one HSO will be appointed if required depending on the number and size of premises. The HSO will inspect the premises once a term. The HSO will also inspect any health and safety issue brought to his or her attention by another member of staff or pupil. The HSO will make a record and recommend any necessary action arising from inspection to the Whole Centre Leadership Team who will then be responsible for ensuring appropriate action is taken. On inspection, any furniture, fitting or piece of equipment found to pose an unreasonable health & safety risk on inspection will be removed and/or replaced. Any defect in the state of repair of the building deemed unsafe will be logged and any such interim arrangements as are reasonable to limit the risk entailed will be made.

### **d. Training**

Every new member of staff must receive training on the Centre's Health & Safety Policy on arrival to the Centre. All nominated staff should receive first aid training at least every 2 years. It is encouraged that all pupils at the Centre should receive first aid training once they reach an appropriate age. All pupils and staff should be drilled regularly on evacuating the building. The Centre will make pupils (and where appropriate, the parents) aware of their responsibilities in promoting and maintaining health & safety at the Centre through direct instruction, notices and the Centre handbook.

### **e. Visitors**

Regular visitors and other users of the premises (e.g. contractors, delivery men, Enrichment instructors and visiting teachers) are expected, as far as reasonably possible, to observe the safety rules of the Centre. The Head of Administration will directly or indirectly monitor, within the limits of his or her expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable. Regular visitors who have responsibility for the welfare of pupils while on site will be provided with a copy of this policy so that they fully understand the procedures in the case of an emergency. A copy of this policy will be available in the reception area of all sites for reference.

### **f. Hirers**

Every effort should be made to minimise work and repairs in Centre buildings during Centre time. Should work take place during Centre time or term time, every precaution must be taken to ensure work is isolated from staff and pupils. Measures and precautions must be taken to ensure the means of access are safe for the use of hirers, and that all plant and equipment made available to and used

by the hirers is safe. Hirers using any equipment or facility provided by the Centre are familiar with its safe use and, if necessary, briefed accordingly.

Hirers should be briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by hirers and their staff.

## **Section II: Guidelines & Procedures**

### **1. GUIDELINES**

#### **a. Responsibilities of All Staff towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils
- Be aware of and implement safe working practices and to set a good example personally
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Where private vehicles are used to transport children to and from Centre functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used
- Consult the Health and Safety Officer if in doubt regarding the exercise of the above responsibilities.

NOTE: When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Senior Management Team (SMT).

#### **b. Responsibilities of all Employees and Volunteer Helpers**

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- Cooperate with the Head teacher and others in meeting statutory requirements
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and where in doubt they must seek immediate clarification from the Health and Safety Officer or an SMT member.
- Ensure that tools and equipment are in good condition and report any defects to the Health and Safety Officer or SMT.
- Use any protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that classrooms, workspaces, and shared areas are kept tidy and clutter free
- Ensure that any accidents and potential hazards are reported to the Health and Safety Officer or SMT
- Be mindful that new employees may be less informed about health and safety at the Centre and less familiar with the environment in spite of any training received and so take special care when working with a new employee.
- Bring any possible deficiencies detected in health and safety arrangements to the attention of the Health and Safety Officer or SMT

### **c. Responsibilities of Pupils**

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all the safety rules of the Centre and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes

## **2. PROCEDURES**

### **a. First Aid, Medical Emergency and Accident Procedure**

The majority of incidents that take place are minor (level 1) and can be treated easily by the Centre nurse onsite. However, it is important that all staff remain vigilant when considering the health of students and ensure that prompt and appropriate action is taken in all cases. At Centres where there is no Centre nurse, alternative provisions must be in place. The following guidelines must be followed and are recommended for Centres with nurses:

#### **Level 1: Minor Injury or illness requiring on-site treatment**

Level 1 incidents are normally treated onsite. The supervising adult may send the child independently or with a partner/ adult depending on the age of the student.

Examples:

- Child feeling unwell (e.g. stomach ache) but no obvious signs of a high temperature or serious discomfort
- Isolated case of vomiting
- Minor scrape, bruise, graze or superficial cut

#### **Level 2: Incidents or accidents requiring offsite treatment**

Level 2 incidents are likely to require off site treatment. An adult must accompany the child to the nurse until released by them. (Release should be done as soon as possible). The Nurse will contact the parents who will either give permission for the child to be treated at Centre or will collect their child.

Examples:

- Repeated vomiting
- A high temperature (+38 C)
- Bump to the head
- Potential sprains or breaks
- Deep cuts possibly requiring stitches

#### **Level 3: Emergencies**

These are very serious incidents that may be life threatening or require immediate specialist treatment. An adult must stay with the child and nurse until the child is stable, handed over to an external medical professional and/or taken to the appropriate clinic. If parents are unable to travel with emergency services, then an English/local language speaking member of the Centre staff must travel with the child.

The order of communication in a Level 3 incident must be:

First call: To an ambulance/emergency services for treatment

Second call: To parents to inform them of the incident  
Third call: To senior member of academic staff on site

Examples:

- Child is unconscious,
- Signs of shock (pale, shaking, severe sweating)
- Severe cut or break

#### **b. Absence of Centre Nurse at Centre**

For a level 1 incident, tutors should assess if parents need to be called. A temperature can be taken to inform decisions (in First Aid box in classroom). Should parents need to be called to collect a child the front desk will assist with this? Unless there is a particular reason why a child should be isolated they can remain in their classroom until being collected.

For level 2 and 3 incidents, Reception should be informed immediately. Front desk will then follow the procedures:

- 1) Call Emergency services if required
- 2) Call parents for consultation/confirmation of action

A qualified first aider (list to be displayed in medical room) should be called to the incident as soon as possible to assist keeping the child stable until the arrival of the Centre Nurse or emergency services, who will then take charge of the incident and follow the procedures outlined above. A list of first aiders should be compiled and kept at each front desk.

#### **c. Procedure for Effective and Prompt Communication**

Effective and prompt communication is essential in matters of Health and Safety. In order to achieve this objective, it is important that all staff follow these guidelines:

#### **d. Communication between staff**

- The Centre Nurse contact numbers are available to all staff.
- The phone numbers of Centre Nurses, Front Desk and all emergency numbers are displayed clearly on the wall of the medical room.

#### **e. Communication with external agencies**

The phone numbers of all external emergency services are available in the following places:

Front Desk on each site  
Medical Room on each site

### **3. RECORDING OF INCIDENTS**

All level 2 and level 3 incidents should be recorded in the general logbook by the Centre Nurse. This will require an information from the supervising member of staff to ensure that information is recorded accurately This should be completed as soon as possible after the incident and sent to the relevant member of the primary or secondary management team. (This process should also be completed in the case of an adult injury)

The Centre Nurse is responsible for maintaining a log of all incidents. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards?

The name and signature(s) of the person(s) dealing with the incident should always appear at the bottom of the record a copy of this record will be kept in the incident file for future reference. The main contents of the reports may be shared with parents on request. The student incident statement is kept in the drive.