



## **School Health & Safety and First Aid Policy**

**September 2021**

# **Health & Safety and First Aid Policy**

## **Contents**

**Introduction**

**General Statement of Intent**

**Organisational Responsibilities**

**Organisational Arrangements**

**First Aid**

**Emergency Procedures**

**Information and Communication**

## **Introduction**

Ensuring the health and safety of staff, students and other people affected by the organisations activities is essential.

Health and safety within the school and wider company is a major responsibility for all Amberleigh staff due to the complexities of our students and their ages of 11 – 18 years.

The teaching of health and safety matters and the gradual development of the awareness in young people is covered as part of the curriculum and wider Amberleigh community. However, this document is concerned with all the activities that go within the school in terms of the way we manage those activities and the procedures that we adopt. In extreme situations this can be a matter of life and death. A great deal of time has and will be taken to ensure that we cover our legal responsibilities and our duty of care to our students and each other.

This document states our policy on health & safety and first aid, and describes the organisational responsibilities and arrangements for carrying out the policy.

This policy comprises three sections:

1. A general statement of intent, which sets out aims and objectives of the policy;
2. Organisational responsibilities, which allocates responsibilities for health & safety and first aid to specific job roles in the organisation;
3. Organisational arrangements, which summarise how the policy aims are to be achieved.

**This Policy should be read in Conjunction with our whole site policies:**

- **Amberleigh Health & Safety Policy**
- **Amberleigh First aid, Home Remedies and Medication Policy**

## General Statement of Intent

We recognise our legal and moral duty to protect the safety, health and welfare of all students, staff, visitors, contractors and any other person who could be affected by the actions of the company in its day to day running of the business and those affected by the school's activities elsewhere.

We will ensure that duties required under the Health and Safety at Work Act 1974 and the Regulation 3 and 5 of the Management of Health and Safety at Work Regulations 1999 are met by:

- seeking the co-operation, through consultation, involvement and training of all staff with a view to implementing the requirements of Health and Safety at Work Act, and associated legislation;
- maintaining all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and students, including adequate provision for first-aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling (including manual handling), storage, transport and disposal of articles and substances and to provide appropriate personal protective equipment where necessary;
- undertake to make all staff, students, visitors and contractors aware of their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, instruction, training and supervision as is necessary.
- identify, eliminate, or apply reduction measures for hazards which exist at the place of work or elsewhere through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of serious risk or imminent danger.

In addition to assist in the full implementation of this policy we will:

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records; and
- bring this policy and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy, organisation and arrangements will be reviewed at least annually and amended as necessary.

We will endeavour to develop and maintain a culture supportive of Health and Safety. By doing so we aim to achieve adequate control over risks and to minimise injury to staff, students, contractors and visitors and other situations, which can arise from avoidable unplanned events.

### **Organisational Responsibilities**

Achieving a healthy and safe place to work is a collective task shared between the employer and all staff. This policy and the procedures contained in it apply to all staff of the employer, irrespective of seniority, tenure and working hours, including all employees, directors, agency staff, contractors, consultants, trainees and any volunteers.

The objectives of this policy are fundamental to our business and the Directors are responsible for ensuring that the requirements of this policy are achieved. These persons are responsible for ensuring safety is taken seriously across the whole organisation. However, the Managing Director has overall responsibility for Health & Safety for the company, and will liaise with the Facilities Manager for regular review and renewal of this Policy.

See whole service Health & Safety Policy for organisational responsibilities. All staff are expected to read the relevant sections of the policy, familiarise themselves with its provisions and carry out their defined responsibilities.

### **Organisational Arrangements**

#### ***Information, Instruction and Training***

Responsibility for staff to be informed on health and safety issues will lie with the Facilities Manager.

#### ***Risk Assessment and Safe Systems of Work***

The Head Teacher must ensure that any activities or educational visits in which students participate are, so far as reasonably practicable, free from avoidable risks and, on a day to day basis, staff should take reasonable precautions and make informed judgements about when to allow students to participate in an activity. Excessive caution is unnecessary and students should be provided with the opportunity to take risks proportionate to their age, level of understanding and in the light of assessments, historical knowledge and plans/strategies that are in place e.g. where the behaviour or choices that have already been made by a student are poor or have placed them or others at risk, caused injury, harm or damage to property, staff must take this into consideration when planning activities.

A further risk assessment process will be required for Educational visits, off site activities or new/specific risk-based activities and staff should liaise with the Head Teacher/EVC regarding this.

The same principles apply to risks in the school. The Head Teacher should exercise sensible precautions about the school, ensuring that there is a safe and well maintained environment.

The Head Teacher, in consultation with Facilities Manager will be responsible for completing specific risk assessments on new or expectant mothers as laid down by the Management of Health and Safety at Work Regulations.

Suitable and sufficient assessments will also be made of the risks to the health and safety of all employees to which they are exposed whilst at work and the risks to the health and safety of persons not in their employment arising out of, or in connection with, the conduct of their work activity or undertaking.

### ***Good Housekeeping***

The school will adopt safe working practices to maintain a safe working environment. Some examples are:

- All spillages will be immediately cleaned up with safe disposal of waste.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of fire
- All classrooms and storage areas will be kept orderly, safe and provided with easy access
- The school premises will be cleaned to an acceptable basis on a regular basis
- Hygiene standards will be of the highest attainable by all staff

### ***Accident Reporting and Investigation***

All accidents, which occur to students or members of staff, must be reported to The Head Teacher and The Registered Manager. In all cases, the accident book must be completed no matter how minor including any investigation documentation.

The Head Teacher shall be responsible for the completion of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) reports.

Accidents occurring to other visitors or contractors employed by the company will also require reporting in the same way as mentioned above.

### ***Health and Safety Monitoring***

The Facilities Manager shall monitor health and safety. Performance shall be measured on accident statistics and relevant health and safety work related absences, risk assessment review and completion, and enforcement action taken against the company via the monthly management meeting.

## **First Aid**

Accidents do occur in everyday life. However, it is important to be responsible and ensure that where possible, steps are taken to reduce the potential for accidents to occur. Potential risks should be identified, and risk assessments completed, which identify the measures that have been taken to reduce the risk of potential accidents occurring.

There will always be a suitable number of first aid staff on duty to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements.

***See Amberleigh First aid, Home Remedies and Medication Policy***

### **Early Intervention**

#### *a) Knowledge of condition(s) likely to affect personal health*

Any staff or student's allergies/ medical conditions should be communicated to the Head Teacher and primary First Aider, including visiting staff and all relevant information/guidance in case of a medical emergency should be detailed and held on file. It is the responsibility of the member of staff/young person's care team, with the (potential) condition to inform their line manager if there exists any medical condition which is likely to/may affect their health whilst at work. Medication for conditions such as this should be locked away safely. They should not be put in the first aid box or in a place where other people can access them. This information must be treated in strictest confidence. First aiders should be aware of conditions such as diabetes, haemophilia, epilepsy and severe allergic reactions, such as nut allergies or bee sting allergies.

#### *b) Risk Assessments*

The aim of a risk assessment is to assess the risk(s) involved in undertaking specific activities/tasks. All staff are able to access training on risk assessments and there is an expectation for staff to be competent in assessing the risks and implementing control measures before undertaking any activities. For classroom teaching, the teachers will assess the classroom space in line with the principles of managing the environment and applying structuring approaches.

In addition to assessing risks, it is the duty of all employees to put safety measures in place in order to reduce the associated risks and to refrain from undertaking particular activities where the control measures applied are not substantial enough to reduce to risk to an acceptable level. For example, safety measures may be:

- to wear specialist clothing – goggles, gloves, etc.
- to only have a minimal amount of the activity at any one time
- to keep specific items locked away safely
- to structure the classroom in a minimalist way
- to reinforce health and safety issues to the students before commencing an activity

Should the teacher feel that despite the above measures being applied, a student has shown signs in the lesson of non-compliance, then he/she may decide that the activity poses too great a risk to carry out or continue.

Risk Assessments on each school site form an important part of the early intervention methods used to try and avoid accidents occurring in and around the school environment.

### **Accident Book**

The school Accident Book is kept in the school office, the first aid boxes are kept in the first aid room and kitchen. Under health and safety law, a record must be kept of any accidents leading to injuries that happen on site. It is the responsibility of employees to complete an entry into the accident book as soon as possible after the incident has occurred. When the injured person is unable to complete their own details of the accident, then the first aider in attendance and/or witness (where relevant) should enter details on the injured persons' behalf.

Where an accident occurs which results in a person being taken to hospital, or inability to continue to attend work or subsequently becomes absent from work as a result of the accident then the Head Teacher should be informed immediately. If he/she is not available, one of the company's senior managers must be informed.

#### *Further need to report accidents, diseases and dangerous occurrences:*

Regulations relating to RIDDOR exist, which place a responsibility on employers to inform the appropriate authorities if certain injuries at work occur. The responsibility to contact RIDDOR where appropriate lies with the senior person on site. There is further information about RIDDOR and advice on reporting, record keeping and contact numbers in the first aid file in the staff room.

#### *Confidentiality*

Under Data Protection law, personal information should be kept secure, so once a person's details have been recorded in the Accident Book, the page should be labelled and placed in a secure place. The person responsible for securing the page is the school first aider, school administrator or Head Teacher, who has access to a lockable storage area.

### **Information**

Under health and safety legislation, appointed persons are required to be on site when there are fewer than 50 employees working on the premises.

An appointed person is someone who:

- Takes charge when someone is injured or falls ill, including calling an ambulance if required.
- Looks after the first aid equipment, e.g. replenishing stock when required.



Appointed persons should not attempt to give first aid for which they have not been trained. Appointed persons should be available at all times when people are on site and a qualified first aider is unavailable, which may mean appointing more than one.

First Aiders are recommended on site when there are more than 50 employees working on the premises.

A First Aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training has to be approved by the Health and Safety Executive.

All First Aiders have the responsibility to:

- Be readily available
- Follow the principles and practices as laid down by the first aid course and manuals
- Comply with the aims of first aid:
  - to preserve life
  - to prevent the condition worsening
  - to promote recovery
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, but not to treat any illness or injury which is beyond their capability.
- Takes charge when someone is injured or falls ill, including calling an ambulance if required.

Although The Oaks School's staff numbers are less than 50, our policy is to have a minimum of one appointed person or one qualified first aider on site at all time. Additionally, residential care workers who are on shift within the care home on the same site are either appointed persons or qualified first aiders.

### First Aid Box

First aid boxes are kept in the kitchen and first aid room. As the school is classified as a low risk environment, the minimum stock of first aid items should be kept on site. This is as follows:

- HSE guidance *Basic Advice on first aid at work*.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages
- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped un-medicated wound dressings
- two large (approximately 18cm x 18cm) individually wrapped un-medicated wound dressings
- several pairs of disposable gloves
- one pair of scissors

- A Biohazard box is also kept in the main staff room at The Oaks. This is to support the cleaning process of any bodily fluids including blood, vomit, urine, mucus, faeces.

### **Tablets and medicines must not be kept in the first aid box**

#### **SCHOOL FIRST AIDER:**

Louise Park

Current Training: British Red Cross – First Aid at Work (3-day course)

Completed: 17<sup>th</sup> March 2021

Date of Expiry: 17<sup>th</sup> March 2024

#### **APPOINTED PERSONS:**

All teaching staff and carers on-site are qualified in Appointed Person First Aid Training, as part of the mandatory ongoing training of Amberleigh Care Ltd.

#### **Training**

All staff are required to attend First Aid Training and Infection Control Training on a 3 yearly basis, achieved through online training.

The appointed school first aider will attend the First Aid at Work Qualification lead by The British Red Cross. This training lasts 3 years, therefore will be updated before expiry.

#### **FIRST AID FACILITIES**

On the Oaks School site there is a first aid/medical room off the main school corridor, opposite the ICT classroom. All first aid boxes and biohazard kits are checked on a regular basis to ensure sufficient quantities of suitable first aid equipment are available and nothing else is stored in them. Contents of the first aid boxes will be replenished as soon as possible after use in order to ensure there is always an adequate supply of materials. Stock will also be checked for a use by date.

All Amberleigh cars also contain first aid kits.

Records of all cases treated will be made in the accident report log held in the school office.

#### **Responsibility of non-appointed staff**

At each school site, there are always adults who have a plethora of skills that are relevant to their position. Any employee who has appropriate and up to date training in first aid would be expected to perform first aid duties if the need arose. However, they should only perform those duties for which they have been trained, as with the appointed person(s) and first aider(s)

## **Reporting of Incidents and Accidents**

A school accident form within accident book should be filled out for the following events:

- When a student has any type of injury that requires medical/dental intervention.
- When a student has sustained a head injury.
- When a student has been injured by an item of equipment, machinery or substances.
- When a student has been injured by the design or condition of the premises.
- When an accident occurs doing a school activity when off site.
- When a visiting student sustains an injury at the school.
- When a behavioural incident has happened and another student has been injured.

**Reporting to RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) Refer to:

- H.S.E. Incident-Reporting in Schools – RIDDOR guidance.

There is clear guidance for schools, that any student who goes directly from School to hospital and receives medical treatment for an injury is reported to RIDDOR. The Head teacher needs to be aware that the accident is being reported. If the accident/incident is not clear whether to report - it is better to register a report with RIDDOR. Copies of this documentation to be kept with the accident form as well as given to the Head teacher. Care Manager should also be made aware that the accident/incident is being reported as their young person's details and care home address has to be given.

## **Minor Injuries**

Often students will have bumps and minor injuries in the school environment. The key points to consider in the management of these injuries are:

- To give the student plenty of reassurance.
- To clean and get a cut covered as quickly as possible.
- To fill in the Accident Book
- To take to the local minor injuries unit for further medical advice, as required

## **Body Fluid Spillage**

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection both staff and students should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

This document is to be used in conjunction with:

- Health Protection Agency guidelines on Infection Control. Up to date versions available on the internet.
- Mandatory staff training on Infection Control, all education staff attend this training and it is updated every 3 years.

The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.

### Initial Clean Up Procedure

Get the biohazard kit and one of the sharps disposal kits inside this.

Place on protective gloves.

Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a yellow waste bag from the disposal kit.

Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.

The yellow bag that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.

Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up and taken back to the care home.

The area then needs to be cordoned off until cleaned.

If the cleaner is not immediately available, then a disposable cleaning kit will need to be used.

If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

### If the area has sharp items such as needles or broken glass, the steps to take to clean this area need to be as follows:

Get the biohazard kit and remove one of the sharps disposal kits.

Put on protective gloves.

Place the yellow container on a preferably level surface.

Pick up sharp item to be discarded with the forceps provided and insert, sharp end first into the yellow container

Pick up container and close lid firmly

Remove gloves and place them, with the forceps and container into the yellow waste bag.

The yellow bag then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin or using the local clinical waste carrier.

Wipe hands and disinfect wipe and then dispose of in waste bin.

### Procedure for Blood and Other Body Fluid Spillage

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in a clinical waste bag (Yellow bag). If not available, then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- If the biohazard kit is available, then the instructions for use should be followed.
- If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin bag or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions. A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.

- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands thoroughly with anti-bacterial soap and hot water.
- All yellow bags to be disposed of in Yellow bags as the school could potentially be fined if not adhered to.

Management of Accidental Exposure to Blood Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

#### Action to Take

- If broken skin encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to the School First Aider and Senior Management.
- If necessary, take further advice from NHS Direct and/or attend Minor Injuries Department or A&E.
- An accident form will need to be completed and it may need to be reported to RIDDOR.

## **Emergency Procedures**

Emergency procedures are designed to give warning of imminent danger and to allow all personnel to move to a place of safety. The Head Teacher is responsible for ensuring that all students and young people, staff and visitors within the school are informed of, and are fully conversant with, emergency procedures.

***See Amberleigh Fire Evacuation Procedure, Fire Safety Guidance and Business Contingency Plan***

## **Information and Communication**

The Company will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the workplace.

Health and Safety matters are discussed regularly at Senior Management meetings and are an agenda item for a staff meeting.

All training needs will be addressed to provide all necessary information, instruction, training and supervision to ensure the health and safety at work of all employees, especially new employees, (including temporary staff and supply staff). Retraining will be undertaken when staff take up new responsibilities or there is a change in equipment and systems of work procedures.

Training records will be held by the school in the individual staff members CPD logs.

<b>Policy Reviewed By:</b>	<u>Signature</u>	<u>Date</u>
<b>Next Review Date:</b>		
<b>Interim Review Comments:</b>		
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