



## ST DENYS PRIMARY SCHOOL

### HEALTH & SAFETY POLICY February 2026

#### Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Southampton City Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## Employers Responsibility

The overall responsibility for health and safety at St Denys Primary School is held by the governing body who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

## Responsible Manager

The responsible manager for the premises is the Headteacher will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

## All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school's health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

## Site Manager

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher/responsible manager and/or the Children's Services Health & Safety Team as required.

### All Teachers and Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers, LSAs, administrative staff and lunchtime supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

### Specific Arrangements for the Implementation of the Health & Safety Policy at St.Denys Primary Primary School.

The Health & Safety Officer is the site manager Mr David Scofield

In the absence of the Health & Safety Officer, the Headteacher is responsible. All staff have responsibility for general safety.

The Health and Safety Link Governor monitors and visits the school at least three times a year to review the policy's effectiveness and implementation.

Any hazard should be reported to the class teacher, and then if necessary to the Headteacher or Health & Safety Officer. A record of all hazard reports should be kept together with details of any action taken.

There are 5 designated and trained first aiders (including paediatric), with up to date certificates (Jaye King, Nick Howard, Tom Fielder, Dave Scofield and Billy Davies (Paediatric)). LSAs have also all received first aid training. There will always be one first aider on-site. The school will ensure that there is always a minimum of 3 current first aiders trained, one of whom will be trained in paediatric first aid.

The school staff act in loco parentis and will take reasonable action to deal with any injuries that children sustain until the child can, if necessary, receive medical assistance.

## PROCEDURES

### 1. Health

Accident and Injury. (First Aid Policy)

In the event of accident or injury the adult in charge will:

- Administer first aid (e.g. bump, bruise, small cut, etc).
- Inform class teacher and Headteacher and send pro-forma letter home to the parents ( especially if injury is connected with the head).
- If the injury/accident is more serious then the Headteacher will be informed immediately, parents informed who will come to school or if not available H.T. arranges transport/ambulance to hospital if necessary (e.g. fracture).
- **All minor accidents should be logged in the accident book.**

Any violent incidents or serious attacks, accidents or hospitalisation concerning pupils or staff should be recorded on the relevant online report form.

(<http://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/manual/accident-reporting.aspx>)

- All staff should use the gloves provided when dealing with body fluids.
- All staff should wear gloves when changing wet or soiled underwear.
- All staff should know where to find the accident book and first aid equipment.
- First aid equipment should comply with City Council recommendations.
- Children with stitches will be allowed in to school at the Headteacher's discretion.

### B. Illness

If a child is ill in school efforts will be made to contact the parents. The child will be made comfortable and kept under observation. If it is not possible to contact parents, they will be informed at the end of the day.

### C. Headlice

If a child has head lice the parents will be informed and asked to treat the child. If the problem is a persistent in a class/school all parents will be notified.

#### D. Medicine in School (See School Admin of Medicines Policy)

- If children need long term medication (e.g. for asthma) it must be taken to the office where it will be kept in the medical cupboard. A record should be kept each time a child uses their inhaler.
- *Staff will not usually give medicine to children, but parents can come in to school to administer medicine to their own child.*
- *In exceptional circumstances the Headteacher will nominate a member of staff, to administer medicines to a child and records must be kept.*

#### E. Child Abuse

If child abuse is suspected or a child divulges any information, this must be reported to the Headteacher or the designated DSL. Council guidelines should be followed, involving other agencies as necessary. (See Child Protection policy)

#### 2. Fire Precautions (see also Fire Evacuation Procedure)

- On the sounding of the fire alarm, class teachers are to evacuate the building immediately and assemble on the playground (end furthest away from building) where the registers will be checked.
- A check of the toilets in KS1 will be made by the L.S.A. in Year 1, in KS2 an L.S.A. or Y4 teacher, the office corridor will be checked by admin or HT. All staff including catering staff must assemble on the playground.
- A fire drill will be practised at least once a term and alarms should be tested.
- All staff should be aware of all exits and where necessary the key to that exit should be accessible.
- The fire alarm is tested regularly and a record is kept of any fire drills. The fire alarm and fire extinguishers are tested annually.
- All emergency exits are to be clearly marked and directions of where to go if an emergency occurs.

#### 3. Physical Education

- The teacher must take into account the age and physical development of the child under instruction in ascertaining the type of activity and apparatus used.
- Watches and earrings should not be worn. If earrings cannot be removed they should be covered.

- All PE. equipment to be serviced annually.

#### 4. Jewellery

- Children may not wear more than one pair of stud earrings.
- Children may wear one non-audible watch.
- Jewellery may be worn for religious reasons with prior consent of the Headteacher.

#### 5. Playtimes

All children must be closely supervised to ensure that activities are not of a nature that could cause injury.

#### 6. Equipment in School

- No machine, including those powered by electricity, will be used without supervision by a competent person. Such machines include computers, visualisers, projectors, tablets. Following use, machines must be switched off and put away.
- Any damage must be reported immediately.
- All electrical equipment to be tested annually.
- Paper cutters should not be used by children unless supervised and should not be left in the classroom unattended.

#### 6. Passageways

Passageways, including routes to and from classrooms, within classrooms and to and from the buildings to the playgrounds must be kept clear from obstruction.

#### 7. Chemicals, Cleaning Equipment

- COSHH (The Control of Substances Hazardous to Health) Assessments take place and records kept.
- All chemical or cleaning material must be kept in a safe place.
- Any chemical or cleaning material must only be used in the manner and for the purpose intended and with due regard to all legislation which may govern its use.

#### 8. Contractors

- The term contract or contractor can also extend to parents in a school or voluntary groups.

- Health & safety arrangements must be adequate to ensure the safety on the school premises.
- The Headteacher is responsible for ensuring the work does not present a hazard to pupils, staff or visitors.

#### 9. Display screen Equipment

- Assessments (through conversations with staff) take place to reduce physical problems, visual fatigue and mental stress when working at computer work stations. Staff who spend much of their time using display screens undertake an online training unit to ensure their knowledge of display screen safety is accurate

#### 10. Glazing

- School glazing must comply with the Workplace regulations 1992.
- Assessments will take place.

#### 11. Manual Handling

- Thirty to forty percent of all accidents are caused by bad techniques when lifting and handling. Correct lifting and handling techniques are therefore vital. The following techniques should be followed.
  - a) To jerk, shove, or twist the body can cause injury.
  - b) The back should be kept straight and the chin tucked in with the feet firmly placed on the floor.
  - c) The weight should be evenly distributed and held close to the body.
  - d) The palms should be used for gripping the load- not the fingertips-the grip must not be changed whilst carrying.
  - e) The load must not obscure one's view.
- Assessments take place and staff undertake online manual handling safety training

#### 12. Out of School Activities

The guidelines and regulations issued by SCC regarding hazards and staffing ratios must be consulted and adhered to. Guidelines and regulations are kept within school as a reference source.

#### 13. Fixtures/Fittings and the Fabric of the Building

Any defect must be reported to the Headteacher who will assess the situation and take appropriate action to eliminate or minimise the effects to health and safety of all persons within the school or in its near environment.

#### 14. Environment

- Heating - the school should be kept at a temperature suitable for children who may

be sitting still.

- Lighting - the classrooms, offices and corridors should be well lit. Any faulty lighting should be reported to the office.
- Sanitation - soap and paper towels are provided in children's and staff toilets.

#### 15. Security

- Visitors to the school need to sign in and out and wear appropriate identity badges located at the office.
- Staff will be vigilant in challenging unauthorised adults on the site.

#### 16. General risk assessments

- Risk assessments are carried out by the site manager, H.T. and nominated governor and records are kept.

#### 17. Lone working

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working policy.. The lone working arrangements for staff who may undertake lone working on this site are included as:

The Headteacher, the Deputy Headteacher and the site manager.

#### 18. Minibuses and Transport

The school will either borrow, from partner schools or hire minibuses to use and will ensure that the vehicles meet DVLA requirements before using.

All minibus drivers must have completed MIDAS training prior to being permitted to drive the minibus. The following staff are MIDAS trained; Billy Davies, Jan Fry and Tom Fielder.

Pupils will not be transported in staff vehicles unless staff have the appropriate vehicle insurance for business use. In emergency cases the Headteacher could override this, if in the best interest of the child.

Pupils will not be permitted to travel in cars of parents (other than their own parents) even if parental permission has been granted as the school would not have evidence that a particular vehicle has the appropriate road tax, insurance and is road worthy.

#### 19. Physical intervention

Arrangements regarding physical intervention are set out in the Behaviour and the Positive Handling Policies. All instances of physical intervention where a person has been restrained will be recorded.

#### 20. Provision of information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, briefing minutes and email.

Local health and safety advice is available from Mr David Scofield and the Children's

Services Health & Safety Team can provide both general and specialist advice.

The Health and Safety Law poster is displayed in reception and the staff room.

## 21. Smoking and Vaping

Smoking or vaping is not permitted on the premises.

## 22. Training

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A whole school training needs analysis will be carried out annually by the SMT from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices as necessary within their role
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly interval

Appropriate annual e-learning courses to meet SCC mandatory corporate training requirements (Fire Awareness, Slips, trips and falls and Manual Handling)

Training records are held by Headteacher who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

## 23. Work at Height

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At St Denys Primary School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises, who will have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course, is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08

- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

#### Further sources of information and associated documents

SCC Generic Health & Safety Policy for Schools.

Child Protection policy.

Fire Policy

Lone Working Policy

First Aid Policy

Administration of Medicines

Behaviour Policy

Positive Handling Policy

Safeguarding Policy



**ST DENYS PRIMARY SCHOOL**  
**FIRST AID POLICY**

Introduction

At St Denys Primary School we endeavour to provide the very best possible care for our pupils. We have First Aid trained staff in order to deliver this care to the children.

Who

The first Aid Team discuss resources with Mrs Jo Davies who decides on requirements and orders first aid equipment. She also ensures that the first aid cupboard and boxes are correctly stocked.

Mr Nick Howard  
Mr Dave Scofield  
Mr Billy Davies (paediatric)  
Mrs Jaye King (paediatric)  
Mr Tom Fielder (paediatric)  
Mrs Andeesha Ahmadi (paediatric)  
Mrs Katy Kennedy (paediatric)

There will always be one first aider on-site. The school will ensure that there is always a minimum of 3 current first aiders trained.

Where

The first aid equipment and the area for administering first aid is in the Medical Room. Children are brought here for treatment. Rainbow and Year 1 classes also have the resources to give basic treatment in the classroom.

## Procedures

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled, dressings and used gloves should be disposed of in the yellow bin bag in the Medical Room. Minor incidents and accidents should be dealt with (wounds cleaned etc) and the child returned to the classroom / playground and should receive a written note to say treatment or advice has been given. Any child who is seen for a medical reason must be recorded in the minor accident record book.

More serious accidents must be recorded using the online recording system.

An up-to-date list of child medical conditions (asthma etc) is kept in the School Reception Area, Classrooms and in the Staff Room

## Head Injuries

Parents to be informed by telephone if necessary and in every case the child given a sticker and a red letter to take home. The child must keep the sticker visible at all times so that teachers and assistants know of the injury.

The class teacher should always be informed.

## Precautions for Offsite Activities

Classes leaving the school premises take a first aid box. A person trained in first aid should, as much as possible, accompany the children on the visit.

## Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay if necessary. The parent will then be contacted.

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff, probably the Headteacher, will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

## Hygiene Control Guidelines

1. The number of HIV carrier children in school is not known as no parent has informed the school
2. Current evidence indicates that children identified as HIV carriers do not present a risk to other children or adults in the ordinary school environment.
3. It is advisable to follow the Hygiene Control Guidelines recommended by the DfE listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed.

The following is the basic hygiene procedure recommended by both Union and the Dept of Education, which should be put into operation in all instances against a range of infections which teachers in schools may be exposed to.

## Personal Hygiene

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing. Sanitary products should be placed in the disposal bins provided.

### Accidents Involving External Bleeding

Normal first aid procedures should be followed, which should include the use of disposable gloves. Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed. Cotton wool should not be used in cleaning wounds since it is not sterile and could cause infection.

As soon as possible seek medical advice. Splashes of blood from one person to another

- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces, eg tables, or furniture should be disinfected using a suitable disinfectant such as titan sanitizer SU357

### Waste Disposal

Urine and faeces should be eliminated or discarded into the toilet in the normal manner. Soiled Waste and Bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor. Staff must wear gloves when dealing with any bodily fluids.

### Administration of Medicines

A record must be kept of all drugs to be administered at school. A written request must be made on behalf of the child by someone having parental responsibility. All medicines must be prescribed by a registered medical practitioner. Medicines from any other source must not be given. Except as stated below, medicines should be locked in a safe place when not in use. (The main school office – cupboard marked with a green cross)

The School should ensure that medicines held on the pupil's behalf are 'in date'. If medicines become out of date, parents should be notified and the medicine returned to them. The office will have a list of what medicines are held, who for and expiry date.

### Asthma Inhalers

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have access to their inhalers. The office keep inhalers and these are to be available for school trips and off-site activities

### Analgesics - (pain killers)

Staff should never administer analgesics in school.

### Health and Safety Responsibilities

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LEA, asking advice when in doubt, then there should be no difficulty in meeting Health and Safety obligations. This approach, will also ensure that Headteachers, Governors and staff remain within the protection of the LA's insurance policies.

### Children with Special Medical Conditions

Children with specific conditions and treatment are photographed and their details are placed in the staffroom and office. All other medical conditions are kept on a list by the class teacher and this information must be kept in classrooms.



## ST DENYS PRIMARY SCHOOL

### ADMINISTRATION OF MEDICINES POLICY

#### Introduction

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school. Staff

#### duties

School staff have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Only qualified first aiders may volunteer to assist in the administration of medicines. If staff have personal medication that they require, they must ensure that this is safely stored in an area well aware from pupils, eg a locker in the staffroom or school office.

As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

#### Process for the administration of medicines in school – short term medical needs

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health if the medicine were not taken during the school day).

The school will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that need to be administered in excess of 3 times per day.
- Medicines in their original container
- Containers with labelling identifying the child by name and with original
- Instructions for administration

The school will not accept or administer:

- Medicines that are to be administered 3 times per day (unless the child is attending after school club and will not return home immediately after 3:00pm, or attending a residential visit)

- Piriton

- Paracetamol (e.g. Calpol)

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person (either Mrs Jo Davies or Mrs Kim Fricker).

The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults.

When administering, the named adult must complete a record showing the date and time and details/dosage of the medication.

Under no circumstances should a parent send a child to school with any medicines, e.g. throat sweets/tablets, without informing the school.

Parents are welcome to come into school to administer medicines themselves that the school refuse to administer.

#### Process for the administration of medicines in school – long term medical needs

Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/carer of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered.

The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.

There will also be regular training for all staff on more generalised needs e.g. asthma awareness and epi-pen training from the school nurse.

#### Process for the administration of medicines during residential visits– all Medical needs.

There will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements. In the case of higher levels of care e.g. intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.



## **ST DENYS PRIMARY SCHOOL**

### **LONE WORKING POLICY**

#### General statement

This school recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the Headteacher.

#### Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours.

#### Legal position

Our duty to both assess and control any risks from lone working is governed by the health and safety at work act 1974 (hsa). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the hsa. This will be achieved by carrying out risk assessments in accordance with the management of health and safety at work regulations 1999 (as amended).

#### Risk assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- Risk of violence - all jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- Plant and equipment - plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- Work at height - working at height will not be undertaken when working alone.
- Chemicals - any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- The worker - the medical fitness of workers working alone will be assessed.
- Access and egress - some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

### Control measures

In order to manage the risks identified, we have introduced the following control measures:

#### Risk of violence:

- Staff are required to lock themselves in the buildings when lone working.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- All staff are required to give notice to the Headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school.

#### Communication: staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

#### First Aid:

For those working on our premises, first aid kits can be found in the staffroom and in reception.

Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Headteacher, the staff member's nominated person (David Scofield) or the emergency services.

Access and egress:

Staff are required to consider weather conditions before coming into and while at work.

### Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

### Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

### Responsibility

It is the responsibility of the Headteacher, to monitor the tasks being carried out by staff. If the nature of the tasks change in any way, he must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

### Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence



## **ST DENYS PRIMARY SCHOOL**

### **DRUGS AND ALCOHOL POLICY**

#### **1. Context**

This policy is developed as part of a whole school ethos to develop healthy children with high self-esteem who are able to take responsibility for their own learning and actions. It links with

- Health & Safety Policy
- Behaviour Policy
- Anti-Bullying Policy
- Child Protection Policy
- School Policy on Medicines in School
- PSHE/C Curriculum
- Science Curriculum

The policy has been developed using national and local guidance, including 'Drugs – Guidance for Schools' DfES 2004, NHSS guidelines, LA guidelines, QCA schemes of work in Science, the framework for PHSCE, and QCA curriculum guidance on Drug, Tobacco and Alcohol Education 2003.

#### **2. Purpose**

The purpose of the school drug policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health & safety of pupils and others who use the school
- Clarify the school's approach to drugs for staff, pupils, governors, parents/carers and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage any drug related incidents on the premises
- Ensure that the response to drug-related incidents complements the approach to drug education and values and ethos of the school
- Provide a basis for evaluating the school drug education programme

and management of drug-related incidents

- Reflect the schools approach to health as part of the NHSS
- The drug policy applies to the school and playing fields including pupils, staff, governors, parents/carers, and anyone else visiting the school. It also includes all pupils and staff/helpers on school trips.

### 3. Definition of 'drugs'

This policy uses the definition that a drug is:

A substance people take to change the way they feel, think or behave. The

term 'drugs' includes:

- All illegal drugs
- All legal drugs including alcohol, tobacco and volatile substances which can be inhaled
- All over-the-counter and prescription medicines.

### 4. Statement on drugs

St Denys Primary School finds it wholly unacceptable within the school premises or grounds to introduce, sell or use illegal drugs or to misuse legal drugs or substances. Appropriate steps will be taken to deal with any drug-related incidents which occur.

The school has a policy on the administration of prescription medicines when necessary, which conforms to LA guidelines.

The first concern in managing drugs is the health & safety of the school community and meeting the pastoral needs of pupils.

### 5. Responsible staff member

The senior member of staff responsible for drug related issues is the Headteacher.

### 6. Drug Education

#### Educational Aims and Objectives

The school's drug education programme is part of a whole school approach to the health education of pupils. The overall aim is to give pupils the knowledge, understanding, skills and attitudes to take responsibility for making informed choices about their health and the use and misuse of drugs, both now and later in life, and to emphasise the benefits of a healthy lifestyle. Drug education will link in the whole school ethos of promoting high self-esteem and Emotional Literacy within pupils.

Specific aims of the Drug Education Policy are:

- To promote and develop positive attitudes and behaviour towards good health.
- To enable pupils to make healthy informed choices.
- To foster and develop self-esteem.

To provide accurate information.

To increase understanding about the implications and possible consequences of use and misuse.

- To practise the skills necessary to deal with a drug offer situation.
- To widen understanding about health and social issues.
- To enable young people to identify sources of appropriate personal and professional support.

## 6.2 Elements of the School Drugs Education Programme

The aims of imparting knowledge/understanding, skills and attitudes will be fulfilled through the teaching of the Science and PSHE/C and PE curricula and through developing the whole school ethos.

The Drug Education Programme for Foundation & Key Stage One includes the following elements:-

### Knowledge & Understanding

- The School's policy relating to medicine;
- Provide basic information about how the body works and ways of looking after the body (Year R/Year 1)
- The role medicines play (both prescribed and over the counter) in promoting health and reasons people use them; (Year 2)
- That all drugs can be harmful if not used correctly; (Year 2)
- Simple safety rules about medicines and other substances used in the home, including solvents; (Year 2)
- The general effects of alcohol and tobacco on the body and behaviour;
- People who are involved with medicines (e.g. health professionals, pharmacists, shop keepers);
- People who can help children when they have questions of Concerns

### Skills

- Communicating feelings such as concern about illness and taking medicines;
- Following simple instructions;
- Knowing when and how to get help from adults

### Attitudes

- Which value their own body and recognise its uniqueness
- Towards medicines, health professionals and hospitals;
- Towards the use of alcohol and cigarettes;
- Consider their responses to media and advertising presentations of medicines, alcohol and smoking.

The Drug Education Programme for Key Stage 2 aims to increase and develop the key elements:

### Knowledge and understanding

1. School policies relating to medicines, alcohol, tobacco, solvents and illegal drugs;
2. More detailed information about the body, how it works and how

3. to take care of it;
4. Different types of medicines (both prescribed and over the counter), legal and illegal drugs
5. People who can help children when they have questions or concerns;
6. Dangers from handling discarded syringes and needles.

#### Skills

1. Identifying risks;
2. Coping with peer influences;
3. Communicating with others;
4. Decision making;
5. Giving and getting help;
6. Safety procedures when using medicines

#### Attitudes

1. Valuing oneself and other people;
2. Taking responsibility for decisions and actions
3. Considering social and moral dilemmas

### 6.3 Organisation of the Drugs Education Programme

- Class teachers are responsible for Health Education within their class
- All class teachers are responsible for teaching the relevant sections of the Science, PSHE and PE curricula and for developing the school ethos within their class
- All staff working with children should be aware of any worries and concerns that individuals may have, and ensure that children get appropriate support.
- Class teachers are responsible for assessing pupil needs within their class in relation to drug education

#### 1. Methodology and Resources

Drug education should help pupils make informed choices and establish a healthy lifestyle, and they should be involved in active learning experiences.

A wide range of teaching methods will be used including discussions, role-play and other active, creative ways of involving pupils in understanding the issues.

The use of Circle time involves the laying down of ground rules in dealing with sensitive issues.

#### 2. Staff Support and Training

General staff training will be built into the school development plan as and when relevant.

#### 3. Assessment and monitoring

Assessment of the Science and PE elements of the drugs Education Programme will be assessed according to the National Curriculum.

Assessment of PSHE elements will be by teacher assessment, following observation of pupils' contributions in discussion, role-play etc. Pupils will be encouraged to undertake self-assessment and peer-group assessment, reflecting on what they have learnt.

#### 4. Management of drugs at school

If a drug-related incident occurs staff should:

- Inform Head Teacher and/or responsible member of staff.
- Inform parent/carer providing this does not place child at risk. (On advice from Head Teacher.)
- Legal substances can be returned to parent/carer or disposed of safely.
- If disclosure is made by/about a child or carer, advice or information should be offered. Assess whether further action is necessary e.g. is it putting the child at risk. Consider issues of confidentiality.
- Identify the needs of those involved in any incident and decide on an appropriate response – curriculum, pastoral, disciplinary or referral to other agency. Provide pupil and carer with access to further forms of support. Provide information in school, for example if a discarded syringe were to be found children should be warned of the dangers as a matter of priority
- Seek outside support if necessary e.g. LA, school health team, child protection officer, EWO, police etc.
- In the case of illegitimate sale of legal or illegal drugs, the Headteacher will decide whether to inform the police – it is not a legal obligation to do so.
- All decisions and actions should be recorded. The outcome for pupil and school community should be monitored and the effectiveness of policy and practice assessed.
- Permanent exclusion of a pupil is seen as a last resort.
- In the extremely unlikely event of a drug related incident the following procedures should be followed :
  - Ascertain if there is any medical emergency, and call ambulance and follow First Aid procedures if necessary.
  - Remove drug/paraphernalia using gloves and place in a secure container. Liaise with LA on safe disposal of matter such as needles.
  - Temporarily store drug/paraphernalia in a secure place.

#### 5. Police involvement

Police should be involved in any incident involving the sale or use of illegal drugs, although there is no legal obligation to give a pupil's name. The Head Teacher will make the decision on the need to involve the police. Incidents where a parent/carer is behaving under the influence of drugs or alcohol on school premises will be judged on the circumstances and the Head Teacher will make a decision as to whether the police should be called.

#### 6. The needs of pupils

Class teachers and others involved in the care of children should be aware of the pastoral needs of children affected by drug-related issues. Concerns should be raised with the Head Teacher, Responsible Teacher, and SENCo, and appropriate

support structures activated.

## 7. Confidentiality

Teachers and staff cannot and should not promise total confidentiality in drug related issues. This should be made clear to pupils. However requests for confidentiality should be honoured unless this is not possible in relation to:

- Child protection
- Co-operating with a police investigation
- Referring to an external agency.

Every effort should be made to secure a pupil's agreement to the way in which the school intends to use any sensitive information: it should only be in exceptional circumstances that sensitive information is passed on against a pupil's wishes, where possible the school should inform the pupil first and explain why this needs to happen – e.g. where there is a child protection issue or a life is in danger.

## 8. Involvement of parents/carers

In the event of any incident involving the misuse of any legal or illegal drug on school premises, the Head Teacher will take the decision as to whether parents/carers should be informed, and how they will be involved in dealing with the incident



