



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

HEALTH & SAFETY POLICY

1.0 GENERAL

1. The Headteacher notes the provisions of the **Health and Safety at Work, etc. Act 1974** (s. 3(1)) as applied to the Isle of Man, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment, but who may be affected by it, are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2 The aim of the Headteacher is "To provide a safe and healthy working and learning environment for staff, pupils and visitors"
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Headteacher alone cannot prevent accidents or ensure safe and healthy working conditions. The Headteacher believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Headteacher will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

2.0 THE DUTIES OF THE HEADTEACHER

- 2.1 In the discharge of her duty will:
 - (a) make herself familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** as applied to the Isle of Man and any other health and safety legislation and codes of practices which are relevant to the work of the school
 - (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
 - (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - (d) identify and evaluate all risks relating to:
 - (i) accidents
 - (ii) health
 - (iii) school sponsored activities (including work experience)
 - (iv) liaise with all staff in relation to risk assessments and changes required
 - (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
 - (f) create and monitor the leadership and management structure.
- 2.2 In particular, the Headteacher undertakes to provide:

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

- (a) a safe place for staff and pupils to work including safe means of entry and exit
 - (b) plant, equipment and systems of work which are safe
 - (c) safe arrangements for the handling, storage and transport of articles and substances
 - (d) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice whether statutory or advisory
 - (iii) guidance whether statutory or advisory
 - (e) supervision, training and instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training where available, which is appropriate to their duties and responsibilities and which will be given at the earliest opportunity of an employee commencing any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Department of Education Sport and Culture will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities which they are carrying out. All training will be regularly updated.
 - (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - (g) adequate welfare facilities
- 2.3 So far as is reasonably practicable, the Headteacher will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts to receive comprehensive information on:
- (a) this policy
 - (b) all other relevant health and safety matters
 - (c) the instruction and training that will be given to all employees, so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- 2.4 As well as the general duties which all members of staff have (see 4.0), the Headteacher has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.
- 2.5 The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 2.6 In particular, the Headteacher will:
- (a) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

- (b) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- (c) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- (d) consult with members of staff, including the safety representatives, on health and safety issues
- (e) arrange systems of risk assessment to allow the prompt identification of potential hazards
- (f) carry out periodic reviews and safety audits on the findings of the risk assessment
- (g) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- (h) encourage staff, pupils and others to promote health and safety
- (i) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- (j) encourage all employees to suggest ways and means of reducing risks
- (k) collate accident and incident information and, when necessary, carry out accident and incident investigations
- (l) monitor the standard of health and safety throughout the school, including all school based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well being or the health and safety of others
- (m) monitor first aid and welfare provision
- (n) monitor the management structure, along with the governors and managers

THE DUTIES OF ALL MEMBERS OF STAFF

All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** as applied to the Isle of Man and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

They should:

*take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work

*All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

4.3 In particular, all members of staff will:

- (a) be familiar with the safety policy and all safety regulations as laid down by the governing or managing body
- (b) ensure health and safety regulations, rules and procedures are being applied

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

- (c) effectively by both staff and pupils
- (c) see that all plant, machinery and equipment is adequately guarded
- (d) see that all plant, machinery and equipment is in good and safe working order
- (e) not make unauthorised or improper use of plant, machinery and equipment
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, plant, equipment and facilities which they observe take an active interest in promoting health and safety and suggest ways of reducing risks.

5.0 HIRERS, CONTRACTORS AND OTHERS

- 5.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 2.0 of this document.
- 5.2 The Headteacher or the co-ordinator (Admin/ Site manager) will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 5.3 When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 5.4 When the premises are hired to persons outside the employ of DESC, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of DESC and that they will not without the prior consent of DESC or the Headteacher/ Site Manager:
 - (a) introduce equipment for use on the school premises
 - (b) alter fixed installations
 - (c) remove fire and safety notices or equipment
 - (d) take any actions that may create hazards for persons using the premises or the staff or pupils of the school
- 5.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc. Act 1974** as applied to the Isle of Man and must pay due regard to the safety of all persons using the premises in accordance with ss. 3-4 of the **Health and Safety at Work, etc. Act 1974** as applied to the Isle of Man.
- 5.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

- actions as are necessary to prevent persons in his or her care from risk of injury
- 5.7 The Headteacher draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc. Act 1974** as applied to the Isle of Man which states that *no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

6.0 STAFF CONSULTATIVE ARRANGEMENTS

- 6.1 The Headteacher may make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters onto the regular meetings of the Governing Body. Representation on this committee will cover all appropriate areas of work or special hazards.

7.0 CODES OF PRACTICE AND SAFETY RULES

- 7.1 The Headteacher will be responsible for codes of practice for the observation of safety requirements in school.
- 7.2 From time to time, DESC, the Health and Safety at Work Inspectorate and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, she will be required to demonstrate to the satisfaction of the Governing body and DESC that she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

8.0 RISK ASSESSMENT

- 8.1 The Headteacher will ensure that a risk assessment survey of the premises, methods of work and all school sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Department of Education and Children. A representative of the Governing Body works with the Site Manager to carry out this assessment.

9.0 EMERGENCY PLANS

- 9.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- (a) save life
 - (b) prevent injury
 - (c) minimise loss

This sequence will determine the priorities of the emergency plan.

- 9.2 The plan will be agreed by the governors or managers and be regularly rehearsed by staff and pupils. The results of all such rehearsals will form part of the regular risk



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

assessment survey and the outcome will be reported to the governors or managers.
(Fire evacuation)

Supervision of Pupils

Lunchtime Supervision of Pupils

- This is carried out by those members of staff designated as Lunchtime Ancillaries
- A member of the Senior team is always on site
- All lunchtime staff are aware of the emergency evacuation procedures
- It is the responsibility of the lunchtime staff to ascertain wet or dry weather arrangements
- During wet lunchtimes children are accommodated in the FS, KS1 and KS2 classes
- To maximise safety a rota is operated regarding Foundation Stage. In term 1 they do not go beyond their area, in term 2 they use the main playground and in Term 3 the field.
- A separate rota is in place for access to meal allocation thus ensuring fairness to all children.
- Staff are deployed between the dining hall, medical, the caged area and the main playground and field (when in use)
- All Lunchtime staff are First Aid trained which is kept up to date
- All Lunchtime staff are trained to an appropriate level in Child Protection and Safeguarding.

Fire Precautions

- A School Fire Safety Plan is reviewed annually.
- A set of written regulations for emergency evacuations (see Fire / Evacuation Procedure on wall in each classroom).
- A termly fire drill which is monitored and timed in accordance with Department guidelines.
- Weekly checks, every week and maintenance of fire alarms and fire fighting equipment by the School Caretaker.
- Periodic checks of equipment, procedures and exits by other agencies.

Use and control of substances hazardous to health

- The School Caretaker should follow the guidance on using controlled or hazardous substances found in the Caretaker's Training Manual.
- Such substances should be clearly labelled and stored in places not accessible to children.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

appropriate storage areas.

- The wearing of appropriate protective clothing when such substances are used.

Electrical Safety

- Site equipment to avoid trailing leads or other hazards.
- Annual checks on equipment (PAT Tests).
- Children and staff are not allowed to bring portable mains powered electrical equipment from home into school (except essential medical equipment).
- Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- Electrical sockets should be switched off before a plug is removed.

FIRST AID

. First aid stations exist in Foundation Stage and in the Year 6 Wet Area (Year 4 when field is in use)

Standard Operational Procedures

Incident/Accident- does it require first aid

Incident not requiring 1st aid- possible options

- Emotional support from peer/s
- Rest in Year 6 Wet Area
- Glass of water
- Wet paper towel applied
- All lunchtime staff outside carry first aid kits

Minor Incident- requiring first aid (Designated first aider /SLT NOT required)

Ancillaries with first aid bags – dependent on rota

- First aid includes- antiseptic wipes, plasters, dressings, ice packs
- Escorted to first aid room area by adult dealing with child
- First aid administered by adult (not child)
- Gloves to be worn when dealing with blood/bodily fluid (aprons also available)
- All first aid waste to be put in designated first aid bin
- Recorded in accident book (do not remove)
- Accident book entry advised to teacher/bumped head note issued

Serious Accident- requiring attention by designated 1st aider/ SLT

BUMPS/CUTS TO HEAD (OTHER THAN MINOR ONES) - GREY FORM TO BE COMPLETED AND LEFT ON HEADTEACHERS DESK FOR SIGNING AND SENDING TO DEPARTMENT*If Headteacher is unavailable these should be dealt with by the Deputy Head.

- Emergency first aid given
- Record accident and treatment in book (do not remove)
- Gloves to be worn when dealing with blood/bodily fluid (aprons also available)
- All first aid waste to be put in designated first aid bin

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

- Parent contacted and informed. Recorded in phone log.
- Condition monitored/ parent assess injury/ escorted to hospital - IOM Gov. Accident Report Form to be completed (GREY FORM)

Life threatening injury/illness- dial 999 - IOM Gov Accident Report Form to be completed / RIDDOR Form F2508

Allergies/ Asthma

- Children with care plans MUST be indicated in the Class teacher/ Supply teacher files for teachers.
- All medical needs must be recorded on Arbor
- Copies of Care plans completed. (see administering medicines)
- Asthma boxes/asthma cards kept in classroom in red first aid cabinet
- Inhalers MUST accompany all trips out of school.
- Children must have 2 inhalers
- Children with Epipens must have 2 in school in Orange bags (provided)
- Children on school dinners have white trays-staff advised

First aid housekeeping

- School admin responsible for maintaining stock levels of first aid
- Class teachers/ Support staff/ Lunchtime staff responsible for replenishing first aid area boxes and trip bags
- All first aid to be administered in the first aid area
- Accident book to remain accessible in the first aid area

Completed accident forms will be collated and monitored and actions arising shared with all staff where appropriate. Any necessary risk assessments will be informed by this information.

Emergency Procedures

In the event of an emergency, contact a senior member of staff to dial 999. (see appendix 1)
Senior members of staff are Jo Richardson - Headteacher, , Michael Kinmond- Deputy Headteacher, Mandy Gravestock- SENCO

A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Individual health care plans should include instructions as to how to manage a child in an emergency and identify who has responsibility in an emergency.

ADMINISTERING MEDICINES

Long term medical needs

Onchan School Values
Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

- Any children with **long term** medical needs **MUST** have a care plan and long term medication form in place, signed by the parent and the Headteacher.
- Care plans and long term medication forms are housed in the individual class file. Children with allergies **MUST** have their care plan and photograph on display both in the classroom and the kitchen.
- Some medication is kept in the Safe in the school office ie for complex medical needs and will be administered by the SENCO/ designated member of staff
- If medication is required ensure another adult is present, 'administering medication recording form' completed and countersigned.
- Children with asthma must have an up to date asthma card, completed by parent.
- Cards are completed whenever used.
- Asthma inhalers are to be stored in each classroom, easily accessible.
- Children are to be encouraged to manage use of inhalers.
- Inhalers and any long term medication is to be taken on ALL school trips

Short term medical needs

Where children are well enough to attend school, but are required to take prescribed medication, parents should ascertain whether dosages could be prescribed outside the school day. Parents should ask the prescribing doctor or dentist about this. Parents must complete a request form and undertake delivery and collection of medicines (i.e. themselves or their adult representatives).

- Medicines are to be stored in the school Office/ Staffroom
- If medication is required ensure another adult is present, 'administering medication recording form' completed and countersigned.
- Forms are found on the website

Non-Prescribed Medication

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where the head agrees to the administration of a non-prescribed medicine, it must be in accordance with procedures outlined in this guidance.

No child under 16 should be given medication without his or her parents'/carers' written consent.

Parents/carers are requested not to allow children to bring non-prescribed medication (i.e. Calpol, paracetamol) into school. The school cannot be held responsible for students self-medicating.

If a child suffers intermittently from acute pain, such as migraine or period pain or anti histamine the parents/carers with **school consent**, may authorise the supply of appropriate painkillers for their child's use with written, signed instructions about when the child should

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

take the medicine. A similar arrangement can be made for children with hay fever.

If a child suffers regularly from frequent or acute pain, the parents/carers should be encouraged to refer the matter to the child's GP.

Self-management

All staff involved will be made aware of the child's medical needs and relevant emergency procedures.

Some students may require immediate access to medication before or during exercise.

Staff involved in sporting activities will be made aware of any relevant medical conditions and appropriate medical and emergency procedures. Any restrictions on a child's ability to participate will be recorded in his or her file.

Generally, staff should not take children to hospitals in their own car, other than in an emergency (i.e. where parents/carers cannot be contacted).

Further details can be found in the Department of Education 'Guidance for Schools on the Administration of Medication and Medical Care'.

Off Site Visits

(see policy for Off site visits)

CHILDREN WHO GO MISSING

(Follow the missing child protocol)

Electronic register (Arbor) is to be completed in the morning and after lunchtime. In the case of supply staff, an emergency register is to be completed and sent to the office if the Parallel Class teacher is unable to take a register.

Children being children they may not always be where they should be. Rarely is this anything other than the children disappearing before turning up again of their own accord. If a child is not present

- The member of staff present arranges for all the other children to be satisfactorily supervised.
- The local area is checked thoroughly, in particular the toilets, cupboards, and storerooms. Along with all other areas capable of hiding a child.
- Enquires to be made through other adults within the school and nearby vicinity.
- If the child cannot be located then the Headteacher must be informed.
- The Headteacher will then inform:
 - i. The police and/or any other appropriate emergency service

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

- ii. The parents/carers of the child
- iii. The appropriate Department of Education and Children (DEC) officer

LONE WORKING AND PERSONAL SECURITY

(Follow DESC lone worker protocol)

DESC, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared.

Visitors into school

(Follow visits and visitors policy)

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

Call 999.

In the event of an abusive parent/ adult

(Refer to DESC Visitors Policy)

On occasion it may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and DESC contacted for further action to be taken.

In the event of it being suspected that a pupil is carrying a weapon

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be innocent and the matter can be dealt with accordingly. If in any doubt, call the police.

Bomb threat

(Refer to the bomb threat protocol)

Snow and ice

(Refer to the snow and ice protocol and adverse weather conditions policy)

Links to other policies

Please refer to all those identified throughout

REVIEW

The Headteacher will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

Onchan School Values

Compassion - Integrity - Endeavour - Courage - Respect



"Inspiring minds to ignite lifelong learning"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

This policy has been formulated with reference to the Equality Impact statement
September 2023

Contacting Emergency Services

Request for an Ambulance. Dial 999, ask for ambulance and be ready with the following information.

1. Your telephone number. School is 673465.
2. Give your location as follows. Onchan School, School Road Onchan State that the postcode is. IM3 4PD
3. Give exact location in the school.
4. Give your name.
5. Give name of child and a brief description of child's symptoms.
6. Inform ambulance control of the best entrance and state that the crew will be met.

Onchan School Values
Compassion - Integrity - Endeavour - Courage - Respect