

Health and Safety Policy

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MAES EBBW SCHOOL

Head Teacher: Nicola Allan

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Appendices – Working Practices

Safety Guidance and Safe Working Practices Have Been Developed for the Following:-

1. Food Technology
2. Maintenance and Cleaning Staff
3. Hydrotherapy Pool Maintenance
4. Use of Hydrotherapy Pool
5. Safety in Physical Education
6. Medication and Health Care
7. Good Practice Health and Hygiene Care
8. No Smoking Policy
9. Staff Fire Procedure
10. Moving and Handling
11. Safe Use of Hoists
12. Extension Lead Policy

HEALTH AND SAFETY POLICY DOCUMENT

INTRODUCTION

This school policy should be read in conjunction with the following City Council and school policies:

- Newport City Borough Council Code of Conduct for Employees
- Maes Ebbw School Staff Handbook
- Data Protection Policy
- Child Protection Policy
- Anti-bully Policy
- Strategic Equality Plan
- E-Safety Policy
- Social Media Policy

Primary responsibility for complying with the Health and Safety at Work Act 1974 rests with Newport City Council as employer of all education staff within the school. They developed policies and procedures on Health and Safety issues which are relevant to the operation of the school. The Council has delegated responsibility for implementing their policies to the Director of Education, who has further delegated responsibility for day to day management of Health and Safety on the school site to the Headteacher. The Governing Body will fully support the Headteacher in implementing these policies.

The Governing Body accepts its responsibilities under the arrangements for the Local Management of Schools and will ensure, so far as is reasonably practicable, that the premises they control are safe and offer no risk to the health of users or others affected by their activities.

It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school. This policy takes the individual needs of our pupils into account and safeguarding of our pupils is paramount.

Regulation 3 (1) of the Management of Health and Safety Regulations 1999 requires employers to make a suitable and sufficient assessment of the risks for their employees and others not in their employment but who are affected by the undertaking ie, pupils, visitors and contractors who use the school site. The Head Teacher will make adjustments to the allocation of duties to reflect changes in personnel, circumstances or the needs of the day to day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy.

AIMS

1. To provide and maintain safe and healthy working conditions taking into account statutory requirements.
2. To provide and maintain school accommodation, equipment and systems of work that are without risk to health.
3. To minimise, so far as is reasonably practicable, all accidents through a process of risk assessment, providing relevant training and safety equipment.
4. To create a culture in which all are aware of their responsibility to report hazards and participate fully in controlling risks.
5. To ensure that pupil's medical needs are identified and met.

RESPONSIBILITIES

Governing Body

The Governing Body will endeavour to ensure there is a safe working environment and safe working practices for all.

Head Teacher

The day to day management of the policy rests with the Head Teacher, with ultimate responsibility taken by The Governing Body and the Local Authority. The Head Teacher will submit a Health and Safety Action plan to the Governing body on an annual basis for approval. A copy will be sent to the local authority for information and communicated to school staff.

Deputy Head Teacher

The Head Teacher has appointed the Deputy Head Teacher (Chris May) to act as the school's designated Health and Safety Officer, with responsibilities for the line management of the site manager. The Deputy Head Teacher will ensure that new staff receive the necessary induction in respect of health & safety protocols and procedures.

Site Manager

The site manager (Richard Hennah) is responsible for the day-to-day management of health & safety matters. The site manager is responsible for the following:

- Regular monitoring of all systems,
- Identifying risks,
- Training and informing staff of hazards,
- Completing and evaluating risk assessments,
- Ensuring moving and handling risk assessments are carried out,
- Reporting back to and working with the Deputy Headteacher responsible for Health & Safety and the Headteacher.
- Managing the caretaker(s) and cleaning staff.

Health and Safety will be a regular item on the agenda at staff meetings, with the frequency being determined by issues arising but will be discussed at least once a term.

All Staff (Including Supply Teachers)

Staff have a legal responsibility under the Health and Safety Legislation to safeguard themselves, colleagues and others in the work place. In order to achieve this, their duties include the following:

- Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them and receive appropriate induction.
- Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements.
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary. This includes the health and well-being of pupils and ensuring safe practice at all times.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment should be visually checked before use.
- Reporting to the Head Teacher or Deputy Head Teacher - any defects in equipment or identified inadequacies in procedures.

Site Manager and Caretaker

The Site Manager and Caretaker has a legal responsibility under the Health and Safety Legislation to safeguard himself, colleagues and others in the work place. Duties include:

- Ensuring that work colleagues are aware of the general health & safety requirements for activities relevant to them.
- Seeking information on any special safety measures to be adopted and ensure that they are adhered to.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate protective clothing, guards etc are in good condition and used. Visually check all electrical equipment before use.
- Reporting to the Deputy Head Teacher, any defects in equipment or identified inadequacies or procedures. Where any defect renders the

equipment potentially hazardous, isolating it and clearly labelling it 'Do not use'.

- Carrying out weekly checks on fire alarms and daily checks on exits ensuring that they open easily and are free of obstruction.

All Staff

1. FIRE SAFETY

Procedures for evacuating the premises are attached in Appendix 9. These are also displayed in each work area.

The Head Teacher and Deputy Head Teacher are responsible for fire related matters that include:

- Ensuring that newly appointed staff receive induction training in emergency procedures.
- Organising at least two fire drills per term.
- Reviewing fire procedures as necessary and checking continued suitability of the pre-determined assembly points.
- Checking that fire notices are displayed in prominent positions throughout the building.
- Arranging with the Authority for annual testing of the fire alarm system and maintenance of fire fighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinating fire arrangements with volunteer workers and contractors on site.
- Appointment of Fire Marshalls.

2. ACCIDENT AND INCIDENT REPORTING

All staff are required to ensure that:

- All accidents, injuries and near misses are reported immediately to the Head Teacher or Deputy Head Teacher.
- An entry is made in the workplace accident book immediately.
- An employee accident report is completed and handed to the Assistant Head Teacher (and subsequently the Head Teacher).
- Staff must clearly state on self-certification forms whether or not an absence is due to an injury/illness as a result of a work activity.

The Head Teacher will report any notifiable event under the RIDDOR legislation to the local authority's Health and Safety Officer for reporting and liaison with the Health and Safety Executive.

3. FIRST AID

The Assistant Head Teacher (Graeme Tully) has overall responsibility for the administration of first aid.

There are designated staff qualified in first aid and a current rolling programme has been set up to ensure that those staff remain fully qualified in First Aid.

When pupils are taken out on visits and trips, the member of staff accompanying the pupils must ensure that a fully stocked First Aid Kit is taken with them, and that they are aware of any health problems of pupils in their care. This will involve the need to carry and administer specific medicines and carrying a mobile phone. Only staff who have been trained by the nursing team should administer emergency medication.

4. PORTABLE ELECTRICAL APPLIANCES

Portable electrical equipment, including leads and plugs, must be inspected at the start of each term to ensure that they are maintained in a safe condition. Such checks must be recorded in an equipment register kept by them.

The school employs a contractor to undertake formal testing of all such appliances on an annual basis and ensures records are maintained.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of. Use of extension leads and multi plug adapters is discouraged and where used Staff must follow the extension lead policy.

5. PLAYGROUND AND PLAY EQUIPMENT

One of the caretaking staff carry out termly inspection checks of play equipment and play surfaces and a record of these inspections are kept in the caretaker's office, he informs the Site Manager, Head Teacher or Deputy Head Teacher of any hazards or problems. Each member of staff using the playground should make a visual check of all playground equipment. Scooters or 2 wheeled bicycles are not allowed to be used on the playgrounds during general play.

6. POOL SAFETY

The site manager carries out testing of the swimming pool water and temperature, Ph and chlorine level testing must be carried out three times a day and a record of checks must be maintained. Safety rules for swimming and pool use is contained in Appendix 4.

7. DISPLAY SCREEN EQUIPMENT

Every effort will be made to provide work systems and an environment that will not create health problems. Any computer user who suffers discomfort must report such condition to their line manager.

In compliance with the Display Screen Equipment Regulations, workstation assessments will be undertaken by the Councils Health and Safety Team upon referral. Remedial action will be taken where risks are identified. Risk assessments for conditions such as pregnancy and other specific medical conditions should be undertaken prior to working with equipment. Users are required to complete a self-assessment checklist. Members of staff identified as DSE users are entitled, on request to an eye and eyesight test for which the Council will pay. If the test shows that they need glasses for DSE work the Council are only required to pay for the cost of lenses and basic frames which will not exceed the amount prescribed by the local authority. Details can be supplied on request.

8. CONTRACTORS

Where services such as cleaning and grounds maintenance are contracted out, the Contractor is responsible for setting, maintaining and affecting their own Health and Safety standards – so their activities do not put other people at risk. They should signpost areas and make sure they are cordoned off while work is being carried out. The site manager will ensure that contractors are made aware of any risks created by school activities and will ensure that an exchange of health and safety information is undertaken.

9. STUDENTS/VOLUNTARY HELPERS/VISITORS

The teacher in charge of students/volunteers must ensure that students and voluntary helpers are aware of the School's Health and Safety rules, regulations and guidelines. In general, visitors should not be left unaccompanied and should not be taken into hazardous areas. Where visitors are allowed free access to certain parts of the building they should be provided with instruction of actions to be taken in an emergency, and asked to sign in on arrival and sign out on departure. Specific risk assessments will be taken out for work experience students / employees under the age of 18.

All visitors must report to school reception on entering the site. They will not be allowed onto the site until staff are satisfied their visit presents no risks to staff, pupils or others on the site or have been authorised by leadership.

Visitors' names and vehicle details (if parked on the school site) will be entered into the Visitors Book when they come to the school. They will be given identification to show they are authorised visitors, and they will be given appropriate information about emergency and evacuation procedures. In the event of an emergency or evacuation, the Visitors Book will be taken to the assembly point by the school clerk and any visitors accounted for.

All visitors will be directed to read the relevant safeguarding information and will be asked to initial the Visitors Book to indicate that they have read it. All visitors will be directed to turn off their mobile phones for the duration of their visit.

10. SMOKING

Smoking is not permitted in any part of the school's accommodation or on the grounds. The School's No Smoking Policy is included in Appendix 8.

11. MANUAL HANDLING OPERATIONS

In compliance with the Manual Handling Operations Regulations the School will be required to carry out an assessment of handling activities and advise staff of any risks. Every effort will be made to minimise risks and where considered necessary, training will be given. Guidelines on moving and handling are included in Appendix 10.

12. DISPOSAL OF WASTE

All waste materials, substances or items must be disposed of in a safe manner and in designated disposal containers all in accordance with health and safety legislation. Special arrangements exist for the disposal of chemical and clinical waste and staff should seek advice from their line manager or the Headteacher if in doubt.

The clinical waste in school comes within the category of Groups B, D and E. These are disposed of weekly through Newport City Council.

Staff should ensure they use personal protective equipment such as gloves and aprons as appropriate and should apply strict personal hygiene procedures, for example thorough washing of hands after contact with waste products.

13. TRAINING

All staff are responsible for informing the Assistant Head Teacher of any training needs identified. School Governors will offer support by offering training opportunities for staff and for allocating finances so as to meet the principal aims of Newport City Council Health and Safety Training Policy.

14. RISK ASSESSMENTS

The Management of Health and Safety Regulations requires all employers to assess the risks to which their employees and non employees may be exposed as a result of their undertaking.

The School's site manager will undertake risk assessments in conjunction with specialist teachers and advise staff of any identified risks and the preventive and protective measures which they should observe. A full risk assessment will be carried out on an annual basis but weekly monitoring is in place.

Should a near miss or incident occur, the risk assessments and procedures shall be revised and reassessed to take account of any failings and the local authority will be advised so that any useful feedback can be communicated to other schools.

Members of staff who are pregnant should notify their line manager as soon as possible so that a risk assessment of the working environment can be carried out to ensure the safety of the mother and baby.

15. ALCOHOL AND SUBSTANCE ABUSE/MISUSE

The following list should be adhered to:

- Do not come to school under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs onto the school premises.
- Check with your doctor or pharmacist about the side effects of medication.
- Never drive or operate machinery if you are affected by alcohol or drugs (including some prescribed medication).

On recognising or being made aware of the symptoms of alcohol or drugs, the Headteacher will assess the member of staff's ability to carry out their duties and decide whether work activities are likely to put the individual or others at risk and if considered necessary can remove that individual from their duties.

16. PERSONAL SAFETY AND LONE WORKING.

Any staff working late in school (after 6 pm) must be mindful of their personal safety i.e. ensuring all windows and external doors are locked. Staff should be registered as being in school through the fob system and should register their departure with the fob. If any member of the staff is working alone in school, they should ensure that a colleague or family member is aware of their location (make sure this is recorded in the main office.) The school will ensure that suitable call and call back procedures are in place.

17. HOME VISITS

Whilst we emphasise the value of home visits, staff can be vulnerable when entering a pupil's home. It is the responsibility of all staff to ascertain as much information as possible regarding the family they are visiting and to follow the following guidelines:

- Log all planned visits in the school diary.
- Let colleagues or a family member know where you are going and what time you are expected back.
- Avoid visiting alone in the hours of darkness.
- Ensure written confirmation of a home or external visit is in place.

18. WORKING AT HEIGHT

Any staff using ladders must have taken part in ladder training. If staff need to put up or change displays, appropriate equipment must be used. **STANDING ON A CHAIR TO REACH HEIGHTS IS NOT PERMITTED UNDER ANY CIRCUMSTANCE.**

19. VIOLENT INCIDENTS

The Governing body and the city council will fully support any employee who is the subject of a violent incident in the course of their duties, giving due regard to the circumstances of the case. This support involves assistance in obtaining legal advice and paid time for interviews and court appearances. A violent incident is any incident where an employee is threatened, abused or assaulted and includes:

Physical attack - whether visible injury occurs or not

Animal attack - where an animal is used as a threat, whether visible injury occurs or not

Serious verbal abuse - when an employee feels threatened. This includes sexual or racial abuse.

Attack against property

All violent incidents or near misses will be recorded on local authority forms, issued by the school office, completed accordingly and then handed to the Assistant Head Teacher for processing, the school leadership team and the local authority being informed if then appropriate.

The Head Teacher will report all serious incidents to the Governing Body as soon as practical, and will prepare a summary of such incidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

20. WORKING IN CONFINED SPACES/SPACES CONTAINING ASBESTOS

The school has a cellar which should not be entered without permission from the Headteacher. The key is kept with the Site Manager and all visits to the cellar are supervised by a member of the leadership team.

The school has an up to date asbestos management plan (which is kept in the main office at all times) and access to these areas is subject to the conditions of the plan.

21. STRESS MANAGEMENT

The school recognises the importance of managing stress in the workplace. We will identify hazards and assess work related risks to mental health with the aim of reducing them so far as is reasonably practicable in accordance with the local authority’s procedure on Stress Management. This procedure is fully supported by the Governing Body.

The information provided by risk assessments will be used to inform decisions on matters to be included in the school’s Health and Safety Action Plan.

24. E-SAFETY/PERSONAL SOCIAL MEDIA

All staff are responsible for familiarising themselves with and adhering to the school’s e-safety and social media policy.

All staff are required to sign the ICT Acceptable Usage Agreement for Staff and Community Users before using the school’s ICT resources.

25. BREACHES OF POLICY

Any breach of this policy would be deemed as gross misconduct and will lead to disciplinary action being taken against the staff member/s involved in line with Maes Ebbw School or City Council Disciplinary Policy and Procedure.

Contracted providers of Maes Ebbw School or City Council services must inform the relevant school or City Council officer immediately of any breaches of this policy so that appropriate action can be taken to protect confidential information and limit the damage to the reputation of the school and the City Council. Any action against breaches should be according to contractors’ internal disciplinary procedures.

The school/county will not be held responsible for any injury sustained as a result of failing to act in accordance with the protocols and procedures set out in this policy.

APPENDIX 1

FOOD TECHNOLOGY

Most accidents happen in the home. This has to be recognised within the context of our Food Technology lessons. It is hoped that by establishing good practice within the school context that this will transfer into the home setting.

A designated teacher will have overall responsibility for the food Technology equipment.

This will include:

Checking the condition of all equipment before use and reporting any faults or damaged items to the Head Teacher or Deputy Head Teacher.

GENERAL GUIDANCE

Staff and pupils should wear the designated protective clothing and ensure that loose hair is tied back and jewellery removed during food preparation. Ensure personal hygiene rules are followed.

Pupils must not be allowed to store possessions on the floor where they can cause a tripping hazard.

Hand washing to be thoroughly undertaken before food preparation using liquid soap and paper towels. Separate hand washing facilities (not used for food preparation) are provided.

Oven gloves should be checked before each lesson and removed if showing signs of wear.

Staff must be aware of the risks due to gas, defective pilot lights, worn electrical leads etc. They must also know where to locate main switches.

All electrical appliances to be switched off and unplugged when not in use. Gas supplies to relevant equipment to be turned off after each lesson.

Pan handles to be turned into the side and held when stirring contents.

Any spillages on floor must be wiped up immediately and signposted.

APPENDIX 2

SITE MANAGER / CARETAKERS' DUTIES

The Site Manager /Caretakers are responsible for undertaking regular checks around the school and in relation to the fabric of the building as directed by the site manager. All hazards and risks, or areas requiring repair should be reported to the Headteacher and removed or made safe. Areas should be signposted if damage cannot be rectified immediately.

Ladders and steps used in school should be checked before use and formally inspected for defects every six months and a record kept.

The Site Manager / Caretakers will ensure that a system is in place for disposal of hazardous items (such as broken glass etc).

The Site Manager / Caretakers are responsible for the boiler house and heating system. Arrangements will be made for annual servicing.

The Site Manager /Caretakers are responsible for monitoring recommended cleaning products or other substances that are used on the School premises by themselves and other staff members.

The Site Manager /Caretakers should be aware of the principles of good moving and handling techniques and not attempt to move heavy items on their own.

CLEANING STAFF

The Cleaning staff are responsible for monitoring and storing recommended cleaning products or other substances which they use. Substances must be locked away in a designated cupboard and COSHH registers used.

The Cleaning staff should be aware of the principles of good moving and handling techniques and not attempt to move heavy items on their own.

The Cleaning staff have a duty to ensure the safety of all occupants in the building whilst cleaning is in progress and should operate a system of work for preventing risks. Any areas that are wet or a slip hazard should be signposted.

Any member of the Cleaning staff experiencing problems with materials used must inform their supervisor.

APPENDIX 3

HYDROTHERAPY POOL MAINTENANCE

1. The site manager will be responsible for the monitoring of the Plant Room and hydrotherapy pool.
2. The site manager and pool attendant are responsible for the testing and recording of air and water temperatures, Ph and Chlorine levels should be tested and recorded three times a day.
3. The hydrotherapy pool is to be backwashed at the end of the working week (usually a Friday or as the need arises), dropping the water volume by at least 20% or until the viewing port appears clear and appropriate filtration levels are restored.
4. The Plant Room and chemical storage areas must be kept locked and admittance to unauthorised persons prohibited.
5. Where there is a risk of splashing or contamination from handling pool chemicals, protective clothing (PPE) must be worn in line with the COSSH assessment.
6. Chemicals must be stored and used in accordance with instructions and safe working practice.
7. Precautions should be taken to prevent spillages and leakage and staff involved are trained in the emergency procedures to be undertaken should accidents occur.
8. The Cleaning Staff / Caretaker and pool attendant will be responsible for daily cleaning of the poolside and changing room areas

APPENDIX 4

USE OF HYDROTHERAPY POOL

Objectives

The Governors and staff are committed to ensuring that the hydrotherapy pool and its associated facilities are suitable for use and do not present unacceptable risks to the Health and Safety of any user. The pool and its associated facilities will be used in accordance with Newport City Council's Advice and Guidance on Swimming Pool Activities.

General

- The Head Teacher of Maes Ebbw School is responsible for the overall management of the Hydrotherapy Pool. All matters relating to the pool must be referred to the Deputy Head teacher in the first instance, who will defer matters to the Head Teacher as appropriate.
- The letting and charges of the pool are made at the discretion of the Governing body of Maes Ebbw School.
- In the event of a letting a nominated Supervisor must assume responsibility for each group using the pool, and for the enforcement of these regulations during each swimming session.
- For school users, the controller of the swimming activities will be the Swimming Instructor or the Teacher in Charge of the swimming session. If teaching swimming they must have as a minimum qualification an Amateur Swimming Association (ASA) or Swimming Teachers Association (STA) teaching qualification and appropriate RLSS Life Saving qualification.
- No person will enter the water unless there is present a Lifeguard and Instructor. (Preferably RLSS or STA qualification).
- Children not participating in swimming activities must not be on the poolside.
- Equipment must be used only for its proper purpose. Any damage or defects must be reported immediately to the Deputy Head Teacher and Site Manager.
- No responsibility is taken for any property left in the pool or changing rooms. The pool and changing rooms must be left in a clean condition after each session. Towels and swimming costumes must not be left drying in the pool area.
- **Within school hours** In an emergency, the emergency cord located in the hydrotherapy room should be used by the pool lifeguard (or under their direction) to alert personnel in the school office who will then put

the Pool Cord Activation Plan into place. This routine is to be practiced at least once a term.

- **Outside of school hours** in an emergency the pool lifeguard (or under their direction) the telephone located in the pool hall is to be used to call the emergency services.
- Each child must have written consent form from parents before using the pool.
- A timetabling system for use of the pool is established yearly. The use of the pool for therapy has priority.

Hygiene

- Outdoor shoes must not be worn in the pool area.
- The controller of the swimming activities or person responsible for each group shall insist on the correct use of showers, toilet and changing facilities. Such nominated persons remain responsible for ensuring the appropriate hygiene of persons using the pool.
- A strict No Smoking Policy is in force in the swimming pool complex and school building.
- Food or drink should not be consumed an hour prior to swimming activities. No food or drink (or glass containers) are permitted on the pool site.
- Jewellery should be kept to a minimum i.e. plain band rings and stud earrings. Dangling earrings, rings containing stones and necklaces should not be worn.
- In the event of a pool user fouling the water the pool must be evacuated and the Deputy Head Teacher notified.
- All children must shower before entering the pool.
- Suitable swimming costumes must be worn (specialised swim nappies where appropriate). All children must be toileted before entering the pool.

Health and Safety Arrangements

- Non-school groups hiring the pool shall be responsible for their own safety precautions and supervision and in this connection shall effect policies of insurance providing cover against the risk of injury or death to members of the group, damage to the pool and equipment associated therewith and damage to the changing rooms where such

injury, death or damage is due to the act or default of a member of the group, or of a person brought to the pool by a member of the group.

- Each group must be responsible for its own first aid requirements. A basic first aid kit is mounted on the wall. Whilst a periodic check is made on the contents, if supplies are low this should be reported to the Admin Staff in the School Office.
- The hydrotherapy pool may only be used if a trained lifeguard is present.
- The temperature must be maintained at 32 – 35° C, the optimum operating temperature is 34°C.
- It is advisable that, following swimming, children and staff have a drink and a brief rest period.
- Children should not be in the pool longer than 20-30 minutes and therapists no longer than 1.5 to 2 hours without a break; and not more than 3 hours in any one day.
- All children, when in the pool, must be supervised and/or supported by a member of staff. The number of swimmers must not exceed 6 at any session. A minimum pool water area of 2 square metres per person is required.
- When the pool is being used for hydrotherapy purposes then the operating guidelines are for 2 staff and a maximum of 3 pupils/clients to be in the pool at any one time along with a lifeguard on the poolside. For class use to develop co-ordination and relaxation techniques a maximum of 1 member of staff and 6 pupils in the water is acceptable, with a lifeguard on the poolside. For Water-babies or other similar use a maximum of 1 tutor and 6 parents and accompanying babies with a lifeguard on the poolside.
- The lifeguard should be in a position so as to be able to see all those participating, except in emergencies or when the class is assembled at the poolside while the teacher is demonstrating a particular point.
- Changing rooms must be adequately supervised.
- The pool doors must remain closed at all times and be locked when not in use. At least two able bodied adults must be present at all sessions – one in the pool and one on the poolside (lifeguard trained). When using the pool, all doors including the courtyard must be locked. The two exit doors must be locked whilst the pool is in use.
- Hoists must be used for lifting children in and out of the pool when required.

- Any incident occurring in the pool must be reported to both the Site Manager and Deputy Head Teacher and recorded on an incident form.
- Parents are to be informed as soon as possible if their child is involved in an incident.
- Outside of the school day the pool is kept locked when not in use and unlocked by a designated person (Deputy Head Teacher - or site manager/caretaker.)

Contra-indications for using the pool

- Diarrhoea and vomiting
- Broken skin/infection
- Athlete's Foot (unless a sock is worn)
- Known infectious diseases

Emergency Action Plan

- An emergency drill to clear the pool is practised regularly (termly), and records kept and should be effected by means of an agreed signal such as a fire alarm.
- In the event of a fire the pool and associated areas will be evacuated and the Fire Procedures in Appendix 9 will be followed.
- Users will follow the instructions and directions of the Instructor/Lifeguard.

Hydrotherapy Pool Normal Operating Procedures (NOP)

The Hydrotherapy Pool Description and Dimensions

The pool tank is 6 metres long by 3 metres wide and 1.1 metres deep. The tank is described as being of constant depth but this is not the case as it has a shelf creating a shallow end. Here the water is 0.7 metres deep for the full width of the pool, however the shelf has a gentle ripple edge so there is no abrupt edge. The shelf allows for adults or older children to sit on the ledge. There is a set of steps in the pool tank between the levels with accompanying handrail.

The pool tank is accessed via stainless steel up and over steps with nylon treads and stainless steel handrails that enters the pool in the shallow end.

The pool can also be accessed via an overhead tracked electrical hoisting system. This system of entry into the pool hoists directly into the 1.1 metre section of the pool there is also a 'back-up', manual chair hoist should the electrical hoisting system fail or not be appropriate to use.

The pool tank is of concrete construction with a custom made reinforced polyethylene liner whose elevation is partly above the ground. The pool has a stainless steel grab rail fitted to all 4 sides.

The pool is of skimmer design with 4 surface skimmer outlets, 2 main bottom drains and 5 below the surface water inlets, 4 of which are directional and 1 static. The pool also has an integral water vacuuming point to assist with the cleaning of the bottom of the pool.

Bather Load

When the pool is being used for hydrotherapy purposes then the general operating guidelines are for 2 staff and a maximum of 3 pupils/clients to be in the pool at any one time along with a lifeguard on the poolside. For class use to develop co-ordination and relaxation techniques a maximum of 1 member of staff and 6 pupils in the water is acceptable, with a lifeguard on the poolside.

For Waterbabies or other similar use a maximum of 1 tutor and 6 parents and accompanying babies with a lifeguard on the poolside.

Average Pool and Air Temperatures

The hydropool water temperature is maintained at between 32 and 35 degrees Centigrade, however the target temperature is between 33 and 34 degrees.

The ambient target air temperature is 2 degrees above the Hydropool temperature.

Disinfection System

The hydropool disinfection system utilises Sodium Hypochlorite in liquid form (14-15% concentration). Pool disinfectant concentration levels are maintained by the use of an automatic dosing system.

pH Correction

The Hydropool pH correction system uses Carbon Dioxide in gas form, pool concentration levels are maintained by the use of an automatic dosing system.

Water Turnover

Under normal operating conditions it takes 1 hour to filter the volume of water held within the hydropool.

Water Testing and Back-Washing

The Hydropool water is tested a minimum of three times during the day.

The first test is carried out between 8.30 and 9.00 in the morning.

The second test is carried out between 12.30 and 1.30 in the afternoon.

The third test is carried out between 2.30 and 3.00 in the afternoon.

These tests consist of Free, Combined Total Chlorine and the pH of the water.

The times of these tests are recorded on a dry-wipe board in the pool hall.

In addition, the temperature of the water is tested daily and weekly the Calcium Hardness, Total Alkalinity and the Balance of the water is calculated.

All water testing and chemical dosing is carried out by STA qualified Pool Plant Operators following the appropriate Risk Assessments and using the appropriate PPE measures.

Once a week a sample of the water is sent for microbiological analysis to the Public Health Laboratory. Once a week the pool is also Back-Washed. This occurs on a Friday after the pool has finished being used and the water level is dropped by at least 20% of the total volume or until the sight glass appears to be clear of particles.

If contamination of the pool occurs, then the appropriate action is taken following the guidelines laid out in the STA Pool Plant Operations Resource Manual.

Pool Security

The hydrotherapy pool doors are magnetically locked during the school day. This prevents any pupil from entering the hydro pool unescorted and reducing the risk of an incident or tragic accident.

These magnetic locks automatically release in the event of a fire to allow users and staff to vacate the building. These doors do not release for safety reasons, however you can use the green key override box to disengage the maglock if and when needed. Outside of the school day the pool doors are also locked by the use of a mortise keyed oval lock.

Pool Cover

At the end of the day the pool cover is to be used to help maintain the temperature of the water by minimising heat loss and also to help prevent accidental contamination of the pool water.

The cover is to be removed before the pool is opened for use.

Lifeguards

All Pool Lifeguards are trained to the National Rescue Standard (NsRS) Pool Safety Award of the Swimming Teachers Association (STA) and this qualification is updated on a rolling programme for all appropriately trained staff.

Hydrotherapy Pool Emergency Operating Procedure (EOP)

During the school day If there is any potential life threatening incident while in the pool area operate the emergency pool alarm to summon help.

At any other time use the pool telephone to call the emergency services.

Procedure for dealing with Faeces

- If any pool user defecates in the pool and the stool is **solid** it should be removed immediately using a net scoop and disposed of safely. The pool should be emptied of users and the school office needs to be contacted as soon as possible. A pool plant operator will then check the chemical levels and TDS of the pool water and then carefully check for any floating remnants.
- If necessary, the pool will be closed for 24 hours and hyper-chlorinated until the correct water balance levels are re-established.
- Solid faecal contamination is of minimal risk and solid faeces is an indication that an individual is of good health.
- If the defecation is in the form of **diarrhoea** the pool must be evacuated immediately and the school office contacted as soon as possible. A pool plant operator will then close the pool, drain the pool, backwash the filter and then refill the pool. The pool water will then be independently microbiologically tested and acceptable results obtained before the pool is re-opened.
- All pool users need to wash thoroughly after exiting the pool when water contamination has occurred.
- To safeguard all pool users those pool users who are known to suffer from faecal incontinence are required to use suitably protective pads and swimwear.

Procedure for dealing with Vomit

- If the pool user vomits in the pool and the vomit is of a small amount and contained, then it is to be removed using the most appropriate i.e. the net scoop and disposed of safely. The school office should be contacted as soon as possible. A pool plant operator will then check the chemical levels and TDS of the pool water and then carefully check for any floating remnants.
- If necessary, the pool will be closed for 24 hours and hyper-chlorinated until the correct water balance levels are re-established.
- If the vomit contamination is significant or readily disperses the pool must be evacuated immediately and the school office contacted as soon as possible. A pool plant operator will then close the pool. STA regulations have been updated, they state to no longer empty the pool, to undertake a significant backwash and super chlorinate. This is partly down to new environmental changes that state a swimming pool is not to be dumped without first contacting and advising the necessary authorities due to the significant environmental impact this has on the

wildlife. The pool water will then be independently microbiologically tested and acceptable results obtained before the pool is re-opened.

Procedure for dealing with Blood

- Blood spillages on the poolside should not be washed into the pool.
- Any blood spillage in the pool water needs to be quickly identified; all pool users should move away from the affected area, exit from the water and wash thoroughly. Blood spillage should be reported to the school office and a pool plant operator will close the pool, check the chemical composition of the water and treat the water accordingly.

Procedure for the management of Epileptic Seizures in the Pool or Pool Area

- Keep calm.
- Ensure that the person concerned is safe by supporting their head and keeping them away from the edge of the pool, where they may injure themselves. Be aware of flailing limbs.
- Most people only experience seizures for short periods of time and these can generally be managed safely in the water, however pool users who are epileptic should have care plans and staff should be aware of the instructions laid down in such a care plans. Once the seizure has ceased then the individual should exit the water to allow for recovery.
- If the seizure lasts for more than 5 minutes (see care plan for individuals who have a history of epilepsy), or one seizure is immediately followed by another the emergency services need to be called for removal to hospital. The person should be removed from the water (if it is safe to do so), using the pool hoist (if appropriate) and placed in the recovery position on the poolside. They should be kept warm with an emergency foil blanket and closely monitored.
- If the incident occurs during the school day then the office should be contacted as soon as possible and a nurse called to the pool for medical assistance and advice (ideally prior to calling for the emergency services as they can then make that judgement using their medical knowledge).
- Always ensure your own safety and don't be afraid to ask for help and assistance.

Physical Environmental Problems

- Power or lighting failure – In the event of the failure of the pool lighting or power the pool should be cleared immediately and all persons moved to a safely lit area (depending upon the emergency lighting or natural light available).
- If lighting conditions allow, then people can enter the changing rooms to change and dress. Because the changing rooms are a wet area and visibility might be limited the lifeguard should advise extra care and may limit the number of individuals entering the changing room at any one time.

Evacuation Procedure

- A number of circumstances may require the evacuation of part or all of the building. They may include:

Outbreak of Fire.

Structural Failure of the building or roof.

Emission of Toxic Gases

Bomb Threat

Power Failure.

The lifeguard is to:

- Calmly clear the pool of all users.
- Advise all pool users of the emergency procedures as displayed on the wall in the pool hall.
- Ensure all pool users are wrapped in either towels or emergency foil blankets to keep them warm.
- Instruct all to proceed to the nearest fire exit and then to the designated assembly point.
- Ensure all users have vacated the pool area and collect the register of pool users upon exiting.
- If required office staff are to meet and direct the emergency services to the pool area.

APPENDIX 5

SAFETY IN PHYSICAL EDUCATION

1. The Teacher in charge of PE activity has the responsibility for monitoring and overseeing safe practices in PE, games and swimming.
2. Recommendation of the British Association of Advisor and Lecturers in PE should be followed where practicable. A copy of 'Safe Practice in PE' should be retained by the PE co-ordinator.
3. All PE equipment must be visually checked before use. Formal testing of specialised apparatus will be undertaken on an annual basis by an approved body/company. Such assessments shall be arranged by the Deputy Headteacher.
4. No apparatus or equipment should be used at any time unless directly supervised by a member of staff.
5. Outdoor areas should be visually checked for hazardous objects/substances prior to lessons.
6. All members of staff involved in the PE activity must ensure that pupils involved are suitable dressed with appropriate footwear. Jewellery should be removed and long hair tied back. (Staff should set a good example).
7. Outdoor shoes should not be worn for internal PE lessons.
8. Pupils must not eat during PE lessons.
9. Medical records will be consulted in order to highlight asthmatic and epileptic children as well as those with specific needs or difficulties.
10. Staff must remove jewelry before PE lessons and wear appropriate clothing.

APPENDIX 6

MEDICATION AND HEALTH CARE

Individual Care Plans

Children who have medical/ nursing needs will have an individual healthcare plan that will be written by the school nurse and signed by the Health Care professionals, the School Nurse, Head teacher and parents. The care plan should be reviewed annually and updated if any changes occur.

This document holds information about the child's medical/ nursing needs and the input they receive from professionals.

This document is confidential but will accompany children on outside visits and to hospital (in the case of an emergency). A member of staff should accompany the child if the parent is not available.

Administration of Medicines

The information below is based upon issues identified in the Welsh Office document "Supporting Pupils with Medical Needs: A Good Practice Guide" (December 1997) and local authority guidance.

Parental Consent

Medication, including non prescription medication, can only be administered with written parental consent of the parents/ guardians. It is the responsibility of parents to provide the school with clear, up to date instructions with regard to the administration of medicines. Parents are responsible for notifying the school of any changes in medication details.

Under no circumstances should medication be given to children to carry. All medication must be in date and clearly labelled with the child's name.

Storage

All medication will be stored in a lockable facility and under the control of the school nurse. Staff other than the school nurse cannot be required to give medication unless the child is out on an educational trip. It may then be given by suitably trained classroom staff. All medication must be in date and clearly labelled with the child's name.

Education guidelines on administration of epilepsy medication.

- Buccal Middazolom (also known as Buccalam) / Rectal Diazepam is prescribed to children who have epilepsy and require emergency medication to control seizures that last longer than 5 minutes. Some children/young people who have diagnosed epilepsy will have an epilepsy care plan that has been written by the epilepsy specialist

nurse and the consultant. The emergency care plan describes the child's seizures and the care required if the child has a prolonged seizure. It will have clear instructions about when to administer the drug. Classroom staff are annually trained in the administration of the drug.

- Education staff must have knowledge of the emergency care plan and when it is necessary to administer the drug, the dosage required and the method for administration of the medication. This information will be contained within the emergency care plan.
- Education staff need to have Epilepsy training and have regular training updates to be able to give Buccal Midazolam/ Rectal Diazepam in an emergency procedure. The Headteacher is responsible for liaising with the Epilepsy specialist nurse or other health professional who will provide the epilepsy training to the education staff.
- Parents should provide written consent agreeing for the emergency medication to be given. In the event of administering the drug, parents should be notified.
- The medication should be stored in a locked cupboard that is easily accessible at all times. When the child is off the school premises a nominated person should be responsible for the safe storage of the medication and ensure that it is with the child at all times.
- Education staff have a responsibility to observe the child and report any concerns, changes in seizures, increase in the number, frequency and/or duration of seizures to the parent and school nurse.
- Education staff must inform the parent, head teacher and the school nurse if they administer emergency medication. The date, time and amount of medication must be recorded by the person administering the emergency medication by completing the record on the epilepsy care plan.
- Parents need to be informed if their child/ young person has a seizure and a written record needs to be maintained. The information needs to include the date and time of seizure, duration and the outcome.
- If the child requires a 999 ambulance and transfer to hospital a member of education staff must accompany the child/ young person to hospital, taking their emergency medication, emergency care plan and information about the child with them. The member of education staff must stay with the child until the parent arrives.

Pupils who are unwell at school

If a child becomes ill whilst in school:

- Inform the school nurse who will subsequently inform the Head Teacher.
- School nurse or Head Teacher will telephone parents.
- If Parents/ Carers are not able to collect, the child will remain in school and be monitored by staff. They will be kept in a safe, quiet place, away from other pupils.
- **In an emergency, School nurse/ Head Teacher will dial 999 and request an ambulance. Parents/ carers will be notified and reassured.**
- A member of the class team will accompany the child to hospital with the child's notes. She/he will remain with the child until the parent/ carer arrives.

Advice on common ailments

- **DIARRHOEA** – pupils may remain in school if he/ she suffers with loose stools as a matter of normality, has a medical condition e.g. coeliac, is on antibiotic resulting in loose stools or is being treated for constipation.
If it is believed the child is suffering from infectious diarrhoea as a result of a stomach bug, they should be sent home and remain at home until 48 hours after the symptoms have ceased.
- **VOMITING** – pupils may remain in school if he/she suffers from vomiting as a matter of normality e.g. reflux, he/she is taking any medication which may cause an adverse reaction.
If it is believed the child is suffering from infectious vomiting as a result of a stomach bug, they should be sent home and remain at home until 48 hours after the symptoms have ceased.
- **RASHES** – pupils may remain in school if the rash is non infective e.g. eczema.
Pupils should be sent home if he/she has any infective rash e.g. impetigo or scabies.

APPENDIX 7

GOOD PRACTICE HEALTH AND HYGIENE CARE

1. Changing nappies/sanitary towels/children who have wet or soiled themselves

- Staff should wear gloves and disposable plastic aprons that are located in the accessible toilet/changing areas.
- Staff should prepare the soapy and moistened wipes prior to lifting/hoisting children onto the bed to avoid leaving them on the bed with the risk of rolling off.
- If the child needs to lie down to be changed, staff should place one piece of large blue roll on the bed under the bottom area prior to lifting/hoisting the child onto the bed.
- Remove nappy/sanitary towel /soiled clothes, and place in nappy bin (metal). Soiled clothes to be placed in a carrier bag, knotted and placed directly into the child's bag. Alternatively, if they are to be washed at school, placed in the red bag for contaminated laundry.
- Do not rinse soiled clothes in the children's wash hand basins. Place in large bag and secure.
- Use wipes with soap and water to clean the child, rinsing soap off with moistened wipes.
- Dry thoroughly with dry wipes.
- All wipes to be placed in bin bags. These are for contaminated waste.
- Lift/hoist/assist child back to chair/onto floor.
- Place the used piece of blue roll in the yellow bag.
- Remove gloves and place in yellow bag.
- Secure child into wheelchair, if appropriate.
- Spray bed with Actichlor anti-bacterial cleaner and wipe off with a dry wipe, place this wipe in the bag.
- Wash your hands using bacterial wash.
- If the child has touched their groin area during the change wash their hands with soapy water/wipes or use a wipe with it on and rinse off, dry thoroughly.
- Proceed back to lesson.

2. Wiping faces and noses e.g. saliva, catarrh/ after snacks or drinks

- There is no need to wear gloves when carrying out any of these activities provided the child is free from infection.
- Place the tissues or wipes in the bags for waste which can be found in each class.
- Use the pedal to raise the lid.
- Wash your hands thoroughly afterwards.

3. Action in the event of loss of body fluids e.g. bleeding/ vomit/ urine/ faeces

Blood spills

- Put on gloves and use wipes (where appropriate) to apply pressure or reduce the spread of blood around the classroom.
- Call the first aiders /nurse or escort the child to the nurse's room as appropriate.
- In normal circumstances use wipes and dispose of them in the bags.
- Several wipes may be needed and the bin may need to be brought to the child.
- When the blood flow has stopped/eased clean the child up and remove gloves.
- Wash your hands thoroughly and the child's hands if necessary.
- If there is blood spillage on the floor or furniture, keep the other children away whilst it is cleaned up.
- Class room staff are expected to clear up using the procedure below.
- Signpost the area until it is safe to return.

In the event of a serious injury occurring in class, contact the First Aiders IMMEDIATELY. They will decide if an ambulance is required.

Vomit

- Put on gloves, reassure the child, use wipes (where appropriate) for the child's face and clothes.
- Move them away from the contaminated area.
- If they are going to vomit again, those that can, should be directed swiftly towards the toilet, those that can't should use the disposable vomit bowls, (kept under the sink in each classroom).
- Class room staff are expected to clear up using the procedure below.
- Signpost the area until it is safe to return

Urine and Faeces

- Put on gloves.
- Use wipes to pick up any obvious lumps of faeces and place in the toilet.
- Contaminated wipes should be placed in the bags, not in the toilets as they can cause a blockage.
- Move children away from the contaminated area, the child who needs attention should be discreetly taken out to the toilet and procedure (1) followed for changing nappies/children who have wet or soiled themselves.
- Class room staff are expected to clear up using the procedure below.
- Signpost the area until it is safe to return.

4. Procedure for cleaning contaminated areas

- Use red mop, bucket filled with hot/cold water as appropriate and red dust pan.
- Ensure that children are kept away from the contaminated area.
- Mop up excess using hot water and mop. In the case of blood spillage use cold water.
- If the vomit or urine is on vinyl flooring or an area e.g. doorway that is in use A wet floor sign should then be collected from the Maintenance office and placed over the wet area.
- After 30 minutes put on gloves and spray dustpan, brush and contaminated site with Actichlor bacterial cleaner. Leave to dry. Wash your hands thoroughly.
- Rinse mop and bucket with fresh clean water in Maintenance office, hang up on hook to dry.
- Signpost the area until it is safe to return

This should be adhered to regardless of the room in which the incident occurred e.g. classroom or dining hall.

5. Procedures for cleaning up non-contaminated materials e.g. paint or food

- All classrooms are equipped with a blue mop and bucket, dustpan and brush. These should be used to clean up general non-contaminated material in class e.g. water after water play.
- Staff should ensure that the bucket remains empty between use and that the mop stands head upwards to dry between usage.
- In the event of food being dropped in the dining hall wipes can be used to pick up the majority of the spillage, placing both food and wipes in the usual left-over food bin (black bag)
- The kitchen staff will then use their mop and bucket with hot soapy water to cleanup the remaining spillage.
- A wet floor sign should then be collected from the Maintenance office and placed over the wet area.
- Signpost the area until it is safe to return.

Food Hygiene procedures

- Many of our pupils salivate excessively and lose food that has been in their mouth during mealtimes and morning snack times. The younger children wear washable PVC aprons and the older children wear disposable aprons during lunchtimes.
- These aprons are regarded as contaminated when saliva and food drop on them. Therefore, the disposable aprons should be placed in the bags after use and the washable ones taken to the laundry room.
- The wiping of children's faces during and after mealtimes is commonplace and these wipes should be placed in the bin.

- A bowl of hot water is available each day in the dining hall for thorough wiping of children's faces. Individual cloths are used for each child.
- Staff must ensure that they only use the wipes once and do not contaminate the water by putting it back in the water.
- After mealtimes have finished the catering staff will use the Actichlor bacterial spray to thoroughly clean the tables and chairs. They should ensure the floor is kept free of any food substances.
- The catering staff are responsible for the disposal of left over food.
- Staff should ensure that they wash their hands prior to helping children at lunchtimes.
- Classroom staff must ensure that the eating surfaces are sprayed with Actichlor prior to mealtime commencing.
- This procedure should also be followed prior to any class cookery activities.
- These used wipes should then be placed in the yellow bags.

Swimming and hydrotherapy is a vital part of our curriculum for many of the children. Parents should provide swimming towels and costumes.

- Recommended guidelines are for towels and costumes to be washed between each use.
- Children who do not have kit can use a school towel and costume but it must be washed after use.
- No children must share towels.
- If we are aware that a child has Scabies or Athletes Foot their towel must be sent home for washing or if we know it will not come back, it should be washed in school.

Routine cleaning of surfaces/toys and bedding

- Good hygiene practices must be employed by all staff at these times.
- Bedding must be washed weekly
- Toys must be sprayed with Actichlor and wiped monthly unless they have been in contact with a child with an infection.

Hygiene procedures for trips out of school and residential holidays.

- An adequate supply of gloves, wipes and tissues should be taken to deal with any foreseeable requirements eg. Incontinence, vomit etc.
- An adequate supply of yellow bags to contain soiled nappies and any other contaminated materials should be taken. Used bags should be kept away from children and secured. On return to school, this bag should be deposited in the allocated bin outside.

APPENDIX 8

NO SMOKING POLICY

Restrictions on smoking

A ban on smoking in enclosed public and work places was introduced in Wales with effect from **2nd April 2007**

The legislation was introduced by the Assembly to protect people from the harmful effects of inhaling second-hand smoke.

The law affects public and work places which are enclosed, including pubs, restaurants, private members' clubs, shopping centres, offices, factories and canteens.

Vehicles are also included if they are used for transporting the public or if for work by more than one person.

- Smoking is not allowed anywhere in the school buildings, the surrounding sites and in vehicles used for school business.
- The 'No Smoking' restriction applies to all evening use.

APPENDIX 9

STAFF FIRE PROCEDURE

- All staff must be familiar with all means of escape. All staff should be aware of where the fire assembly points are.
- All staff should know the method of operation of the fire alarm system and position of all operating points.
- All staff must be familiar with the location of fire extinguishers.
- On hearing the alarm, a member of the Reception Staff will summon the emergency services.
- Designated fire marshals will be wearing appropriate high visibility jackets and are trained to assist.

IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU

- Sound the alarm by operating the nearest alarm point.
- Evacuate the building (see evacuation procedure).

EVACUATION PROCEDURE

- The evacuation signal is a continuous note on the Fire Alarm. On the sound of the alarm, escort all persons in your charge from the building, (**USING THE NEAREST EXIT**) ensuring that all doors through which you pass are closed after you, to the assembly point.

DO NOT STOP TO COLLECT BELONGINGS.

- Pupils who are unable to walk should be assisted wherever possible by hoisting into wheelchairs. However, where the risk of life is great and time does not permit, staff should use appropriate moving and handling techniques.
- On arrival at the assembly area, assemble into class groups, the school's Administrative Officer will then hand you your class register for the roll to be confirmed. Notify the Headteacher at once if any persons are missing. Please include your staff members and any volunteers in your roll call.
- Fire Marshalls have been allocated to check all of the school rooms for remaining people and to make sure all the fire doors are closed.
- The building is not to be re-entered until told to do so by Head Teacher, Deputy Head Teacher or emergency services.
- The School's Administrative Manager will check all visitors, contractors etc. against the visitor's book.

APPENDIX 10

MOVING AND HANDLING PROTOCOL

Statement of Intent

The school recognises the need to manage risks associated with its activities and promotes a sensible and balanced approach to risk assessment.

To this end it endeavours to ensure that pupils are at the centre of their own moving and handling assessments and resultant safer handling plans and that their abilities, further development and expectations are considered.

Moving and handling assessments will be undertaken in consultation with relevant parties to ensure that all factors are considered relevant to the safety of the individual and those affected by those activities.

The school will ensure that those required to undertake moving and handling activities are sufficiently skilled to carry out their tasks safely and that effective systems are in place for the reporting of incidents or concerns.

The school will ensure that there is sufficient funding allocated for the provision of appropriate moving and handling aids and training programmes to support safer handling plans.

Legislation & Standards

The responsibilities as laid out in the Corporate Health, Safety and Wellbeing Policy and MSD Protocol are fully applicable unless otherwise stated and encompass the requirements of the following legislation:

- Health and Safety at Work etc Act 1974;
- Management of Health & Safety at Work Regulations 1999;
- Manual Handling Operations Regulations 1992 (As amended 2004);
- Lifting Operations and Lifting Equipment Regulations 1998;
- Provision and Use of Work Equipment Regulations 1998;

The arrangements also recognise standards set out within:

- The Human Rights Act 1998;
- The Equality Act 2010 (previously covered under the Disability Discrimination Act);
- The All Wales Local Government Manual Handling Passport Scheme;
- Relevant professional and industry standards;
- Current best practice including National Back Exchange standards.

Scope

This protocol applies to all those employed by the school as well as any agency or voluntary workers who may be affected. The standards as promoted within this protocol must be applied to all activities where moving and handling is a factor whether these are school based or off site.

Musculoskeletal Disorders

Musculoskeletal Disorders (MSD – also known as MSK) is a term used to describe injuries or conditions affecting the muscles, tendons, joints and skeleton, particularly in the back, neck, hands and arms.

Musculoskeletal disorders can result from the cumulative effects of moving and handling activities or poor postures, or be attributed directly to a single incident. Injuries may or may not be work related.

The school promotes an ergonomic risk assessment approach which aims to avoid, assess and reduce risks, so far as is reasonably practicable, from:

- Moving and handling tasks, involving people and inanimate loads;
- Work situations involving poor postures;
- Psychological symptoms related to MSD.

Responsibilities

School Governing Body

School Governors are responsible for ensuring that suitable and adequate arrangements are in place to enable the school to manage its duties with regard to moving and handling activities.

Head Teacher:

The Head Teacher has overall responsibility for moving and handling arrangements within the school, ensuring that risk is reduced to the lowest practicable level through risk assessment and safe systems.

Managers:

Managers (including Class Teachers) have responsibility for ensuring that the pupils in their class/s who require moving and handling support are assessed and have current safer handling plans in place.

They must ensure that plans are followed by staff and that any concerns are reported to the relevant Key Handler or the Head Teacher.

Managers must ensure that individual assessments are undertaken for staff who report difficulty with carrying out moving and handling activities due to pregnancy, health or other conditions. Referral for specialist support may be required.

Key Handlers:

The school has a team of Key Handlers who have been suitably trained to undertake a range of duties as delegated by the Head Teacher.

The Key Handlers are supported and mentored by the councils H&S Business Partner – who provides advice and guidance to the school to ensure legal compliance and that current best practice is implemented. They also liaise with relevant therapists and family members to ensure full consideration of relevant factors.

Key Handlers will oversee the routine maintenance and servicing of equipment ensuring that any concerns are brought to the attention of the Head Teacher for action.

Key Handlers will undertake regular visual inspection of powered equipment and associated slings/ accessories and will record inspections using the appropriate forms.

The Head Teacher will ensure that Key Handlers are provided with sufficient time away from classroom duties to enable them to undertake their delegated duties.

Physiotherapists & Occupational Therapists:

Many of the pupils who need assistance with their moving and handling transfers have been referred for Occupational Therapy / Physiotherapy. Therapists may be based at the school or at the Serennu Children’s Centre.

The school promotes an enabling approach to moving and handling transfers, ensuring that safer handling plans build on the skills and abilities of individuals where possible.

To achieve this, it is important that there is effective communication between the school, therapists and other associated service providers e.g. Respite Service, to ensure that risk assessments are balanced and effective. Therapists also offer a link between the school and the home environment and will support the school to ensure that individual handling plans are as consistent as possible.

Therapists will contribute to moving and handling risk assessments and advise on transfer methods and/or equipment needs.

All staff:

All staff must comply with any advice, procedures or systems introduced to reduce or eliminate risks identified through assessment.

Staff must use moving and handling aids in line with training provided and in accordance with safer handling plans. Staff must report any concerns to a Key Handler or to the Head Teacher as relevant.

In order to reduce the risk of MSD staff are encouraged to maintain a reasonable standard of fitness and to report any personal conditions which might affect their ability to safely undertake any moving and handling activities required for their role. This will initiate a process of individual assessment to identify any work adjustments needed.

Staff required to undertake moving and handling activities as part of their role should wear suitable clothing which does not restrict their movement or present a risk of becoming caught in equipment. Footwear should be low heeled and enclosed to prevent injury and offer a stable base.

Jewellery should be kept to a minimum and fingernails kept short to reduce risk of injury during handling transfers.

Risk Assessment

Individual moving and handling risk assessment should be undertaken of all hazardous handling activities whether these involve the handling of individuals or objects.

Risk assessment will be undertaken by Key Handlers who may seek input from therapists or other school staff as relevant. The input of parents/guardians will also be sought where this may contribute to the assessment process.

The school will adopt a balanced approach to risk assessment ensuring that the expectations of one party are not detrimental to the needs of other parties. Where there is a conflict of interest specialist advice will be sought.

Risk assessments will be recorded using the current forms and stored in line with document retention policies and systems.

Safer handling plans must be communicated and made available to all relevant parties affected by the activity, whilst being mindful of the individual's right to confidentiality and dignity in determining where plans are stored.

Provision and Maintenance of Moving and Handling Equipment

Moving and handling equipment may be required for the safe moving and handling of individuals. This may be powered, such as a hoist and sling, or a small aid such as a slide sheet.

Equipment should be provided as a result of an individual risk assessment and a safer handling plan should be in place which details how this should be used.

Equipment may be purchased from school budgets or provided through therapists as appropriate. Slings may also be provided for home use and brought to school to ensure consistency where appropriate.

Safer handling plans must detail the equipment to be used. Staff must not use such equipment unless they have been trained in its use.

Staff must ensure that equipment is stored safely when not in use and kept in a clean condition. Items subject to servicing and maintenance regimes under the Provision and Use of Work Equipment Regulations 1998 (PUWER) or the Lifting Operations Lifting Equipment Regulations 1998 (LOLER) must be routinely inspected and serviced as appropriate and in line with manufacturers' guidance.

Staff are responsible under LOLER for undertaking a brief visual examination of hoists and other lifting aids before use, reporting any concerns to a Key Handler for action and ensuring that the equipment is taken out of use until repaired.

Moving and Handling Training

Moving and handling training will be provided to Key Handlers and staff who are required to manage or undertake moving and handling activities.

The school will commission training which will be in line with All Wales Manual Handling Passport Scheme standards. Training course content will be bespoke to the needs of the school and the learner groups.

Key Handlers will complete a 5 day initial programme followed by annual updates of 1 day duration.

Staff will attend an initial 2 day programme followed by a two yearly update of 1 day duration. Additional specific training will be provided where there is an identified need.

Complex Situations

Situations where there is a need for complex handling methods will require specific risk assessment and detailed management plans. Such situations may include:

- Handling to manage seizure activity
- Handling to manage choking incidents
- Handling of plus-size (bariatric) persons
- Management of falls
- Personal Emergency Evacuation Plans (PEEP) where moving and handling is needed.

The H&S Business Partner – will support specific risk assessment and the development of management plans to ensure that control measures are balanced and in line with current best practice and legal requirement.

Transporting of Wheelchairs

Any wheelchair that is being transported in any of the Maes Ebbw vehicles is to be only clamped by staff who have been trained and certified by Puwertec.

Reporting Accidents/ Incidents/ Near Misses

Staff should report injuries and incidents which arise as a result of moving and handling activities to the Head Teacher at the earliest instance. They will be required to complete an accident/ incident report in line with legal requirement.

Reports will be forwarded to the H&S Team and should detail any investigations made together with any recommendations. The H&S Team will support any further investigations which may be necessary.

Protocol date: January 2016

Review date:

APPENDIX 11

SAFE USE OF HOISTS

All staff are trained to use the hoists in their classrooms. The training covers attaching slings to the hoists and moving pupils safely. This training is updated annually and in the event of a classroom staff change. Staff should not attempt to use a hoist without relevant training. (see moving and handling appendix)

The hoist systems should be checked daily by classroom staff for signs of damage and any faults reported to the Deputy Head Teacher.

Suitability of slings is checked regularly by Occupational Health and key handlers who will recommend new and replacement equipment when needed.

Hoists are serviced annually by the manufacturers and records kept of servicing. Do not attempt to use faulty equipment.

FAILURE OF HOISTS

If the hoist is tracked across the ceiling then –

- Firstly, reassure the person being hoisted and encourage them to stay as calm as possible.
- Contact the main office who will alert the caretaker to the problem.

The Caretaker will:

- isolate the electrical current to the tracking,
- using a step ladder climb up to the pod:
- in the case of a white pod use the ‘Bianca’ handle (which are supplied by Arjo and available in the office) to lower the person onto the changing bed / plinth where staff can then use a mobile hoist to complete the moving and handling process.
- in the case of a purple pod use the allen key which is located on top of the pod, to operate the manual release system (which is clearly displayed to lower the person onto changing bed / plinth where staff can then use a mobile hoist to complete the moving and handling process.

N/B if the hoist is in the pool area and the hoist fails over the pool then the caretaker will have to place the ladders in the pool to access the pod on the tracking system.

If the hoist is a mobile hoist –

- Firstly, reassure the person being hoisted and encourage them to stay as calm as possible.

- If possible, raise a changing bed / plinth / chair to meet the person which would enable the sling to be unclipped and enable staff to use another hoist to complete the moving and handling process.

Only staff who have been trained in the appropriate emergency release procedures should undertake the following.

- If the mobile hoist is an older version of the Maximove (white) hoist use a 'Bianca' handle and place in the manual release mechanism which is located at the front of the main column. Remove the small circular cover and the handle will line up with the motor. This may have to be pushed on. Slowly turn the handle to lower the person onto a changing bed / plinth then use another mobile hoist to complete moving and handling process.
- If the hoist is a newer version of the Maximove unscrew the grey cover on the top of the hoist, remove the allen key from the right hand side of the main column and place in the manual release mechanism which is located at the top of the main column. Slowly turn the handle to lower the person onto changing bed / plinth then use another mobile hoist to complete the moving and handling process.
- If all attempts to release the hoist fail, the fire service should be called.

APPENDIX 12

USE OF EXTENSION LEADS

- When used only those with three-core cable are permitted. All equipment must carry the PAT test label.
- The earth conductor must be connected.
- Extension cables should never run under carpets.
- Extension cables should never be run through doorways.
- Extension cables must be checked as part of the regular testing programme (i.e. added to the inventory).
- The use of extension cables is only acceptable as a temporary measure. It should only be used when there is no other option. Regular use indicates the need for additional sockets and such a requirement should be reported to the Head Teacher.

BEFORE USE CONSIDER/ENSURE:

- Does the location of the lead present a tripping hazard?
- Is the maximum load marked on the extension lead?
- Will the maximum load be within the safe rating?
- Has the extension lead undergone a visual check (see above)?
- Is the lead knotted or twisted?
- Is there any strain on the cable?
- Has the lead been unwound from any drum?